Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
19th January 2016

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	Mr M Currie (MC)	
	Mr P Parry (PP)	(arrived during AH 06/16)
	Mr G Garrard (GG)	
	Mr N Jarjis (NJ)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies: Not applicable

The meeting opened at 18.08

AH 01/16 **Quorum**

Those present resulted in a quorum.

AH 02/16 **Chairman's appointment**

** took Chair.

AH 03/16 **Declaration of interests**

No new declarations of interests were noted.

AH 04/16 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 27th October 2015 (which were dispatched 17th November 2015) were accepted as a true record of the meeting.

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

AH 05/16 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 27th October 2015 with an update being noted at the end of these minutes.

AH 06/16 **NRML Financial and Performance Reporting**

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

The meeting very briefly discussed the YTD figures with ** advising that only a few weeks into the new financial period the BvA had little meaning; as the year progressed its significance increased.

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

Debt was up on the previous meeting however this was expected as once again at the time service charges had only recently become payable. The update for the next meeting should show significant reduction on the current level of debt.

AH 07/16 **Scheduled Maintenance Plan**

- Quotation for repairing immediate loose render to the property

Discussion ensued as to the clear need for attention to unstable sections of render (also by way of considering numerous photos). The lack of definitive areas to be worked on by the contractor, more charging per day, was also discussed.
After further debate it was agreed NG would contact the contractors to obtain further detail and costs in order to report back to ** and ** for further consideration of the contractor's engagement. This was followed up and it was subsequently agreed the contractors would address as much as they could within the initially allocated three days of work as opposed to spending five days on the rear elevation. As per email exchanges with Karl and Tony, the speed / approach of work can be assessed and also that the acute concern of falling render has eased however there are still numerous cracks on this elevation to consider if the cracks are to the tackled across wider areas.

- Assessment of causes of loose render to the property and solutions to address

Concrete Repairs Limited, who were involved with the original refurbishment, have advised that the damage to the render is, in their opinion, purely being caused by water ingress through the seals to window frames that have failed and to a lesser degree the cracks in the render (which in the main are the result of water entering through failed window seals). In order for this ingress to stop they recommend all the window seals are checked every 36 months (as should have occurred since construction to support any possibility of a warranty being called upon at an earlier time) and that all cracks are repaired as soon as possible. Accordingly at this time we are awaiting their report and recommendations for maintenance and prevention but also the finding of Chris Hyatt, structural engineer to be able to consider the best approach for moving matters forward.

- **To consider the maintenance plan for 2015.**

Further to obtaining quotations for placards with the Admiral House logo the stability of the front flag posts has been questioned. These would be assessed further and if considered dangerous would be removed, failing which they would be left in place and placards considered later in the year if surplus funds within the budget were looking likely.

AH 08/16 **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 spreadsheet**

As the meeting was held in the third meeting of the financial year no KPI was discussed.

AH 09/16 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 26th April 2016

AH 10/16 **Any other Business**

- No further business was discussed thus the meeting closed at 18.46

N Gregory – NRML Company Secretary
2nd March 2016

Actions arising from NRML minutes 27.10.15

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 and ** would consider these further for allocating into the 2016 budgets and onward – Considered within the budget and would be monitored on an ongoing basis
AH 69/15	Car parking space purchases	Various	Complete, although WPP would continue to advise purchasers of apartments that spaces were available on the first floor for £7,500 plus legal charges and disbursements
AH 07/16	Cracks to elevations	Concrete Repairs Limited & Chris Hyatt Structural engineers	Awaiting reports to support the main factor for the concerns is breakdown of window seals. Additionally the independent engineer's findings