Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
15th November 2016

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

Apologies: Apologies received from:

Mr M Currie (MC)
Mr N Jarjis (NJ)

AH 44/16 Quorum

Those present resulted in a quorum.

AH 45/16 Chairman's appointment

** took Chair.

AH 46/16 Declaration of interests

** advised the meeting the declaration of interests had been updated.

AH 47/16 Previous meeting's minutes and matters arising

The minutes of the meeting dated 6th September 2016 (which were dispatched 15th September 2016) were accepted as a true record of the same.

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

AH 48/16 Action log

The Board reviewed the Action Log Schedule of the Minutes dated 6th September with an update being noted at the end of these minutes.

AH 49/16 **Review of 2016 AGM**

The draft minutes were approved as a true record of the meeting; these would be posted to the Admiral House website.

The venue and date of the 2017 AGM was agreed as the Brecon Suite, Mercure Hotel, 6.30pm, Monday, 25th September 2017. This would be conveyed to the members in a circular to be issued with the 2017 budget and corresponding first half yearly service charge demand.

AH 50/16 **NRML Financial and Performance Reporting**

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

NG informed the meeting that expenditure was just inside the budget. Various allocations were discussed in further detail therein.

- **To receive an update of 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); the overall position was considered satisfactory.

- **To agree the 2017 Service Charge**

This was discussed and agreed with the caveat that as ** was unavailable for the meeting he would consider the same before it was sanctioned. Following the meeting minor amendments in allocations have been made under the instruction of ** and ** although the overall figure remains the same.

AH 51/16 **Cracked render**

NG provided an update to the meeting advising several firms had been contacted in regard to optimum approaches so costs were awaited.

The access platform was seldom being used in view of the fact windows were now being cleaned by way of rope access. Additionally since the meeting it can be confirmed works to the render cannot be undertaken from the platform so for the time being it will be taken out of service (as discussed and agreed at the meeting to mitigate unnecessary expense). The work to the render needed to be addressed by way of scaffold; NG would research further with regard to a scaffold tower with adjustable staging as ** advised he had seen such an installation on another site.

AH 52/16 **Scheduled Maintenance Plan**

- **To receive an update on sealing windows**

As discussed at the previous directors' meeting the windows of all apartments on all elevations had been successfully resealed (and in a few instances sealed, as it appeared some had never had been sealed initially). The work had alleviated known leaks although there has been further ingress into two apartments by way of acoustic ventilator vents (which were the leaseholder's responsibility to address).

- **2017 Maintenance plan**

Lighting and associated wiring (as discussed at the AGM) would be upgraded in the stairwell. Other than this and standard maintenance as and when encountered the main focus was upon the requirements and costs to address the cracked render.

AH 53/16 **To receive the following Operating Reports**

- **Building Maintenance**

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

- **KPI Report**

The KPI for the first ten months of 2016 was briefly considered with it being noted all aspects appeared in reasonable order.

AH 54/16 **Consideration of the lease's requirements with regard to subletting**

NRML, not the head lessor, needed to provide consent for subletting. This would be explained to all members in a circular; further advising that for those that let they needed to submit the required details to Concierge by a specific date (free of charge) to automatically obtain such consent failing which it would result in formal applications being required through WPP at an administrative cost. Costs to the leaseholder would also be incurred should formal certificates be required (for example to satisfy any third parties such as mortgage providers).

AH 55/16 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 21st February 2017.

AH 56/16 **Any other Business**

- ** advised the meeting that demolishment (for subsequent redevelopment) of buildings to the rear of the car park was likely to cause dust concerns especially in the upper levels of the car park. NG would ask Concierge to monitor the same taking photos in order the developers of such properties could be contacted for recompense should it be required.

No further business was discussed thus the meeting closed at 19.15

N Gregory – NRML Company Secretary
5th December 2016

Actions arising from the minutes dated 15.11.16

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Soltherm, Absolute Rope Access	Awaiting reports and costs for addressing southern and western elevations where cracks are worst.
AH 32/16	Clarify management company responsibility with regard to subletting consent	NG	All members being advised to submit the required information (if applicable) to Concierge by 31st January 2017 free of charge failing which formal consent will be required at cost to the individual leaseholder.