

# THE PARAGON MANAGEMENT COMPANY

Liza Drew - Director (47) (Chair), Eilidh Mactaggart - Director (2);  
Lizzie Simkin(44), Tim McNally (33), Gray Saberton (1), Shona Flemming (5), Paul Bain (12)

## SEPTEMBER COMMITTEE MEETING - AGENDA Meeting at No 33, 8.00pm on Tuesday 6<sup>th</sup> September 07

	<u>Report from:</u>
<b>01 Apologies for Absence</b>	SF
<b>02 Review minutes of previous meeting</b>	SF
<b>03 Constitution (TH/LD)</b>	
New Paragon website – mock-up for comment	TM
Director signatories – bank forms	IS
ARM – date, venue, food agenda, promotion	
<b>04 Financial (EM)</b>	
•Residents, Reserve & Septennial bank accounts - report	IS
•Service charge payments & non paying issues	IS
Service charge re-allocation – quotes for unit re-measurement	IS
<b>05 Insurance (SF)</b>	
Current outstanding claims	IS
<b>06 Legal (LD)</b>	
Articles of Association update –	IS
Litigation against owners - update	IS
Lease Agreements - inspection/maintenance access on leaseholder property	SF
Estate Regs (Common Areas) – obstruction: pipes; window boxes; storing	IS
Estate Regs (Use) - installation on terraces; toys; animals; window boxes; dustbins	IS
Sales and rentals – update	IS
<b>07 Building repairs and maintenance (EM)</b>	
Freeholder works - quotes	IS
Leaseholder works – progress reports	IS
Investment projects	
<b>08 Cottages &amp; Pepperpots (LS/LD)</b>	
Doors	IS
<b>09 Houses (LS/LD)</b>	No report
<b>10 Common areas and car parks (TM)</b>	
Refuse & Recycling – paper recycling	IS
Lightning conductors - quotes	IS
Children – SCS bid; proposal from parents; toys	TM
Window cleaning - feedback	IS
Post boxes	
<b>11 Security (PB)</b>	
Intruder (11Aug07)	IS
Pedestrian gate locks	IS
Searles Road Community Safety – lighting; gates; cameras	IS
<b>12 Employees (SF)</b>	No report
<b>13 Community/social (SF/LD)</b>	
Train Party	IS
<b>14 AOB</b>	
Southwark Walkabout, 8th September	IS