

# The Parks Residents Association

Meeting

23<sup>rd</sup> October 2024



# Agenda

1. Approve Minutes of last meeting held on 18<sup>th</sup> July 2023
2. Matters arising
3. FirstPort presentation covering:
  - a) Accounts
  - b) Follow up with FP on management fees
  - c) Grounds Maintenance - works by new contractor
4. Membership Update
5. Steps to form a formal residents association and where we are
6. Election of committee members
7. Any other business
8. Decide date and time of next meeting



# 1. Matters arising

None I could see



# FirstPort

- Accounts FY22/23 - Arrived 2.10 this afternoon - Not analyzed yet
- Auditor questioned £500 accounts fee to flats.
- FirstPort to seek reimbursement from Taylor Wimpey of invoices to value of £5,739.60 arising between July 2017 & Feb 2018. If not achieved they have agreed to write off.

# Grounds Maintenance Contractor

- Gone - Enterprise
- Outgoing - Enviro
- Incoming - Scofell
- Potential - J. Drew



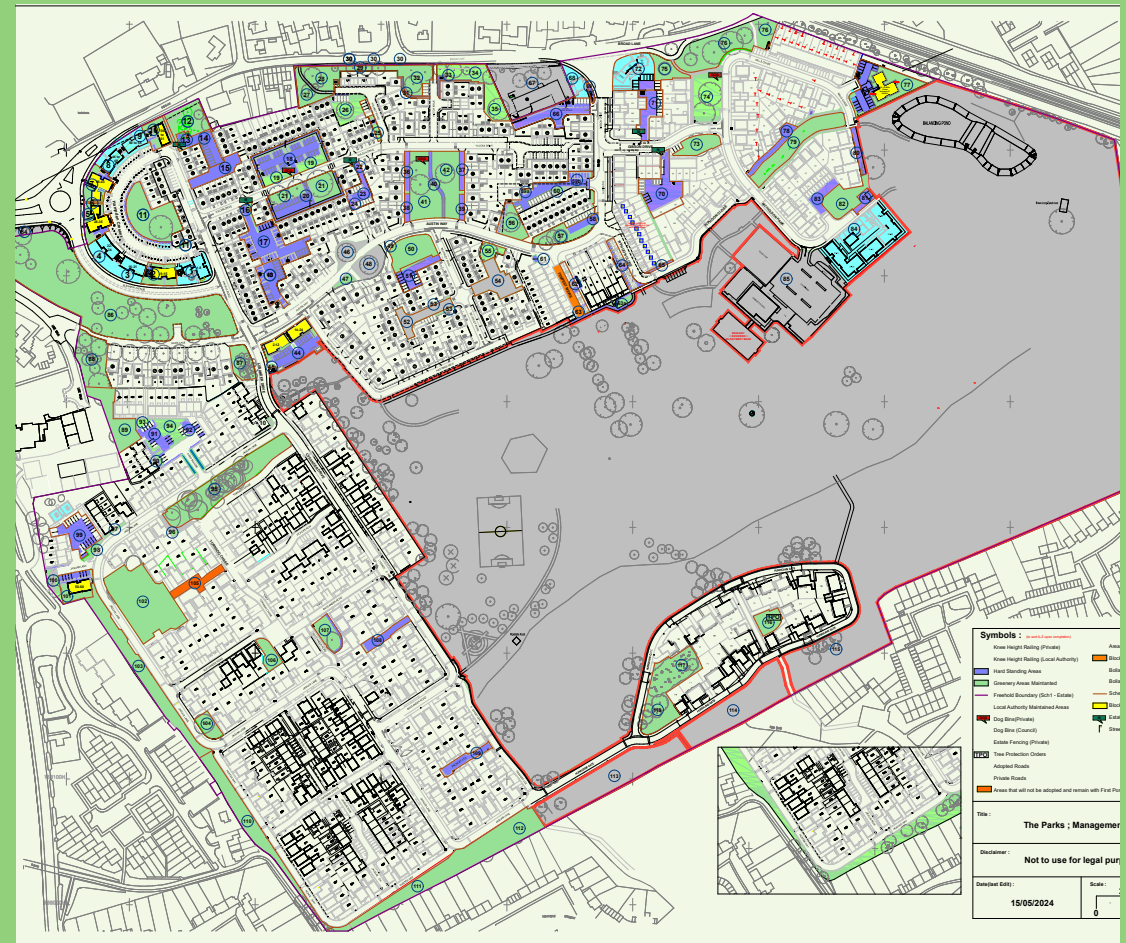
# Grounds Maintenance Contractor

- Scope of work
- The areas on the development plan - Now revision 12
- No specification written - 40% written



# Revision 12 Plan

This can now go on to our website



# Tree Surgery

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28th October tree surgery due to start.

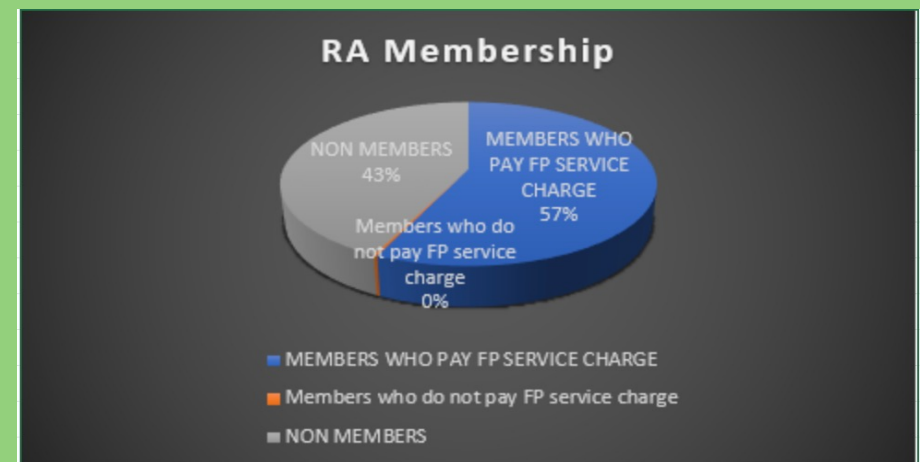




## 2. R A Memership

746 Dwelling (down from 749)

- 425 Members 57.3%
- Membership Target 60%
- 60% requires 20 more
- After Clarion, next largest HA with 38 dwellings MTVA Metropolitan Thames Valley followed by Sovereign with 27.



### 3. Requirements of gaining official status

A Tribunal will assess whether to grant recognition to a residents' association based on the following criteria:

- The rules of the association should be fair and democratic
- Membership shouldn't be less than 60% of those eligible to join
- Members must be paying a variable service charge to their landlord
- Tenants paying fixed rents/service charges will not qualify for membership (but they could be involved in the process informally)
- Only one vote per home will be permitted in decision making processes
- No more than one association per block will be recognised, unless there are several blocks on the development



# THE LEGAL RIGHTS OF RECOGNISED RESIDENTS' ASSOCIATIONS

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If recognition is granted, residents' associations can exercise a number of legal rights under the Landlord & Tenants Acts.

The secretary of an association can:

- Ask for a summary of service charge costs
- Inspect accounts and receipts in relation to service charges
- Ask to be consulted about the appointment or reappointment of a managing agent
- Ask for a summary of insurance cover for the block
- Appoint a surveyor to advise on any matter relating to service charges.  
The surveyor will have the right to see and copy relevant documents held by the landlord. They will also be able to inspect the communal areas and appoint assistants

Landlords or managing agents should also serve copies of any notices required under Section 20 consultations upon the secretary of a recognised association. Residents' associations also have the right to nominate contractors and inspect any estimates and specifications.

## Benefits of gaining official status

- We gain the legal rights provided to Leaseholders.
- FirstPort can take instructions from the R A.
- FirstPort can share information with the R A.

# What do we need to gain official status for the Residents Association

- Regular meetings
- A joining fee
- A membership fee
- 60% of dwelling owners to join = 448
- Circa 20 more members needed



## Subscriptions

- 7.1 Each person on applying to become a member of the Association shall pay an entrance fee. Until otherwise determined by Association in general meeting the entrance fee shall be £ .....
- 7.2 Each member shall pay subscriptions in accordance with the resolution of the Association in general meeting.
- 7.3 The committee may expel any member who shall after 14 days notice, addressed to him and sent by post to or delivered at his/her apartment at ..... (name of development), remains in default in paying any subscription.

