



## MINUTES

### SWANSBRIDGE COURT NUNEATON

Meeting held  
Monday 27 April, 2015 at 6pm  
At Bermuda Phoenix Centre  
Bermuda Road  
Nuneaton  
CV10 7HU

**Present:** Sue Moseley (SM) - 7 Ryder Close  
Jennifer Holton (JH) - 4 Ryder Close  
Sam Pegg (SP) - 4 Ryder Close  
Andy Nuttall (AN) - KWB Property Management Ltd

**Apologies:** Dane Hopwood (DH) - KWB Property Management Ltd

1. AN provided initial draft of service charge account figures. He explained this was combined years of 2013 and 2014 from when KWB began management. Figures confirmed that considering these dates the total expenditure is at the same level as total income of around £12,500.
2. AN outlined the principle of the three schedules of service charge where different plot or apartment holders pay towards different services. AN to clarify this apportionment and will be ensuring that costs are correctly allocated to the right schedules and, therefore, residents which may result in small adjustment charges per plot or apartment. Schedule 1 Estate Charge is for all plot and apartment owners whereas Schedules 2 and 3 were just for apartment holders, the third one excluding the coach house (FOG) over the archway which doesn't benefit directly from the services within the staircases of the two blocks.
3. AN confirmed that final accounts will be issued after being audited by accountants.
4. AN explained the freehold for the apartment blocks had now been sold to another owner with their managing agents from London corresponding direct with apartment holders for ground rent collection. KWB still dealing with service charge and insurance for the shared areas of the estate and hold these monies separately on behalf of residents.
5. Insurance premium noted to be below budget due to the policy being arranged through the new freeholder. This includes an element of public liability for the communal areas of land.
6. AN clarified the managing agent fee reflected KWBs involvement as per original agreement.



7. Query raised by JH/SP on the level of landscaping costs. AN explained that due to including initial one-off costs at start of management in 2013. However, to confirm basis with landscaper. SP noted far left corner of site collects rubbish to be noted. AN pointed out that boundary embankment was maturing with hedges at the back of the site to be monitored. Although noted that no tree installed Taylor Wimpey at the back of the site towards Bermuda Road for AN to clarify although residents confirmed not necessarily required. AN advised that the landscape contract will be for approximately 20 visits per annum more regular every fortnight in the summer months and less frequently in the winter months.
8. AN confirmed the access road excluded although JH confirmed still not resurfaced. AN to chase with Taylor Wimpey progression of designation to highways.
9. Noted some visitor spaces around the front of the properties. However, felt additional spaces should be in the rear car park. SM advised her space ended up being too narrow for back. JF request of making an additional space at the front on the grass which will need to involve potential lowering of the kerbs as well.
10. AN confirmed there were two visitor spaces at the front although residents believe others should have been created in the rear car park.
11. No concerns over weekly cleaning of communal areas although agreed to reduce basis to fortnightly in order to half costs going forward.
12. AN confirmed window cleaning of all external windows of apartment blocks had commenced and currently fixed for every 4 months although all agreed to make every 2 months with next one due in the next few weeks.
13. AN advised that electricity costs are for the rear lights now installed in rear car park and archway as well as the two shared internal areas of the apartment blocks.
14. AN explained that monthly visit by electrician is to check the smoke vents, intercom and the emergency lighting. Clarified that no fire alarm in communal area but each resident has their own fixed smoke detection and alarm although not connected to any other apartments or areas. Clarified that in the event of fire the smoke detector in the communal areas would trigger the smoke vent at the top of the stairs to open the window and remove smoke as soon as possible. AN reminded all that there had been instances of false alarms caused by hairspray and, therefore, all to notify KWB if any instances and AN to issue brief summary of how to safely re-set the system.
15. Noted there had been intercom problems previously and to monitor. JH confirmed trim loose on one of the front doors. AN confirmed will be repaired and had instructed for redecoration of both front doors.
16. SP concern over drains to apartment and liaising with Taylor Wimpey regarding blockages to far. Agreed for KWB to instruct own drain survey to check if any issues to be aware of.



17. AN confirmed that will reissue resident's manual with updated information include fire evacuation procedure. Notice boards to be moved to the front of each apartment block with updates on contractors' attendances.
18. AN pointed out that original budget had allowed a reserve fund which is to save monies for future large items of expenditure such as redecoration of common parts. Currently none being accrued in the accounts to the end of 2014 in order to ensure no additional charges. However, AN advised may need to look at increasing service charge towards end of year to cover costs and contribute towards a new reserve fund.