

## LENTON MANOR LTD

### Minutes of Annual General Meeting held on Wednesday 7 June 2017 at 7.30 pm at Unity House, Church Street, Lenton

<b>Present:</b>	Pam Jackson	Director
	Lindsay Parker	Director
	Michael Sahota	Director
	Richard Turpin	Director
	John Speight	Director

#### Other Shareholders

W & J Russell	31/32/41 Lenton Manor
N Ford	59 Lenton Manor
J Britton	42 Lenton Manor
P Turner-Loisel	84 Lenton Manor
G T Angulo	8 Lenton Manor
B. Williams	96 Lenton Manor
A & J Patani	29 Lenton Manor
E Wass	54 Lenton Manor

Also in attendance: David Stewart, Director of In Residence and Pauline Nicholls, Minute Taker.

Richard Turpin, Director, took the Chair for the meeting.

#### 1. Apologies

An apology for absence was received from Alec Shillaker.

#### Minutes of AGM 2016

Copies of the minutes of the AGM held on 20 September 2016 were made available to all shareholders and copies were circulated at the meeting.

It was requested that any matters relating to specific properties be brought up separately with the estate manager directly and that only matters that affect communal areas should be discussed at the meeting.

All matters referring to the property were discussed under AOB.

**IT WAS THEREFORE RESOLVED** that –

the minutes of the AGM 2016 be received as a correct record.

#### 2. Statement of Accounts 2016

The annual report of Directors, incorporating a copy of the accounts of the company for the year ended 31 December 2016, had been circulated to all shareholders and copies were circulated at the meeting.

**RESOLVED** that –

the report and accounts for the year ended 31 December 2016 be accepted.

### 3. **Election of Directors**

Richard Turpin indicated that all the current Directors had indicated that they wished to be considered for re-appointment as Directors.

In accordance with the normal practice, the current Directors stood down and were proposed for re-election. No further nominations were received.

**IT WAS RESOLVED** that –

Pam Jackson, Michael Sahota, Alec Shillaker, Lyndsay Parker, John Speight and Richard Turpin be re-elected as Directors of the company.

### 4. **New Management Company**

David Stewart gave a resume of his findings since In Residence had been appointed in November 2016 as estate managers. He explained that In Residence were now responsible for any concerns in the day to day activities for the properties of Lenton Manor Limited. The intention is to resolve any problems more promptly.

#### **(a) Site Manager/Contacting the Management Company**

It was noted that a Maintenance Manager attends each Thursday am to coincide with the day the bins are collected. If anyone has any problems they can approach this Site Manager. Alternatively they can email [info@inresidence.co.uk](mailto:info@inresidence.co.uk) or write to In Residence.

#### **(b) Communication**

David Stewart advised he would prefer much of the communication to be by email. There were however attendees who do not have email. It was therefore agreed that two newsletters a year would be produced; one by way of the minutes and one with the reminder for the maintenance charge.

The website will be improved and small items such as repairs to fencing etc would be added to the website.

#### **(c) Gardening**

David Stewart will continue to use the existing gardening company whilst at the same time obtain other quotes. He will liaise with the gardening company to request that the overhanging branches be tidied.

### 5. **Any Other Business**

#### **a. Grass Areas/Shrubbery and Gardens**

It was put forward to the meeting by Nick Ford that all grass areas should be cut on a monthly basis and charged to the management company. It was estimated that this would take 1 hour per week and should therefore cost £30 per week. Discussion took place and it was agreed that David Stewart should liaise with the gardening company to look at the viability of the suggestion. Mr Turner-Loisel referred to the fact that the bushes were overgrown which mirrored the point made by David Stewart.

It was agreed that any shareholders whose gardens are untidy to be written to by David Stewart to remind them of the deed of covenant to keep the garden tidy.

It was stated that papers had been left behind the properties. David Stewart will advise the maintenance manager.

**b. Drains**

It was noted that there has been a problem with tree roots affecting the drains for No 40/41/42. David Stewart confirmed that Severn Trent are responsible and that the problem was foreign bodies (eg wet wipes etc) being flushed down the WC and getting trapped in the drain at this location.

**c. Guttering**

It was agreed that David Stewart investigate the leaking gutter at No 50; water has entered the house.

**d. Parking Permits**

Nick Ford commented that In Residence approach VCS to have a purge to stop cars parking without permission near the properties.

**e. Gas Meters**

Reference was made to a potential risk at the leasehold properties in relation to the location of the gas meter boxes in the car ports. It was pointed out that access to the meter box and cut off valve was restricted if a car is parked too close to the meter box. Subsequent to the meeting, Directors sought independent advice, which concluded that there was no requirement to relocate the meters.

(The meeting closed at 8.30 pm)