

## ROMAN PARK MANAGEMENT LTD

### MINUTES OF THE TRUSTEES MEETING 12<sup>TH</sup> MARCH 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 27<sup>th</sup> January 2025 were approved.
4. **Matters Arising:** None
5. **2024 Accounts:** The Treasurer presented the draft Q4 and year end accounts which were discussed in some detail. The financial health of RPML is certainly much stronger than for the previous year. Secretary to draft some explanatory notes to accompany the figures on the website.
6. **Kingsley David Documents update:** Contact has been made with McIntyre Law who hold the Kingsley David files to see if they retain any of the paper copies of the Deeds of Covenant. It was agreed to provide them with a list of properties where the latest version is not on file to facilitate their search. Secretary to provide a starter list.
7. **Gas Boiler Update:** The boiler has been causing problems again. Our plumber/heating engineer has identified a fix which needs a larger expansion vessel to be fitted. It was agreed that we should authorise him to proceed although it was noted that he has said that the boiler choice was not ideal.
8. **Property on Culbertson Lane:** It was agreed to write an individual letter to the owners of this property regarding non-payment of Equal Contributions given the specific and sensitive nature of the circumstances. Secretary to draft the letter.
9. **Debts write off status:** The bad debts that were discussed in the previous meeting have not yet been written off in the accounts. The final value of write offs would be decided dependent upon the implications for corporation tax payments. Treasurer and our accountant to meet to discuss this.
10. **Web site content:** We discussed how we could better tell our residents of events at the Roman Crown. We looked at replicating some of the Facebook notifications from the Roman Crown and the Secretary agreed to look into this. Post Meeting Note: The format is not ideal to simply copy the Facebook content. It is suggested we discuss how to publicise their events when we meet with Robin and Lynn next month.
11. **Howe Percival Review:** We have received the report on the properties in arrears that we sent to HP. Their initial report does raise some anomalies on Title Registers for some of them so we agreed to seek guidance as to how these may have arisen over the years,
12. **AOB:** None raised
13. **Date of Next Meeting:** 7<sup>th</sup> April, to include a meeting with Robin and Lynn.