

Customer ref: 11723010162

Monday, 20 February 2023



Mr A Wright & Ms C Beedall
89 Fairway Drive
Broomfield
Chelmsford
Essex
CM3 3FG

51-53 Broomfield Road
Chelmsford
Essex
CM1 1SY

T 01245 455650
E chelmsford.admin@remus-mgmt.co.uk

Dear Mr Wright & Ms Beedall

Re: 89 Fairway Drive, Channels

AGM Minutes

Please find enclosed a copy of the minutes from the AGM meeting for Channels (Chelmsford) Management Company Limited, which took place on the 26th January 2023.

Yours sincerely

M. Wakeling

Marie Wakeling MIRPM
Senior Property Manager

Remus Management Limited

***Acting as agent for and on behalf of the
above mentioned property and its service charge fund***



www.remus.uk.com

Head Office: Fisher House, 84 Fisherton Street, Salisbury SP2 7QY
Registered Office: 15 Galena Road, Hammersmith, London W6 0LT
Registered in England and Wales Regd. No. 2570943 VAT No. 568 5406 11

Channels, Broomfield, Chelmsford CM3 3PT
AGM held on 26th January 2023 at Channels Brasserie
The meeting commenced at 6.00pm

Present: Marie Wakeling (MW) – Senior Property Manager, Remus
Cheryl Goode (CG) Regional Manager, Remus
Andrew Wright (AW) – Director of CCMC
Michael Eve (ME) - Director of CCMC
Kwex Nwachukwu (KN) - Director of CCMC
Kayode Akinwande (KA) – Director of CCMC
12 Members of CCMC

Item	
1	<p>Introduction</p> <p>All directors and Remus introduced themselves and thanked the members for attending.</p> <p>Apologies from CD who could not make the meeting</p>
2	<p>Chairmans Update</p> <p>AW went through the chairman's update; a copy has been enclosed for your information.</p>
3	<p>Company Accounts</p> <p>These are non-trading accounts for Channels (Chelmsford) Management Company Limited and are a legal requirement. These have been filled on time</p>
4	<p>Service Charge Accounts</p> <p>We are still working on the 2020/2021-year end accounts, due to the delay in financial information being provided by POD (the previous agents) - however, the accounts are near completion now. There is around £17,000 that has been highlighted from when POD managed Channels that we do not agree with. This amount includes accountancy fees, professional fees, late filing fees and works that were not instructed by CCMC.</p> <p>The RMC wanted to raise at this meeting whether members would like them to take action against POD for these charges, wipe the debt and pay it, or take it from the reserve funds.</p> <p>Taking action will incur legal fees of around 5% if it goes to the small claims court. This will involve sending POD a letter with the costs listed, allowing 14 days for a reply and then if no response is received, go to small claims court which would cost the service charge (SC) around £885.</p> <p>At the AGM a non-formal vote was taken to see what the members at the meeting thought was best to do so the RMC can make a decision. Majority there agreed for the board to try and go to the small claims court for the money, as this would work out around £3 per property.</p> <p>The board will discuss what exactly they are putting the claim in for and proceed with this. They will also make the decision on whether to charge out the deficit from this amount which is about £62 per property, and then if they get the money back return it, or put in the reserves. Or whether to pay from the reserves and then put back if/when monies are won at court. Currently there is also a deficit of around £120 per property for the 2020/2021 SC year, which was mainly for Site wide (SW) however this should be offset in the 2021/2022-year end accounts, as there was no</p>

	charge for SW in that year. This was due to holding the SW money 3 years ago and then the timings being out on having to pay their invoices.
5	<p>Election of Directors</p> <p>MW confirmed that there was no advance election of directors received. AW confirmed there are currently 4 directors, and all agreed to remain on the board.</p> <p>AW asked if anyone else would like to stand forward to join the board, but there was no one willing to stand.</p> <p>Members thanked directors for their time and effort they put in</p>
6	<p>Future Projects</p> <p>CCTV installation was being discussed in relation for anti-social behavior issues around the development. Members raised that they should protect their assets like the council do. Another member asked to keep track and report any issues to the police so they can build a pattern of incidents like this that have occurred.</p> <p>AW advised the cost to install CCTV is not known however it can be linked to the council to monitor 24/7 free of charge.</p> <p>A member raised that CCTV will have no better outcome to the police than footage on ring doorbells etc.</p> <p>Some raised that CCTV would be a deterrent, but others raised that if they want to commit a crime, they will do it irrespective of CCTV installed or not.</p> <p>AW advised that the CIC are trialing a CCTV system in the CIC park and Car park areas, so we can measure if this brings down the crime rate. AW also advised that the new council being formed in April may be able to help, there will be monthly meetings where residents can discuss this further too.</p>
	<p>CCMC/CIC Relationship</p> <p>AW explained that all other parcels of Channels are going over to CIC to manage them to look after their area, and Bellway phase is the only one outside of this. The board agreed that we should keep an eye on how this works for the other areas as they believe Hugo may not have the resources to manage the whole development and will put this to residents later down the line. If CCMC were to go over to CIC, there could be savings on management fees but they need to check how it works for the other parcels and possibly explore in the future. As it stands the board is happy working with Remus and feel no need to change this.</p>
	<p>AOB</p> <p>It was raised about the road adoptions, AW advised this was due to start in February 2022, but no further update for now.</p> <p>CHP – AW advised that CHP were due to come to this AGM, however they cancelled half an hour before the meeting commenced. It was agreed that Remus will set up a separate meeting with CHP to discuss not filling their obligations. AW advised the meeting should include residents but will confirm once we have discussed this with them for the meeting.</p> <p>Private roads – Member advised the private cold-a-sack road needs de-weeding. MW advised she will check this on site visit next week.</p>

	<p>The bend at the top of Fairway Drive was discussed and that cars are parking on the right now the bollards have been put in by Bellway. A member mentioned that the bollards are very low and someone has already hit them. AW confirmed the spec of bollards was specified by Highways for Bellway to install. There is a van always parked there causing obstruction issues. Agreed MW to send letter to remind residents of the parking regulations and safety. Commercial vehicles should be on driveways only.</p>
--	--

Meeting closed at 7.30pm