



MOORHAVEN VILLAGE MANAGEMENT CO LTD
THE ESTATE OFFICE MOORHAVEN VILLAGE IVYBRIDGE DEVON PL21 0EX
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Minutes of the Directors Meeting held on Monday 7th March 2011 – 7.30pm
at 3, The Mansion, Moorhaven Village

	In Attendance – Elayne Hoskin (EH) – Chairman, Trudi Bell (TJB), John Collinson (JC), Kieron Crawley (KC), Kathy Fricker (KF), Donna Laws (DL), Billy McKenna (BM), Helen Ryder (HR), Bill Stiven (WS) Lesley Abraham (LAA) – Administrator	
1	There were no apologies for this meeting.	
2	Minutes of Last Meeting – 7 th February 2011 The minutes were agreed as a true record and EH appended her signature accordingly.	
3	Matters arising from the minutes as (2)	
i)	Garages at The Mansion – still no response has been received from the Shareholder and it was agreed that a final letter will be sent before penalties will apply.	LAA
ii)	EH & JC are still to visit the Shareholder with regard to the covenant issues surrounding their property; carry forward to next meeting.	EH / JC
4	Administrators Report The Administrators Report had been distributed with the Agenda and the details therein were discussed.	
5	Financial Update a) 2011 Profit and Loss The Profit and Loss statement for the current year was reviewed and income and expenditure are indicating some small variances both favourable and not. The Administrator also reported that the company's accountant has now produced a list of queries on the 2010 figures and DL and LAA will reply to that correspondence as soon as possible.	

c)	<p>The option of selling the land to the adjacent property owners was discussed and it was proposed that the Company consider offering the Shareholders whose gardens back onto the areas an option to purchase. A vote was taken and the motion was carried unanimously. The Company will now gather opinion and background.</p> <p>Health and Safety Nothing to report at this meeting but risks will continue to be reviewed periodically.</p>	LAA
7	<p>Roles and Responsibilities Roles and responsibilities were discussed at the recent informal Director's meeting and were agreed as follows: -</p> <p>Communications – BM & HR Finance – DL Grounds Maintenance – TJB & EH Health and Safety – KF & EH Planning – KC, EH and WS Special Projects – Planned Maintenance Programme – JC</p> <p>Directors will take on their new roles with immediate effect and the Administrator will arrange for the details to be available on the Company's website.</p>	
8	<p>Sports Club Update Nothing to Report at this meeting</p>	
9	<p>Reports from Directors EH reported that Community Police Officers had visited the village recently to meet with the residents but that the meeting had not been adequately publicised. It is likely that a further meeting may be arranged in the future and the Administrator will be contacted in good time to ensure that the new date is made known.</p> <p>EH reported on an area of Company land adjacent to 18/19 Tower Lane that has recently been refurbished with lawn-edging and gravel. The Shareholders whose properties overlook the area and the maintenance contractor have all contributed towards the costs of the improvements so no costs were incurred by the Company.</p> <p>EH also reported that the maintenance contractor has recently cleaned down the company-owned passageways. Some painting is still required to these areas and this will be completed in the near future.</p>	

10 a)	<p>Correspondence</p> <p>Passageway and Staircase Maintenance</p> <p>A letter has been received from a Shareholder concerning the maintenance of the passageway and staircase leading to their property. The passageway has now been cleaned and the staircase will also be attended to in due course. It was agreed that HR and EH will visit the Shareholders to explain the current position.</p>	EH / HR
11	<p>Communications</p> <p>EH again reiterated the importance of the use of the website both by Shareholders and the Board. BM and HR will now commence their role to undertake communications on behalf of the Company so it is hoped that there will be increased use of the facility.</p>	
12 i) ii) iii) iv)	<p>Any Other Business</p> <p>Community Tree Planting – TJB reported that good feedback has been received so far, following her advice to Shareholders on the scheme. An application will soon be made to The Woodland Trust for the provision of the trees with delivery to be planned for autumn of this year. If Shareholders have any further comments on this issue then they should advise TJB or the Administrator as soon as possible.</p> <p>Street Party</p> <p>An e-mail has been received from Cath Atkins advising that a planning meeting for the street party is being arranged shortly and that interested Shareholders will be invited to attend. It was also requested if the Company would be willing to make a small financial contribution towards the event; all agreed that this would not be appropriate.</p> <p>KF asked the position regarding the street lighting timers; the Administrator will arrange for the timers to be adjusted in view of the lighter evenings.</p> <p>WS enquired as to why the formal gardens had been rolled recently. The Administrator confirmed that this was undertaken at the cost of the grounds maintenance contractor and was necessary to firm the grounds to avoid the mowers causing damage to the lawns which are undermined with mole tunnels.</p>	LAA
13	<p>There being no further business the meeting closed at 09:30pm</p> <p>Date of Next Meeting – Monday 4th April 2011 at Stoneybrook</p>	

Village Notices

**STREET PARTY
29th April 2011
(Sometime in the Afternoon!)**

As we hope everyone is now aware we are planning a Street Party on 29th April 2011 for the whole of the Moorhaven community, friends and family and would like to invite anyone interested in helping to meet at the Church on Tuesday 29th March 2011 at 7.30 pm for a get together to iron out the finer details.

Once the arrangements have been decided we will put out another notice with the April Management Company minutes to let you all know.

Any help and ideas would be gratefully received. If anyone has any control over the weather then could they please organise the sun!