



## MINUTES OF THE BOARD MEETING OF THE GENERAL COMMUNITY OF HACIENDA RIQUELME HELD ON WEDNESDAY 2<sup>ND</sup> NOVEMBER 2022

The Board meeting chaired by Richard Deeley as Resort President was held in the HRGR Admin office on Wednesday 2<sup>nd</sup> November 2022 at 9.00am.

### ATTENDEES

Name	Post	%
Richard Deeley	President of the Resort and Phase 4	10,70
Steven Nicholson	Phase 1 President	20,50
Nigel Smith	Phase 2 President	17,90
Philip Kirwan	Phase 3 President	9,10
Brian Headley	Phase 5A President	7,17
Félix Pérez	Phase 5B President	9,90
Patrick Flynn	Phase 6 President	5,31

### REPRESENTED

Name	Post	%	Represented by
Shaneen Benson	President of Phase 7	15,30	Pepa Pérez

Manuel Sánchez from MS-Legal attended the meeting.

Pepa Pérez acted as Secretary of the Meeting.

### AGENDA AND DISCUSSIONS TAKEN

#### 1. Board update.

The 3 new Phase Presidents were welcome to the Board. Below is the name of the former Phase President and the name of the new one.

- Phase 1: Wendy Walker – Steven Nicholson
- Phase 3: Gordon Hutchinson – Philip Kirwan



- Phase 5B: Viv Church – Félix Pérez

## **2. Health & Safety matters.**

### **a. Car accident in Egeo (Phase 4).**

The car had a potential mechanical failure, and it left the road, and came through the fence at speed at height. It damaged 10 panels of the fence which were repaired within 10 days. At no time was the security of the Resort at risk as the fence was either guarded manually or by thermal cameras. The repair cost will be recovered from the driver insurance. The cost of the extra guard for 2 nights and the cost for the provisional thermal camera will also be claimed from the driver insurance; however, we cannot confirm yet whether it will be covered or not.

### **b. Rain drains (accident between Phase 6 & 7).**

It is still to be clarified in detail how the accident happened. The damages are being handled by the EUCC insurance.

### **c. Gas leak in Jengibre 2 in Phase 2:**

There was a gas leak. The first call is always the gas company (0034) 900 924 622. Based on the location of the leak the gas company advised what to do. In this case, the leak was outside so security were advised to remove any ignition source from the area.

As a result of this, the Board is going to investigate what preventive measures we can take.

### **d. Fire alarm:**

The company installing the additional alarm are awaiting delivery of one small component before they can commence the installation. It has been confirmed with the



company this morning they are suggesting they will commence the fitting in the buildings in 7-10 days' time.

### **3. Debtors update.**

As of 30<sup>th</sup> September, the breakdown of the debtors is:

- 99 private owners
- 9 banks
- 7 companies
- 19 previous owners who have sold their apartments already.

As this process is concluded Charlotte will contact the BP to make them aware.

For the next debtors report to add a trend of how many new debtors are in 2022 compare with 2021.

### **4. Lawyer update.**

Manuel Sánchez informed that he is working on the following:

- Report on changes to the Horizontal Property Law that will be ready next week
- Report on landlord-tenant relations that will be ready next week
- Report on the compilation of internal rules and proposal to present to the neighbours at the Annual General Meetings of the Buildings in 2023 that will be ready by the end of November 2022.

### **5. Information centre meeting.**

There was a meeting with the volunteers at the information centre about different items that need to be improved or repaired to be able to continue with the service they are giving to the owners.

- a. Ramp.
- b. Aircon unit.



- c. Deep clean.
- d. Roof repairs.
- e. Drain issues.

The information centre was checked by an expert (architect) and he confirmed that its structure does not have a problem. The question about taking actions to deal with all the repairs was put to the vote of the Board and they all agreed by unanimity to go ahead with this. 3 quotes will be requested for every single job to comply with the procurement policy.

It has been suggested that the information centre be managed in the afternoon by local businesses who are involved in marketing and selling the properties in the Resort. In return for that the companies will pay the community an agreed fee.

#### **6. HR Admin – Staff reorganization.**

- a. **External auditor to review the community accounts:** the contracted company (AUDITORES Y CONTABLES, S.L.P.) is working on the review of the accounts for 2021. They will review all the processes that have been inherited from the previous community administrators and followed to confirm whether they are correct or not. If not, the corresponding changes will be carried out. A report will be produced by the company in both languages and sent to the owners once it is ready. There is not a date yet for delivering the report.
- b. **Improvement of the software reporting system.** The contract has commenced.

#### **7. Projects update.**

- a. Which projects should we suspend?
- **Gardening:** the way the contract has been managed is changing now. It will be more based on KPI (Key Performance Indicator).



