

**HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON Aug 14 2012
AT THE COMMUNITY CENTRE 7.40pm.**

Present: Olive Gatenby, Joseph Holderness, Peter Jacobs, Martin Narraway, Peter Wesley Chairman,
Li Weinreich Secretary,
Apologies: Dominique Florin, Darren Lennard Vice chairman,

1. Minutes Minutes of the Jul 10 approved and signed.

2. Finance:

- LW EMF non-payers were discussed and committee agreed that the HLE solicitor should send letters to plot owners who are not up to date with their Estate Maintenance payments .
- Committee discussed the requirement to reduce administration of EMF payment
- Committee discussed residents' current payments schedule and agreed that new pricing structure to be introduced at half year meeting, including an admin of £20 per chq which reflects administration costs of collection.
- EMF (due on Dec 1st) direct debits collection dates of Dec 20th for was discussed. It was decided that too many problems would be caused to existing Direct Debits if dates were changed to be in line with Dec 1st due date.
- DropBox record keeping : JH to review with LW.
- New garage rental agreements to be signed by all tenants. Maurice Daniel & Li to meet and resolve record keeping.

3. Policies and procedures of HLE admin

- LW to formalise admin procedures re:
 - Staff reports,
 - Skips,
 - Garages,
 - Parking permits,
 - EMF
- Committee to meet to discuss secretary's role in areas/projects outside of routine issues.

4. Insurance

- LW Prices for Insurance quote received from builders : Garages rebuild quote of 7k/garage was discussed,
- Sums to be insured for garages, gate, and fences was discussed.
- Directors and officers insurance now replaces expensive Professional Indemnity policy.
- LW to query Towergate re excess on policy.
- LW to query Towergate re itemized cost details on Commercial Combined insurance.

5. Parking

- Problem of on going congestion in bottom of Hillway discussed. Resident says MET are not enforcing enough. This has been discussed with MET parking who come twice during the week.
- Committee discussed problem of residents' cars being left at the bottom of Hillway all day. Notes to be printed requesting cars to park with consideration of residents at the bottom of Hillway.
- Long term Camden contractors parking permits was discussed.

6. Estate Operations

- LW White Lines budget now just under £1500 for repainting all road signs and lines except disabled bays (Maurice will do)
- Committee agreed to cancel BT phone line in Foreman's hut, replaced with mobile number.

7. DSLAMS

- MN BT Openreach proposal discussed. Smaller Dslam boxes only service 90 lines, larger boxes service 280 lines. If the Estate wants small boxes, then there will be 4 times as many. BT Openreach to be called survey the Estate to advise on number of boxes needed.

8. PROJECTS

- OG Notice board for community notices now installed on Tesco wall. License with Tesco signed and handed to the Secretary.

9. AOB

- LW Swains Lane resident who had problem with new entrance lights offered contribution towards black out curtains. No response.
- MN Swains Lane redevelopment meeting on Aug 15. General consensus of steering committee is that 2nd supermarket not needed and small shops preferred. Bulk is too high. Problem to be argued is the essence of project and importance of the corner.
- LW Garage rental agreements to be approved by Adrian. Then tenants to sign. Then ongoing monitoring and files in DropBox.

Meeting ended at 22:10