

# The Element, Newhaven, Owners Association Committee

Minutes of Zoom Meeting 9<sup>th</sup> March, 2021

7.00pm

## Preliminaries:

- a) **Present:** Rodney Matthews (RM—Chairman), Ken Webb (KW—Secretary), Martyna Adamowicz (MA), Linda Gilroy (LG),
- b) **Apologies:** Tony Barry (TB), Grant Laing (GL)

## 1. Minutes of last meeting

The amended draft of the minutes of the last meeting were passed as being an accurate record.

## 2. Matters arising

c) **Response to complainant:** The committee considered two further emails from the previous complainant and agreed an appropriate response. **ACTION: KW to respond.**

d) **SitePie Website management proposal and fee:** The committee agreed to the proposal that SitePie had submitted to manage the website for £20 a month.

e) **Update on Water Ingress matters:** KW reported that he had passed the names of those who had contacted him about outstanding NHBC claims to Jakub Swidzinski as requested.

However, KW reported that there are a number of other owners who do not have existing NHBC claims, but who have issues with water ingress and/or draughts, including his own property. He described why he has reason to conclude that these are caused by faulty seals around the outside of the window frames. Having measured electricity usage on a smart meter in his property he noted that on days when a cold wind is blowing from the direction towards which that outer wall of a property is facing, the rate of usage is more than double that on days when it is equally cold outside, but there is no or little wind.

The committee noted that it is the responsibility of owners to attend to these matters, not TEF. Knowing that was the case MA had contacted Nu-Cairn, a company that specialises in leak and draught testing and repair that TEF have contracted to do some work, to ask them to investigate her flat. However they said they would only deal with TEF and not individual owners. The committee asked KW to see if TEF could inform us of where to go for help in remedying this issue, since they have already researched the market. **ACTION: KW to contact Jakub Swidzinski and ask him about this.**

f) **EWS1 Certificate:** RM reported that a member of TENOA had written personally to the housing minister complaining about the difficulty he has had in finding someone authorised to issue an EWS1 certificate and had received a reply indicating that he was doing his best to resolve the issue. Since then, even before the matter has been resolved, RM reported that this member has successfully obtained a certificate and sold his flat.

## 3. TEF report

a) **Finance report update** (previously circulated)

Having examined the report KW noted that there have been some new defaults on payments and so the arrears remain stubbornly at around £15k. Whilst members are reminded that we are duty bound to pay the fees under the terms of our title deeds, given the difficulties some may be having due to the COVID pandemic, this needs to be dealt with sensitively.

The average monthly Green Fund expenditure is £30,102/month at six months. This compares with the average expenditure budgeted for of £30,511. So, we are pretty well on budget in the Green Fund. TEF reported that they are expecting a refund from Otis into the Green Fund, though that does not yet show up in the figures.

Looking at the Red Fund, there are, inevitably, the unforeseen issues that have to be dealt with and which were not in the budget. These are clearly seen in red under red fund expenditure. This relates back to a point that LG raised at our last meeting and that is recorded in paragraph 5 under item 2b.

The committee noted that TEF had issued a fee notice in accordance with that which was agreed would be justified in last month's meeting.

#### **4. TENOA activities / planning**

**g) EGM:** KW reported that he has a list of attendees, and those with proxy votes know the number of votes they hold. The committee discussed and agreed on details as to how this meeting would be conducted and how the voting would be done and counted. KW will send an email with a link to the Zoom meeting and a unique password to all who have registered to attend, but leave it till nearer the date of the meeting.

**h) AGM advance planning:** The committee agreed that, under present circumstances an AGM towards the end of August on a Saturday in the courtyard would be the best option. Since TEF are planning their open day in May in the same way, it will give us a chance to test the location out for suitability.

**i) Neighbourhood Watch, WhatsApp group report.** KW said that the water ingress and draughts issue discussed above was the main issue shared over the last month.

**5. AOCB:** No matters had been tabled for AOCB

**6. Date of next meeting: 6<sup>th</sup> April 2021**