

Minutes of The Annual General Meeting of Campbell Heights Management Company Limited (The Company)

The meeting was convened at 4:14 pm on Sunday 6th July 2025 on the front lawn of Enterprise Lane, slightly delayed due to the weather. Chaired by Carol Swann, a shareholder and retired director.

Attendees:

Approximately 22 Shareholders, detailed in the register

Others:

Karen Cooper (Secretary, Mortimers Property)

David Lee (Minutes)

A full register of everyone who attended is available for inspection by shareholders. This includes details of the apologies and proxies appointed.

1. Apologies for Absence

None noted

Due to uncertainties about the weather, the voting slips were distributed early and completed by shareholders during the following items

2. Financial report

Tim summarised the figures for the year to December 2024 as being reasonably typical, with income of around £80K, regular expenditure of around £60K, with about £20K going to the reserves, which allow for major works when required. He also pointed out that the running costs of the company were well below the national average for managing building of this size, due to the structure of CHMC. The full accounts are on the web site.

As interest rates have risen, it has been decided to move the majority of the funds to an account with Virgin Money giving 2.4% interest and requiring 30 days notice of withdrawals. Another Virgin Money account with instant access is used for day to day expenses, and gives 1.25% interest

3. Minutes of the last AGM held on 7th July 2024

The minutes were unanimously approved and formally accepted by the meeting

Actions from last year's minutes:

The document Larry presented can be found on the website at <https://irp.cdn-website.com/745b967f/files/uploaded/CHMC+Charge+Explanation+Va+June+2025.pdf>.

4. Directors' Report

One director from last year, Angela Fairweather, has moved away and so did not continue as a director.

The decision of Martin Westley to stand down as managing agent was a high risk event for the directors. Fortunately, the services of Karen Cooper of Mortimers Property have been procured, and a very smooth handover has been possible.

5. Formal voting

Tellers: Karen Cooper (Mortimers) and David Lee (minutes) were appointed as tellers to count the ballots, which were common for all items. 17 voting papers were received, not all were marked for every vote. Voting was

- Tim Hunt re-appointment as director: 17 votes
- Alex Maggs re-appointment as director: 16 votes
- Julie Whitehead re-appointment as director: 16 votes
- Dale Willemburg appointment as director 16 votes
- Robert Salma, substituted by Anamaria Vrbeta, appointment as a director 17 votes
- Adoption of accounts 15 votes
- Re-appointment of Mortimers as managing agent and company secretary 15 votes
- Re-appointment of John Webb as accountant 15 votes
- Re-appointment of Virgin Money as bankers 15 votes

6. Introduction of Mortimers Property

Karen Cooper introduced Mortimers as run by herself and her husband, Alex. Due to Alex having had health problems, they have been wanting to reshape their business from property investments, and so have welcomed the approach from CHMC to manage their properties. She thanked Martin Westley for his very good handover and continued willingness to respond to her emails, and the board of CHMC, especially Larry, for their support.

Going forward, Karen is keen to improve communication by using electronic communication (email/WhatsApp) as much as possible, but will still make items available on paper as required. She expects to attend all CHMC board meetings.

Current issues on which she is working include

1. The hump in the courtyard of EL
2. The leak on the upgraded guttering of EL

The failed gate lock in HL, which was due to someone operating the emergency release from outside the gate using a stick or other tool. The repair will involve reprogramming, requiring a register of the codes for all HL properties, and will also include a guard to avoid further operation of the release from outside.

Karen asked that residents take a moment to ensure all security doors shut and latch after use.

7. Vote of thanks

Julie thanked Larry for his great work on the board of CHMC, especially his diligence in documenting many items. He was presented with a plant.

Larry thanked the Board for all the work they had done.

8. Close

The formal meeting closed at 4:46pm.

CHMC Consultative Meeting

After refreshments, the consultative meeting was held

1. Security of the development: Larry presented the summarised findings of the security consultancy, available on the web site as [CHMC+Security+Survey+Actions+V1.pdf](#). Two items (CCTV and Neighbourhood relations) are noted in that paper for discussion at the AGM, there was no support voiced for CCTV, and no problems were noted with neighbourhood relations.

– Discussion paper

2. Maintenance: Karen propose a pair of maintenance groups, and said there was already one volunteer from HL. She asked other interested people to contact her, and will circulated that request by email.

3. Sustainability and Energy Efficiency, and Grounds: Alex said that there was a general level of satisfaction with Barnetts as a contractor, and that there were no known alternative firms, requesting information on any possible alternative firms. The drive for sustainability had had less championing at the director level in the last year, but this may change with the new directors elected. His own experience of improving his property following consultation with the engineers doing air tightness tests was available, and he distributed QR codes to enable shareholders to access that information.

It was suggested that there may be a need to bring forward looking at tree pruning. The major reason for pruning is to stop the roots disrupting paths and roadways.