

# Minutes of the Owners' Meeting

## VvE Waterlelie, Utrecht

Held on 2025-03-26 19:30, De Vechtsebanen

### 1.1. Opening

The meeting is opened at 20:00, those present will be warmly welcomed.

The chairman introduces the board members and the manager. On behalf of the VP&A manager, Margot van Woerkom was present.

In addition, the attendance list is discussed. The chairman asked those present to register on behalf of himself and any authorised representatives. This is by everyone done. The chairman asked those present to give their names when they spoke. for the minutes.

a. The meeting agrees that Erik Hegeman, chairman of the board, will take over the meeting. The chairman introduces himself.

**Decision:** The meeting decides that Mr. Hegeman has been appointed technical chairman of the meeting.

b. There are enough votes present or represented, so that legally valid decisions can be taken

**Action point:** Sign the attendance list and upload it.

### 2.1. Setting the agenda

The meeting decides to add an extra agenda item regarding safety in the the garage, referred to as point 8A. No further comments or changes have been proposed.

**Decision:** The meeting decides that the agenda is adopted with the addition of the agenda item 8A about safety in the garage.

### 3.1. Documents received and communications

The chairman reports that there are no incoming documents or announcements and asks whether there are any announcements from the meeting, to which no response follows.

### 4.1. Minutes

The minutes of the GMM 25-03-2024 are reviewed. The chairman explains that this minutes are brief, because the then VP&A minutes secretary left employment shortly after the meeting without finishing the minutes. The board compiled the minutes itself, but had no notes. The meeting decides to adopt the minutes of the GMM 25-03-2024.

The minutes of the GMM 11-04-2022024. This meeting was a second meeting to ratify the decision on flue gas exhaust ducts. The meeting decides to adopt the minutes of the GMM 11-04-2024. The minutes of the GMM 29-06-2024 will then be discussed. This extra meeting was necessary because of an owner who no longer lives in the building and did not want to cooperate with the intercom replacement. A mandate was needed to possibly enforce this legally. The meeting decides to adopt the minutes of the GMM 29-06-2024. The chairman will sign the minutes, as required by the regulations.

**Decision:** The meeting decides to adopt the minutes of the GMM 29-06-2024.

**Decision:** The meeting decides to adopt the minutes of the GMM 11-04-2024.

**Decision:** The meeting decides to adopt the minutes of the GMM 25-03-2024.

**Action point:** Sign the minutes and upload them in VvE software.

## 5.1. Finance - financial statements.

The 2024 financial statements will be briefly discussed with the meeting. The treasurer, Mr. Putker, explains that the inflation of construction costs and materials was higher than the general inflation of 3.2%, but that the VvE has decided to calculate with the general inflation. Some costs have turned out to be higher than planned, such as major maintenance and sewerage. The capitalisation of the reserves is based on the 2020 multi-year maintenance plan, which is at the end of its life. A new multi-year maintenance plan is being worked on for a better estimate of future costs. A resident Joost Westerhout asks about the possibility of reducing the number of bank accounts to save costs. The treasurer explains that savings accounts always require a checking account and that the money is spread over several banks because of the deposit guarantee scheme. The positive effects of the solar panels are discussed; Energy costs have decreased significantly, which has a positive impact on the financials. The audit committee states that it has audited the annual accounts and has not found any irregularities. The audit committee advises the meeting to adopt the annual accounts and to discharge the board.

**Decision:** The meeting decides to discharge the board of directors for the (financial) policy pursued.

**Decision:** The meeting decides to add the positive operating result to the reserves.

**Decision:** The meeting decides to adopt the 2024 financial statements.

**Action point:** Closing the financial year and settling the operating result  
**Action point:** Adding the positive operating result to the reserves.

## 5.2 Budget 2025

The 2025 budget is explained. The addition to the reserve fund is calculated on the basis of the Multi-Year Maintenance Plan. Due to the large expenses of recent years at the expense of the reserves, the board has decided that the savings from the solar panels should be added to the reserves. Some items such as central heating/heat recovery and window cleaning no longer have a function and will disappear from the budget.

**Decision:** The meeting decides to adopt the 2025 budget and the resulting contributions. The effective date is set retroactively at 1 January 2025

## 6.1. Association affairs

The meeting discusses the renewed management agreement with VP&A. The chairman explains that the current agreement was terminated by VP&A at the end of last year in the context of harmonization of management agreements. At the time, the board temporarily agreed to the new agreement to guarantee continuity, subject to approval by the meeting. The chairman indicates that although there have been critical comments about VP&A in the past, the board proposes to agree to the new management agreement now. This prevents the VvE from being without a manager in three months. The board does keep the option open to possibly transfer in the future to another administrator. Hans Koning asks about the change in which the structural support by VP&A will no longer be provided and the annual fee will decrease. The chairman confirms this and notes that the practice was that little use was made of this support. Margot explains that there is still a technical employee, but that he can only be hired on an hourly basis. There are no further questions.

