

North Lane (Aldershot) Management Company Ltd

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Annual General Meeting

7.00 PM on Thursday 9 May 2013

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 manages the day to day activities of North Lane (Aldershot) Management Company Ltd (the Management Company).

Directors' Report

John Koenigsberger gave an overview of the past year's activities. He explained that the Management Company comprises the 356 property owners and represents the legal entity which enables its members to share the responsibility for the management of the communal areas and facilities on the estate. The Directors are elected by the members, from among its numbers, to discharge that responsibility on a day to day basis.

The Managing Agents have been contracted by the Directors as professional advisers, qualified and experienced in the many complex issues faced by the Management Company. As such, all contact with the Management Company tends to be through the Managing Agents.

John advised all members present that the position of the appointed Managing Agent, which since 2009 has been itsyourplace Ltd (IYP), is often difficult as they deal with the day to day running and management of the Estate, liaising with the housing associations (First Wessex & Radian), four developers (Taylor Wimpey – London and South Offices, Bloor Homes and David Wilson Homes), Rushmoor and Hampshire Councillors, Police, Rushmoor Borough Council. IYP have also to ensure the regulatory compliance of the Management Company at Companies House for accounting and annual return purposes, along with efficient dealing and processing of sales of properties (houses and apartments) that fall under the management of the Management Company.

The Directors of the Management Company meet on a frequent basis during which time they discuss matters such as children's play facilities and ball park, upkeep of the woodland area and footpath lighting and maintenance, together with the associated courses of action and associated costs which they try to minimise.

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Until 2013 the woodland area did not fall under the management of the Management Company, however the responsibility has now legally transferred and the Directors are aware of the legal obligations. For this reason and in line with other responsibilities the Directors are commissioning a long term cyclical maintenance plan which will assist in the determination of the Service Charge/Estate Charges payable in accordance with the Lease and Deeds.

Service Charge Accounts

Tom McManners, of Treetops Chartered Accountants, took the attendees of the AGM through the Service Charge Accounts for the Management Company for the financial year ended 31 December 2012. A copy of the Service Charge Accounts for the year ended 31 December 2012 was included in the papers served to all members forming the Notice calling the Annual General Meeting.

Treetops Chartered Accountants were re-appointed as the accountants for the Management Company.

If there are any queries in relation to the Service Charge Accounts for the year ended 31 December 2012, please refer to IYP for clarification.

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:

- Dr John Koenigsberger
- Mr Simon Smalley

Following a show of hands, the following members were duly re-appointed Directors of the Management Company:

- Dr John Koenigsberger
- Mr Simon Smalley

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

- Dr J Koengisberger
- Mr S Smalley
- A Le Gresley
- Mr L Gray
- Ms S McCaul
- Dr A LeGresley
- Mrs A Tidd
- Ms C Taylor

Due to personal circumstances Mr D Oram retired prior to the AGM. Dr Koenigsberger and the Board of Directors would like to thank Mr Oram for his service whilst as a Director.

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Review and Update on Other Activities

John also provided a brief update in respect of the progress in the formal adoption of the roads from the developer, Taylor Wimpey, by Hampshire Highways together with a number of activities.

The AGM were informed that a number of activities are currently being undertaken within the development with Taylor Wimpey working with the Management Company, Hampshire Highways and Rushmoor Borough Council to ensure that all outstanding works are carried out as part of their original planning consent. Whilst it was hoped that the adoption would have taken place by now, we understand that there are still a number of outstanding obligations that Taylor Wimpey need to complete prior to the formal adoption by the authorities. County Councillor Frank Rust, advised that it is one of his top priorities to undertake with updates being available in due course.

First Wessex is continuing to provide an annual financial contribution to the Management Company as a gesture of goodwill which the Directors acknowledged on behalf of all members of the Management Company. The Directors reiterated that there is no legal requirement for First Wessex to provide any form of contribution aside from the Service Charges that are payable for their shared ownership properties in Squirrel Court.

Any Other Business

Payment of Service Charges

A question in advance of the AGM was asked as to whether Freehold properties (houses) could pay their annual Estate Charge by Direct Debit/Standing Order over a period of time rather than in one payment which is currently been demanded.

As per last year's AGM, it was reiterated by the Directors of the Management Company and IYP that the terms of the Deeds, refer to the amount being payable in full within 14 days of the demand being issued, with the charge period being 1 January to 31 December each year. Any late payments would incur interest in accordance with the Deeds together with any associated legal recovery costs.

The Management Company have had to authorise debt recovery on outstanding charges on a number of properties again this year through their appointed Solicitor, Herrington & Carmichael LLP.

Car Parking

Attendees at the Meeting raised their concern on the number of vehicles parking inappropriately on pavements and on tight corners throughout the development.

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Unfortunately the Management Company are not responsible for the roads or maintenance and therefore are unable to enforce any sanctions. At this time the responsibility of the roads is with Taylor Wimpey until they have been adopted and then Hampshire Constabulary and Hampshire Highways will be able to monitor and enforce where applicable.

The Management Company have previously carried out joint exercises in conjunction with Hampshire Constabulary, Hampshire Highways and Rushmoor Borough Council and will speak to any identified households where parking is causing concern with regards to access or dangerous parking. This activity will be undertaken in the near future to identify any particular household or vehicles causing any obstruction.

Councillor Keith Dibble has advised that he would be happy to act on behalf of any residents who have concern with parking and follow up accordingly with identified households or vehicles.

The Management Company thanked 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 8.15pm

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