MEETING MINUTES

24th May 2022 @ 19:00

# Count of attendees, committee and group members

* 4 Committee Members
* 10 Residents
* Apologies from 2 committee members

# Matters Arising (From previous meetings – not closed)

### What is the duty and remit of the committee? **- OPEN**

* + Need to let residents know what committee can/can’t do
  + Requests to deal with specific noisy neighbours is not part of it
  + Residents need information
    - Who to complain to?
  + @ACTION: Chairperson to create a document outlining what Committee can do / not do. – Completed
  + **Need to print out and put on noticeboard if acceptable**

### Security **- OPEN**

* + Door do not lock that lead to the Communal Garden ***– Needs confirmation that it is still a problem***
  + CCTV
    - Evidence that the CCTV has been working
      * Chairperson has seen stills taken from each camera on 20th January 2022.
      * Police have replied to the receipt of the footage from Catalyst that they can’t use it as the perpetrators were wearing masks
    - Request to Catalyst that Callier House Residents can ask to see footage for incidents that affect them. @Chairperson to email Catalyst, cc Residents.
    - If the CCTV is not providing results, maybe the residents should stop paying for the service. This would need to poll all residents before actioning. @Chairperson to follow up based on Catalyst response. **– OPEN  
      Raised twice with Catalyst, still worth following up (Ade)**

### Lift **- CLOSED**

* + Seem to be stable with fitting of light beams
  + Announcements recently fixed but too loud, email sent requesting adjustment
  + Lifts still don’t seem clean

### Bin Storage and path to bins **- CLOSED**

* + Rubbish seems to be accumulating
  + Residents not picking up litter dropped on the way to the bin storage
  + North bin store has a mattresses dumped in it
  + South bin store has a TV stand
  + Can the committee ask for the CCTV to be used to stop offenders @Chairperson to send email

### Cleaning **- CLOSED**

* + Spun out from lift which are not clean
  + North lift smells of dogs / dog urine.
  + Walls within the building have splashes from dropped / sprayed drinks.
  + What cleaning is being done? @Chairperson to email to request what is being done?

**Rosta to be sent after the meeting is done. Check with the noticeboard cleaning**

### Long Standing Issues **- CLOSED**

* + Chairperson had an indirect email with a potential next date of 3rd March.
  + Need to get the next meeting with Catalyst setup
  + @ACTION: Sorana chase Catalyst for next meeting
* **Service charge meeting promised solutions and details from the meeting. 2 weeks was promised. Helen to follow up with Anna De Souza.**

### Smell of weed (Canabis) **- CLOSED**

* + Not much can be done other that to report it to Catalyst to show history
  + Not just cannabis that smells
  + Not just within the building, sometime outside the front of the building
    - Is there a problem with the ventilation / extraction / dissipation of the air within the building
  + Chairperson believes that there is a clause in the tenancy or shared ownership contract that states that smoking is not allowed in the building, regardless of Cannabis or Nicotine. @Chairperson to find and circulate the clause to the attendees. **– Nothing in the contract**
    - **No smoking in the building, including the common areas.**
* **Flat 57 reports an intense smell in bathroom, because the smell is bad.**
  + **Emailed Daniel / Lorna – They asked to keep track**
* **Flat 17 says that it ingresses through the door / vent opposite**

### Pets using the communal garden **- CLOSED**

* + Not much can be done again, report it to Catalyst
  + Create a notice asking pet owners to respect the use of the garden by all residents including children. Must minimize fouling of any kind.
  + Seems that the issue is no longer just outside, it’s also inside.
  + Catalyst need to contact and fine all pet owners for breaching the rules on owning pets in the building. @chairperson to follow up by email, cc residents.

**– Left with Daniel  
- Not much can be done other than refer incidents to Catalyst**

### Balcony doors damaged by wind / poor quality hinges & doors **- CLOSED**

* + A resident has reported problems with the balcony doors to be told that the resident is liable for the cost of repair. There are many residents facing the same issue and it seems the door / hinge quality is the problem here.
  + The Catalyst team are refusing to take into account or discuss the widespread problem with the doors singling out residents. @Chairperson to email Catalyst for their position, CC Residents
* **Flat 72 – Catalyst Repaired but not properly. Hinges are not good, it will always be a problem.**
* **@chairman to follow up with @Sara**

### Delivery to internal doors by Royal Mail in a multi-occupancy building

* + The postperson who usually delivers to the building does not deliver parcels to the door, but rather calls the residents to fetch from the ground floor. Some postpersons do deliver but only when covering the usual postperson.
  + Callier House needs to collectively request the delivery to the door @emily to follow up on this point, cc Residents
* **Flat 72 – Amazon – Mark the delivery as not delivered, then they come to the door**

### Car parking ownership

* + It’s still unclear what the position is of residents owning or not the parking spaces that they have paid thousands for. @bani to follow up, cc Residents
* **No update from Bani**

# New Matters

* Cookers and hobs not working
  + Flat 50 – Fitting leads to the inverter failing
  + Need carpenter to create ventilation gap.
  + Beko cancelled work because it’s Catalyst problems.
  + £300 to fix it
  + @Chairman to contact Catalyst
* Availability of Daniel
  + Always on leave and not answering email
  + @Chairman to contact Daniel
* Flat 71 – Hob issue is taking too long to fix
* Flat 59 - EOD Defect are slow to happen

# Financial report

* Zero outgoings
* Zero incomings
* Balance: £250
* Initial setup grant paid by Catalyst

# Constitutional changes (if any)

* None proposed

# Any other business

* + Resident raise an alert that another resident had their mobile phone snatched from their hand out the front of the building.
  + @james will send out a message on the group to ask that people are vigilant when entering / exiting and being out front.

# Date of next meeting

* W/C 09/05/2022 (not discussed)

# Close

# Actions Log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Description | Owner | Opened | Closed | Result |
| 1 | Create a document outlining what Committee can do / not do. | James | 13/12/21 |  |  |
| 2 | Chase Catalyst for next meeting | Sorana | 13/12/21 |  |  |
| 3 | Confirm which is our local police ward | Laura | 13/12/21 |  |  |
| 4 | Ask Catalyst if the Fire Safety and Fire Regulations are up-to-date | Emily | 13/12/21 |  |  |
| 5 | Ask Catalyst how long the lift Warrantee is | James | 13/12/21 |  |  |
|  |  |  |  |  |  |