Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
20th November 2018

Directors Present:	Mr E Davies (ED)	Chair for meeting
	Mr G Garrard (GG)	
	Mr N Jarjis (NJ)	
	Mr M Currie (MC)	
In Attendance:	Ms S Morris (SM)	(Provisional Director)
	Mr N Gregory (NG)	WPP – Managing Agent

Apologies: Apologies received from:

No apologies were received as all directors were present.

AH24/18 **Quorum**

Those present resulted in a quorum.

AH25/18 **Chairman's appointment**

** took Chair.

AH26/18 **Declaration of interests**

** asked all directors to ensure the declaration of interests was updated as and when needed.

AH27/18 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 4th June 2018 (which were dispatched 9th July 2018) were accepted as a true record of the same.

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

AH 28/18 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 4th June 2018 with an update being noted at the end of these minutes.

AH 29/18 **NRML Financial and Performance Reporting**

- **To receive an update on 2018 YTD financial performance.**

NG informed the meeting that expenditure was overbudget relative to the time of year. This was primarily due to unbudgeted car lift expenditure and professional fees for the ongoing Section 20 Consultation (the latter to recharged by way of including such costs into the Section 20 Consultation levy) but also as buildings insurance had increased as had water charges. ** advised the meeting that a balancing charge should be expected.

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

Service charge debt was considered. The overall position was considered satisfactory and noted that a few members had been referred to solicitors for onward legal pursuit (as occurred from time to time).

AH 29/18 **2019 Budget**

The budget allocations were considered. ** suggested reserve allocations be increased. The meeting agreed that whilst prudent in the long run the members would be levied funds to address the render work so it would be preferable to consider this proposal in further detail for the 2020 budget.

After further discussion the budget was agreed.

AH 30/18 **Sub-letting**

The subject of sub-letting was discussed. It was understood and agreed that the residents' management company had to demonstrate it had encouraged all members that sub-let their apartments to register their tenant's (or tenants') name(s) and contact details (should these ever be required in an emergency).

Previous email correspondence had covered this topic in detail; it was subsequently agreed Concierge (by way of introducing a GDPR Policy for NRML) would contact members that sub-let to obtain this information and provide an update to the Managing Agents so a record was held both on and off site; such registration would be free. If, however two emailed requests to members that sub-let failed to result in such information being provided to Concierge the Managing Agents would follow up with formal communications raising an administrative charge. It was hoped that the encouragement of free registration through Concierge would mostly negate the need for this process to be actioned formally.

AH 31/18 **Cracked render**

The meeting considered the updates regarding the state of the render. NG would query Cambria why the suggested approach by Rendserve did not include the installation of movement joints (*a subsequent response from Cambria has answered this point*). NG would obtain costs for required access by way of mast climbers. *Further to the meeting costs have been obtained including the use of a large cradle, the answer to whether these access options were suitable for the work were awaited).*

Upon clarification of these points NRML would be able to move towards obtaining definitive costs for the required work.

AH 32/18 **Decking**

** had previously advised the Board by way of an email that a concern had been encountered with regard to apartments in the building with balconies as these had decking – most especially those higher up the property (i.e. with apartments below) as opposed to those on the ground floor. In summary the decking to such apartments was the responsibility of the leaseholder yet the need to maintain the surfaces and drainage below the responsibility of NRML.

The situation was further complicated in that the original decking was not contained to individual balconies, it often extended between balconies across boundaries. The state of the original decking was so poor in some instances that the decking had broken down leading to screws that held it together piercing through the surface membrane below. The other complication was as above; the need for periodic maintenance to be undertaken by contractors on behalf of NRML.

It was agreed NRML would approach a solicitor with a view to obtaining a clear legal position which in turn could be used by NRML if any such leaseholders with balconies failed to ensure the decking to their apartment's balconies was not only in good order but also enabled free access for maintenance to the surfaces and drainage below.

AH 33/18 **Data Protection**

To enable Concierge to deal with the registration of tenants (sub-letting) NRML would introduce a GDPR policy; this would be advised to all members in the end of year report and be uploaded to the website.

AH 34/18 **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 was briefly considered with ** advising the colour coding for the budget expenditure against actual required amendment.

AH 35/18 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 5th February 2019 although an earlier meeting to discuss the render was possible (if so, the date would be established in due course).

AH 36/18 **Any other Business**

No other business was discussed.

No further business was discussed thus the meeting closed at 18.55PM

N Gregory – NRML Company Secretary
8th December 2018

Actions arising from the minutes dated 20.11.18

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	Awaiting costs for definitive advice on required work from Cambria and for costs for required access to take the process forward.
AH 30/18	Introduce sub-letting policy	WPP / Board / Concierge	Approval of the draft text if no Directors responded / requested amendments by 17th December 2018. Then included in end of year communication to members and posted to the website.
AH 33/18	Introduce GDPR policy	WPP / Board / Concierge	Approval of the draft text if no Directors responded / requested amendments by 17th December 2018. Then posted to the website.