

MINUTES OF GENERAL MEETING

THURSDAY 23rd MAY 2019

COMMUNITY ROOM, ENTRANCE B, GOULDEN HOUSE

Attendees:

Gem Bryan – Committee member – (flat 58)
S Robinson – (flat 237)
Chris Gomez – (flat 145)
Rosario Greene – Committee member - (flat 146)
Sarah Rutledge – (flat 112)
Anna Kirilov – Committee member – (flat 2)
Lucy Godialve – (flat 220)
Lydia Godialve – (flat 220)
Rocco Tartaro – Committee member – (flat 203)
Rory – (flat 172)
Marie Jo-Cortijo – (flat 47)
Noelia – (flat 145)
Sashia Savich – Committee member – Treasurer – (flat 221)
Bart Lei – Committee member – (flat 179)
J Alipours – (flat 76)
Richard Hickie – (flat 66)
Michael Walsh – Committee member – Chair – (flat 206)
Marie Krum – Committee member – Co Secretary – (flat 150)
Foday Kamara -WBC
Peter Hedges – WBC
Ed Aimes – WBC
Paul Harrington - WBC

FAN/VENTILATION SYSTEM

Before the GM officially started, Peter Hedges, Ed Aimes and Paul Harrington from WBC discussed the problems and a solution for the fan/ventilation system at GH. The ventilation/fan system is no longer fit for purpose. Some leaseholders have altered the ventilation in their flats, which influences the effectiveness of the system. Some of the components are now starting to rust. The vents are no longer working properly so mould and damp is created in the bathrooms.

The system can not be repaired. A set of drawings were produced for the various units within GH. **REFER TO DRAWINGS ATTACHED.** Each household will be consulted by WBC and will see the plans for their flat. The estimated cost per unit is £2,483. MW mentioned how different/individual systems could cost less.

These plans will also be on the website.

Added concerns mentioned were costs for 20/21 replacement of lifts and the internal phone system. This will add to costs per each flat separate from service charges.

Peter, Paul and Ed finished their presentation at 7:35pm. **They left the meeting.**

General Meeting commenced:

- 1. Apologies:** Jane Memmler, Sunny Azarpour, and Natasha Koshnitsky

Quorum of 15 members was achieved.

- 2. Approval of Minutes from last meeting 21st March and corrections:**

GB was not identified as a Committee member, CC is in flat 145, MJ-C name should be spelt Jo-Cortijo and not Joa-C.

Minutes approved and signed off as a true record. BL proposed and RG seconded.

- 3. Matters arising:**

No issues were raised

- 4. Manager's report (Please read full report attached):**

- 1. Estate update:**

- 1.1 Historical Works:**

AG confirmed that in past 12 weeks, extensive work has been undertaken by the Estate Office to address a large number of historical issues which had remained unactioned, with a number of these issues dating back from early to mid 2018.

- 1.2 Staffing Update:**

Interviews for the Part-Time Caretaker post took place on Tuesday 21st May. The advertisement is being done in the Sacred Heart RC Newsletter, Sacred Heart Primary School, St Mary's Primary and St John Bosco Secondary. All candidates are local and familiar with the local area. All candidates were invited to undertake a walkabout of the development, so they could get an understanding of the site and work involved. An Open Evening will be arranged once the Caretaker Role is filled, giving residents the opportunity to meet the new Caretaker.

The same recruitment process will be undertaken to recruit the two permanent cleaners. Progress updates will be provided. By advertising in the local News Letters the cleaners will be more community focused.

- 1.3 Lift refurbishment works 2020/21:**

The lift refurbishment works are still on schedule. WBC are in the process of creating a tender package to appoint a lift consultant to manage the works. The nominated consultant will draft a feasibility report, specifications, attend consultation meetings with WBC and manage the overall project.

WBC have estimated that each lift will be shut down for approximately 12 weeks. The contractor nominated for the works will specify a more accurate program of works once appointed. WBC will also arrange a pre-contract meeting to be held in co-op office.

1.4 The replacement of the missing/damaged stair nosing across the site:

The works to replace the stair nosing's across the site will commence on Tuesday 28th May and are expected to be completed on/by Monday 3rd June. We had a 4th quote which cut the labour costs by £2,500. The nosing's were a requirement from the Survey of fire regulations.

