

# Rosemont Report 2009

## Introduction

This report describes the activities carried out in managing 9 Rosemont Avenue since Central Committee 2009 was elected. Our aim was to do some minor repairs in Rosemont and to emphasize upon the residents and the visitors on well maintenance of the property.

## Rosemont Guidelines

During the summer clean up, we put up guidelines on maintaining the property in various locations of the house. And also guidelines on cleaning specific areas were put up on the notice board.

## Rosemont Financial Statements

Errors were found in Rosemont Financial statements starting from January 2008. (The balance from December 2007 was not carried forward.) Hence the total amount of Rosemont money in MSA (UK) bank account was not found. And a standard format was not used in the Income and Expenditure excel sheet.

## Budget and Finance

During the year 2009 a total of £741.82 was taken by MSA (UK) from Rosemont account/money. This money owed to Rosemont was not reimbursed as MSA (UK) was unsuccessful in obtaining any sponsorship for its events.

A total of £533.20 was spent during Rosemont Cleanup and Minor Repairs Project. Details of the project are given below.

## Utility Bills

### Telephone Line

The current phone line at 9 Rosemont Avenue (02084450200) is registered in the name of Ahmed Shareef. Abdullah Muththalib was in-charge of the line when Central Committee 2009 was elected. Before Abdullah Muththalib left to Maldives, an agreement was made between the Central Committee and Abdullah Muththalib to keep the phone line in the same name, as applying for a new phone line would interrupt the internet service at the house and would cause inconvenience to the students residing. And also it was decided to keep the phone locked, to allow only incoming calls and to keep the password with Abdullah Muththalib only. The online account details for BT phone line was provided to the Central Committee by Abdullah Muththalib.

### **Electricity and Gas**

The gas bills seemed to be higher than the previous years. The Central Committee suggests replacing all windows in the house to double glazing and to check the gas pipes for leakages.

The electricity bill for the second quarter was found to have a false meter reading, the Supply Company was notified and the bill was rectified. Hence before paying the bills should be compared with the old bills and checked if the calculations are correct and to call the company if any rectification is required.

## **Other**

### **Council Tax**

As 9 Rosemont Avenue is classified as a student house, council tax has been exempted. And only students are allowed to stay in the house.

### **Insurance**

Within few days since the central committee came into effect, we received the insurance confirmation letter of 9 Rosemont, which was sorted out by the High Commission. The central committee had to follow up on the instructions of the High Commission.

## **Rosemont Cleanup and Repair Project**

Over the course of one week, during the summer holidays, a group of dedicated students completed an extensive clean up of Rosemont common areas and carried out minor repairs to key facilities.

Below is a list of works carried out during this period:

- Cleaning of carpets (living room and entrance area)
- Disposal of unwanted items in the house (from all areas)
- Repairs to the bathroom (fixing blockages and extensive cleaning)
- Installed a bigger shelf in the bathroom
- Extensive cleaning of kitchen area
- Defrosting fridge and freezer
- Temporary repair of windows in the kitchen
- Repaired cupboards in the kitchen
- Washed and weeded front and back patio
- Extensive cleaning of the living room
- Washed curtains in the living room
- Organized the items in living room shelves
- Transferred all items kept by visitors in the living room area to the shed
- Organized items in the shed

- Backyard cleaned and mowed
- Replenished first aid kit
- Replaced fire alarm batteries
- Specified a cupboard in the living room for MSA (UK) documents (Albums and old documents)

During this period new items had to be purchased for the house, a list of those items are below:

- Vacuum Cleaner (Henry)
- Microwave
- Electric Kettle
- Cooker hood filters
- Shelf for Bathroom
- Hinges for cupboards in the kitchen
- Batteries for fire alarm
- First Aid kit
- Clothes line
- Foot mats

The Central Committee also introduced the wardens file in a more organized manner. Each sleeve in the file is specified by month and the warden is required to store the respective monthly statements and bills in them.

A shed storage form was also introduced; anyone who wishes to store items in the shed is required to fill this form.

Documents designed to remind visitors and tenants about Rosemont Rules and Regulations have been posted in various locations of the house. Members are requested to take heed of all the new documentation and maintain the upkeep of the house.

Efforts made to replace the patio door lock were not successful.

The double bed in the medium sized room was transferred to the large room and replaced with a single bed from the large room.

## Recommendations

- All windows in the house to be replaced with double glazing windows. (Including the patio door)
- A lock to be installed for the patio door
- Replace all curtains and nettings in the house
- Chimney pots are to be replaced or removed if not in use.
- Build an extra toilet
- All items kept by visitors to be kept in the shed. Living room area or any other area should not be used for such purposes
- Guests staying at Rosemont during summer should pay the rent in advance; the warden should collect the rent and inform the Central Committee about anyone who fails to do so.
- Regular and scheduled cleaning of common areas by tenants. A cleaning rota can be used by tenants
- Members to help tenants in cleaning the house after any MSA (UK) meetings
- To use a standard format in Rosemont Income and Expenditure sheet. (should show total balance of Rosemont money in MSA (UK) bank account and total cash in hand separately)

## Summary

We have highlighted the most important works carried out at 9 Rosemont in 2009. And also the most important works to be carried out. The Central Committee suggests contacting local contractors if carrying out any major repairs. We also suggest all visitors and tenants to follow Rosemont Rules and Regulations at all times. We hope all our recommendations will be accepted and the works will be carried out in the near future.

A special thanks to everyone who helped with Rosemont Cleanup and Repairs Project!

**Thank You!**

**Central Committee 2009**