**OTTERSHAW PARK MANSION LIMITED**

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**RESIDENT’S MEETING**

**Minutes of Meeting held in No 3, The Library Suite**

**on**

**Sunday 19th January 2020 at 5 pm.**

Present:

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| Russell Jacobs - Chairman | Dennis Kerrison |
| Paul (Secretary) & Josephine Arengo-Jones | Aya Hirai |
| Neil Drummond - Treasurer | Paul and Yvonne Featherstone |
| Peter and Sylvie Bennett | Tony and Pina Brooks |
| Lisa Townsend | Sarah Bond |
| Graham & Jean Hughes | Mary and Richard Turner |
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| Throughout: Mr James Sheppard, Senior Surveyor, Smith Baxter. |

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| Item | Subject | Action |
| 1 | ApologiesApologies were received from Nikki Danford, Robin and Caroline Greenhalgh, Almut Davis, Oliver and Kathy O’Callaghan Brown, Graham and Yianna Simpson, David and Jayne Paterson, Harald and Reidun Karlsen, Julian Forsyth,  |  |
| 2 | Minutes of Previous Meeting. The Chairman welcomed everyone to the meeting and thanked Lisa Townsend for hosting the meeting again. The minutes of the meeting held on 8th December 2019 we approved.  | **All Residents** |
| 3 | New Committee Members.The Chairman informed the meeting that Lisa Townsend had joined the Management Committee with responsibility for leisure facilities and Graham Hughes had joined with responsibility for liaison with OPEC. He thanked both for volunteering to join and reminded all present that they would have the opportunity to confirm or otherwise the membership of the Management Committee at the AGM in May. | All Residents |
| 4 | Update on Change of Ownership of Properties and Refurbishment Works.The Secretary briefed the meeting:* **The Parkland Suite.** Renovations virtually complete – some minor works resulting from a roof leak are still to be completed.
* **The Niven Suite.** Refurbishment to commence at insurers expense on 27h January. Work is expected to last 16 weeks.
* **Balcony Suite.** Planning for renovations are in hand. James Sheppard, surveyor, will monitor changes on behalf of the Management Committee. Works are expected to be complete by the end of August.
* **Octagonal Suite.** Sale in process, contracts exchanged.
* **Terrace suite.** Renovations in progress. Expected to be complete by the end of January when owners plan to move in.
* **Marble Suite** - On sale.
* **Winter Garden** – On sale.
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| 5 | Report on Boiler Refurbishment**Introductory Remarks**. The Chairman made some introductory remarks. He stated that there was now a major question over the role of the Management Committee and the trust between it and the community. In the past all matters had been resolved by consensus and the previous levies had been agreed on a unanimous basis. Communications over the past months in relation both to the boiler replacement and the refurbishment of the pool and rec room had shown that there was a diversity of opinion. He made the point that this could not continue and the work load on the Committee was now excessive. If this situation continued then there would be no option but to place the day to day management of the Mansion in the hands of managing agents and for any major project to be put through the Section 20 Consultation process.There followed a discussion on the relative importance of the boiler replacement over the pool refurbishment and why temporary arrangements had not been put in place. Concern was also expressed as to the poor attendance at Residents Meetings (only 50% of properties represented at this meeting) and lack of communication from the Chairman. The Secretary made the point that the regular communications Residents received from the Secretary were all on behalf of the Management Committee and will full agreement of the Chairman with whom there is almost daily communication. It was requested that the proposed Section 20 briefing should be given before further discussion.**Section 20 Consultation**. The Secretary briefed the meeting on Section 20 Consultation, based on the ARMA Guide (attached). In summary. Any works of over £5,000 in total require a Section 20 process regardless of any decision made at a Residents Meeting. There are three stages: Stage One. Notice of intention where details of the proposed works and the reason for doing them are sent to all residents for comment. Stage Two. Statement of Estimates. Details of the estimates for the works that have been obtained are sent to all residents for comment. Stage Three. Notice of Reasons where Residents are informed of the reason why the contract has been awarded, if the choice is not the cheapest. This process takes two to three months minimum as residents must have at least 30 days to consider each stage. In the case of the Mansion, given the amount of additional work involved, this will require the employment of a Managing Agent. Yvonne Featherstone pointed out that it is possible to apply for an exemption to this requirement but it is a long, and probably expensive, process. It was unclear whether the Section 20 procedure required unanimity from the residents or a simple majority.There then followed further discussion of the projected expenditure (attached) which had been previously circulated by the Treasurer.Some residents then made it clear to the meeting that they were unhappy with the proposed approach to the heating issue. However, once it was clear that this issue would be subject to a Section 20 consultation there was unanimous agreement.The Chairman confirmed that the boiler replacement would therefore be subject to the Section 20 Consultation process and that the employment of Managing Agents would now be investigated.**Boiler Replacement.** Peter Bennett then briefed the meeting on the various options regarding the boiler replacement and produced the costs (attached). He stated that it was essential that the meeting made clear the specification that was required so that the works could be developed in order to commence the Section 20 process.After discussion it was agreed that the two boiler, simple control option should be adopted with, at the request of Paul Featherstone, the option of including the air pump option for the pool if it was viable. There was a general preference for the boiler to be vented through a flue in the existing chimney, rather than directly to the front of the building. It was agreed that Nigel White would project manage this matter and provide appropriate papers for the Section 20 consultation. | **Management Committee****Peter Bennett** |
| 6 | Report on the Pool and Rec Room Refurbishment.Sarah Bond briefed the meeting on the project that she had developed with Steve Bull. She reported that the preferred contractor would be Falcon Pools and that she had details of a professional project manager who had significant experience in building pools. The Chairman thanked Sarah and her colleagues for all the work they had put in to this detailed proposal. After some discussion where some residents made clear that they were strongly opposed to raising the additional funds through a levy, there was general agreement as to the proposed works. It was also noted that before these works could proceed a Section 20 Consultation would have to take place. In the meantime the Management Committee wanted reassurance that the project would be coordinated with other works ongoing in the Mansion, that all H&S and building regulation requirements would be met and that the necessary indemnity insurances would be in place. James Sheppard, Senior Surveyor from Smith Baxter and the Mansion surveyor, explained his role. He confirmed that he could not be directly responsible for the project unless he was part of the design phase. He accepted, however, that another project manager could manage the proposed works. The Management Committee agreed with this but required that James advise the committee as to the competency and capability of Falcon Pools to be the principal contractor (for all works) and to confirm that the project manager was suitably qualified and indemnified. It was noted that the employment of a project manager would add about 10% to the project cost. | **Management Committee** |
| 7 | Steering Group for the Pool and Rec Room RefurbishmentIt was agreed that the Pool and Rec Room Steering Group would be chaired by Lisa Townsend, as the Management Committee member responsible for leisure facilities, and that she should co-opt members as appropriate.Once the detail of the works had been developed, the full cost of the project ascertained and the details of the project management resolved, the matter would be again put to Residents for their consideration on how the necessary funds would be raised. The process would then be subject to a Section 20 Consultation. | **Lisa Townsend** |
| 8 | Any Other Business**Managing Agents.** It was agreed that the appointment of a Managing Agent would be further investigated by the Management Committee and that, before any final appointment, the matter would be brought before Residents again. | Management Committee |
| 9 | Date of Next MeetingIt was requested that another Residents meeting be held before the next AGM in May. It was agreed that this would be scheduled once the necessary information for a decision was available | **Secretary** |