

 <p style="text-align: center;">Residents Meeting held on dd/mm/yyyy at venue</p>		
Present:	Miss Flat 1 Mr Flat 2 Mr & Mrs Flat 3 The other Flat Estate Manager Ringley	F1 F2 F3 F4 RCS
Date Report Typed:	dd/mm/yyyy	
ITEM	REPORT	ACTION
1.00	<u>Maintenance Issues:</u> F1 Reported that the improvements to the external lighting were a success. However, the meeting generally still thought they needed more light for security reasons. RCS instruct.	RCS to instruct RCS raised Purchase Order to Lighting Services (Ref: 67586) dd/mm/yy
2.00	RCS to gain quotations for the installation of video entryphone	RCS to get Quotes Quote from Entryphone @ £350 per flat, Quote from Interphone @ £325 per flat. Directors to advise RCS of their instructions
3.00	Paul is to try to negotiate with contractors to see if we can get a reduction on current tender price	PC
4.00	<u>Service Charge Arrears</u> One Director had downloaded the arrears list from the Client web area, RCS answered questions and updated on the litigation against F4.	RCS
5.00	<u>Draft Accounts</u> The meeting discussed the draft accounts. Expenditure re-allocation from the reserve fund was agreed in respect of the tree pollarding. Adjustments to be made then accounts issued.	RCS agree amendments & circulate accounts. Accounts sent to Leaseholders with letter ref: mabmt0602 dd/mm/yyyy
6.00	<u>Budget for the coming year</u> RCS presented the budget performance for the year to date and identified that more was being spent on reactive maintenance in respect of drains than anticipated. The meeting agreed to instruct a CCTV drainage survey.	RCS instruct CCTV inspection. Clear drains instructed dd/mm/yyyy Purchase Order No. 65324
7.00	Planning for cyclical redecorations RCS presented to the Directors the proposed rolling reserves plan. RCS identified the lease covenants that the Directors as Freeholders have to fulfil, together with the building components that need to be planned for. The plan was modified to postpone the internal carpet replacements & approved. RCS to implement	RCS implement. RCS implemented with budget
8.00	<u>AGM Preparation</u> The meeting agreed that they could not foresee any items of concern likely to be raised at the AGM and resolved for the date to be set at dd/mm/yyyy	RCS to book venue RCS confirm venue booked for dd/mm/yyyy commencing at 6.30pm

THESE MINUTES ARE JUST A TASTER

RINGLEY CLIENTS GET AN AGREED NUMBER OF MEETINGS FREE WITHIN THEIR ANNUAL FEE.

EACH EXCEL WORKBOOK CONTAINS ALL MEETINGS GIVING YOU A COMPLETE HISTORY OF PROGRESS & POINT OF REFERENCE.

FOR REASONS OF CONFIDENTIALITY DIRECTORS MEETINGS ARE IN A SEPARATE EXCEL WORKBOOK TO RESIDENTS OR ANNUAL GENERAL MEETINGS.