Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
26th April January 2016

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

Apologies: Apologies received from:

Mr P Parry (PP)

AH 11/16 Quorum

Those present resulted in a quorum.

AH 12/16 Chairman's appointment

** took Chair.

AH 13/16 Declaration of interests

New declarations of interests were noted in regard to 3 directors acquiring car parking spaces, ** recently acquiring an apartment and car parking space and **'s interest in 5 apartments and 3 car parking spaces. NG would update the applicable records.

AH 14/16 Previous meeting's minutes and matters arising

The minutes of the meeting dated 19th January 2016 (which were dispatched 10th March 2016) were accepted as a true record of the meeting.

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

AH 15/16 Action log

The Board reviewed the Action Log Schedule of the Minutes dated 19th January 2016 with an update being noted at the end of these minutes.

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

- **To receive an update on 2015 Yearend financial performance**

The Annual Accounts for the y/e 31.12.15 were to be completed by the accountant although it appeared there would be a Schedule A (property) underspend of circa £15K and a Schedule B (car park) deficit of circa £5.5K. Full details were expected in the near future, drafts being forwarded to ** before wider circulation to the Board and thereafter the members.

- **To discuss the potential requirement for a balancing charge**

In view of the projected deficit and surplus it was anticipated all members would receive a modest credit (dependent upon the relevant percentage of their lease) and whether they owned a car parking space or not.

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

** advised he was disappointed the presentation of the BvA remained confusing. Whilst the overall figures contained within were not concerning *per se* the spreadsheet needed to be collated more clearly. NG assured the meeting he would ensure his colleagues in the accounts department discussed this aspect further with ** to enable improved clarity at the next Directors Meeting.

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

Service charge debt was considered. The figure of £43K included members paying monthly so the 'true figure' (factoring in those expected to pay monthly in May and June) was somewhat lower. For the next meeting the spreadsheet would detail whether an account was with solicitors for further pursuit, being paid by monthly payment or any other relevant information.

- **To confirm that the 2016 second service charge installment was ready for issuing.**

It was agreed the second half yearly invoice would be issued at the appropriate time as per the previously agreed budget.

AH 17/16 **Scheduled Maintenance Plan**

- To receive an update on resolving rainwater leaks

External repairs had been undertaken to window seals previously causing ingress. To date it appeared these works had been successful although prolonged poor weather with driving rain was needed to be sure.

- To receive an update on resolving window seals and render repairs

Further works were required as many windows seals appeared to be in a perished or perishing state which would most likely cause problems in the not too distant future if left unattended. Works to address these would be rolled out when further repairs to the render were undertaken.

The attendance of Chris Hyatt, structural engineer, had been delayed however the meeting agreed render specialists SPS Envirowall should in the first instance assess the property especially with a view to investigating and making recommendations on larger areas of render that had cracked; whether they were linked to the render application alone or whether the substrate material behind also needed consideration. If the latter then Chris Hyatt may be needed to scope the severity of the situation but it was hoped this was not the case.

Once obtained NG would forward the recommendations of SPS Envirowall to ** and ** for further instruction. If required a Skype meeting would be called.

- **To consider the maintenance plan for 2016.**

The main objective was universally agreed as being the integrity of the building in preventing ingress and tacking the worsening render cracks.

On a separate note the hand rails in the passenger lifts were often being damaged, it was assumed by residents placing heavy objects on them whilst in a cabin. NG would ascertain whether their presence was a Health and Safety requirement, if not they removed and replaced with new brushed stainless steel panels from floor to ceiling (or as was considered appropriate) to minimise unnecessary future expense.

AH 18/16 **Scheduled Maintenance Plan**

- To consider identification name plates on the main building and on the entrance steps

The idea of flags or banners had been shelved; however name plates most probably made of slate engraved with the AH logo and some simple text beneath was discussed and by majority supported. ** would circulate some further suggestions and once approved in concept would ask NG to obtain provisional costs through a competitive sign firm based in West Wales as such firms in Cardiff had not shown themselves to be particularly competitive (with previously obtained quotations).

AH 19/16 **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.

AH 20/16 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 5th July 2016

AH 21/16 **Any other Business**

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

N Gregory – NRML Company Secretary
4th May 2016

Actions arising from the minutes dated 26.04.16

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. **To be removed from the Action Log at next draft**
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. **To be removed from the Action Log at next draft**
AH 07/16	Cracks to rendered elevations	SPS Envirowall	Meeting agreed to hold engaging Chris Hyatt structural engineer in abeyance pending findings from SPS Envirowall, render specialists.