



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE  
MINUTES  
11 FEBRUARY 2020**

**Attendees:** Martin Narraway (Chair & Trustee), Rob Schoenbeck (Vice Chair), Peter Jacobs (Trustee), Justyn Trenner (Treasurer), Ronnie Day (Secretary), Li Weinreich, Pippa Rothenberg, Barbara Wheatley Manager

**Apologies:** Rosie Durant

**Venue:** Holly Lodge Estate Office

**Time:** 19.30

<p>1. Committee issues</p> <ul style="list-style-type: none"> <li>a. approval of meeting minutes from 14 January 2020: minor changes to be made to 1c and 7c</li> <li>b. matters arising from minutes</li> <li>c. Governance review docs and preparation for meeting: further minor change to R&amp;R (revision 6)</li> <li>d. BW awaiting wording for email/letter code of conduct from RDur (to be put on website)</li> </ul>	<p>Chair RDay  MN  RDur</p>
<p>2. Health and Safety</p> <ul style="list-style-type: none"> <li>a. LTAs, accidents, near misses: none to report</li> <li>b. HLEC contractors: Jeff Duckett, Wassells, Newgate Barriers</li> <li>c. Leylandii in MA East: no reply yet from LBC. (post mtg: application denied by LBC)</li> <li>d. CAAC &amp; HLEC to be made direct contact for tree planning applications with LBC</li> </ul>	<p>   BW BW</p>
<p>3. Finance</p> <ul style="list-style-type: none"> <li>a. bank account balances and MA: YTD on track. Major reduction in accountancy costs (£1060pm to £200pm) JT proposes a change in accounts with Close Bros: add a 90-day a/c @ 1.2% in addition to the 12-month notice a/c @ 1.5% £150k in 12-month a/c. £150k in 90-day a/c</li> </ul>	

<p>£125K in Barclays current a/c, £100k in Barclays business savings a/c.  JT will change signatory mandate at Close Bros.</p> <p>b. outstanding EMF payments: Agreed HW097/099 resident will be invoiced for 2 plots, but upon payment for one full EMF charge and one rent charge £2.50 parking permits will be granted. This offer is personal to current plot-owner.</p> <p>c. HLEC meeting with new bookkeeper Debbie Harries: Friday 13 March</p> <p>d. New accounting firm needed: 3 quotes needed</p> <p>e. Discussion re EMS vs cloud-based system: further information needed for integration</p>	<p>JT  BW/MN</p> <p>J</p> <p>JT/ALL</p> <p>MN/JT</p>
<p>4. Operations</p> <p>a. Estate Manager's report/forecast</p> <p>b. Skips: LA032 &amp; Engie works on MM</p> <p>c. Request to keep no. 11 garage for HLE storage: agreed</p> <p>d. Trailer towing course and test for Dean Ullah @ £685: agreed</p> <p>e. Electric UTV and new flatbed truck. Request to purchase 2 second-hand vehicles asap: agreed</p> <p>f. UBER Bikes: HLE reinstated after misunderstanding by Uber. System seems to be working well.</p>	<p>BW  BW</p> <p>MN/BW</p>
<p>5. Estate Security</p> <p>a. Incident Log</p> <p>b. CCTV camera update: previous system no longer exists, so a new system will have to be found</p>	<p>MN/RS</p>
<p>6. Parking</p> <p>a. MET monthly reports</p> <p>b. Joynal will be on holiday 3-17 April. Rene is looking for a replacement.</p>	
<p>7. Projects</p> <p>a. Gardens:  Tesco beds planting scheme by J. MacGarry: agreed</p> <p>b. Upper park: garden subcommittee to draw up plans</p> <p>c. EV charging stations: UK Power Networks quotation confirmed. 2 other quotations in progress.</p> <p>d. Yard repair: plan of yard to be drawn up for engineer</p> <p>e. Dropbox: to be moved to Google</p>	<p>RDur/RDay/PR/BW  RDur/RDay/PR/BW</p> <p>MN  MN</p>
<p>8. Communications:  Governance &amp; survey general meeting to be held on 13 February 2020. All committee to attend. (RDur apology)</p>	<p>ALL</p>

7.30 drinks, 8pm governance (introduction from MN), 830pm survey (introduction from RS). Questions from floor to be filtered through MN.	
9. Summer Party Sunday 14 June 2020	ALL
<p>10. AOB</p> <ul style="list-style-type: none"> <li>a. Lime tree problem at HW059: MN to organise a mtg with the resident to discuss problem</li> <li>b. NYE insurance reply: BW has sent photos of road to Towergate for further information and decision from AXA</li> <li>c. Resident from HW007: missing documents to do with previous court case decision. Gregg Egen approached to see if he has the missing information.</li> <li>d. AGM on 22 April 2020 7.30pm: documents will be sent out one month in advance to solicit: <ul style="list-style-type: none"> <li>i) committee candidate nominations and ii) motions for meeting</li> </ul> </li> <li>e. Agreed MN to contact Request for lawyer for advice on GDPR request for parking permits.</li> </ul>	<p>MN</p> <p>MN</p> <p>BW</p> <p>MN</p>
<p><b>Next meeting: Friday 13 March 2020 10am</b>  <b>April Meeting: TBC</b>  <b>AGM: Wednesday 22 April 2020 7.30pm</b></p>	ALL

R. Day  
23 Feb 2020