Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
4th June 2018

Directors Present: Mr E Davies (ED) (Chair for meeting)
Mr G Garrard (GG)
Mr N Jarjis (NJ)
Mr M Currie (MC)

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

Apologies: Apologies received from:

No apologies were received as all directors were present.

AH 12/18 **Quorum**

Those present resulted in a quorum.

AH 13/18 **Chairman's appointment**

** took Chair.

AH 14/18 **Declaration of interests**

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

AH 15/18 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 28th February 2018 (which were dispatched 21st March 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 16/18 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 28th February 2018 with an update being noted at the end of these minutes.

AH 17/18 **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).

- **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 2018 as many parties paid monthly); the overall position was considered satisfactory although a couple of members had been referred to solicitors for onward legal pursuit (as occurred from time to time).

AH 18/18 **Second half yearly charge / Directors' report**

The Board agreed to retain the same level of service charge for the second half of the financial year.

The Directors' report was to be finalised following the meeting (which it was) and issued along with financial report for ye 31.12.17, balancing and service charge invoices.

AH 19/18 **Cracked render**

Four structural engineers' reports (three being fully independent) had been drafted with regard to the required work.

After discussion the Board agreed the preferred approach (as recommended by three of the structural engineers) was to repair the existing render where possible, renew in localised areas as and where required and then paint as opposed to remove all render to apply new to the entire building.

Within the required work it was suggested that stabilising systems / expansion joints may be required however it was only under further investigation that this belief could be established more definitively.

NG was to contact two of the independent structural engineers (Andrew Tee and Cambria) to ascertain their costs for taking the investigations to the next stage with a view to submitting a clear schedule of works including access requirements for the render repair service suppliers to base accurate tenders against.

At the time of drafting these minutes the costs for the structural engineers' further investigations are awaited (ultimately only one of the firms was to take the process forward).

AH 20/18 **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 21/18 **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 it being noted all aspects appeared in reasonable order although the colour coding for the budget expenditure against actual required amendment (for the next meeting).

AH 22/18 **Time and Date of nextmeeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 20th November 2018 although an earlier meeting to discuss the render was possible (if so, the date would be established in due course).

AH 23/18 **Any other Business**

No other business was discussed.

No further business was discussed thus the meeting closed at 18.42PM

N Gregory – NRML Company Secretary
8th July 2018

Actions arising from the minutes dated 04.06.18

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 both Andrew Tee and Cambria – one of these to take the process forward.