

Adagio Management Company Ltd

Company Number: 05313721

Minutes of the Annual General Meeting of Adagio Management Company Ltd Monday 2 October 2023

The Annual General Meeting was chaired by Gareth Wells, Director of Adagio Management Company Ltd. Kate Houghton introduced the Board of Directors being Dave Canty and Gareth Wells, together with June Hussey.

The AGM opened at 1800 hrs. Apologies received and recorded from Mrs J Hussey and Ms J Ashley.

1. Notice of the Meeting

The Notice to convene the Meeting, which was approved unanimously by those presented and recorded.

2. To receive the report of the Directors and Annual Accounts for year ended 31 December 2022

The accounts were presented by Kate of IYP who tabled the Accounts for the year to 31 December 2022 with the below overview.

Income & Expenditure 1 January 2022 to 31 December 2022

Service Charges, Receipts and Interest	£238,302
Expenditure	£182,176
Reserve Fund Contribution	£ 60,000
Net Income over Expenditure	£ 3,874

Reserves

Opening Reserves 1 January 2022	£254,832
Contribution to Reserves	£ 60,000
Contribution from Reserves	£ 23,227
Variance on expenses in year	£ 3,874
Additional Service Charge	£ 1,280
Closing Reserves 31 December 2022	£287,731

If there are any queries in respect of the Service Charge Accounts for the Service Charge Year Ended 31 December 2022, please do not hesitate to contact IYP.

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3. To re-appoint the following Directors

There were no new nominations for Directors and therefore David Canty, June Hussey and Gareth Wells re-stood for election and their re-appointment was unanimously approved.

Kate thanked the Board of Directors who commit many hours of their own personal time to discuss and support matters pertaining to Adagio Management Company Ltd/Elmhurst Court.

4 To Appoint as Auditors

The re-appointment of Treetops Chartered Accountants of 269 Farnborough Road, Farnborough, Hants, GU14 7LY which was received and carried unanimously by those present.

5. To Consider Any Other Competent Business

There had been several questions raised prior to the meeting, which are as follows:

Electric Vehicle Car Charging

Unfortunately, the installation of EV chargers a development/block of flats where the infrastructure is not already in place, such as Elmhurst Court, is not straight forward.

The first thing we would suggest you do is arrange for a survey to be undertaken by a recognised EV provider such as Pod Point who will be able to advise whether an installation connecting to your supply is indeed possible. If it is feasible, you would then need to contact the Freeholder of the building will full details of the proposed charger and plans of the installation including connection to your supply and where the supply would be routed as the current infrastructure at the block would not support a connection to the communal supply.

Subject to the Freeholder providing written consent you will have to enter into a Licence to Alter which in essence is a legal agreement which in summary will set out your responsibility and liability for any issues with the block and managed areas as a consequence of the installation, both during and completion, including disruption to other properties. The Licence will similarly set out your responsibility for maintaining the charging point and services to the charging point and provide powers to the Management Company, for example if the equipment falls into disrepair for you to rectify/remove at your cost.

There is also the requirement to satisfy the insurers of both the block and estate so that they have no objections, otherwise we could potentially invalidate the respective insurances, and also to determine whether there would be an increase in insurance premiums as a result of the installation. To this regard I have listed below the questions we typically see asked for confirmation of:

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- Which premises will have EV charging stations and are the buildings included in the buildings sum insured shown on the statement of fact?
- The EV charging station/stations are not currently insured elsewhere e.g. under Motor policy.
- The EV charging station/stations are not available for use by members of the general public.
- There is no monetary charge made for the use of the charging stations/stations for owners/tenant/authorised visitors.
- The KW output for the EV charging point or total kw output for multiple EV charging points does not exceed 100 KW.
- The charging point has been installed by an Office for Zero Emission Vehicles authorised installer, known as OZEV authorised installer, and formerly known as OLEV approved installer.
- The charging point must be installed to the charger manufacturer's specification /requirements.
- The installation must meet BS7671 and IEC61851 (international standard for electric vehicle conductive charging systems), the Electrical Safety Quality and Continuity Regulations and be installed in line with the Institution of Engineering and Technology Code of Practice for Electric Vehicle Charging Equipment Installation.
- If the manufacturer of the charger specifies any maintenance/inspections/ testing these must be carried out as required.

Finally, Adagio MCL also need to consult with your neighbours, which we hope would just be a formality however if they objected there could be issues raised with change of appearance of the property, something that we hope wouldn't be the case however for completeness this would have to be undertaken.

Installation of Air Conditioners

Kate advised that whilst it was recognise that some households would like to install a form of air conditioning/ventilation, consent would need to be obtained by the Freeholder as they in effect own the fabric of the building and for which usually there is a fee for consideration of any request.

The Door to Entrance 13 Requires Painting

It was noted that this action had not been completed since the last AGM and for which Kate advised that Josh is seeking urgent quotation for the redecoration of doors that need to be redecorated. It was observed that some of the doors due to the high footfall have damage and scuffs due to deliveries, pushchairs, use of feet to open doors etc.

Phone Line Switch Off

As analogue lines will be shortly obsolete, IYP are in conversation with both Kone for a SIM based solution for the auto diallers for the lifts (emergency lift help call button) together with NACD in respect of the door entry system. In addition, the solution from NACD should also include assistance for those that do not have mobile phones.

