



Dawson Heights Coffee Morning

20th July 2022, 11-12pm via Microsoft Teams

Attending

Name	Title
Milton Besa (MB)	Capital Works Project Manager
Helen Day (HD)	Planned Support Manager
Davinder Kaur (DK)	Planned Support Co-ordinator
Paulina Escobar Cumbicus (PEC)	Customer Involvement Officer
Sheeana Street (SS)	Community Resilience Officer
Mark Dishman (MD)	Contract Manager (Chas Berger)
Chris Fidler (CF)	Quantity Surveyor (Chas Berger)
Shervin Quamina (SQ)	Site Manager
Carrie Sontag (CS)	Customer Engagement Manager
Cat Jones (CJ)	42 Bredinghurst
Katie Randall (KR)	6 Bredinghurst
Adriana Peixoto	Alliance Contract Reviewer

Apologies

Name	Title
Jenny Hunt (JH)	Resident Liaison Officer (Chas Berger)

Meeting Minutes

Minute	Detail	Action
1.	<ul style="list-style-type: none"> Introduction of those who all attended the meeting 	
2.	<ul style="list-style-type: none"> Chas Berger are currently in the process of undertaking the landscaping by the corner of Bredinghurst. Newsletter to be reviewed by LB and MB before sent out to residents. The openair cinema event date has changed. Any queries that relate to boxing in pipes should be referred to the Gas Team, as these works are not included in the contract carried out by Chas Berger. Chas Berger are now slowly removing containers off site as works have completed. Scaffolding at Ladlands has now been struck. 	

	<ul style="list-style-type: none"> • The Mansafe system is still to be completed. A scissor lift will need to be used to access the roof. • Damaged paving has now been rectified. • CJ and KR – raised that the windows to their properties have not yet been cleaned. MD to follow up with site team. • Balconies works that have been missed are to be booked in by Jenny. 	MD
3.	<p><u>Actions from last meeting</u></p> <ul style="list-style-type: none"> • HD to send KR the Mechanical and Electrical costs for the lift replacements. • Final account to be submitted by September. Costs will be shared with Leaseholders. • Section 20b for major works bill will be raised, as the final account will not be concluded in time for the billing cycle this year. • KR – raised question about the individual green homes grant, which will be addressed by Milton • Next coffee morning meeting will take place on 24th August – invites to be sent by HD. • Newsletter to be delivered next week including an update on the coffee morning and cinema night timings. • Bauder's weekly inspection reports can be accessed on SharePoint. • MB to arrange a joint inspection with estate care to walk through the estate before Chas Berger leave site. • Work can be done to prevent access to the roof – MD to adjust the ladder. • Estate Care are responsible for cleaning the graffiti. • SS to check with Shum and Ascima about creating a mural at Dawson Heights and confirm when the next resident meeting will be scheduled. • Glass that has been smashed needs to be reported as a communal repair. • HD to speak with Imran about repairs for Leaseholders – who they are to be reported to and about the repairs app. 	<p>HD</p> <p>MB</p> <p>MB</p> <p>MD</p> <p>SS</p> <p>HD</p>
4.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Final account process begins in September. 	

Distribution of minutes: To all who attended the meeting

Date and time of next meeting: Wednesday 24th August 2022 – 11.00 – via Microsoft Team Meeting