

Ermin Mews Management Company Limited
Minutes of directors' meeting held at Ermin Mews, Swindon, SN3
4PP on 10th June 2026 at 11:00am

Attendees:

Directors:

Y Webster-May

R Benitez

Managing Agent:

T Dellow

1) Welcome and Apologies

Apologies received from N Gracias.

2) Accounts and Debtors

T Dellow presented an up-to-date copy of the company income and expenditure. It was noted that 2 properties are currently in arrears and have been referred to further debt collection.

The accounts make allowance of £5,500 for external site maintenance which is predominantly reserved for necessary works to the boundary wall with Underwood House.

3) Maintenance

a) Boundary Wall

A quotation to repair the boundary wall was obtained in 2025 at around £4,200. To ensure that the work may proceed, it was agreed to issue a Section 20 notice for the repairs to the wall. It is noted that the Section 20 notice is not a demand for payment, but instead a legal requirement for the company to notify leaseholders that it intends on expending over £250 per leaseholder on a single item of work (this is a requirement even if works are being funded from reserves).

b) Weed Killing

A quotation for weed killing the external hard surfacing across the site will be obtained. Notice will be sent to leaseholders and freeholders to provide advance notice of the works.

c) Parking

A quotation for repainting the white lines in the vehicle parking bays will be obtained. Lines should be painted on the tarmac bays whilst the block paved spaces will have the marker brick repainted.

d) Bin Stores

A quotation to replace both bin store doors and install a code lock will be obtained.

e) Planting

Areas of the planting across the site has been tidied by residents. Re—planting of the cleared areas will be considered at a later date. It is intended that the cleared areas be weed killed until such time as replanting has taken place.

f) Communal Entrance Doors

A quotation to repair, paint and install new seals on the communal external entrance doors will be obtained. It is possible that an additional seal may be installed on the inside of the frame to improve weather proofing.

g) Carpeting

A quotation to replace the carpeting in the internal communal hallway areas will be obtained. T Dellow proposed that he approach a carpeting contractor that is working on the managing agent's other sites, as this is likely to be very cost effective to carpet the small internal areas.

h) Guttering

It was agreed to instruct a contractor to clean the gutters around April and November annually.

4) AOB

a) Resident Newsletter

The director's intent to draft a resident newsletter which will be sent via the managing agent via email.

b) Policies

T Dellow will provide a copy of all current policies to Y Webster-May. These policies will be posted to the company website in due course.

c) Service Charge and Reserves

T Dellow advised that the managing agent suggests that the service charge reserves are set at around double the annual service charge income. As of 2026, this would equate to around £40,000. It is noted that the company are forecast to hold around £7,000 by year end 2026, with the reserve building up year on year.

d) Window Replacement

Windows serving an individual apartment belong to the individual leaseholder. If the window is required to be replaced, a leaseholder should seek consent from the management company and separately from the Swindon Borough Council as the site is within a designated conservation area.

e) Management Agent Details

The contact details for the management agent are as follows:

0330 606 1402

erminmews@bml.site

The company website is available at:

www.erminmews.bml.site

There being no further business the meeting closed at 11:45am.