

## **Minutes of Annual General Meeting of Members**

**held on Zoom**

**on Sunday 27 November 2022**

### **1. WELCOME AND INTRODUCTION**

The Chairman welcomed the 54 members who attended and introduced the Board members present. He noted that, in accordance with the poll held in 2021, this meeting was being held on Zoom.

The Chairman reminded members that on-line voting on the various approvals and elections was open until 4 December. The results of the on-line voting are recorded below under the respective agenda item.

### **2. MANAGEMENT BOARD REPORT**

Tim Cooke, Management Board Chairman, drew attention to the actions being taken to safeguard the future of the Association, namely streamlining of the Management Board and Committees and reducing the workload of Board Members by further outsourcing of financial and administration activities. He hopes that these actions, together with continued careful control of expenditure and the success in reducing the number of non-payers, will allow the Association to continue to operate and deliver cost-effective services.

He thanked John Mullin, Mags Jolly and Phil Simpson for their contributions over the years, and Jackie Reiss, Frank Bennett and Mike Cowling for agreeing to stand for election. He reminded members that both he and the incoming Treasurer, Alan Midgley, will be looking to retire in 2023 and asked any members who might consider joining the Board to contact him ([mbchairman@qevoa.co.uk](mailto:mbchairman@qevoa.co.uk)). (Later in the meeting a Portuguese-speaking owner volunteered to assist in any capacity).

Tim also paid tribute to Tony Keck, his predecessor as Management Board Chairman, who passed away unexpectedly in the Summer, and expressed condolences to Tony's wife, Sarah, and family.

The following responses were given to questions related to the Management Board Report:

#### **Bins and surrounding area**

The bins at the top of the QEV entrance road are not under the control of the OA. The Mayor of Budens has promised to increase the level of clearing-up and cleaning around the bins. She is also looking to relocate the bins because of concerns about the danger posed by their proximity to the T-junction. Drop-in style bins, as opposed to the existing roller bins, will be requested. In anticipation of the relocation, plans to erect a wall around the currently-located bins have been shelved but additional signage to encourage proper use of these bins has been requested.

The unsightly and potentially dangerous wooden building opposite the bins, and the land on which it sits, are owned by Quinta da Colina, one of the former "Vigia" companies, now insolvent. The Mayor of Budens is in touch with the insolvency administrator to try to address this matter.

#### **Failure of lantern lights**

Street lighting around QEV is the responsibility of the electricity company. Use of the new on-line reporting procedure appears to have resulted in faults being rectified quickly .

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### **Access to pools at Casa Encosta (the former QEV reception)**

The pools at Casa Encosta are owned by a separate company, QEV Holdings Ltd. (QEVH) and are not currently serviceable or available to the OA. It is understood that QEVH will shortly be contacting owners to elicit their views on the use of Casa Encosta.

### **Satellite dishes**

The OA will request that owners remove redundant satellite dishes which are blighting the sky-line and will investigate the possibility of arranging a group deal for removal of the dishes and associated cabling, and subsequent making good.

### **Expanded role for Julie Donghi**

From 1 December 2022 Julie Donghi will be taking on much of the work which has to date been done by the Treasurer (bank accounts, invoices and invoicing, external liaison etc.) and all the general administration of the OA which has to date been done by the Management Board Secretary (ownership records, membership administration, etc). This additional outsourcing is part of the overall plan to secure the future of the OA.

### **Gardening and irrigation costs**

Irrigation costs are being minimised by reducing leakage and reducing the water requirement by removing grassed areas and planting only drought-resistant varieties.

The gardeners are contracted to work on each garden area twice per month.

### **Painting schedule**

The plan is to repaint the exterior masonry of properties approximately every seven years, and anyway before significant deterioration becomes evident. On that assumption the next repainting will be over the winters of 2027/28 and 2028/29. Contributions to the painting fund will restart in 2023. Contributing to the painting fund is not compulsory but houses that do not contribute in full will not be painted.

## **3. DRAFT BUDGET FOR 2023**

The following responses were given to questions related to the Draft Budget for 2023:

### **Accountancy**

In addition to Julie Donghi's fees + VAT for her expanded role (see above), the accountancy budget also includes a fee of €650pa charged by our accountant, Sandra Miguel of SM Contabilidade, who deals with the limited submissions the OA is required to make to Finanças (Portuguese tax authority).

### **Charges for using a pool and QEVH shareholders**

As described in the budget notes, the costs related to the communal pools are shared between the properties which pay for their use.

