

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 12TH JUNE 2025 AT 7/30PM

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 7th May 2025 were approved.
4. **Matters Arising**
 - 4.1. **Residents email address collection update.** The Secretary reported that although the base strategy for the communication to all groups of residents has largely been formulated the execution of the strategy would be delayed until his return from vacation in mid July. It was agreed that we should target the communications around the AGM using the new email channel if at all possible.
5. **Finance Update.** We reviewed the March management account from the Roman Crown. Trading seems to have improved but that was to be expected at this time of year. We agreed to schedule a meeting with Robin and Lynn early in the next week. At the time of the meeting we had 26 properties in arrears of more than the last Equal Contribution and 21 properties who still owe this year. The last mailshot has reduced the number in arrears by 30. The next and final warnings will be going out in mid July.
6. **Update on Sale Feasibility Study.** The last part of the feasibility study, the planning assessment, is now under way. At our request this is looking at all three options put forwards by the Architects. The latest estimate is that the final report from Louch Shadlock will be available in mid October. It was agreed that the Chair would ask whether an early draft can be made available to share at the AGM in September. It was noted that we have received a quote for the pre-planning appraisal but we have no mandate to proceed to that next step from our owners yet.
7. **Snipaholix Leaser Renewal.** The Chair and Secretary have met with Leanne to discuss the new lease that was sent for her review. Largely she is happy with the lease but wanted to add clauses protecting her rights to display signage in the current positions and also to allow her to rent her chairs out to fellow professionals with no limit on the total numbers. Obviously the number at any one time is constrained by the number of positions available. We have agreed to draft the changes.
8. **Gas Boiler Update.** Our plumber has suggested that he spends a day following and examining the pipework throughout the roof spaces to see if he can trace a leak that is causing the boiler pressure to drop. We also noted that we should ask him to look at the lack of water pressure in the last basin at Snipaholix and for his electrician sub contractor to look at the flickering lights in the salon which have only been an issue since the last inspection of a specific water pipe in the loft. This course of action was approved 3-0 in a vote,
9. **Roof Update.** The work to reseal the roof was carried out today (12.06.25) by Dave Haynes roofing. The secretary is to ask for pictures of the work for which is the normal practice of this contractor to provide.

10. Alarm Contract update. We had accepted the quote from the third contractor Bee Tee Alarms based upon price and the reuse of as much existing wiring as possible via an email exchange prior to this meeting. The incumbent supplier is on a three month notice period so the new alarm will be installed at the beginning of August./

11. Waste collection form car park bins. The Chair reported that fly tippers had emptied medical grade waste into some of bins in the car park at the Club. They had been caught on CCTV but the number plate of their vehicle was only partially captured. The Council enforcement officer has visited to talk to us and review the CCTV footage. It is our responsibility to have the waste removed and to that end we are in negotiation with Rentokil to dispose of the waste. We will have to pay for this although there is an outside chance that if the perpetrators are caught we can reclaim the money from them.

12. Date for the Annual General Meeting. We agreed to make the meeting as late in September as possible to allow us to have early sight of the sale feasibility report. Therefore we agreed to hold the AGM on Sunday 28th September.

13. AOB.

The secretary reported that we have received the invoice to renew the website domain name and hosting for a further two years, The meeting voted to proceed to renew 3-0.

We agreed to try to get a newsletter out on the website this coming weekend.

The meeting agreed that given the dramatic impact on the reduction in the EC from having the Roman Crown we would be prepared to offer a reduction of a half of the full monthly rental until the end of the calendar year if needed. The vote was 3-0 in favour of this approach.

14. Date of Next Meeting, Monday 23 July for a meeting with Robin and Lynn, The date of the next full Trustee meeting has yet to be arranged.