

Minutes of the Springhill Cohousing Community Ltd. Directors Meeting

Held on 15th January 2024 12.00pm

Present: Clare, Nicky, David H, David M (chair and minutes), Jeremy, Caroline and Tree

1) Minutes of December 2023 were approved

2) It was agreed to adopt the Licence mechanism for fixing equipment as listed here:

Licence for the fixing of private equipment in Communal Space

To allow the fixing of private equipment adjacent to or fixed to a resident's dwelling space, under the following conditions

1. All equipment, including heat pumps, batteries, flues etc. to be fixed according to building regulations and other best practice codes.
2. The equipment should not impede the movement of people nor present a fire hazard nor compromise any insurance policy.
3. The siting should be as unobtrusive as possible and take into consideration any issues brought up by neighbours and other residents as far as possible.
4. The owner must apply for the licence by giving at least 21 days notice via email. The email should include a sketch with a scale showing location and dimensions.
5. Any resident or owner can ask, during the notice period, that the matter goes to a RA meeting for discussion and a decision. Appeals either way can go to a directors meeting.
6. The owner will be responsible for any damage caused to communal property by the equipment. The owner will remove the equipment permanently or temporarily if asked to by either the RA or a directors meeting by giving the owner at least 2 weeks notice.
7. Small removable items like flower pots etc. can be placed informally and temporarily on communal land by informal agreement via email. Any resident or owner can ask for the matter to go to a RA for an informal decision. Any group set up with responsibility for a particular area can make decisions on siting things like framed pictures.
8. The Company Secretary will issue the licence, to include dimensions and sketch and details.

3) Check out. Meeting finished at 12.40pm

Notes

1) Comments from Katy and Annie were duly noted. This decision, minutes above, is only to create a mechanism for decisions about fixing stuff on communal land. The details from Katy and Annie can be discussed on email or at RA when the relevant individual gives 3 weeks notice. Or they can be agreed as a guiding policy at a RA meeting.

2) Nicky agreed to note any stuff left by residents on common land whilst doing the biannual fire safety inspection and to email the results.

3) The directors asked that all residents to whom this applies, serve 3 weeks notice as soon as possible, and in any event by 1st April at the latest. Retrospective requests for permission for siting of heat pumps, flues, dish aerials, inverters, flower pots etc can include a photograph instead of a sketch.

4) A suggested notice for email was requested:

Hello fellow residents

"I am serving 3 weeks notice of my intention to fix a battery on the outside wall of my flat no 43 on communal land, as per the attached sketch with dimensions.

The details and spec of the battery are:

Or to place a flower pot/bench/ sculpture as per attached sketch.

Best wishes

Jane Doe"

Or

I am serving 3 weeks notice for retrospective permission for the placing of my inverter as per the attached photo.

It was fixed/placed before the licence mechanism was agreed on 15th January 2024.