**Decision:** The meeting agrees to the proposal to agree to the new management agreement with VP&A.

### **Proposal to change insurers:**

The chairman introduces a proposal to change insurers. VP&A has an offer to switch to Meijers, which is financially advantageous. The board has

compared the current insurance and the new offer with Joost Westerhout. Although there are no big differences, the financial aspect is decisive for the advice to transfer to the step.

Joost Westerhout asks whether there are any ongoing claims that could affect the churn. The chairman indicates that there were two cases of damage recently, but that these were and there is no risk of consequential damage.

Another owner asks about the notice period and whether the contract is for one or three years. The agreed that the insurance would take effect on 1 January 2026 and that it was a one-year contract that can be terminated annually.

**Decision:** The meeting agrees to the proposal to move to the new insurer Meijers.

#### **Determining the payment method for the apartment clause in the home insurance:**

The chairman explained that an annual decision must be made about the payment method for the apartment clause in the home insurance. In the event of damage, the insurer pays out to the VvE, which then transfers it to the owner in question. An owner notes that mortgage holders and any obligations must be taken into account. The chairman indicates that this is the standard procedure and that there are no known conflicts.

**Decision:** The meeting agrees with the proposal to continue the current distribution method.

#### **Collection procedure:**

The chairman explains that the collection procedure is determined annually. In the event of overdue payments, a reminder and reminder are sent and the claim can be handed over to a collection agency. The manager reports that a change has been made legally, which means that a first reminder must be issued after ten days and costs arise for the VvE that may not be passed on to the owner. Hans Koning expresses his concerns about the effectiveness of the collection procedure, but acknowledges that the payment discipline within the VvE is generally good. This is confirmed by the treasurer who does indicate that there was some uncertainty regarding the invoicing of the intercom, as a result of which a number of invoices had not yet been paid.

**Decision:** The meeting agrees to the proposed collection procedure.

#### **Board composition:**

The chairman discusses the composition of the board and indicates that there is no direct reason to make a decision about this, but that the board wants to encourage the availability of new candidates. The board emphasizes the importance of rotation and invites members who are interested in a board position or project support to apply. There are no candidates at the moment, but the board remains open to new applications.

#### **Technical committee:**

The chairman reports that Edy Stoc has decided to leave the technical committee after years of commitment. The board thanks Edy for his efforts and hands over a small gift as a token of appreciation. It is emphasized that there is a need for reinforcement within the technical committee and members who are interested are invited to register with Pieter Schagen or the board members.

### **7.1. Building matters:**

#### **Proposal to change supplier for elevator maintenance:**

The chairman introduces the proposal to change the maintenance party for the elevators from Skylift to Kone. There have been negative experiences with Skylift in the past year, mainly due to malfunctions and poor communication. A quote has been requested from Kone, which is financially more

advantageous. A second reason was that the lifts need major maintenance within about ten years and we might be better off with the manufacturer. An owner asks about the need for four maintenance sessions a year. Jan Roelofsen has compared both maintenance contracts and indicates that twice a year seems to be sufficient for the current lifts.

**Decision:** The meeting agrees to the proposal to switch to Kone for elevator maintenance.

### **Energy reduction options:**

Adrie de Heus presents the possibilities for energy reduction within the complex. The following proposals are discussed:

- Switching off luminaires in the corners of the galleries: Switching off these lamps results in savings and can be carried out free of charge by the technical committee.

**Decision:** The meeting agrees to this proposal.

- Lighting on the galleries: The proposal to put luminaires on motion sensors is discussed. Several owners express objections because of possible nuisance and reduced safety. It is decided not to use motion sensors for the time being. Conclusion: However, it is decided to do an experiment with reducing the lighting on the gallery di.e. the temporary masking of a number of fixtures. Any final decision on this will follow at a subsequent meeting.

- Lighting in the parking garage: 16 fixtures have been taped off to save energy. A number of owners indicate that some parts of the garage are now too dark. It is agreed to have luminaires on parking decks with numbers 15, 37 and two in the middle of the central block to ensure sufficient lighting. Conclusion: the luminaires as mentioned will be disconnected, but not removed.

