Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 23rd November 2020

Directors Present:	Mr E Davies (ED) Mr N Jarjis (NJ) Ms S Morris (SM) Mr P Parry (PP)	Chair for meeting
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies: Apologies received from:

Mr M Currie (MC) forwarded on his apologies following the meeting.

AH36/20 **Quorum**

Those present resulted in a quorum.

AH37/20 **Chairman's appointment**

** took Chair.

AH38/20 **Declaration of interests**

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

AH39/20 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 23rd September, dispatched 29th September, were accepted as a true reflection of the meeting.

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

AH40/20 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 23rd September with an update being noted at the end of these minutes.

AH41/20 **NRML Financial and Performance Reporting**

- **To receive an update on 2020 YTD financial performance.**

** informed the meeting that expenditure was overbudget relative to the time of year however it was linked directly to Curtins Engineers' costs in relation to professional work relating to render work but also unbudgeted costs for pump refurbishment work, however both costs would be carried by the reserves with those associated to the Curtins Engineers being recouped through the Section 20 Consultation levy.

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

Service charge debt was briefly discussed as it was considered to be along the lines of expectation for the time of year.

AH42/20 **2021 Service Charge Budget**

The proposed budget was approved pending **'s input. Following the meeting minor amendments were made to finalise it.

AH43/20 **Cracked render**

Curtins report was considered. After discussion, their recommendation of engaging with SMK Building & Maintenance Limited to undertake alternative repairs was considered to represent better value for money. References and guarantee details would be sought from SMK (through Curtins) whereupon ** would consider the same on behalf of the Board. Once approved the Section 20 Consultation process could continue.

AH44/20 ******** – Solicitor's letter**

The meeting considered the contents of the letter;

1. Parking – despite clearly explained reasoning for limitation of car park access it was agreed that following specific conditions use of ******'s car parking space by somebody on a pre-approved list of non- residents would be acceptable. Any contraventions would result in consent being revoked. £10 would be paid to **** for the use of a car parking space by another resident's car at the time the car lift failed.
2. Balcony – NRML determined, in accordance with **** surveyor's findings, that replacement decking was the optimum way forward. It was further agreed NRML had no further liability towards the pitch of the surface, this should have been assessed prior to the apartment's purchase.
3. Section 20 Consultation – explanations were given for the protracted procedure, regardless the Notice of Intention of works was to be issued once again.

AH45/20 **Car park lifts**

A replacement chain system was required for one of the car lifts (first replacement since installation), the second lift's system was showing very

similar signs of obsolesce with likely failure within a limited timeframe.

It was agreed both car lift systems would undergo the same work to secure a welcome saving. It was also agreed that when conditions allowed the car lifts would undergo redecoration. The costs for all such works would be met by the car lift reserves.

AH46/20 **To receive the following Operating Reports**

- **Building Maintenance**

The Building Manager's report of maintenance was briefly discussed, the main concerns were the car lifts (referred to above) and a leak that had affected several apartments (subsequently has been routed through the buildings insurance).

- **KPI Report**

The KPI was briefly considered with it being agreed its presentation was indicative of the position.

AH47/20 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 23rd February 2021 although an earlier meeting to discuss the render / any other matters if applicable was possible (if so, the date would be established in due course).

AH48/20 **Any other Business**

No further business was discussed thus the meeting closed at 19.45PM

N Gregory – NRML Company Secretary 26th December 2020

Actions arising from the minutes dated 23.11.20

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	Curtins awaiting tenders from service providers