

North Lane (Aldershot) Management Company Ltd

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Annual General Meeting

7.45pm on Tuesday 19 April 2016

St. Augustine's Church, Holly Road, Aldershot

Minutes

Welcome & Introduction

Dr John Koenigsberger (Chair) opened the Annual General Meeting (AGM) by introducing the Board of Directors appointed to represent North Lane (Aldershot) Management Company Ltd and the appointed managing agents, itsyourplace Ltd (IYP), who manage the day to day activities of North Lane (Aldershot) Management Company Ltd (the Management Company).

Paul Adams & Dan Churchill of Branston Adams (Accountants for North Lane (Aldershot) Management Company Ltd) were also introduced to the Meeting

Notice Convening the Meeting

John Koenigsberger advised that there would be five elements to the formal proceedings of the AGM, with the first being to approve the Notice convening the Meeting.

This Notice was proposed by Dr A LeGresley and seconded by Mrs S Lavery.

Directors' Report

John Koenigsberger gave an overview of the management company and its responsibilities to Members for whom all are property owners within the Estate.

John advised that being members everyone whether you own a house or an apartment are collectively responsible for the maintenance and upkeep of all communal areas, not just the grounds but such items as maintenance of the apartment buildings, insurance and by providing these services the costs are raised through the Service Charges which are invoiced each year.

John requested a few words from IYP and Cllr Keith Dibble to describe their working relationship with the management company and its members.

Kate Houghton of IYP stated that since being appointed, a number of issues became apparent however working together as a collective group with the Board of Directors, issues have been resolved and now there is a clear understanding of how effectively the Estate is being managed with clear directive from the Board. In addition to working with the Board, IYP thank the local Councillors Keith & Sue Dibble and Frank Rust for all their support and assistance as some matters that are referred to the management company are outside of its responsibilities and the Councillors have been able to assist.

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Cllr Keith Dibble stated speaking on behalf of Cllr Sue Dibble and Cllr Frank Rust (also Hampshire County Councillor) that represent North Town which comprises of about 3,200 homes and 4,800 residents. Chestnut Grove or Woodland Walk which is often referred to as the old 'Boots Estate' is around 15% of North Town population.

Keith advised that the interface with both the management company and the managing agent along with residents is very important to them and they have learnt over the years whilst representing you that the Estate is very complex as Kate had referred to earlier. In the past there has been many fundamental issues, aside from the adoption of the roads that have had to be resolved but is recognised and referred to by Rushmoor Borough Council as best practice and a show case of how complex developments are maintained and managed.

Service Charge Accounts

Richard Essling of IYP, took the attendees of the AGM through the high level of the Service Charge Accounts for the Management Company for the financial year ended 31 December 2015.

Richard advised that itsyourplace Ltd on a day to day basis manage the transactional financial matters for the management company. As the management company is a limited company, at the end of every financial year, they employ a Chartered Accountant to verify the transactions and financial state on an independent basis.

Richard introduced Paul Adams and Dan Churchill of Branston Adams. Paul re-iterated that they are appointed to act totally independent to validate and test the expenses of the management company and verify the expenditure. Paul advised that he would be happy to answer any questions in respect of the accounts being presented.

Richard advised that there were for the purposes of Service Charge Accounting two elements: for the 'Estate'; and for Leasehold properties. Each member (356) makes a contribution to the 'Estate' charge which is the same for each household and each Leasehold property also has to make another separate payment for 'Leasehold' costs and Ground Rent.

Income & Expenditure 1 January 2015 to 31 December 2015

– Service Charges, receipts and interest	£159,088
– Expenditure *	£109,983
– Ground Rent	£ 12,125
– Contribution to reserves	£ 31,661
– Net expenditure over income (from reserves) *	£ 5,319

Reserves

– Opening Reserves as at 1 January 2015	£129,875
– Closing Reserves as at 31 December 2014	£166,855

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* Variances to Budget

- **Electricity c.£1,000, Grounds/Woodland/Culvert Works c.£4,000, Accountancy c£800, Other Admin c.£2,300. Cleaning c(£1,000), General Repairs (Lights) c.(£2,000)**

The Service Charge Accounts were presented and proposed by Mr C West and seconded by Miss S McCaul.