The communal pools are owned by QEVH and the OA has an agreement with QEVH to operate them. Instead of paying the operating fee to QEVH, it is divided equally between the QEVH shareholders and credited by the OA against their C&U for the following year. In 2022 each QEVH shareholding property received a credit of €200. (Any owner wishing to purchase a share in QEVH should contact [gevhholdings@gmail.com](mailto:gevhholdings@gmail.com)),

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Owners are welcome to request a breakdown of their own C&U charge by contacting the treasurer on [treasurer@gevoa.co.uk](mailto:treasurer@gevoa.co.uk)

### **Irrigation and gardening costs**

The irrigation and gardening costs, which are merged in the 2023 budget, will be demerged in 2024.

### **Pool Costs**

The budget for pools in 2023 has been increased to take account of anticipated electricity and water costs. The Treasurer used a prudent approach in preparing the budget and acknowledged that it may turn out to be more or less than is actually required.

### **Budget variance**

The Management Board has the authority to increase the agreed budget by up to 10% to cover unexpected expenditure. Any surplus to the agreed budget is carried-over or credited to owners.

### **Estate Manager**

The Management Board will review the fee paid to the Estate Manager which has been fixed for several years.

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The outgoing Treasurer, John Mullin, expressed his appreciation for the unstinting support given to him by members over the years.

### Online Vote – Result declared on 5th December on close of poll

The resolution to approve the QEVOA draft budget for 2023 was approved (In favour: 727.65 votes; Against: 29.5 votes; Abstentions: 0 votes).

## **4. PROPOSED MEMBERSHIP SUBSCRIPTION FOR 2023**

The incoming Treasurer, Alan Midgley, confirmed that the proposed membership subscription for 2023 will remain as for 2021 and 2022. These levels are adequate to cover the reduced cost of holding meetings virtually and are being kept low to encourage take-up of membership.

### Online Vote – result declared on 5th December 2022 on close of poll

The resolution to approve the QEVOA proposed membership subscription for 2023 was unanimously approved (In favour: 757.15 votes; Against: 0 votes; Abstentions: 0 votes)

## **5. BOARD MEMBERSHIP**

The meeting Chairman repeated the call for members to volunteer for the Association's Boards, particularly the Management Board, and warned of the consequences for all of us should the OA in its current form become unsustainable.

The meeting Secretary told the meeting that 39 members had already voted for the various resolutions using one of the on-line voting papers. Members yet to vote on the various elections were reminded to do so by 4<sup>th</sup> December.

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Online Elections - results declared on 5<sup>th</sup> December 2022 on close of poll

The resolution to re-elect Christine Howell as Secretary of the General Assembly Board for a further term of three years was unanimously approved. (In favour: 757.15 votes; Against: 0 votes; Abstentions: 0 votes).

The resolution to re-elect Roy Dinsmore as Chairman of the Fiscal Board for a further term of three years was unanimously approved. (In favour: 757.15 votes; Against: 0 votes; Abstentions: 0 votes).

The resolution to elect Alan Midgley as Treasurer of the Management Board for a term of one year was approved. (In favour: 753.85 votes; Against: 3.3 votes; Abstentions: 0 votes).

The resolution to elect Jackie Reiss as Secretary of the Management Board for a term of three years was unanimously approved. (In favour: 757.15 votes; Against: 0 votes; Abstentions: 0 votes).

The resolution to elect Mike Cowling as I&M Chairman on the Management Board for a term of three years was approved. (In favour: 748.15 votes; Against: 0 votes; Abstentions: 9.0 votes).

The resolution to elect Frank Bennett as Fractional Owners Representative on the Management Board for a term of three years was approved. (In favour: 733.15 votes; Against: 0 votes; Abstentions: 24.0 votes).

## **6. ANY OTHER BUSINESS**

### **Vote of thanks**

A vote of thanks was expressed for their work of the Management Board over the past year.

In response to questions from members:

### **Internet interruptions**

The internet interruptions experienced in one property appear to be isolated incidences. The set-up in that property will be checked by an engineer.

### **Treatment of the calçadas**

The moss and mold which causes blackening of the calçadas when damp is treated with chemicals on an on-going basis. (Jet washing is ineffective and removes the grit between the stones).

### **Electricity Boxes**

The OA will investigate, with EDP or the new electricity company E-REDES, what can be done about improving the appearance of the plastic electricity boxes around QEV.

### **Sale of Golf Santo António (GSA)**

It is understood that the single bid made in the last round of the auction of GSA has been approved by past and present staff but not by the social Security. A judge's ruling is anticipated. Meanwhile the golf course is looking good after the recent rain.

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**7. CLOSING REMARKS**

The Chairman closed the meeting by thanking members, and the Management Board in particular. He singled out five members for particular mention: Paulo Candidos da Silva for his translations of the AGM and other documents into Portuguese; the retiring members of the Management Board, John Mullin, Mags Jolly and Phil Simpson; and Chris Howell for her excellent organisation and management of the meeting and the on-line voting.

The meeting concluded at 12.55pm.

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Signed:

Chairman..... Geoffrey Solomons                      Date:.....

Secretary..... Christine Howell                      Date:.....