- **Urbbit App:** The relaunch of the app is now passed to the self-admin team.
- **Climate change:**
  - **Water from the building roofs:** It is not viable to tank the water since the amount of water collected would never be enough to irrigate the gardens and the Spanish law established that all rainwater, if stored, needs authorization.  
  
Furthermore, the cost to install the gutters and the drainages, the maintenance and the storage tanks would be approximately 750.000€ for the 78 buildings. Out of the 750.000€, 150.000€ would be the annual maintenance of the installation for 20.000 cubic meters of water that could be collected in an average year. The average rainfall recorded at the San Javier weather station. The amount of water to irrigate the current gardens in one year is 200.000 cubic meters.
  - **Water from a reservoir:** To build a reservoir there are different factors that need to be taken into consideration such as where it is going to be placed, how much it will cost, where the water to fill in it is going to come from, etc. Apart from that, the Spanish law established that all rainwater, if stored, needs authorization.
  - **Solar panels:** The initial amount of 130.000€ was planned based on an amortization project and therefore, the Board has decided to stop the project with immediate effect.
  - **Electric car charging points in the communal areas outside of the buildings:** The Board is going to approach various electrical supply companies to check the viability of installing their charging points on the Resorts.



- **General Maintenance:**

- **Repairs to the wall of El Casón:** the money was in the budget in previous years, so the plan is to re-start the process with the Town Hall of Murcia with the hope to have it done in 2023.

**8. Budget update as of 30.09.2022. (September closed with the 9% CPI – Consumer Price Index - increase).**

The budget update still not finalized as there will be more details available than in previous years.

The Spanish government has confirmed the CPI (Consumer Price Index) rate increase as of end of September as 9%.

**a. Items for 2023 budget.**

Phase Presidents are asked to review the Resort and send an email to Pepa Pérez with anything that they consider that need to be done and included in the 2023 budget.

Since the start of the meeting the Board has been advised that Paul Sawyers has removed his support. Approximately 2 months ago Paul asked the RP and the Resort Manager to confirm that he was covered by insurance for his advice. We approached the insurance company who advised that it was not possible as he was not an employee nor part of the Board.

As per previous minutes we can confirm that the company AUDITORES Y CONTABLES, S.L.P. are continuing a financial review of the accounts and processes we follow to be clear and transparent. In light of the communication from Paul Sawyers, we will seek a formal contract with this company to be our advisor.



At the start of the current RP tenure, he requested visual of a 5/10-year financial plan. There was not one. Paul Sawyers produced a template for us to use and we are still in the process of completing the template which will be shared with owners as never before.

We would like to thank Paul Sawyers for his time, help and support given.

## **9. Landscaping.**

There was an explanation given as to how the voting at the forthcoming EGMs would proceed:

- **Phase 1 - 17 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase President will attend a Board meeting where he will vote based on the answer of the 17 buildings in their phase.

- **Phase 2 - 15 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase President will attend a Board meeting where he will vote based on the answer of the 15 buildings in their phase.

- **Phase 3 - 7 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase President will attend a Board meeting where he will vote based on the answer of the 7 buildings in their phase.

- **Phase 4 - 9 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase



President will attend a Board meeting where he will vote based on the answer of the 9 buildings in their phase.

- **Phase 5A - 5 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase President will attend a Board meeting where he will vote based on the answer of the 5 buildings in their phase.

- **Phase 5B - 8 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase President will attend a Board meeting where he will vote based on the answer of the 8 buildings in their phase.

- **Phase 6 - 4 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase President will attend a Board meeting where he will vote based on the answer of the 4 buildings in their phase.

- **Phase 7 - 13 buildings** are given the opportunity to vote for one of the three (3) designs submitted. Once the Extraordinary General Meetings have been held, a count will be taken of how many buildings have voted in favour of each design submitted. The Phase President will attend a Board meeting where he will vote based on the answer of the 13 buildings in their phase.

Once the Extraordinary General Meetings of the buildings have been completed, and each building has indicated its design preference, if a phase gets a tie of buildings voting for 2 different designs, the Phase President will rely on the **coefficient of each building**





(the coefficient of each building is the percentage in which each building participates in the corresponding phase) to present a decision to the Board on behalf of their phase.

The vote structure by the Board is based on phases, and the agreement by the Board is based on double majority: percentage and members. Each Phase President represents their Phase, and votes with its coefficient (the coefficient of each phase is the percentage in which each Phase participates in the General Community). For a better understanding, below is the coefficient (percentage) of each phase in the General Community.

