Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
13th January 2015

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

The meeting opened at 18.01 p.m.

AH 1/15 **Quorum**

Those present resulted in a quorum.

AH 2/15 **Chairman's appointment**

** took Chair.

AH 3/15 **Declaration of interests**

No new declarations of interests were noted

AH 4/15 **Previous meeting's minutes and matters arising**

The meeting accepted the minutes of the meeting dated 4th November 2014 a true record, these being dispatched on 11th November. Matters arising would be discussed during the meeting.

AH 5/15 **Action log**

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 4th November 2014 with updates for the varied topics being noted at the end of these minutes.

AH 6/15 **Confirm response to ** request for Members' Register**

Minor amendments to the proposed circular were agreed upon, the communication being sent a few days following the meeting.

AH 7/15 **Consider the progress of the car park sales**

NG advised that 20 parties showed potential interest when originally canvassed; upon following up one person had advised they were not interested, ten had been referred to solicitors (to move matters forward) as they had confirmed they were interested and despite chasing the remaining 9 further parties there had been no further response from the same. A final reminder would be provided to these parties.

AH 8/15 **Development / Planning associated to neighbouring church**

The meeting discussed the protracted development of the neighbouring church. ** advised he would investigate further and report back as to any variations with regard to the plans whilst also ascertaining details for the parking of vehicles.

AH 9/15 **Standing Orders**

NG advised the meeting that the most recent amendment had been carried at the previous meeting and that the document had been posted on the Admiral House website.

AH 10/15 **NRML Financial and Performance Reporting**

To receive an update on 2014 financial performance

- Costs for the financial year ending 31.12.14 were initially considered to yield a surplus against those budgeted, however after an Auto sum calculation highlighted this as incorrect with a deficit of around £11,000 being shown. Final billing attributable to the period ending 31.12.14 along with any accruals and prepayments would confirm precisely.
  On a positive note since the Skype meeting it has been established that a sum of around £10,000 is to be repaid to the management company from SSE, the electrical supplier, for historic excessive charging.
  It was hoped draft Annual Accounts would be available for the Board for the next Skype meeting in March.

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

- Cash flow was satisfactory with referrals to solicitors as and when required (for severely overdue service charge monies) consistently yielding incoming funds.

AH 11/15 **Scheduled Maintenance Plan**

To consider the progress on resolving rain water leaks

- The engineering insurance assessor's considered requirements for the access cradle's use had caused delays to the re-instatement of the same. Both WPP and Karl Ashton had raised concerns directly with Allianz Insurance as the requirements for the assessor to assess the system were considered unreasonably costly given all safety features for the platform itself were in place. In view of this the protracted ingress to apartment 136 remained outstanding however Karl Ashton was continuing to monitor the situation and additionally was regularly in communication with the resident.

To consider the maintenance plan for 2015.

- A sign with the Admiral House logo close to road was considered preferable to the installation of flags. ** to discuss with Karl Ashton further, thereafter obtaining possible costs.
- The details associated to the quotation for a height restrictive sign would be clarified.
- The installation of one camera to the front of the building would be costed to establish if this was notably less that the cost of two cameras.
  Once established it was agreed NG would report to ** who would give instruction on behalf of the Board.

AH 12/15 **Operating Reports**

- The weekly site report was briefly discussed, although it was agreed the salient topics within had already been covered within the meeting.
- The KPI illustrating 2014 in full was briefly considered.

AH 13/15 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 10th March 2015

AH 14/15 **Any other Business**

There being no other business, the meeting closed 18.55pm

N Gregory
28th January 2015

Actions arising from NRML minutes 13.01.15

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. Possible costs would be submitted for the next meeting although NG advised these would be 'educated guesses'.
AH 70/13	Close down AHRL	Companies House	Companies House was undertaking the process with it expected to be confirmed in March.
AH 33/14	Cost analysis in regard to window cleaning by access platform or by rope.	WPP	Windows were to be cleaned bi-annually. Karl Ashton (Head Concierge) considered this would be insufficient. After discussion it was agreed the issue would be monitored and if considered necessary either a third annual clean be introduced or perhaps singular elevations alone.
AH 60/14	Undertake works to cracks in concrete within car lift shaft	WPP / Concierge	Quotes obtained, works sanctioned.