



BICESTER PARKLAND VIEW
RESIDENTS ASSOCIATION

**Management Committee
Meeting Minutes**

Date: 17th January 2012

Time: 7:30 PM

Venue: No. 19, Parkland Place

GF = Geoff Farmer, DM = David Maunder, SF = Simon Farmer, MH = Martin Hatton,
SR = Stuart Roach, JP = Jack Pearson, JG = Jan Glead, SH = Susan Hatfield
BL = Beth Lancaster (OM Prop. Man)

Item	Description	Status	Owner	Due
1.	Welcome, introductions and apologies Those present were: GF, DM, SF, MH, SR, JP, JG Apologies from: SH.			
2.	Minutes Minutes of meeting held on 6/12/11 approved, and signed by GF	Closed		
3.	Matters arising since last meeting			
	a) GF Reported on the Fire & Risk Assessment. He said that the only item which would require expenditure was the holes between floors in the riser cupboards. He said that 3 quotes were being obtained for rectification. DM and SF queried when the assessment had been done before and why these issues had not been raised before.	On-going	GF	
	b) MH queried the operation of the apartments' ventilation systems. Why is this on all the time? What purpose does it serve? Can it be turned off? GF said he would query with OM to see if they could explain. We would also see if we could find the circuit breaker that would disable.	On-going	GF	
	c) GF reported OM was setting up a Governance and Regulation Group. He said that there was an opportunity to get involved. Those present generally agreed that attendance would be inconvenient. Criticism was voiced of OM hand picking the members of the group.	Closed		
	d) GF/SF proposed choosing a new name for the Newsletter. JG said we need to concentrate on content and not distract ourselves with trivial matters such as this. Vote held to decide if change was desired. Decision was to keep current name.	Closed		
4.	Membership			
	a) SF reported on current membership. He stated that renewals over the Christmas period were slow. Possible difficulty getting renewal from members in USA. DM suggested altering interpretation of previous renewal in order to enable membership to continue. SF/GF said that such manipulation was not ethical. SF still chasing 4 renewals. Membership level down due to this.	On-going	SF	
	b) DM suggests not pursuing tenants for membership. SF strongly disagreed stating that we need as many members as possible from a financial point of view. DM suggested that the renewal fee should be lowered to £1. SF disagreed; GF said membership fees would be discussed at the AGM. It was also asked why we allow more than one member per property. This will be discussed at the AGM.	On-going	All	



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<p>5. Accounts</p> <ul style="list-style-type: none"> a) DM stated that the current account balance is £275.41 b) DM said that £20 had been received and that there were no expenses. 		
<p>6. OM Property Management</p> <ul style="list-style-type: none"> a) GF reported that OM had agreed to set the service charge as he had suggested. Those present thanked GF for his efforts. Closed b) GF reported on OM's intension to stick with the 4% Management Fee increase. Committee stated that we are not happy with this but will look at what options we have. Closed c) GF said that he has made contact with BL and is happy with the service received so far. On-going GF d) SF and JP reported on the car park tree prune. Those present thanked JP for his efforts. SF reported that some shrubs had been moved to more appropriate locations. Closed e) GF reported on our findings from the management fee comparison. He said that it appeared that we received good value on items that we had some influence over. He said we did not receive such good value on management fees and insurance. MH asked of what value this comparison was. GF said that whilst we could not get a like-for-like comparison we could see how the percentages for each item of expenditure compared with other developments. Closed f) GF reported that the further wall stain cleaning would proceed once the specification is agreed with GPF Lewis. On-going GF g) GF reported that the garden replant had been completed with the remaining mulch supplied. Closed 		
<p>7. Other issues</p> <ul style="list-style-type: none"> a) JG reported on neighbourhood watch. She said that there hadn't been any reportable incidents in the last month. JG expressed some frustration in residents not going through the appropriate channels to report information. She suggested that we emphasise the proper procedure in the next newsletter. JG said she is still waiting for the new signage showing the 101 number. On-going JG b) GF reported that SR's recommended tradesman idea is being implemented. It came to light that MH had submitted some suggestions but had sent them to DM by mistake. DM said that he would send them to GF. GF said that he would post the details on the web site. On-going GF c) SF and JG reported that the brown bins are being emptied regularly, allaying concerns that they weren't. Closed d) JG expressed concern that despite the tree prune, visibility of the bin store code lock was still poor and suggested having a light installed above the doors. SF and GF stated that they felt there was adequate light. On-going GF 		



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	<p>DM suggested paying for light out of association funds and appointing our own electrician. SF and GF said that this work, if carried out, should be paid for by OM and that we cannot appoint our own contractors on a whim as they need proper accreditation to satisfy OM. Those present agreed to request 3 quotations from OM.</p> <p>e) SF reported that we had received 7 responses to the questionnaire sent out. He said that all of them showed a reasonable to very clear understanding of who we are and what we do. Those present were pleased with this.</p> <p>f) SF reported on properties for sale and to let. He said that number 11 had recently sold and that 8, 19PP and 7WW are still for sale. There are none to let.</p> <p>g) GF requested feedback on the January newsletter which JG had edited. GF and SF expressed surprise that JG had not made more changes. JG said that the newsletter needs to be more hard-hitting and gets people to ask questions by not including all possible details. It was suggested that the next newsletter should come out before the AGM in order to promote this. GF said the newsletter normally follows the AGM in order to report on the outcomes of the meeting. GF suggested producing a separate AGM communication prior to the meeting highlighting the importance of people's attendance. JG said she would be happy to produce this letter in whatever form she decides.</p>			
<p>8. AOB</p>	<p>a) No items raised</p>			
<p>9.</p>	<p>Date and venue of next meeting – The next meeting is scheduled for 28th February. However, DM and SR have already pointed out that they are unlikely to be available. GF also said that he proposed to hold the AGM on 3rd April and asked DM if he would host it at No. 12. DM agreed.</p>			

Signed by chair:

Date: