Admiral House, Cardiff
(Newport Road Maintenance Ltd)

Directors Report – June 2020

Dear Leaseholders,

2019 was a steady year for Admiral House. The Directors and WPP continued to make progress with the issue regarding the building's render, resolved a number of general maintenance issues as they arose, and managed costs to remain within the service charge budget set.

The first half of 2020 has been challenging due to COVID-19 but every effort has been made to keep residents and staff as safe as possible. In addition, significant repairs were required to the water pumping system, upgrading it to ensure continuity of service to all. This was achieved with no impact on residents.

Render Project.
Having received professional advice on the state of the building's render, the board has decided that a large scale 'patch and repair' process is the most suitable approach to resolve the leaks and prevent further damage to the building's exterior. Leaseholders will be pleased to hear that this is also the lowest cost option of those under consideration.
An engineering consultancy firm has been appointed and is currently preparing a detailed specification for the works required. This was progressing well until the Covid-19 virus outbreak caused all non-essential work to be suspended. The board will continue to progress this work, however site visits to quote for the work and social distancing will inevitably impact on progress. It is unlikely that work will start this year as it is not desirable to undertake during winter.
The costs spent so far have been funded from the building's sinking/reserve fund. However, we would like to remind all leaseholders that when the repair work is undertaken, leaseholders will be required to contribute additional funds to pay for this. This is in accordance with Section 20 Consultation of the Landlord's & Tenants Act, 1985. As part of the ongoing consultation period for this issue, the directors will contact leaseholders once tenders are received and costs are known.

Covid-19
Responding to COVID-19 has been a challenge which has mostly been well supported by residents, with only a few limited exceptions. We would like to take this opportunity to thank leaseholders and tenants for their support during the last few months and for continuing to do so. We would also like to remind all leaseholders that, should the property be let, it is their responsibility to ensure that tenants are correctly registered with the onsite Admiral House team, they comply with Rent Smart Wales and that tenants themselves are fully aware of the Welsh Government regulations that they should be following. We would also like to extend our sincere thanks to the onsite Admiral House team for their continued commitment. Although they are not currently visible at the concierge desk in the lobby, they remain on site and are available to help where it is safe to do so. They can be contacted via telephone (07471 972913). We are currently arranging for a screen to be fitted to the front desk that should allow the team to return to the lobby safely and so become a more visible presence once again.

Financial Report for 2019

The 2019 budget targeted a 5% reduction in overall service charge. WPP and the onsite Admiral House team continued to manage the building well during the year and ensured that all issues arising were dealt with appropriately. The Accounts for 2019 show a total over/underspend of £0. This means that no balancing charge will be required for 2019 and that the 5% cost savings were successfully delivered to leaseholders. For full transparency, the actual underspend was just £18, however, given how small it is and the administrative cost involved in refunding it to leaseholders, the board have taken the decision to roll this amount forward for use as part of the 2020 service charge.

My final thanks go to my fellow board members and to WPP for the due diligence, scrutiny and support in running NRML as an effective organisation to ensure that Admiral House continues to be a great place to live.

Best wishes and stay safe

Emrys Davies
Board member and Chair.

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
Matt Currie
Susan Morris

Company Secretary is Neil Gregory of WPP