Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
2nd May 2017

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

Apologies: Apologies received from:

N/A

AH 13/17 **Quorum**

Those present resulted in a quorum.

AH 14/17 **Chairman's appointment**

** took Chair.

AH 15/17 **Declaration of interests**

** asked all directors to ensure the declaration of interests was updated as and when needed. ** subsequently advised NG of a required amendment.

AH 16/17 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 21st February 2017 (which were dispatched 16th March 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 17/17 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 21st March 2017 with an update being noted at the end of these minutes.

AH 18/17 **Letting Consents**

1. Braemar Estates – The Deed of Variation (dated 2012) awaited engrossment; *following the meeting this has been obtained, registered at the Land Registry and posted to the Admiral House website.*

2. Braemar Estates – fees erroneously levied upon the members were to be refunded. The half yearly report would advise of this to ensure the members were aware of NRML's successful challenge of Braemar's stance and that they were now able to recover any payment they had made. It was hoped Braemar would repay such monies to each member without having to be contacted to do so. It was understood that had any members been referred to Brethertons (their solicitors) incurred costs could be reclaimed as well.

3. NRML consent – members had mostly been receptive to requests for the required information. ** advised NG that the Board supported WPP levying an administrative fee (£50 plus VAT) should further chasing of members be required (where the required information remained outstanding despite requests otherwise).

AH 19/17 **NRML Financial and Performance Reporting**

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

Whilst NG informed the meeting that expenditure overall was minimally inside the budget following the meeting it has since been found to be a little outside due to a presentation error (additionally the deficit was directly connected to the costs of undertaking electrical and lighting refurbishment works within the stairwells, as previously agreed). It was agreed the second half yearly charge could be issued at the relevant time as previously budgeted.

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

Service charge debt was considered. The sums included the first half yearly charge (factoring in all due sums through to 30th June 2017 as many parties paid monthly); the overall position was considered satisfactory. ** asked NG to chase along apartment **'s account although it was understood the property's ownership was in probate which often resulted in delayed payment.

- **Annual Accounts for the year ended 31.12.16**

Once drafted these would be circulated to the Board for further consideration as they ideally would be issued to all members along with the second half yearly charge. The accounts would establish whether there had been any deficit or surplus resulting in the need for a balancing charge.

AH 20/17 **Cracked render**

NG advised the meeting that a Structural Engineer (Esam Al-Kelaby) had visited the property to inspect the render concerns; thereafter he'd submitted his report.

In summary he considered the optimum approach for the management company to address the cracked render would be to sanction extensive repairs thereafter for the building to receive an application (or applications) of suitable paint. Whilst he stated the 'belt and braces' approach would be to fully remove

all existing coverings to totally reapply new render the costs would be prohibitively high and in any case the building itself was in his opinion not structurally compromised.

** informed the meeting that he had asked NG to ascertain who the contractors were that had worked on Meridian Tower in Swansea as he believed a similar concern had been encountered and subsequently been successfully addressed there. *NG can confirm at the time of drafting the minutes that he has made contact with this firm (IMS Access) and so awaited their response. Furthermore other service providers had been contacted (some of whom had previously been contacted) in order to obtain multiple quotations.*

** stated that he was concerned that algae growth which was not immediately visible was quite possibly harboured within the countless cracks. After further discussion it was agreed action could no longer be delayed as the cracks were worsening so prior to the next meeting it would be acceptable (if required) to expend between £5-10K on further investigations to help support the definitive approach. Upon receipt of such information the Board would be in a position to make its recommendations for the members at the AGM.

AH 21/17 **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 22/17 **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 23/17 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 29th August 2017.

AH 24/17 **Any other Business**

- ** asked NG whether the vehicle gates were out of operation*. It has since been established they were inoperable for a few days whilst a replacement part (under warranty) was sourced and installed in place of the failed one.*

- NG advised the meeting Karl Ashton had been asked to monitor dust concerns associated to the demolition and planned construction of nearby buildings. The dust was not only unwelcome within the car parking areas but also resulted in the need for window cleaning to be undertaken more frequently than expected which in turn would result in the allocation for such expenditure going over budget. The developers of the properties would be asked to contribute towards the costs. Legal referral would be considered in due course if such parties were unaccommodating.

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

N Gregory – NRML Company Secretary
26th May 2017

Actions arising from the minutes dated 02.05.17

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineer through to various contractors	Having received further reports and initial indicative costs for addressing refurbishment works to differing elevations as well as entire building a site further investigations may be taken as well as the collation of quotations in order to make recommendations to the members at the AGM.
AH 32/16	Subletting consents (Head Lessor and NRML)	NG / NRML	Contentious Ground Landlord charging had been successfully defended. The matter can now be considered closed and will be removed from the action log following this posting. NRML members who underlet their apartments that had failed to submit letting details by the (extended date) of 31st March were to be charged £50 plus VAT for the granting of such consent.