

NEXT MEETING TUE 28 JUNE AT PROSPECT PLACE

TIME: 18:30

LANDMARK PLACE

Minutes from the Leaseholders Management Committee on 17th May 2005

In attendance

Robert Wiffen Area Property Manager (Mainstay)

Mr. R. Alldred (Chair)

Mr. M. Board

Mr. M & Mrs. A Rowe

Mr. L. & Mrs. E. Cotton

Mr. R. Hopkins

Mr. A. Tracey (Vice Chair)

Ms. C. Redfearn

Mr. G. Garrard

Mr. P. Walker

Mr. V. Ashley

Apologies: M. Johnson

ITEM

RA welcomed everyone to the meeting.

Matters arising from minutes of the previous meeting

Emergency procedure

R W advised that the Procedure for Emergency Access will normally require 72 hours notice being given to the Leaseholder should entry be required, with forced entry being a last resort.

If a Leaseholder cannot be contacted within a reasonable time scale, forced entry will be authorised a) using a reputable Locksmith b) photo recording entry c) replacing barrel of lock and generally making good /securing premises d) continuing efforts to contact the Leaseholder.

It was agreed that a) compilation of a list of local contractors providing emergency 24 hour callout service b) identification of placement of main stopcocks on floors allowing turn off if necessary, would be helpful. **RW to action.** Information will be held by Concierge.

RW will send out a request to Leaseholders to give relevant contact details to cover emergency situations. This will be updated quarterly.

Noise and Neighbour Nuisance

RW clarified a procedure following discussion with the Concierge Team. a) Mainstay will be advised of persistent offenders b) Mainstay will inform the Letting Agent c) if no improvement Agent will be asked to take remedial action.

In the case of apartment 107, failure to improve has resulted in the Letting Agent serving notice on the occupants to vacate at the end of June. RW reported positive feedback from Letting Agents with regard to the above procedure.

RA reported that he had searched the internet to identify advertisements associating Landmark Place with hotel type accommodation. He contacted each one and requested that they discontinue the advertisement as short-term holiday accommodation is not allowable within the terms of the lease. He advised that Concierges will not handle keys for short term lets. He received an overall positive response.

Residents Parking Club

PW reported that he had met with Park Ride Security and will get back to them once the committee has decided on the best way forward.

The overall problem of illegal parking will be kept under review. Concierges will be asked to log all instances brought to their attention.

Electricity Savings

RW confirmed the transfer of the communal electricity supply to Npower is underway with the price fixed at the tariff negotiated. In his absence, the committee thanked MJ for his liaison with Npower resulting in an approximate saving of £10,000 to the benefit of Leaseholders. RW also reported that he is at present processing application forms for alternative Building Insurance to assess whether savings can also be achieved in this area.

The external building lights have been turned off to reflect the lighter evenings.

Car Park

RW reported that the annual cost of hiring rather than buying a machine to clean the car park and external areas would be approximately £3500. It was agreed that the cost was unacceptable.

Rubbish and Litter

RW reported that informal legal advice is that Leaseholders would "not have a leg to stand on" in any action for misrepresentation, mis-selling relating to the siting of rubbish facilities in the Car Park

ITEM

GG was voted on to the committee.

Any other Business

RA suggested that a Maintenance Committee be set up to monitor ongoing warranties and their conditions relating to the fabric of the building. EL/LC and MR/ AR will examine the Building Regulations Manuals and LC will report back to RW who will liaise with Crosby Homes. It was confirmed that contents insurance is the responsibility of Leaseholders. RW will check to see if the lease requires Leaseholders to have contents insurance.

RA proposed that a meeting be held at the Thistle Hotel for Leaseholders enabling more to attend. Date to be agreed.

The broken rubbish bins have been repaired making the purchase of new ones unnecessary.

MB reported that following the theft of an artificial tree and the transfer of the couch to the main reception area, the foyer of Core I is bare and unattractive. RW will arrange for a replacement plant and look at returning the couch.

AT reported that Landmark Place Commercial Ltd is the new owner of the commercial units. France Galles Cafe Bar has taken over the area previously leased to the Flannels Coffee Bar.

AT asked whether the graffiti on the Car Park wall facing the Gas Board was being dealt with. RW said initial efforts to remove it had so far been unsuccessful and alternative treatment will be necessary.

GG said that it was usual to undertake a satisfaction survey of the Management Company after two years, giving the opportunity for feedback from all Leaseholders. GG will liaise with RA on the format of a questionnaire.

GG handed out copies of an information sheet relating to "Constitutions for Tenants' & Residents Associations". This will be helpful in drawing up a draft proposal for Landmark Place.

RA advised that the present committee had been meeting for 6 months. Whilst the Committee could not achieve formal recognition until the last Unit has been sold, it was thought helpful to choose a Chairman and other Officers to facilitate committee actions to maintain/improve the quality and value of Leaseholders' properties. It was stressed again that meetings are open to all Leaseholders.

The next meeting will be on Tuesday, 28th June at 6.30 p.m. at Prospect Place.