The Appointment of Branston Adams was proposed by Mr C Williams and seconded by Mrs S Lavery.

A copy of the Service Charge Accounts will be distributed along with the Minutes of the AGM and if there are any queries in relation to the Service Charge Accounts for the year ended 31 December 2015 please refer to IYP for clarification.

At an AGM held 6 years ago, 9 out of 356 property owners volunteered to conform to the legal obligations as set out at both Companies House or covenants contained with the Leases or Deeds held. In doing so, the Directors are entrusted to select and appoint sub contractors that provide these services to North Lane (Aldershot) Management Company Ltd and to benefit all members.

Appointment or Reappointment of Directors

In accordance with the Memorandum & Articles of Association of the Management Company, the following Directors retired by rotation and offered themselves for re-election and following a show of hands were duly re-appointed as Directors of the Management Company:

- Mr S Smalley
- Mr S Daniel

The ratification of the appointment as Director for Mrs V Ingram was proposed by Mr G Phillips and seconded by Mrs M Koenigsberger.

The Board of Directors for the Management Company comprises the following members:

- Dr J Koenigsberger
- Mr S Smalley
- Dr A Le Gresley
- Mr S Daniel
- Miss S McCaul
- Mr D Koenigsberger
- Miss S Eismont
- Mr C West
- Mrs V Ingram

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Any Other Business

Springlake Industrial Park

Mrs Cook wanted to bring to the attention of those present issues that they have had with HGV vehicles attending during both day and night, with the night times disruption their sleep and peace. Mrs Cook stated that both herself and Mr Phillips have a good relationship now with logistics carrier and they are now minimising their night visits. Whilst this has helped with their peace, there is now a concrete speed hump causing some disruption so are liaising with Hampshire County Council to this regard.

Estate Trees

It was reported that there a number of young children causing damage to trees and whilst everyone is encouraged to report this to 101 it is difficult to identify who is causing the damage.

Road Adoption

Cllr Frank Rust advised that whilst it was hoped that the roads would have been by now adopted unfortunately this matter is now legal Departments of Hampshire Highways and Taylor Wimpey however it is hoped that Hampshire Highways will adopt the roads without any further delay.

Woodland Footpath

Mr Williams had noted that the woodland path is very overgrown and queried the maintenance of it. John Koenigsberger advised that a number of years ago following consultation with Rushmoor Borough Council that due to a number of incidences of anti-social behaviour, damage to the woodland bollard posts and dog fouling, it was agreed that whilst the path would remain, no maintenance would be undertaken.

Parking on Pavements

Members commented that it would appear that some households do not use their allocated parking whether that is a parking space or their garage/driveway and in doing so restrict pavement access which in places is dangerous.

John advised that unfortunately the management company cannot enforce parking within the Estate but potentially once the roads have been adopted this will be looked into by Hampshire County Council Highways.

As always it is politely asked that residents/visitors are considerate in their parking at all time.

Speeding on Estate

Whilst there are signs indicating 15pmh zone, it was commented that some vehicles drive faster than that around the Estate and such driving practice is dangerous. Anyone is encourage to report any vehicles driving this way by contacting 101.

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Finally, the Management Company and IYP would like to thank Local Councillors Keith & Sue Dibble and Frank Rust for their continued support and for all their lobbying that is carried out on behalf of the Management Company.

The AGM closed at 8.40pm

Addendum to Minutes

20 April 2016

Adoption of Roads

Dear Cllr Rust,

Further to our telephone conversation today, I can confirm that Ben Harrison has conducted a site visit and that I have authority from the principal engineer in s38 Team to move towards completion of the Deed of Dedication for this site.

The engrossments will be sent out to Taylor Wimpey tonight in the DX and they will need to circulate them to internal directors for signature before returning them to HCC for completion. The timescale for this is outside my control but I would hope that the Deed could be completed before the end of the month.

With a Deed of Dedication, Adoption of the Highway will be simultaneous with the completion of the Deed.

Yours Sincerely

Regards

Corporate Services for Head of Law and Governance and Monitoring Officer

Hampshire County Council

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