Admiral House, Cardiff
Directors' report – December 2018

This has been another steady year as Admiral House continues to position itself as one of the premier residential apartment blocks in Cardiff. The building's render is yet to be tackled although it is hoped that firm quotes for the required work will be known in the first quarter of next year.

The Board of Directors of Newport Road Maintenance Limited (NRML), together with the managing agents, WPP and the onsite staff have continued to work diligently to ensure that the building has been run properly for the benefit of all leaseholders and residents.

Despite expenditure being continuously monitored to balance quality service and achieve optimum value for money it is anticipated that a balancing charge will be required for the year (charged and payable after the accounts are drafted in 2019).

2018 Service Charge Financial Report

Building

At the time of drafting the Report the running the building has cost £322k which is £13k (4%) more than budgeted. The main reasons for the additional costs are:

- Buildings and lifts insurance costing more than expected;
- Water rates costing more than expected based upon the buildings actual consumption now that the new, correctly recording, meter has been fitted.

Car Park

Running the car park has cost £43k so far this year, which is £9k (26%) more than budgeted. The main reason for the additional costs is:

- Significant repairs and maintenance have been required for the car lifts.

WPP continue to maintain the property to a high standard and under the close stewardship of the Board always try to achieve the best value for money possible from all work performed. WPP aim to undertake all work necessary within the budget set. However, any cost overruns above the service charge budget at year end will need to be collected from leaseholders during 2019 as a balancing charge for the year. A full breakdown of the buildings service charge is available in the NRML financial statements available on the Admiral House website.

2019 Service Charge

The 2019 Service Charge Budget has been set at £379k. This is a 3.3% increase upon the full year 2018 budget. This will cover staff cost increases, water cost increases due to the higher level of consumption now being recorded since the faulty meter was replaced, and an increased car lift repair budget for the car park.

If any leaseholders have any queries regarding either the 2018 or 2019 service charge please contact WPP who will be pleased to answer your questions.

Render

As referred to earlier, this subject has been closely considered and advised upon for some time; it is hoped that a clear picture of costs will be known in the not too distant future, it is without doubt that a Section 20 Consultation levy will be required from each leaseholder to cover these costs; this sum will be dependent upon the percentage payable within the covenants of your lease in the same way as the service charge.

Sub-letting policy

NRML has a responsibility to demonstrate it has encouraged all members that sub-let their apartments to register their tenant's (or tenants') name(s) and contact details (should these ever be required in an emergency).
From the 1st January 2019 NRML has determined that Concierge (by way of the introduction of a GDPR Policy for NRML) will contact members that sub-let to obtain this information and provide an update to the Managing Agents so a record of all residents is held both on and off site; such registration would be free. If, however two emailed requests to members that sub-let failed to result in such information being provided to Concierge the Managing Agents will follow up with formal communications raising an administrative charge. It is hoped that the encouragement of free registration through Concierge will mostly negate the need for this process to be actioned formally.

GDPR policy

To enable Concierge to deal with the registration of tenants (sub-letting) NRML would introduce a GDPR policy; this has been uploaded to the website; www.http://admiralhousecardiff.com/

The Board of Directors

The Board meet regularly with WPP and perform their duties on a voluntary basis.

The NRML Board currently comprises:

Emrys Davies, Chair
Nasir Jarjis
Graeme Garrard
Matt Currie
Susan Morris, probationary director

Company Secretary is Neil Gregory of WPP - neil@wppmc.com

The Board of NRML wishes you Season's greetings and the very best for 2019.

Yours sincerely,
The Board