Minutes of Management Committee - Wednesday 20th May 2015

Present

Neil Davies, Rosangela Borromeo, Susan Board, Valerie Iskander, Oliver Quantick, Elizabeth Arimoro, Suzanna Lai, and Eunice Nunes dos Santos (Had to leave early)

Apologies

Henry Hall , Kathleen Hirrell, Councillor Alison Kelly and Iggy Adu-Bosompen

In attendance

Agita Davies, Chris Nsiah and Kim Thompson (LBC)

Item	Report	Action
Correspondence	Chris informed the meeting that we have received notification that the case - Premier Securities Consultants Ltd V Chalk Farm Housing Group Ltd has been allocated to the small claims track and a preliminary hearing has been listed to take place on 10 July 2015 at the Romford County Court, commencing at 10am. The reception in the housing office will be closed for the day. Tenants will be notified and alternative arrangement for emergency cover will be in place with all calls to the office line diverted to our after-hours service provider. The caretakers and cleaner will be on duty as usual.	Chris
Items outstanding from previous meeting	Minutes from 16th April 2015 were accepted as correct. Letters have been sent to all tenants highlighting their responsibilities in keeping the walkways free of combustible	

	materials as well as obstructions to means of escape. Residents were advised to contact the office if they needed help to remove bulk items. The letter also drew attention to flower pots on balcony ledges. These have to be dealt with on a case by case basis as some members felt pots that were properly secured should be allowed. Binroom Roofs: These have been renewed. Thanks to Kim for her intervention.	Chris
Estate Improvements	Kim to follow up the painting of the soffits of the low rise blocks and refurbishment/renewal of block doors. Estate Painting: Four companies were asked to quote for the second phase of the estate painting – railings, bin room doors, bollards etc. Two quotes were returned. The maintenance subcommittee went through the quotes and recommended IKP services to the full committee. The full committee voted unanimously to award the contract to IKP services. CCTV Upgrade: Three companies bid for the contract. After going through the quotes with Chris, Richard Bond – Camden Council's CCTV Systems Coordinator recommended Comfort Zone. The full committee voted unanimously to award the contract to Comfort Zone. The committee agreed not to charge leaseholders for the CCTV upgrade as the current system is not fit for purpose and needs to be upgraded. Bike Sheds: Oliver has one quote and he will bring three more to next meeting for a decision.	Kim Oliver

	Artist: Next meeting Oliver will bring examples of the artist's work for the committee to see. The committee agreed it would be good to involve children on the estate. Jet Washers: Agita suggested washing the brick work on the estate and moss off the sitting areas and pavements will improve the appearance of the estate; committee agreed. Chris to look into purchasing a jet washer for the purpose.	Chris.
Office Report: Voids ASB Complaints Repairs	 No voids 2 Cases ASB 28 – Noisy neighbor. Case registered on 25/02/2015, being monitored. ASB 29: Case registered on 05/05/2015. Noisy sub-tenants, leaseholder informed of sub-tenants' unacceptable behaviour. Being monitored. No complaints 44repairs in the period, none outstanding. 16 satisfactions survey slips returned, all with a "very good" feedback.	
Budget	Budget is healthy. Unspent budget for the estate improvements from last year has to be carried forward to this year as the work is ongoing.	Chris

AOB	Training Agar Grove Co-op are offering places for 4 training areas on the 3rd and 10th of June 2015. Community Business Equalities Risk Management Employment and Sustainability Juan and Suzi have volunteered to attend, both can only attend one session – Juan on the 3rd and Suzi on the 10th.	Committee
Outstanding issues:	Committee to have a proposal ready to present to DMC requesting some funding towards spring cleaning the estate.	Committee

Signed: _____

Chris Nsiah – Estate Manager

22 May 2015

Signed: _____

Henry Hall - Chair of the Committee