

Shepton Mallet (Phase 7) Management Company Ltd

Board Meeting, 29th February 2024, 7:30pm, 28 Clarks Meadow

Minutes

Present: Richard Thomas (RT, Director - chair), Rich McNairn (RMcN, Director), Sally Lever (SL, Director - minutes), Vickie Harris (VH, Director), John Longman (JKL, Director)

Apologies: Pauline Dodds (Resident)

Minutes of Last Meeting: Approved. RT to complete and send to SL for filing with the Company Secretary.

Matters Arising Not on Agenda: None

Agenda

1. Replacement for Firstport

Agreed that we proceed with the appointment of Chalmers HB and Mendip Bookkeeping Services on the basis of costs and activities already circulated. Agreed that we do not need the service of Jungle Properties.

Next steps: a) RT to obtain written agreement from above companies and ask them about the timing and mechanism for the transfer of responsibilities, b) RT to call an informal meeting with residents in parallel to inform and address any concerns. A summary of this meeting will then be sent to all residents. **Date and venue proposed: Sunday 24th March 2024 at The Highwayman.**

2. AGM

Agreed that we'd defer a decision on this until the next meeting. We'll consider holding the AGM on Zoom.

3. Appointment of Directors

All directors are standing for re-appointment. SL would like to pass responsibility for taking minutes to someone else. Pauline Dodds and Geoff Trevett have both indicated their willingness to stand. Ideally we need an odd number (chair does not have casting vote) and, although there is no limit on the numbers of directors allowed by the Mem & Arts, we agreed to limit director numbers to 7 for ease of communication and for accommodating face to face board meetings.

4. Stone Wall Repair

Agreed we will go through the insurance company and pay the excess.

Next step: RMcN to contact insurance company to discuss.

5. Tree Survey

Payment for the survey approved. It seems that there were issues for some all directors with accessing the documents from FirstPort about works recommended by the surveyor (Bawdens). So we were not able to discuss fully. SL reported on what she'd read as she'd been able to access the report.

Next step: RMcN to contact Bawdens to discuss proposed works and any alternatives to the felling suggested.

6. Property Transfer Documents

SL had contacted the Company Secretary and had received an email from Shaun Ayles in reply. He said: *A fresh and up to date management pack is produced for any individual sale where it is requested (it is not essential) and so it is only relevant at the time of issue. It is a service outside of the management agreement paid by and prepared for an individual owner, so we cannot send you a copy of a completed pack. However, the packs are prepared using the Law Society LPE 1 & 2 forms for leasehold properties, and FME forms for freehold properties. These forms are industry recognised and approved by ARMA and I have attached for ease of reference. The pack preparation and issue along with all the supporting paperwork is only the start of the process, there are usually many additional enquiries raised by the purchasers solicitors which have to be dealt with expediently and the various post completion requirements.*

Next step: SL to keep a copy of the forms mentioned on file to be passed to Chalmers BH et al when ready.

7. Repair to inspection cap above SUDS system

There has been no action from FirstPort or Bloor.

Next step: RT to chase FirstPort

8. Communication with Members

Agreed we would upload board meeting minutes to the website from now on and that RT would send out email notifications to all members after each meeting to notify them of the availability of the minutes online. New website content agreed.

7. AOB

None

Next Meetings

- **Board Meeting:** Thursday 14th March 2024, 7:30pm, 28 Clarks Meadow
- **Informal Gathering with Residents:** Sunday 25th March 2024, 3pm, The Highwayman
- **Board Meeting:** Tuesday 23rd April 2024, 7:30pm, 28 Clarks Meadow