

**MINUTES OF A MEETING HELD BETWEEN TRINITY VILLAGE LONG LEASEHOLD  
BLOCK REPRESENTATIVES AND MAINSTAY HELD AT THE ROEBUCK ON FRIDAY  
5TH SEPTEMBER 2014**

**Present:** Andy Murray (AM), Mainstay

4-6 TCS

Johnnie Mitchell

9-11 TCS

Duncan McKenzie (DM)

John Miller, Flat 9

Lesley Miller, Flat 9

Stephen Hooper

Terry Quinn

Martin Galton, 11a

Rosie Barnes, 11a

45-47 TCS

No representative present.

59-63 TCS

Tim Horsler (TH), 61 (also representing TNRA)

Shaftesbury House

No representative present.

18-20 Trinity Street

No representative present.

**Background**

TH noted that the original idea for the meeting had been made by Mainstay during an initial briefing attended by him, DM and Capita staff held in May.

**Individual block management matters**

4-6 TCS

\* Matters are proceeding satisfactorily. A pre-start meeting will take place on 12th September. Scaffolding is planned to be erected on 15th September, with works completed before the winter commences.

\* It was queried whether the lock to the back gate had been changed. AM thought it had, but would check with the London office. Once the lock was changed new keys would be issued to all leaseholders.

## 9-11 TCS

NB much of the information provided by AM for this block and as set out below applies/will apply where relevant to other blocks; and/or is subsumed into the General/common management matters section below.

- \* Scaffolding is planned to be erected on 14th October.
- \* Mainstay are still waiting for further detailed information from 20-20 on works done/yet to be completed for the fire alarms before a definitive statement of works completed vs. payments made can be completed.
- \* Mainstay are prepared to use the accredited sub-contractor used by 20-20 to complete all necessary works.
- \* AM noted in response to concerns expressed over seemingly high costs for work on the windows that:
  - (a) Mainstay inherited signed contracts from the previous managing agents;
  - (b) Owners in the block can if they so decide to request that new contractors should be sought, and can also nominate contractors to be included in tendering processes should they wish to do so;
  - (c) Council/English Heritage requirements and specifications (e.g. all window bars have to be taken back to bare wood) plus relevant fees and VAT rates have an impact on costs;
  - (d) Scaffolding alone is a highly significant factor, with costs running at c. £2000 p.w.;
  - (e) In the light of such scaffolding costs, those works for which the contractors require access to scaffolding will be tagged onto the end of currently planned major works. NB a cherry-picker costs c. £600 a day, plus permissions and fees required to close the road off when setting up, carrying out works and then taking down the machinery.
  - (f) The internal state of windows is the responsibility of owners per their leases;
- \* AM/all are agreed that K. Martin are competent contractors.

## 16-20 Trinity Street

Specifications should be completed ready to send out for quotes in the week ending 12th September. In principle contracts should be signed before December 2014.

## 59-63 TCS

Matters are proceeding satisfactorily.

## Shaftesbury House

Planned works will commence in 2014.

## **General/common management matters**

### Fire alarms and risk assessments

- \* Depending upon the blocks concerned, it appears that various complete or partial payments have already been made to 20-20. AM awaits detailed specifications from 20-20 concerning exactly what works remain to be done to complete the job.
- \* Current legislation requires that Risk Assessments be carried out on all residential apartment buildings, and these assessments have recently been completed. It therefore follows that works should be carried out to provide heat and smoke detectors and to ensure that doors provide adequate fire protection to take account of matters raised in those Risk Assessments. Apartment buildings greater than 4 storeys should be fitted with a fire alarm system and apartment doors should provide a minimum of 30 minutes protection to the escape route. In addition, apartments should be fitted with both a heat and a smoke detector.
- \* As 18-20 Trinity Street and Shaftesbury House are more modern buildings, they have the option of fitting hard wood doors to provide the required 30 minute protection, or installing a fire alarm system in the same manner as the other blocks.
- \* There is a legal requirement for the electrics in all common parts to be inspected every five years.

### Annual budgets and financial reports

- \* Mainstay's policy is to be transparent, to share information over all the blocks, and to provide relevant information on a regular basis.
- \* The previous agents had not split funds between management/service/reserves. Mainstay will do this, and will also take care to establish a realistic schedule of payment demands to ensure that adequate reserves are built up and available to deal with emergencies etc.
- \* The draft 2015 Service Charges Budget (based on a detailed review of previous years and in line with the 10 Year Plan prepared by Focus) will be presented to Trinity House before the end of September. Requests for related payments - for settlement by 26th December - will be sent out on 26th November.
- \* Mainstay are happy to/will prepare and circulate details of actual expenditure to date on a three-monthly basis, and are also willing to present such information to block representatives at regular quarterly meetings commencing in October 2014. It is to be noted that Mainstay is contracted to attend 3 meetings per annum with the Client, and that all meetings over and beyond this are chargeable in accordance with the agreed and published Tariff.

- \* Current overdue sums for the blocks are as follows:

4-6 TCS:	£27,122.86
9-11 TCS:	£15,756.80
45-47 TCS:	£7,458.70
59-63 TCS:	£20,826.28
Shaftesbury House:	£1,000.00

### Cleaning of common parts and areas/gardening

Mainstay now have facilities management services available on site for 17 hours a week to keep on top of these needs. They are also taking advantage of some spare rooms in 4-6 Trinity Street and Shaftesbury House to store cleaning and other materials and equipment.

#### Access to apartments/blocks

Relevant keys are held by Capita in the Trinity Street offices and can on request be made available to Alex Moore (Focus Consultant) for the purpose of external redecorations only; access to apartments that have suffered some water damage; and Mainstay as necessary.

#### **AOB**

- \* AM noted that he would continue to take day-to-day responsibility for the long leasehold properties until such time as he was confident that everything was on an even keel and he could hand over these duties to one of his colleagues.
- \* All agreed that after many years of poor management of the long leasehold properties there had been a huge improvement since the appointment of Mainstay.
- \* TH warmly thanked AM on behalf of everyone for all his work and commitment in making such good progress, and also expressed his appreciation for providing such clear and useful information during the meeting.

Tim Horsler  
10.ix.14