## Plans to Grow membership

- Approach other Housing Associations
- Private House owners that rent, use funds to buy title and address of Investment owners?
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HOUSING ASSOCIATION		
Abri	35	18.52%
Clarion Housing Association Ltd.	88	46.56%
Oxford Dioesan Board of Finance	1	0.53%
Metropolitan Thames Valley	38	20.11%
Portal Housing Assoc. Ltd.	0	0.00%
Radian (Windsor & District)	0	0.00%
Sovereign Housing Association	27	14.29%
Thames Valley Charitable H.A. Ltd.	0	0.00%
<b>TOTAL PROPERTIES</b>	<b>189</b>	

## Next action

Grow membership to 60%

Then open a community account

When the funds collected to match required 60% membership apply for official status



# Election of Committee Members

Chair Bob Bolitho

Secretary (& Vice-Chair) Karina Lam

Treasurer Terry Wright

General committee members

- Nick Bryan
- Peter Hoggin
- Sally Day
- Steven Robinson



## 6. Any other business?

- Replacement of FirstPort
- Road Adoption



## Matters to consider if FirstPort were to be replaced

- Selection of the new Manager
- Who would stand as Directors of the Nominee company created
- Directors' remuneration
- Collections of funds to cover the set costs
- Costs to be investigated
- Other points .....

