

## The Parks Residents Association Meeting Minutes

Date: 18-07-2024

Time: 19:30

Place: The Parks Community Centre

**\*\*Please refer to the meeting presentation for details shared in the meeting.**

Attendance:

Committee Members:

Bob Bolitho (Chair) <i>RB</i>	Sally Day (General Committee Member) <i>SD</i>
Karina Lam (Secretary) <i>KL</i>	James Turner (General Committee Member) <i>JT</i>
Terry Wright (Treasurer) <i>TW</i>	Steven Robinson (General Committee Member) <i>SR</i>

Members from the following properties:

9 Austin Way	60 Austin Way	61 Austin Way
3 Buccaneer Road	20 Buccaneer Road	33 Gibson Drive
34 Hampden Crescent	35 Hampden Crescent	1 Hastings View
2 Hastings View	14 Hastings View	2 Hawk Lane
9 Hawk Lane	31 Hunter Way	9 Hurricane Gate
14 Hurricane Gate	21 Hurricane Gate	21 Jaguar Lane
23 Jaguar Lane	45 Jaguar Lane	49 Jaguar Lane
57 Jaguar Lane	58 Jaguar Lane	69 Jaguar Lane
74 Jaguar Lane	94 Jaguar Lane	2 Lysander Drive
11 Lysander Drive	20 Lysander Drive	8 Mills Chase
25 Nicholson Park	35 Nicholson Park	14 Provost Lea
12 Typhoon Close	14 Typhoon Close	30 Vulcan Drive
21 Typhoon Close	9 Vickers Row	25 Vulcan Drive

1. To adopt minutes of meeting on 23<sup>rd</sup> April 2024:

Proposed: Terry Wright

Seconded: James Turner

2. Matters arising:

- a. RB highlighted issues in FP Accounts:
  - i. Errors in FY2021-2022
  - ii. Budget to be determined in April and invoices to be sent out. Now it's mid July but nothing confirmed or received.
  - iii. RA successfully challenged FP and had £3504.80 written off from FY2022-2023 accounts but still a lot of work to be done
  - iv. Public liability insurance in FY2022-2023 rose by more than six times from FY2021-2022
  - v. Huge difference between building insurance declared value and building insurance budget for flats
  - vi. Overall, there were a lot of gaps in FP accounts matters.
  
- b. RB reported on Grounds Maintenance:
  - i. 3<sup>rd</sup> contractor to be identified, previous two not working
  - ii. FP missed some areas but did work on those not in FP remit
  - iii. With the new contractor, we will work with FP to create an overall plan showing which areas fall under their remit.
  
- c. Plan rev 11:
  - i. RB highlighted the poor plan done by Taylor Wimpey which was not challenged by FP
  - ii. As a result, limit our liability sought
  
- d. Tree survey done, need a £32k budget
  
- e. Adoption Plan: no further updates
  
- f. FP my home portal: Improvement in progress -- access to many useful documents such as the insurance certificates. There is still a migration process taking place from their former system.

### 3. Membership Update

- a. RB reported that with the addition of Clarion Housing Association properties as our members, we have passed 55% of households directly invoiced by FP.
- b. If we could reach 60%, we could seek official status.
- c. We will continue working on recruiting members from individual owners and working with Housing Associations
- d. Members are eager to know how to raise member numbers. SD and KL suggested members to help recruit their neighbours. Many members came to the registration desk to check out neighbours who are not on the list yet.

### 4. Official status for our RA:

- a. RB outlined the requirement and benefits of getting official status for our RA.

- b. Many members joined years ago and there's no way to track whether they have moved out or changed hands.
  - c. Based on Advice Note on Forming Residents' Association created by ARMA (The Association of Residential Managing Agents), collection of a nominal fee each year will help verify ownership and membership.
5. Motion to vote for getting official status for our RA and collection of a nominal fee of £1 each year per property:
- a. KL reported 41 proxies received prior to the meeting, 40 voted for or asked the Chair to vote on their behalf. As the Chair voted for, these 40 votes were counted as "For" the motion. There is one "Against" vote returned.
  - b. Attending members were given one vote paper per property and were asked to return their votes to the registration desk.
  - c. 38 members returned their votes. All were "For" the motion.
  - d. As such, there were overwhelming majority for those who have returned their votes "For" the motion.
  - e. RB declared that based on responses from members, the committee will go ahead working on getting official status for our RA.
6. Any other business
- a. MUGA booking form (to be uploaded to our website) ~ Action: KL
7. Next meeting: 23<sup>rd</sup> October 2024 Wednesday