

## Hughenden Court (Hastings) RTM Co Ltd

### Minutes of the annual general meeting held 23 October 2024

Directors present: -

Katja Seaton (chair), Steve Collinson, Sharon Cox, Tim Miller and Linda Scott. Apologies received from Howard Seaton.

Leaseholders present: -

Simon Payne, Michael Edwards, Dave Jones, Kevin Lever, Alan Scott, Robert Dennis, Kathleen Simmonds, Rick Allen, Robin Tyler, Steven Deaville, Flat 32, Patrick & Sharon O'Farrell, Nickie Bryant, Nigel and Vivian Chatfield and Pete Holloway. Apologies received from Edwin & Karen Hughes.

Also present: -

Emma Woodhouse (Housemartins) and Jeannie Long.

### Welcome and introductions

Katja Seaton welcomed everyone to the meeting and everyone present introduced themselves.

### Minutes of the last meeting held 18 October 2023

These were agreed as a correct record.

### Matters arising

Queries were raised about the changes to our financial year and service charge payment schedule. It was explained to those present that the changes had already been discussed at previous meetings and that the change was made to ensure the RTM was acting in accordance with the lease, based on legal advice received.

A further question was asked about the recovery of money identified by our previous accountant, Allan Dyas, potentially being owed by Fairways Management (around £16k). We asked Gaby Hardwicke Solicitors to pursue the case. The advice we received was as follows: -

- Fairways Management was no longer trading and the business was sold to Findley's of Cooden
- Findley's had no liability as their takeover occurred after we stopped employing Fairways Management
- Because of this we would have to attempt recovery from Bill Sharpe as a sole trader
- Gaby Hardwicke served a letter before action to Bill Sharpe's in January 2024 but received no reply as his last known address in Bexhill had been sold
- We would therefore need to engage an enquiry agent to trace his current whereabouts costing £50-£100 plus another £100 to £250 for the solicitor to instruct
- If this was successful and he could be traced court costs to recover would in the region of £10-£15k and a further cost to be represented by a barrister up to £5k

Based on the above the directors decided in February 2024 not to pursue, bearing in mind the last time we took someone to court we were unable to retrieve all our costs.

### Appointment of accountants

It was agreed to re-appoint McPhersons to act on our behalf.

### Election/re-election of directors

The chair confirmed that all existing directors were happy to continue and also sought further nominations, but none were received. A vote was then taken to re-elect the existing directors and the result was as follows: -

For	13
Against	2
Abstentions	0

### Service charges and RTM finances

It was reported by Housemartins that around 85% of this years' service charges/major works fund had been collected.

It is likely there will be a small overspend (around £3k) on this years' service charge budget due to the unexpected repairs required to the water tank.

At the request of the directors, future demands will show service charges and major works costs as separate items to assist leaseholders in understanding what money is being collected for.

### Major works projects

Fire doors/compartimentation: -

Work is now commencing. Costs will need to be revised as it has been discovered by the contractor that some doors that were assumed to be solid are in fact hollow so cannot be remediated to become fire compliant. It was pointed out the initial door inspection is a risk assessment not a detailed inspection and this is why there has been a delay in starting the work.

It was agreed that a further communication needs to be sent reminding leaseholders of the need to have their front door sorted by 30 November or confirm arrangements are in place to do so, as our building's insurance is due for renewal in December!

After consultation with both the freeholder (Garmoor Investments) and intermediate landlord (Vectis Property Company) it has been agreed that a 'licence to alter' will not be needed for front doors that are replaced, although this may be needed retrospectively when a flat is sold.

Exterior roof works: -

The project has been revised to cover the top 3 floors of the south and west facing elevation as this is where the worst of the water ingress problems are being experienced. On checking the leases and title deeds of those flats with open roof terraces it appears that it is the responsibility of leaseholders for the upkeep of these. This also applies to flats with enclosed balconies but as they are more sheltered it is less likely that they are causing water ingress issues. This work will now take place in 2025.

### Any other business

Leaseholders were reminded of the need to work with the directors particularly on providing information about contractors when major works projects were being planned.