Phase / Fase	Coefficient / Percentage in the GC Coeficiente - Porcentaje en la CG
Phase 1 / Fase 1	20,50
Phase 2 / Fase 2	17,90
Phase 3 / Fase 3	9,10
Phase 4 / Fase 4	10,70
Phase 5A / Fase 5A	7,17
Phase 5B / Fase 5B	9,90
Phase 6 / Fase 6	5,31
Phase 7 / Fase 7	15,30
<b>Total Phases / Fases</b>	<b>95,88</b>
Plot C1 *	4,04
Plot C2 **	0,02
Plot C3 **	0,04
Plot C4 ***	0,02
<b>TOTAL</b>	<b>100,00</b>

\* Plot C1 – El Casón

\*\* Plots C2 & C3 – The gate house at the entrance of the resort.

\*\*\* Plot C4 – Small plot located in the sport area.

Related to the frequency of the payment of the levy (monthly or quarterly), it will be done as per the majority vote in each building. So, it will be adapted to the voting of the owners in each building.

For those buildings which do not vote for a frequency of the payment of the levy, the Board has decided that it will be monthly.



The community still owes STV 79.000€ for the landscaping works done in 2018, and the community is not withholding it. The community has asked them for including the amount in the new 3 years contract. One (1) reason why the contract was not renewed is because of the changing with the landscaping project, and therefore, the work contracted will reduce year on year for the 3 following years.

The cost of the new contract in 2023 would have been mirrored by the previous STV contract for workers costs as the CPI and workers agreement increase is added every year. The cost 5 years ago is not the cost today. See below a chart with the increase.

	2018	2019	2020	2021	2022
<b><u>GENERAL COMMUNITY &amp; EUCC</u></b>					
Gardening - GC/ JARDINERIA - GC	275.596 €	290.260 €	301.639 €	297.484 €	311.206 €
Gardening - LA/ JARDINERIA - EUCC	74.991 €	78.981 €	82.139 €	80.946 €	84.680 €
Rubbish Collection & Street Cleaning/Basura y Limpieza Viaria - EUCC	172.205 €	169.325 €	172.699 €	171.349 €	180.133 €

## 10. Sharing of information.

It is important that everybody remembers the rules around data protection and if you have been given permission by the owner you can share that email address. If you have not been given permission, you are breaking the law.

The Board discussed the sharing of certain information and varying analytical reports which are circulated to non-Board Members. The Board decided by majority vote of the attendees (Proxy Vote) that there was enough qualification on the Board to complete certain functions in house. There was one vote against, and 2 abstentions. The Board would like to thank Ron Locke for his time and effort over the years during the process of collecting and analysis of previous data.



## **11. Phase items.**

### **a. Bus stop covered outside HR.**

The Board agreed with submitting a request to the Town Hall of Murcia. It will be at no cost for the owners.

### **b. White lines cost – Why should owners pay twice for it.**

After reviewing the minutes of the previous Board Meetings there is no reference to white lines, nor has been found any document from the City Council authorizing the change. The only reference to lines is yellow lines discussed in a Board Meeting dated 27.4.2021. The recent change of the white lines was decided on the basis of the information available so as to comply with the regulations of the Infrastructure Project of the Resort.

### **Do you want parking spaces in Phase 6?**

There was a debate regarding the car parking space in Phase 6 and what should be done in future, either submit a planning permission for new spaces with the new design or to keep the street to as built. The car parking spaces were never part of the original Polaris World or HR plans. A vote was taken, and the majority voted for the road to be kept to its original state with 3 votes in favour of the parking area, 4 against changing the original state of the street and 1 abstention.

### **c. Plants removed in Jengibre 1 & Romero 5.**

Due to the new landscaping project, the Board agreed to wait until the first stage is completed and review this item after that.

## **12. Any other Business.**

- **Sports area:** Someone from the Board will visit the area and produce a report on the items that need to be maintain for the maintenance of the area with the aim to take actions before the end of year.
- **Table tennis:** An order will be placed before the end of the year.



- **CCTV cameras in the building:** It is possible to have cameras installed in the communal areas of the building. To do so, it is necessary to call an EGM. The required majority to approve the installation is 3/5 of the owners attending and represented and 3/5 of the **coefficient of the apartments** (percentage in which each apartment participates in the building).
- **Universal Accessibility:** Due to the layout of the Resort it is impossible to get to El Casón without help from someone else. The community has sought legal advice and confirmed that the applicable law to universal accessibility requires that basic access is available for people with mobility problems.
- The Board have agreed to get quotations to provide access from anywhere in the Resort to the facilities required such as the supermarket, El Casón, etc.
- There is no progress yet on the disabled toilets of El Casón.
- **Association for the Irrigation water** – the first meeting with the representatives of each Resort will take place the w/c 14.11.2022.
- **Dog area:** following the presentation of the proposal to the Board, they agreed that it is not viable. It was a unanimous decision.

### **13. Reading and approval of the minutes:**

Once the meeting was over, the minutes of the meeting were reviewed and approved by those attending the meeting.

The meeting finished at 17.23 on Wednesday 2<sup>nd</sup> November 2022.