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AAHigh Mount Flat Management Ltd.

Directors Mr M Coates (Administrator)
Mr A H Wood

Registered Office
Flat7, High Mount
Mount Avenue
Heswall
Wirral,
CH60 4RH

e-mail malcolm.coates@nufocus.co.uk
Tel 0151 342 0183

22 January 2013

AGENDA

The Annual General Meeting of the High Mount Flat Management Committee will be held in Flat 7 at 10 30 am on Monday 11 Friday 8 February 2013.

- 1 Apologies
- 2 Minutes of the Annual General Meeting held on Tuesday 6 March 2012 having been circulated to every member have been taken as read
- 3 Matters arising
 - a). Central block windows
 - b). Plant pots p16 cl4
 - c). Garden fruits.
 - d). Insurance
- 4 Presentation of statements and accounts
- 5 Directors report
6. Appointment of directors
- 7 Any other business



HIGH MOUNT FLAT MANAGEMENT Ltd.

Directors:- Mr. A.H. Wood; Mr. L. Thomas
Company Secretary:- Mr. J. Wardle

Reg. Office :- Flat 10,
"High Mount",
Mount Avenue,
Heswall, Wirral
CH60 4RH
Tel No:- 0151 342 7593
6th March 2012

Minutes of the Annual General Meeting of the High Mount Flat Management Ltd., held at flat 10, Tuesday 6th March 2012, commencing at 11-0 a.m.

Present:- Messrs A.H. Wood, and L. Thomas, directors; Mr. and Mrs. M. Coates, Mrs. M. Wood, Dr. R. Williams, Mrs. P. Davis, Mrs. K. Houghton, Mrs. N. Ewart, Mr. and Mrs. K. Robinson, Mrs. M. Gloyne.

Mr. Wood, in the absence of the accountant, Mr. J. Wardle, presented the statement of accounts and proposed that they be accepted. Seconded by Mrs. Gloyne and unanimously agreed.

A letter of resignation from Mr. Wardle was read and accepted.

Mr. L. Thomas stated he wished to resign as a director. This announcement was received with regret, and the thanks for his assistance over the years was greeted with acclaim

Mr. Wood was re-appointed as a director, and he then proposed that Malcolm Coates be appointed as a director. Unanimously agreed.

Mr. Wood proposed that Mr. Coates act as ADMINISTRATOR of the company; that he be authorised to keep a record of all income and expenditure, execute all required clerical duties; be a signature to the company's cheques; that flat 7 become the registered office of the company. Unanimously agreed.

Dr. Williams proposed that Mrs. Gloyne be appointed as a director, seconded by Mrs. Davis.

Mrs. Gloyne proposed that Mrs. Davis be appointed as a director, seconded by Dr. Williams.

Mr. Thomas proposed that we should have a second meeting in the autumn to enable everyone be made aware of progress or problems.

A general discussion then took place. Mr. Wood suggested that the present procedure in which all unusual expenditure or event was circulated to all members and then an extra-ordinary meeting called, so

that every member could express an opinion, had been the successful procedure to date, and that it was unnecessary to appoint too many members of a small company to the board, when most concerns are about dealing with officialdom and the bank.

No vote was taken on these proposals.

Mr. Coates, who has been studying Company House procedure, had established that a small company no longer had to employ a company secretary or use an outside auditor. It is also possible that we may be exempt from annual accounts to Companies House, but that will have to be checked.

Mr. Coates then presented his estimated expenditure:-

That the annual contribution remain the same .

That flats 3,4,5,6,7,8, each contribute £105 to pay for the central hall decoration.

That the completion of the plasticization, painting of the woodwork and the garages be done at an approximate cost of £1,000. (Sufficient funds in the bank).

During the discussion regarding the outside painting, it was established that not all window frames had been plasticized and that the cost of these would be charged to the owners. Mr. Wood undertook to talk to Mrs. Arnold and request that she consider having her windows plasticized, and advise her of all the implications.

All points raised were unanimously approved.

Mr. Wood was thanked for his control of affairs for the past 11 years ,and that Mr. Coates was thanked for taking over those duties

There being no further business, the meeting was closed at 12-15 p.m.

A Wood

Director

High Mount Flat Management Ltd.

Directors Mr M Coates (Administrator)
Mr A.H Wood

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Wirral.
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**Minutes of an Extra-Ordinary Meeting held, on Monday, 13 August 2012,
commencing at 11.00 am**

Present: Mrs K. Houghton, Mrs M. Gloyne, Dr R. Williams, Mr M. and Mrs D. Coates,
Mrs P Davies, Mr L. Thomas and Mr H. and Mrs M. Wood.

Apologies had been received from Mrs J. Robinson and Mr M Ewart

\Mr Coates apologised for not calling a meeting earlier to discuss the proposal by Dr. Rd. Williams to lower his boundary wall to the level of his patio and to replace the bricks by see-through glass panels supported by stainless steel posts but he had assumed at the time of circulating the original communication of 26 March 2012 that sufficient responses had been received in favour to warrant proceeding with the proposal This of course did not allow members to fully discuss the pros and cons

Dr Williams also apologised for not asking for a meeting to be arranged at the time and then proceeded to explain why he wished to carry out this work which would of course be carried out at his expense Basically, the wall obscured his view of the garden which is generally at a lower level than his patio

A lively discussion followed in which it was established that the glass is toughened plate glass as used on balconies and staircases elsewhere and would not present a hazard under normal circumstances. A legal opinion obtained by Dr Williams considered that the wall was not structural and was his responsibility. He also explained that the Planning Department of the LA had said that it was outside their jurisdiction. Much of the concern centred on lack of uniformity in the appearance of the wall but others considered that most of the wall is not visible to others outside the garden. Dr Williams agreed to write to the Management and confirm that he would be responsible for all future maintenance of this glass wall

The proposal was approved by six votes to three.

During the main discussion, other points were raised and discussed after the previous item had been settled.

Some members expressed the view that Dr Williams was unfairly occupying one of the three parking spaces by not using his garage. Dr Williams explained that he found it impossible to get out of his car when in the garage because of his physical condition. In addition, although he was trying to use the space outside his garage, he considered that not only was his car in a more vulnerable position, but it was more difficult to position himself there and he was obstructing the access to the adjoining garage. Others considered that it is of greater importance that the available space should be used for the benefit of residents rather than occasional visitors and this viewpoint was generally endorsed and Dr Williams will continue to park adjacent \Garage No. 10.

Mr Coates reported that Mrs Robinson had asked him whether she would be able to let her flat if she decided to do so and he had told her that she had the right to do so, provided that she did so through a formal short-term lease and a managing agent. This caused some concern but it is clearly laid out in the deeds. As Mrs Robinson had stated that she would have to use an agent, Mr Coates said that from his own personal experience this should safeguard the interests of other residents.

Mrs Gloyne and Mrs Houghton asked whether the large tree overhanging their personal area could be trimmed to give them a greater view of the estuary and to reduce the amount of debris causing them such a problem. Mr Coates said that he would ask the gardener for his opinion.

The meeting terminated at 12 30 pm.

Malcolm Coates (Administrator)