- Replacing outdated fixtures: Replacing the remaining old fixtures is discussed. In view of the high costs and limited savings, it is decided to postpone this until the fixtures need to be replaced.

- Fans in the garage: Modifying the fans to save energy is considered. Due to the high cost and technical complexity, it is decided to consider this only when the fans need to be replaced.

### **Proposal for parking mobility scooters:**

Adrie de Heus explains the proposal to set up a space in the garage for storing and charging mobility scooters. This is necessary because placing mobility scooters on escape routes is no longer permitted. The intended space is located to the left of the ramp. A quote of € 2,729 has been received for the modification of the space, including the partial removal of some concrete steps and the installation of electrical connection points. Lieke Nijk asks whether the current temporary solution in the garage is not sufficient. However, it appears that the available space is limited and that a structural solution is desirable if the number of mobility scooters increases. There is also a note that storing mobility scooters in apartments or other spaces is not always practical or allowed.

**Decision:** The meeting decides to adapt the space in the garage for storing and charging the mobility scooter in accordance with the received quotation of € 2,729,-.

**Action point:** Organize the transition of elevator maintenance from Skylift to Kone

**Action point:** Instruct the party that provided the quote of € 2,729 to adjust the space in the garage for storing and charging mobility scooters.

**Action point:** Switching off the luminaires in the corners of the galleries and disconnecting the taped luminaires in the parking garage, with the exception of luminaires 17, 15, 37 and the two in the central block by the technical committee.

## **8.1. What is also discussed**

1. The meeting discusses safety in the parking garage. Robert Bosch expresses his concerns about the fact that some residents drive against the direction of travel or drive through a red traffic light. There

are also complaints that sometimes cars are parked on the roadway, perhaps from maintenance technicians who cannot be reached, or that there are 2 vehicles at the same time, as was the case. Additional measures are needed, as the current signs do not seem to help sufficiently. An owner notes that it often happens that people drive away while the traffic light is still red. This may have to do with the fact that new residents have not yet read the internal regulations and FAQs. The proposal is to place a sign indicating that one must press the left button when leaving the garage. The assembly agrees that the problem can arise from people pressing the wrong button or not pressing it at all, which can lead to collisions with the fence. It is decided to bring this subject to the attention again in a newsletter. Robert Bosch asks if an LED strip could be applied to the speedgate so that it is clearer to passers-by that a car is coming.

**Resolution:** The meeting decides that all payments in the event of damage will be made to a bank account in the name of the VvE and must be used to pay for the damage in question.

**Decision:** The meeting decides to determine the collection procedure.

**Action point:** Include the subject of parking garage safety in the next newsletter.

### 9.1. Survey

The chairman asks if there are any points for the survey. Cor van Katwijk raises a problem with regard to the behavior of a resident in the garage. This resident drives at high speed to his parking space, which has been raised several times in meetings and emails. The proposal is to address the person in question personally and asks for more information about who it concerns. Another owner points to problems with parking in the garage, where vehicles sometimes block the passage. The chairman has spoken with the owner of an old Peugeot who plans to sell the car. The proposal is to mention in a newsletter that residents leave their contact details with their vehicle, so that they can be reached if their car obstructs the passage. An owner expresses his frustration about the use of sidewalk chalk in the courtyard. The chairman acknowledges the irritation and states that agreements have been made that are not always complied with. It is suggested that the internal regulations may have to be amended in order to be able to impose fines. Robert Bosch asks if an LED strip could not be applied to the speedgate so that it is clearer to passers-by that a car is coming. The chairman thinks it is a good idea and will investigate the costs for the installation of such an LED strip. A final question concerns the lighting at an apartment complex. The chairman indicates that it has already been discussed and that the possibilities will be looked at as soon as the current situation changes.

**Action point:** Evaluate the internal regulations for possible adjustments with regard to fines for violations.

**Action point:** Investigate the costs of installing flashing LED strip at the garage door for better visibility and safety.

**Action point:** Mention in the newsletter that residents leave their contact details with their vehicle for accessibility.

**Action point:** Collect information about the resident driving at high speed in the garage and address them personally.

A discussion about the maintenance of the parking decks follows. The chairman indicates that discussions are underway with Aarding and that other suppliers are being looked at because of the increased maintenance need. Although rust formation is a cosmetic problem it is not the highest priority. An integrated plan for the maintenance of the parking decks. An owner reports that Grounding has regular inspections and that a similar renovation project has been started in The Hague to extend the lifespan of the systems for at least 15 years. It is better to make an integrated plan to control future maintenance costs.

### 10.1. Closure

The attendees are thanked for their attendance and input. The meeting is closed at 21:15