

## ROMAN PARK MANAGEMENT LTD

### MINUTES OF THE TRUSTEES MEETING 27<sup>TH</sup> JANUARY 2025 AT 2PM

1. **Present:** Sharon Taylor (Chair), Brian Southern (Treasurer), John Coveney (Secretary), Lee Muncey
2. **Apologies:** None
3. **Minutes of Last Meeting:** The Minutes from the meeting on 6<sup>th</sup> January 2025 were approved.
4. **Matters Arising**

Aldemore Contract. The Contract with Aldemore for the leasing of the old tills has now been ended and fully paid up. We now are free to sell the tills if we can find a buyer for them. Pictures to be taken at the Club with a view to selling them online.

Roof Leaks. Some gutter and drains have been cleared. As yet we have had no further complaints from the Roman Crown. We will continue to monitor the situation.

Utilities Contracts update. The Gas contract with Total Energy is approaching the end of its term. The Electricity contract with Yu Energy has about three months left to run. The Roman Crown are getting quotes for new contracts themselves. We need to discuss this with them as the Gas contract is of interest to our other tenants.

5. **Howes Percival Engagement Letter on Sale Feasibility Study:** We have received the Engagement Letter from them for their work on the legal side of the Study. It was agreed by a unanimous 3-0 vote to proceed.
6. **Lease increases for 1<sup>st</sup> Choice & Snipaholix:** We agreed to provide written three months' notice of the proposed increases in line with contracts to both tenants.
7. **Long term EC debtors strategy:** The debate around properties in payment arrears for the Equal Contribution took up the majority of the meeting. The Secretary stated that as of today we had received payment in full from 197 owners and 24 owners were paying by three monthly instalments. 165 properties have yet to pay this year whilst 37 properties also had arrears from previous years. Many of the arrears were quite minor/

The meeting then reviewed each property in arrears to set out a formal strategy for dealing with each of them. Some of the actions were already in place whilst other were agreed in the meeting.

The details of the debate are minuted separately..

8. **AOB:** We agreed to complete the clear out of some of the old documents in the Trustees Office later this week. Most of the documents refer to old plans and quotes for work on the Clun from over 20 years ago. We agreed for three of the Trustees to be present to ensure that any more sensitive documents were identified for shredding.
9. **Date of Next Meeting:** To be decided