Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
12th July 2016

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

Apologies: Apologies received from:

Mr G Garrard (GG)

AH 22/16 Quorum

Those present resulted in a quorum.

AH 23/16 Chairman's appointment

** took Chair.

AH 24/16 Declaration of interests

Whilst the declaration of interests had been updated it needed further amendment to note ** was not a resident and that ** had acquired further apartments. NG would update the applicable records.

AH 25/16 Previous meeting's minutes and matters arising

The minutes of the meeting dated 26th April 2016 (which were dispatched 12th May 2016) were accepted as a true record of the meeting.

Matters arising had either been addressed or would be discussed during the meeting.

AH 26/16 Action log

The Board reviewed the Action Log Schedule of the Minutes dated 26th April with an update being noted at the end of these minutes.

AH 27/16 **NRML Financial and Performance Reporting**

- **To receive an update on 2016 YTD financial performance.**

** advised he was pleased the presentation of the BvA was as he had requested. Whilst some expenditure was unexpected the combined figures contained within were within budgeted sums.

- **To receive an update service charge debtors**

Service charge debt was considered. The sums included the second half yearly charge (factoring in all due sums through to 31st December as many parties paid monthly) so the Board considered the 'snap shot' of debtors in an acceptable state. Detail had also been provided as to how members typically paid their invoices.

AH 28/16 **Scheduled Maintenance Plan**

- **To receive an update on resolving rainwater leaks**

External repairs had been undertaken to window seals previously causing ingress. To date it appeared these works had been successful although prolonged poor weather with driving rain was needed to be sure.

- **To receive an update on resolving window seals and render repairs**

SPS Envirowall had reported back that the main cause for cracks in the render was down to the fact that many windows seals appeared to be in a perished or perishing state. Following the meeting it was agreed (by email exchanges) that the building's window seals would undergo extensive repairs / new applications of suitable sealants to mitigate this concern.

It was also considered best to attend to the worst existing cracks although it was hoped some of these, which were literally hairline, could quite possibly be lost when the building was cleaned and painted at some time in the future. In any case it was agreed such redecoration works best be raised for discussion at the AGM as a possible undertaking in the next year or two (by way of Section 20 Consultation).

- **To consider the maintenance plan for 2016.**

The main objective was universally agreed as being the integrity of the building in preventing ingress and tacking the worsening render cracks, other works would be addressed as encountered. The vehicle gates were broken at the time of the meeting however the go ahead to have them repaired was given following a delay obtaining the quotation; the work now having been concluded.

AH 29/16 **To consider Building Signage**

Final amendments to the slate signs were discussed and agreed upon. The order has since been placed with the relevant contractors. Installation was expected around early September.

AH 30/16 **To receive the following Operating Reports**

- **Building Maintenance**

The weekly site report was briefly discussed, although it was agreed the salient topics within had already been covered in the meeting.

- **KPI Report**

The KPI for the first six months of 2016 was briefly considered.

AH 31/16 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 6th September 2016.

The AGM was confirmed as being 19th September; NG would forward a draft AGM notice in mid August for approval and thereafter circulation to all.

AH 32/16 **Any other Business**

- No further business was discussed thus the meeting closed at 18.50

N Gregory – NRML Company Secretary
25th July 2016

Actions arising from the minutes dated 12.07.16

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	SPS Envirowall	Resealing of windows to all elevations approved and due to be undertaken at the time of drafting the minutes.