

The Heights

THE HEIGHTS MANAGEMENT COMPANY (HIGH WYCOMBE) LIMITED
REGISTERED OFFICE: 15 Bencombe Road Marlow SL7 3NZ UK
REGISTERED NUMBER: 04093102 Phone: 01628 890130
DIRECTORS: Paul Danks ~ Rachel Pugh ~ M3 Property Partners Ltd

**Minutes of the 18th Annual General Meeting of the Company
Held on Tuesday 2nd October 2018
at High Wycombe Cricket Club, London Road, High Wycombe HP11 1DE**

Those Present:

Mr C. T. Lenton Chair of the Meeting and Company Secretary

<u>Members and their Representatives</u>	<u>Proxies</u>	<u>Holder</u>
Mr A Dickson (14 Melissa Court)	Ms T Dad (2 Melissa)	AM
Mr D Dickson (15 Melissa Court)	Mr S Dad (3 Melissa)	AM
Mr C Medora (24 Peatey Court)	M3PP Ltd (37 Peatey)	AM
Mr and Mrs F Saiyed (26 Peatey Court)	Mrs J Mitchell (69 Peatey)	AW
Mr P Yates* (43 Peatey Court)	Mrs S Sidley (96 Peatey)	AM
Mr and Mrs G Hemmings (44 Peatey Court)	Mr S Dad (18 Priestley)	AM
Mr Wright (52 Peatey Court)	Mrs R Danks (36 Priestley)	PD
Ms T Hayles (75 Peatey Court)		
Miss L Man (107 Peatey Court)		
Mr and Mrs G Galdies (116 Peatey Court)		
Mrs J Mitchell (123 Peatey Court)		
Mr and Mrs J Lyle (8 Priestley Court)		
Mr and Mrs S Chandar (15 Priestley Court)		
Mr J Godbolt (17 Priestley Court)		
Mr D Green & guest (28 Priestley Court)		
Mr and Mrs I Schagen (40 Priestley Court)		
Mr J Barrett (33 Princes Gate)		
Mr M Richards (34 Princes Gate)		
Mr A Mitchell*† (37 Peatey Court) (AM)		
Mr P Danks*† (36 Peatey Court) (PD)		

*Directors of the Company

†Holding one or more proxies

Proceedings

AGM 01/18 Apologies for absence

Apologies for absence were received from Nick Archer, Wendy Archer, Safdar Dad, Rosemary Danks, Sandra Broos, Sara Ponsford, Rachel Pugh, Yvonne Salter, Colin Salter and Peter Wright

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AGM 02/18 Declaration of interest

The Chair requested any director or member to declare whether they had any potential conflicts of interest, vested interest or any third-party related transactions. The following had been notified to the Chair,

- a) WEPM have waived at their absolute discretion the £12 annual charge for processing the direct debit arrangements for the service charge paid by Yvonne Salter. This charge is applied to other members.
- b) CRS Building Maintenance received approximately £3,500 in awarded contracts by WEPM in 2014/2015 in which Mr and Mrs Salter's son had an interest.
- c) Colin Salter has acted as a Shadow Director for the last 6 years with the consent of the board at that time. He participated in the board meetings some of which he chaired.

No other declarations were made.

AGM 03/18 To approve the minutes of the 17th Annual General Meeting held on 17th October 2017

The minutes of the 17th annual general Meeting held on 17th October 2017 were approved unanimously.

AGM 04/18 To receive the Directors report for the year ended 31st December 2017

The Chairman read the report to members on behalf of the Board. A copy of the report is attached to these minutes.

Members commented as follows:

- a) Land had been handed over neighbour and a fence moved what action was the board taking to get this land back by adverse possession. This had happened in August 2017 and the Board had failed to act.
- b) The fence had been moved without the Board's knowledge and the company's lawyers will be instructed in this matter to retrieve the land in question.
- c) There was approximately half an acre of land which was currently due to be sold and was coming up for auction in December. Neighbouring owners had been formally notified in case they wished to join together to formally bid for the land.
- d) Concern was expressed about the state of the bin stores and the accumulation of rubbish was becoming a health hazard.
- e) A proposal was to be put to members later in the meeting to deal with this issue.

The Directors report was received, and it was confirmed that a copy of the report would be emailed to members together with the minutes of the meeting. In addition, the company website would be rejuvenated, and relevant information posted to it.

AGM 05/18 To receive the Accounts and Financial Statements for the period ending 31st December 2017

The financial statements were presented to members. They were substantially complete but required some additional notes of clarification. In addition there had been a number of transactions not included relating to charges made by Warwick Estates to tenants and owners.

- a) It was agreed that a subcommittee of the Board would meet to finalise the accounts.
- b) Subject to thus the accounts for the year ending 31st December 2017 were received and approved.

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AGM 06/18 Appointment of Accountants Nunn Hayward chartered Accountants were unanimously reappointed as the Company's accountants

AGM 07/18 Appointment of the Company Secretary
Lenton & Associates Ltd were unanimously appointed as the Company Secretary.

AGM 08/18 Retirement of Directors
The Meeting acknowledged the retirement of Yvonne Salter from the Board and thanked her for her work and volunteering her time and the contribution her husband Colin made whilst he was on the board.

AGM 09/18 Board Nominations
The Chairman called for nominations to the board from those members at the meeting. The following were nominated and unanimously elected to the board; Sandra Broos, Paul Danks, Rachel Pugh and Mahek Saiyed.

AGM 10/18 To consider and if thought fit to pass by Special Resolution the adoption of new Memorandum and Articles as attached to this notice.
The Chairman referred members to the new constitution previously circulated which was approved unanimously subject to three minor corrections detailed by Cyrus Medora.

AGM 11/18 Resolutions
The following resolutions were passed unanimously;

- a. The instruction to the Company's Solicitors to advise, and if required, act on various matters, including; Melissa Court land dispute, Leaseholder Lease Complaints, Reserve Fund charging, Management Agreement.
- b. Following a short presentation by Alan Mitchell a proposal to reconstruct the bin stores
- c. Investigate Purchase of Freehold under the Right to Acquire; review sale of freehold in 2015
- d. That a Maintenance Plan for a 15-year period be produced by the Board.

AGM 12/18 Review and agree on the Pet Policy for the Estate
Members discussed the current pet policy on which there were differences of opinion both for and against the retention of pets. It was agreed that the Board produce a pet policy for consideration by the members. This policy was to include a possible registration scheme and the application of strict conditions on the retention of pets in the flats.

AGM 13/18 Review and agree Parking Control Policy
Members discussed the current parking situation and commented as follows:

- a) There appears to be no policy and the parking is chaotic.
- b) There were lots of large vans parked.
- c) Access to the estate for the emergency services was very poor and the parking was such that it was unlikely a Fire Engine could access parts of the estate.
- d) It was suggested that Bucks CC could be approached to introduce a resident's parking permit scheme.
- e) There was a parking control system in place at Priestley Court what was the results of this?
- f) Using a Parking Control Company should be considered.

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AGM 14/18 Any other business

- a) Members were informed that the tendering process had commenced to find a new managing agent some four companies had been suggested for consideration.
- b) The Board planned to greatly improve the communication with the membership. There was a plan for regular emails, occasional meetings and an updated website.

CT Lenton

Chair of the Meeting and Secretary

5th November 2018