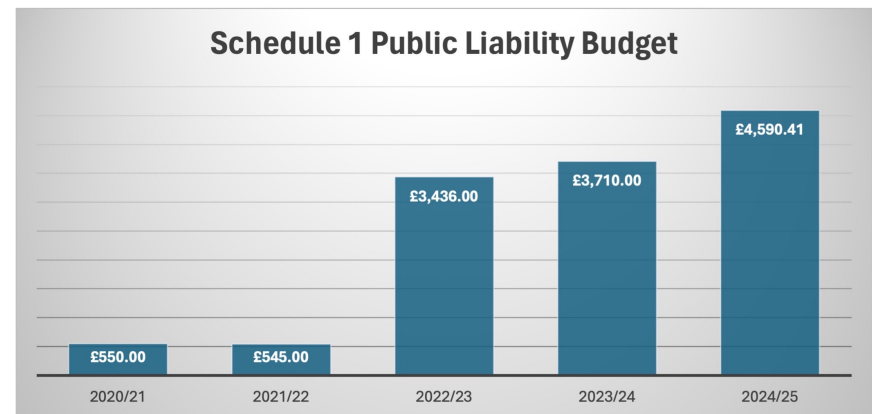
# Road Adoption



# Public liability Insurance

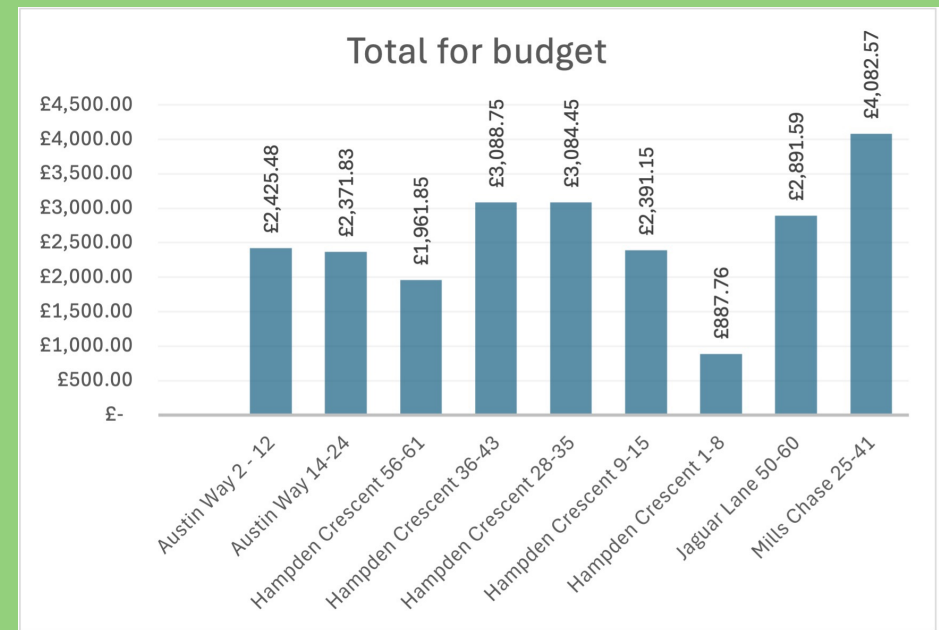
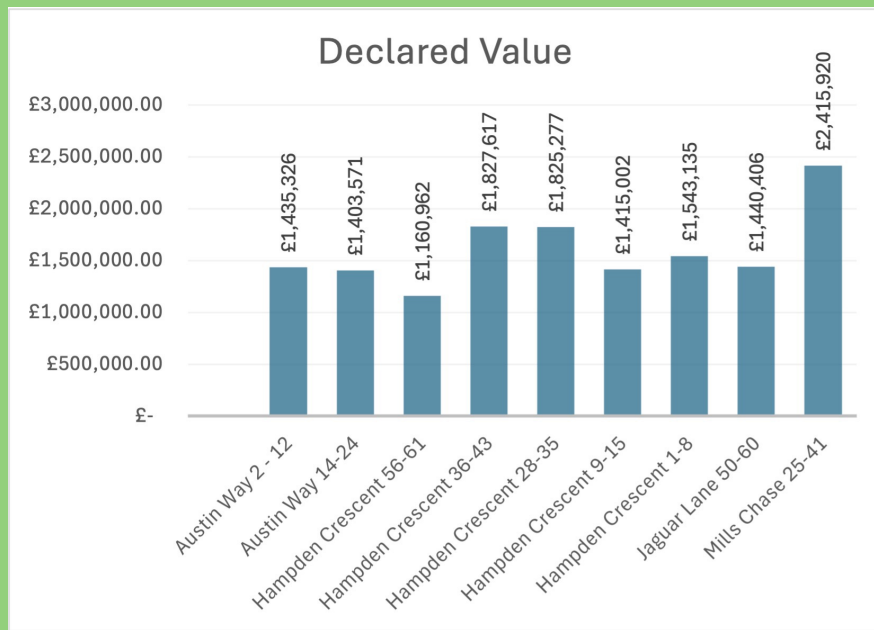
- Day one uplift 150%
- Public Owners Liability £15m
- Estate Declared Value £2,550,561 date determined?

SUMMARY OF INSURANCE				
Insurance Name	Public	Policy No	15117000	
Policy Name	The Parks	Insurance Value		
Period of Insurance	01/07/2022	30/06/2024		
The Insured	Continental Leisure Trust			
Insurer	FirstPort Property Services Limited			
Placed at	The Parks, Bracknell, RG12 0PZ			
<small>           *Excesses include any third party excesses, deductibles, co-payments, self-insured retentions and all amounts retained by the policy or sub-policyholder for the policy unless the policy is for property insurance.         </small>				
SUM INSURED AND LIMITS OF INDEMNITY				
Sum Insured (including Cox, Cox Limits)	£2,550,561			
Estate Declared Value	£2,550,561			
Property Owner's Liability	£10,000,000			
Contractors Liability	£2			
Commercial Public Indemnity	3 months			
Legal Expenses	£3			
COVER TYPE	INSURER	POLICY NUMBER	PROVISION	NET TOTAL PREMIUM
Public & Cox	FirstPort Insurance Company Ltd	7038824	£1,400.87	£114.00
Employers	SW Insurance Ltd	FG020703	£107.12	£12.80
<b>EXCESS (NO) INSURED PERILS EXCESSES &amp; ENDORSEMENTS CLAUSES</b>				
<small>           Excesses: General £50, Public £100, Employers £100, Material Damage £100, Assault &amp; Rape £100, Theft £100, Civil Contaminants £100, Flood £100, Storm £100, Earthquake £100, Glass £100, Substructure £100, Escape of Water £100, Impact £100, Theft £100, Explosions £100, Lightning £100.         </small>				
<b>CLAIM NOTIFICATION</b>				
<small>           In the event of property damage which may give rise to a claim under this policy it is a policy requirement that:            (i) Continual notice of damage or claim is given to the insurer as soon as practicable after the damage has been caused by a covered or excluded peril, unless it is not possible to do so; and            (ii) The insured must take all reasonable steps to prevent further damage and minimise the loss.            If the insured fails to do so, the insurer may be liable to pay less than the full amount of the claim.         </small>				
<b>IMPORTANT INFORMATION</b>				
<small>           This is a summary of the policy, agreement, terms and conditions of the insurance contract. This is only a summary of the insurance contract. For a full and complete understanding of the terms and conditions of the insurance contract, please refer to the policy document.         </small>				



