

Cottesmore Owners Management Company

www.kimballclose.co.uk

MINUTES OF THE COMC COMMITTEE AGM		
HELD ON:	Mon 29 th January 2018	
AT:	No.9, Kimball Close	
Attendance:	Laura Shead- Secretary (9) Andy Cross- Chairman (9) Rob Mowatt- Maintenance (11)	Rod and Gina Waterfield (1) Jamie Mulvany (24) Pete Welsh (13) Barry Adams (23)
Apologies & Declarations of Interest:	Ian Jenkins (21) Gary O'Shaughnessy (45)	

Notes: Include Proposed / Seconded where required

Issues to Discuss		
ITEM	DETAILS	ACTION
1	Minutes of <u>Last Meeting</u>: Passed by All	Agreed
2	Correspondence: We have received a quotation from Chatterton's Solicitors <u>in relation to</u> the ownership of the communal areas. Their costs for preparing the transfer from Barry Howard LLP is £1500 plus VAT. It <u>was agreed</u> that we should instruct Chatterton's. <u>This</u> is now with us to sign. A car has been brought to our attention as it has not moved in many months. The car is a blue Ford Ka parked on the entrance roadway. If this belongs to you, please can you arrange to move it? It has <u>been agreed</u> that the management company will look to find the owner to investigate further if the car <u>is not moved</u> . 'Sale' boards are <u>being dumped</u> under the conifer at the entrance of Kimball Close. <u>These will be removed by the Management committee</u> in the interests of tidiness. A drone has been reported to be flying around the close, peering <u>in</u> the gardens of <u>many</u> homes. We ask if you could all monitor this situation and report any further instances to us. Mud on the road and footpath between Kimball close and Oakham Enterprise Park has <u>been brought</u> to our attention for another year. We will contact the council to see if this can <u>be rectified</u> . The layby next to Kimball Close has again <u>been mentioned</u> due to its tiredness at this time of year. It has <u>been suggested</u> that we ask to have this layby removed and to have it planted with trees instead.	Agreed AC to do AC to do AC to do AC to do
3	Finance: Savings: £27.65	

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	<p>Current: £3186.40 Outstanding Payments to COMC - £3253</p> <p>One homeowner has arrears of £470. We will now look to start proceedings to claim these funds back.</p> <p>It has been decided that if any property misses two consecutive payments, proceedings will be started to claim the funds back.</p> <p>Gary (45) has agreed to continue to mow the communal areas at the same cost as previous years (£1700)</p> <p>Rob (11) has also agreed to continue the strimming at the same price as last year (£450) and will continue to trim the bushes at an ad-hoc rate of £10 per hour.</p> <p>Keeping up to date with everything from paying bills to house sales and insurance falls on the Chairman to do. This takes an increasing amount of time, often topping 10+ hours a month. Moving forward, the Chairman is happy to donate 5 hours a month, free of charge and will bill any remaining hours at £10 per hour, with a maximum of 5 hours per month.</p>	<p>AC to do</p> <p>All agreed</p> <p>All agreed</p>
4	<p>Planning - sub-committee:</p> <p>Draw up a plan to show the parking spaces and show each resident to avoid any confusion. The plan is to show Visitor spaces and 2 additional spaces. This has now been completed as much as possible with the information given by the homeowners.</p> <p>Owner of property 24 has enquired about amending the deeds regarding the small piece of land sitting at the front of the property. This is currently with the solicitors.</p> <p>Communal land is to be acknowledged when outstanding properties have been sold (Communal land between 1 and 3, outside 47 and outside 24.)</p> <p>In memory of Marcus Cole, a community orchard will be planted at the top end of the communal area. Ideas of trees and costings are to be investigated and will be reported at our next meeting.</p> <p>A simple three-seater bench and plaque has been given the go-ahead to remember Marcus Cole by. This will sit on a concrete plinth with a chain deterring theft. The cost of this will be in the region of £450, subject to the cost of the plinth. A close friend of Marcus, Paul, has offered kindly to contribute toward the bench by donating the profits of his work's tuck shop.</p> <p>Our 2018 Summer Party will be held on Sunday the 8th of July. Costings and ideas to be available for the next meeting. If you have any ideas, please contact us at chairman@kimballclose.co.uk</p>	<p>Finalised</p> <p>With solicitors</p> <p>With solicitors</p> <p>GO to do</p> <p>All Agreed</p> <p>All agreed</p>
5	<p>Website - sub-committee:</p>	

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	The GDPR (General Data Protection Regulation) comes into force in May 2018. We will investigate to see how this will affect COMC (if at all) and update our policies where necessary.	JM to do
6	<p>Maintenance - sub-committee:</p> <p>The buildings insurance for Apartments is still not confirmed due to the lack of response in signing over the land to the management company. The solicitors need to be reminded that without this the apartments are at risk of not being correctly insured.</p> <p>Two green bins have been booked and paid for by the management committee at the cost of £70. These are for the removal of hedge trimmings and grass waste from the communal areas only.</p>	<p>With solicitors</p> <p>All agreed</p>
7	Report from any meetings attended on COMC behalf:	N/A
8	<p>Any Other Business:</p> <p>We shall trial a 7 pm start for the meetings.</p> <p>There are plans afoot to preserve the area of the canal closest to Kimball Close. Jamie (24) will keep us in the loop re any developments or cries for volunteers.</p> <p>A concerned neighbour has brought to our attention that there are two 'rather large and dangerous' looking dogs left to roam around the main Ashwell road area. While these dogs do not belong to a house owner at Kimball Close, for the safety of others, we will address this situation with the dog owners. If needed, we will address a further cause of action at the next meeting, unless it is brought to our attention again sooner.</p> <p>All positions within the Management Company will stay the same as last year, as voted for by the members of COMC</p>	<p>All agreed</p> <p>JM to do</p> <p>LS to do</p> <p>All agreed</p>
9	<p>Any Issues to report regarding Communal Areas including Block:</p> <p>An asbestos survey is to be carried out. The cost of this is £225 plus VAT. This will be booked in as soon as is convenient.</p>	AC to do
10	Emergency Lighting for Apartments - 4 monthly check:	Done
11	<p>Date of next COMC Committee Meeting: Monday 4th June 2018 – 7pm @ No. 9 (to avoid the bank holiday)</p>	All Agreed

Minutes by: Laura Shead (Secretary)