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Bulk Non-Household Waste

It was mentioned by those present the concern over the large amount of fly-tipping by the 'Accent' bin stores (Housing Association). Kate advised that Accent were required to attend and dispose of any non-household bulk waste and remove at their cost. Adagio Management Company Ltd cannot clear these bin stores and attempt to recover any costs from Accent.

Kate will raise with Accent Fire & Safety Assessor and request that they attend a meeting with IYP and concerned residents. Aside from being an eyesore for residents it was commented that there could result in vermin issues, arson risk.

Kate and Dave stated that the private bin stores are weekly cleared in advance of any collection to avoid any hazards and to maintain the upkeep of the area and bin stores.

The bin stores are often an issue due to contamination and for which Surrey Heath Borough Council frequently cannot collect the contents especially in the recycling bins, so the bins have to be decontaminated and refuse collectors re-attend.

Much of the issues with the contamination and also leaving of non-household bulk items, is due to the transient population at Elmhurst Court, with many tenants leaving belongings as they move on to another property which as a result is a large cost to all Leaseholders.

Car Park Line Marking

Flat number markings at the front of the parking areas need repainting with good quality paint that does not wear off easily.

Kate advised that contractors were currently undertaking this, free of charge, however due to the application of the paint, Kate will refer back to the contractor for another method of re-marking bays.

Postal/Deliveries

A number of those present commented that despite they advising clearly the doorway entrance for any post/deliveries items still were being randomly delivered or unfortunately in some cases by the time they received notification of the delivery, that the item had disappeared from the hallway. Residents are encouraged to speak to the courier/company involved to ensure that they are being delivered as per their clear instructions.

Gutters/Gullies

A couple of households reported damp/mould in their property which could be a result of blocked gutters. IYP will follow up as gutter clearance is normally undertaken annually to avoid any resultant issues from blocked gutters.

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The road gullies will be cleared of any debris, IYP will obtain a quotation for the Directors to nominate contractor to undertake these works.

Tree Works

Mr Bullen advised that at his own personal cost he had branches removed from a tree that overhangs his parking space for which had been approved prior by Surrey Heath Borough Council.

Communal Hallway Cleanliness

Thanks were passed to the cleaner, Julie, who it was agreed was doing a fabulous job in keeping Elmhurst Court clean and presentable. IYP would send a thank you to Julie and her employers on behalf of all.

IYP wished to thank the Directors of Adagio Management Company Ltd for their time and commitment acting in the best interest of all members and residents of Elmhurst Court. Dave Canty on behalf of the Directors of Adagio Management Company Ltd also wished to express gratitude to IYP for their hard work and diligence in managing the affairs of Adagio Management Company Ltd and Elmhurst Court over since appointment.

The AGM closed at 1915 hrs.

Further information may also be found on the Noticeboards in the Communal Hallways or at the dedicated website for Elmhurst Court being <https://elmhurst-court.co.uk/>

Your dedicated Property Manager for Elmhurst Court is Josh Evans, who can be contacted by e-Mail josh@itsyourplace.co.uk or telephone 0330 660 0699.

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E-scooters, electric bikes, segways and hoverboards – 23 June 2023

<https://www.ecclesiastical.com/risk-management/charging-electric-devices-safely/>

As the use of e-bikes, e-scooters and similar devices continues to rise in popularity, there has been a significant increase in fires linked to their use. These fires have resulted in property damage, serious injury and sadly some fatalities.



This guidance highlights some of the hazards associated with the charging of e-scooters, electric bikes, segways and hoverboards at home and the steps that can be taken to reduce or mitigate them.

Advances in technology have seen the increasing popularity of battery-powered personal transport such as e-scooters and electric bikes, which can be stored and charged in the home.

E-scooters, electric bikes, segways and hoverboards all come with rechargeable batteries. These are typically charged using a cable plugged into a 13amp wall socket. These devices are powered by lithium-ion batteries, which can become unstable if they are not used properly, or become damaged or overcharged, which can lead to the battery and device catching fire and releasing toxic smoke.

To reduce the likelihood of an incident developing, we recommend the following measures:

- It is important to follow the manufacturer's instructions when charging your device, and never use charging equipment that isn't compatible with the make of your e-scooter, e-bike etc.
- Always buy your charging equipment from a reputable retailer or directly from a manufacturer who will perform rigorous tests to ensure their products meet UK safety standards. This will ensure that the battery charging commences at the right level and ceases before overcharging occurs.
- Do not use a battery that has signs of damage, has received a sharp blow, has been dropped, or is in poor condition. Replace it with a new one compatible with your device.
- Batteries should not be left to charge unattended overnight or when your home is unoccupied.

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- You should avoid leaving items continually on charge after the charge is complete. Unplug battery chargers when not in use.
- Ensure you frequently check your charging cable for wear and tear and replace it if any damage is evident.
- If you are charging from a 13A mains socket in your home, ensure the wiring in your property has been checked prior to doing so. Old wiring may not cope with the demand from charging your device.
- Think carefully about where to charge the device, it may be convenient to use the hall or entrance lobby to your house, but make sure you can safely exit your home should an incident occur.
- No flammable or combustible material should be within 2 metres of the charging point.
- You should ensure that the charging area is covered by a combination smoke/heat alarm.
- Consider purchasing a lithium battery fire extinguisher, designed to help tackle lithium-ion battery fires.

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