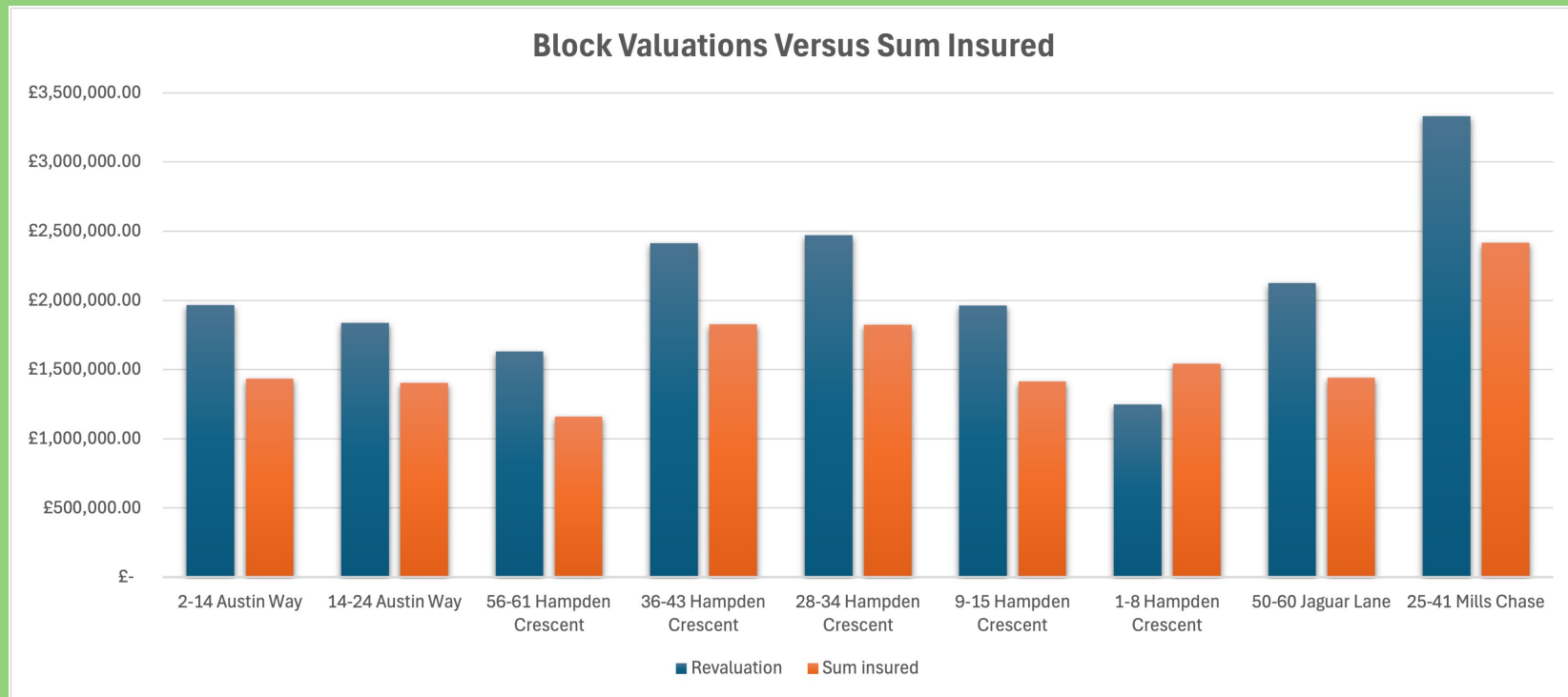
# Building Insurance - Flats

## Cost Comparison

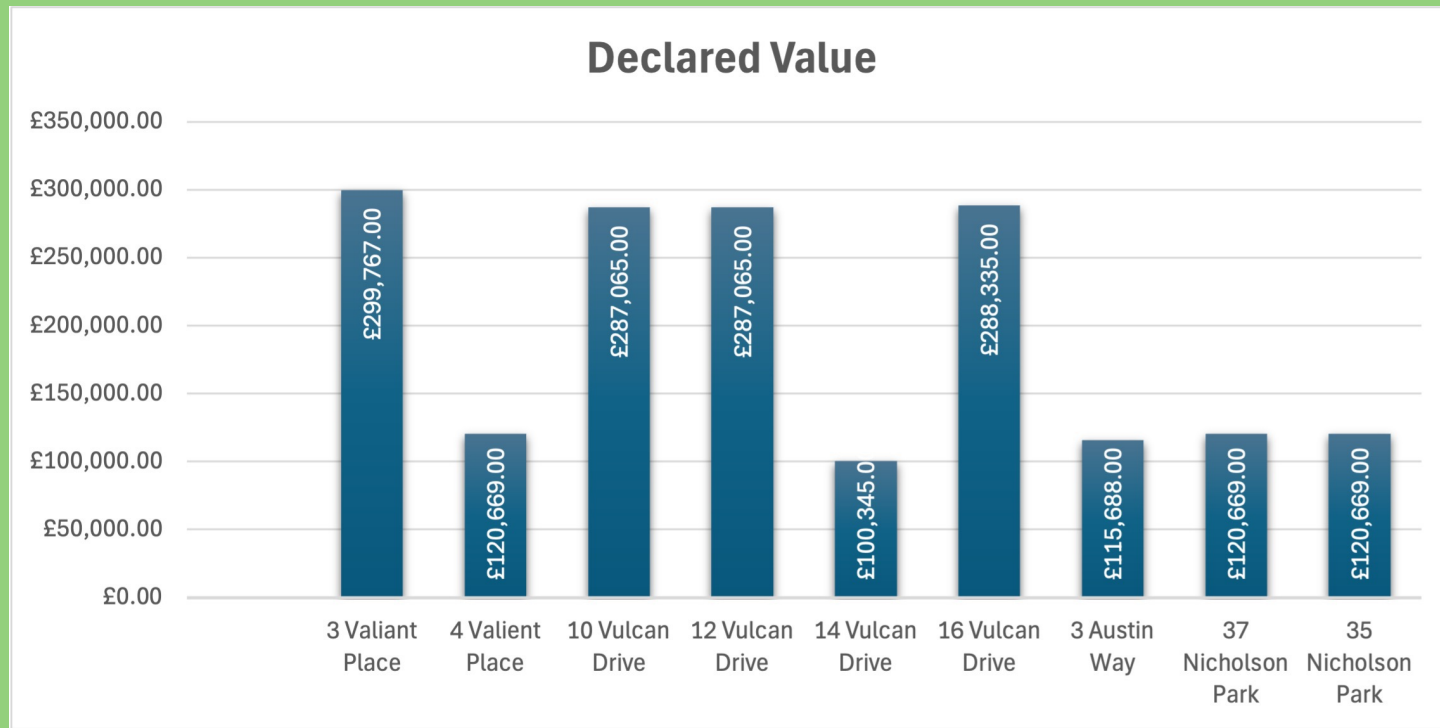


# Building Insurance – Flats

Insurance Cover - All FirstPort Blocks are underinsured



# Building Insurance - FOGs



# Building Insurance FOGS

- Budgeted apportionment of costs
- Under J, collection ceased 2014/2015
- No consistency in split across Schedules





# Date of next meeting

Wednesday 8<sup>th</sup> January

