Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
10th March 2015

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	Mr M Currie (MC)	
	Mr N Jarjis (NJ)	
	Mr P Parry (PP)	
	Mr G Garrard (GG)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies:

Not applicable

The meeting opened at 18.04 p.m.

AH 15/15 Quorum

Those present resulted in a quorum.

AH 16/15 Chairman's appointment

** took Chair.

AH 17/15 Declaration of interests

No new declarations of interests were noted

AH 18/15 Previous meeting's minutes and matters arising

The minutes of the meeting dated 13th January 2015 had been issued to some directors in a non finalised state. The finalised minutes were issued by email during the meeting, thereafter being accepted as a true record of the meeting 13/01/2015.

Matters arising would be discussed during the meeting.

AH 19/15 Action log

The Board reviewed the Action Log Schedule of the Minutes dated 13th January 2015 with updates for the varied topics being noted at the end of these minutes.

AH 20/15 **NRML Financial and Performance Reporting**

To receive an update on 2014 financial performance

Annual Accounts for the financial year ending 31.12.14 were awaited from the Accountant.

To determine any balancing charge

Preliminary calculations suggested a deficit of around £9K. This would equate to £53 per leaseholder if evenly split although percentages varied. The finalised accounts would provide further detail.

To receive an update on NRML cash flow and 2015 service charge.

Cash flow was considered satisfactory. Expenditure appeared to be within expected budget although as stated by ** assessing the budget so early in the financial year was less helpful than in the second half of the financial year.

Service charge debtors would be more addressed more aggressively by WPP; in future only one chasing letter would be dispatched to non paying leaseholders prior to referral to solicitors. The colour coding of the KPI for service charge debtors would be red at the next meeting if debtors remained in excess of £60K, amber if between £50-60K and green if below £50K.

In excess of £12K had been returned to the management company through the engagement of an energy broker who tracked down historic overcharging. WPP would clarify if these funds should be repaid to the leaseholders or could be allocated to reserves.

AH 21/15 **24/7 Concierge**

To consider the requirement for this service

** advised the meeting that in his opinion 24/7 cover was unnecessary, thus scaling the service back would achieve welcome savings in service charge. Information was provided in regard to an alternate development in Cardiff which did not have the same level of Concierge service yet seemed to suffer little if any drawback.

** and ** advised they would be against altering the service for varied reasons; points included the fact that engaged staff were able to monitor building maintenance continually and that 24/7 security was a significant factor for many residents. ** advised the advantages of the estimated projected saving was unlikely to be sufficient to action the same.

** advised the meeting that leaseholders had been canvassed previously with it being agreed the service was to be retained.

To move matters forward WPP would ask Concierge to summarise the last 3 months' actions as to the varied issues that had occurred between 7pm and 7am for further consideration at a later meeting.

AH 22/15 **Managing agents retendering process**

To consider the general principles of the process to be adopted

The Board would discuss this subject independently of WPP to demonstrate good governance.

To delegate this responsibility to the Board to ensure confidentiality as the Managing agents provide the Company Secretary services.

AH 23/15 **Consider the progress of the car park sales**

** advised the meeting that 20 leaseholders had initially shown interest when originally canvassed; however despite WPP reminding such parties that car parking spaces were still available only 7 spaces had actually been sold.

** confirmed all potential apartment purchasers would be advised of the availability of car parking spaces.

AH 24/15 **Scheduled Maintenance Plan**

To consider the progress on resolving rain water leaks

- The need for the engineering insurance assessor and the Rostek operatives to be in simultaneous attendance had been delayed on numerous occasions due to the fact that the wind speed had been considered too great for assessment on each scheduled date.
  Whilst operation was finally expected 13th March on that day part of the equipment failed (the rope drive). This has since been found not to be of standard 4 metre length so the replacement has been acquired from Finland. The revised date expected for sanctioning the platform's operation is 27th March.
  Karl Ashton was continuing to monitor any damp ingress to any effected apartments.

To consider the maintenance plan for 2015.

- Further quotations for placards with the Admiral House logo to be affixed to the flag poles would be obtained.
- The quote for a height restrictive sign was accepted (ideally stating the height in both feet and metres or if only one measurement in feet).
- The revised quotation for the installation of one camera to the front of the building was sanctioned.
- Roof repairs to the third floor had been undertaken. The damage was believed to be have been caused to the single membrane roofing by way of discarded cigarettes. WPP would obtain contractors' costs for introducing a further covering to protect the existing covering and also a thin layer of protective material such as fine aggregate hold the secondary membrane in place.
- The costs of rectifying the damage caused from the failure of an internal soil stack pipe were covered by the insurers.

AH 25/15 **Operating Reports**

- The weekly site report was briefly discussed, although it was agreed the salient topics within had already been covered in the meeting.
- The KPI for the first two months of 2015 was briefly considered.

AH 26/15 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 14th April 2015

AH 27/15 **Any other Business**

- ** advised all that the development in the neighbouring church had resumed. ED suggested the fact that official planning hadn't been given yet the work continued was quite possibly as direct consultation with the relevant planning officer(s) had occurred with the developers being advised planning permission was unlikely to be rejected.

There being no other business, the meeting closed 19.15pm

N Gregory
22nd March 2015

Actions arising from NRML minutes 10.03.15

Min Item	Action	Action by	Status
AH 40.2/13	PPM	WPP	NG had put forward a summary of the anticipated costs potentially to be encountered within the next 10-15 years. WPP would supply further information for the next meeting; ultimately allocations could be introduced into future budgets.
AH 70/13	Close down AHRL	Companies House	It is shown at Companies House as having the proposal to strike off.