1.5 Gutter Clearance and Repairs:

AG confirmed that provision for the clearance & repairs to the gutters was included in the 2019/20 Budget and approved by the owners at the GM on 21st March 2019. AG is currently reviewing the commencement date for these works with the contractor. All residents will be updated via letter. The provisional date is the last week of June.

1.6 Bulk Refuse/Fly Tipping:

AG advised that fly tipping has been reduced by over 80% on site. The cost for the removal of bulk waste, since the termination of the Bulk Waste Contract and the implementation of the Zero Tolerance Policy equates to £90. This is a saving of £1,230 since February of this year.

1.7 Site Survey:

A surveyor attended on Thursday April 2019 to undertake a Health, Safety and Fire Survey which includes the infrastructure for the lighting. The Estate Office awaits the report. Everyone in the block will be given a copy of the report.

1.8 Audit Results:

Goulden House Co-operative Ltd was audited from 1st to 5th April. The Estate Office has received the draft findings and will be responding to these findings. The finalized report will be issued to the Office on 29th May. A copy will go to all owners and will be posted on the Website. The procurement policy was highlighted. This is now fully operational, with all stages clearly documented.

1.9 Goulden House Year End Financial Audit:

The Year End Financial Audit for GH was undertaken on Monday 20th May and Thursday 21st May. This will be reported at the AGM in July.

2. Estate Update (cont.)

2.1 Our Space Grant:

The Our Space Award is a grant scheme that helps Londoners to green their city through active community engagement and participation. It will support Londoners of all ages and backgrounds, communities and schools in improving community open spaces, making them inclusive places for all to enjoy. We were not successful on this occasion. We could re-apply later in the year around June/July to September.

SR asked if it would be possible to see a copy. AG said she would e-mail her a copy.

2.2 Grounds Maintenance:

The Estate Office has contacted all owners whose properties come with a private garden and asked that they undertake appropriate maintenance of their gardens. A large number of owners have started trimming hedges and over hanging trees and repaired fencing. The Office will continue to monitor

2.3 Scaffold Tower on Block 37 to 42:

The original arrangement fell through. Another contractor removed the scaffold from the block this week. It will be stored in bin Chamber A for 6 weeks when the Contractor who took it down will come and take ownership of it. This will cost £100 + Vat. Well, done AG

2.4 The placement of Refuse Bins in the Inner & Outer Greens:

The Estate office has bought bins for the Inner Green, Outer Green and Ball Park.

2.5 Motorbikes in the Inner Green:

There are two motorbikes in the Inner Green would should not be there from a Health, Safety and Fire perspective. The Estate Office have placed a number of notices on these bikes, which the owners have ignored. The Estate Office is reviewing this issue with the Insurers for the site and as soon as we received instruction, we will take appropriate action.

SR said we should all commend Annie for all her hard work on behalf of the coop. The group agreed.

5. Update of 2019/20 Budget:

S.S. reported on the budget

There have been some savings due to changing agencies for the cleaning. In April there was an Underspend on costs of £5000 but we still need to spend at least £2000. All is going well. We need to establish a Finance subgroup for Reconciliation.

6. Staffing update:

As stated earlier in Manager's Report. AG is interviewing for a Caretaker - part time and will be interviewing for 2x Full time cleaners.

7. Management Committee's drive for tenants to join Co-op membership:

Audit report recommended that we have council tenants on the committee, as they are not represented at present. A Tenant Engagement Plan has been drawn up by AG.

8. Ideas for Community Events:

1. Bring and sell cupcakes on 13th June for Alzheimer's day. This could be held any day.
2. Yoga evening with Prosecco and Strawberries.
3. Film night on the Green. AG has contacts in the film industry (family) Panavision. MW offered to help set up area and screen. We could have 2 movies, with one for children and a later film for adults.
4. BBQ - obtain authority from Insurers
5. If no fires are allowed, then we could have a picnic on the green

9. AOB:

A list of everyone's e-mails is needed

All information will be going on the website

All cars need to vacate the car park, so trees can be trimmed

AGM to be held on July 22nd, 2019

Meeting ended at 8:40pm approx.