Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
29th August 2017

Directors Present: Mr E Davies (ED) (Chair for meeting)
Mr G Garrard (GG)

In Attendance: Mr N Gregory (NG) WPP – Managing Agent

Apologies: Apologies received from:

Mr P Parry (PP)
Mr M Currie (MC)
Mr N Jarjis (NJ)

AH 25/17 **Quorum**

Those present resulted in a quorum.

AH 26/17 **Chairman's appointment**

** took Chair.

AH 27/17 **Declaration of interests**

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

AH 28/17 **Previous meeting's minutes and mattersarising**

The minutes of the meeting dated 2nd May 2017 (which were dispatched 27th May 2017) were accepted as a true record of the same.

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

AH 29/17 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 2nd May 2017 with an update being noted at the end of these minutes.

AH 30/17 **Letting Consents**

NG confirmed any outstanding apartment owners who had yet to obtain letting consent were being chased.

AH 31/17 **NRML Financial and Performance Reporting**

- **To receive an update on 2017 YTD financial performance.**

NG informed the meeting that expenditure overall was minimally inside the budget and after discussing further related aspects the position was considered satisfactory.

** asked whether reserve funding was being allocated adequately. NG confirmed the PPM had been considered for each budget thus year on year the reserve fund was increasing.

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

Service charge debt was considered. In view of the fact less than two months had elapsed since the second half yearly charge had been raised the position was considered satisfactory.

AH 32/17 **Cracked render**

NG advised the meeting that Curtins (Structural Engineers) were close to issuing the final specification options. *Since the meeting these have been completed and issued to eight independent contractors to submit their prices against.*

In the meantime, the first stage of the Section 20 Consultation had been issued to the members to progress matters as best possible.

AH 33/17 **Fire Safety**

The meeting considered the relevant attachments which had been sent with the agenda. The evident position was that the building was fully compliant with requirements, being managed well and having been inspected further did not contain ACM cladding which would have needed replacement.

NG was asked to remind all members and residents of fire safety recommendations and requirements. Accordingly, associated documentation was issued with the AGM paperwork and additionally Concierge were to hand deliver the same paperwork to each apartment to ensure good house-keeping.

AH 34/17 **Consideration of the AGM agenda**

The draft agenda was to be slightly amended (with regard to rotation of directors), thereafter it was approved.

AH 35/17 **Scheduled Maintenance Plan**

Other than the cracked render (which was clearly a major concern); no works other than those considered to be standard and within the budgeted costs were anticipated

AH 36/17 **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 four months of 2017 was briefly considered with it being noted all aspects appeared in reasonable order.

AH 37/17 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 21st November 2017. The 2018 budget would be considered at this time.

AH 38/17 **Any other Business**

- ** asked NG to ensure the Section 20 Consultation (for the cladding work) progressed as best possible timing would allow.

No further business was discussed thus the meeting closed at 19.19PM

N Gregory – NRML Company Secretary
14th September 2017

Actions arising from the minutes dated 29.09.17

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineer through to various contractors	Awaiting submission of quotations from contractors