Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
6th September 2016

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

Apologies: Apologies received from:

Mr G Garrard (GG)
Mr M Currie (MC)

AH 33/16 Quorum

Those present resulted in a quorum.

AH 34/16 Chairman's appointment

** took Chair.

AH 35/16 Declaration of interests

Whilst the declaration of interests had been updated and incorporated dates of appointment to the Board further amendment was required (to note MC was not a resident and ** had car parking spaces). In the near course it would be amended again to reflect ** had acquired further apartments. NG would update the applicable records.

AH 36/16 Previous meeting's minutes and matters arising

The minutes of the meeting dated 12th July 2016 (which were dispatched 26th July 2016) were accepted as a true record of the meeting.

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

AH 37/16 Action log

The Board reviewed the Action Log Schedule of the Minutes dated 12th July with an update being noted at the end of these minutes.

AH 38/16 **NRML Financial and Performance Reporting**

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

NG informed the meeting expenditure was outside the budget somewhat undesirably specifically when considering electrical testing & maintenance and buildings insurance. NG further commented electrical testing and maintenance requirements notoriously varied with large developments in view of the dozens of electronic opening air vents, emergency lighting systems within the emergency stairwells & corridors, fire alarms throughout the property and general lighting, fittings running into hundreds in number. Buildings Insurance had increased as the freeholder had secured increased cover following Admiral House undergoing a professional rebuild revaluation; this assessment in itself being costly.

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

Service charge debt was considered. The sums included the second half yearly charge (factoring in all due sums through to 31st December as many parties paid monthly); the overall position was considered satisfactory.

AH 39/16 **Scheduled Maintenance Plan**

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

As agreed at the previous directors' meeting the windows of all apartments on all elevations had been resealed (and in a few instances sealed, as it appeared some had never had been sealed initially).

Whilst the very worst cracks had been addressed earlier in the summer the meeting agreed due to access restrictions it would seem to be prudent to consider addressing the remaining cracks, cleaning and thereafter painting the property in one undertaking (as practically as possible) as opposed to by separate instructions at phased stages. NG and ** would meet on site with Karl Ashton and the contractor to discuss the options further. *At the time of drafting the minutes the site meeting has been held with the request being that the contractor submits costs for addressing individual elevations in their entirety as opposed to all four elevations in one undertaking. Costs would be submitted in the near term for further consideration.*

NG advised the meeting that dependent upon the costs and approach decided upon by the Board that a Section 20 Consultation may need to be initiated. He explained the process in further detail.

AH 40/16 **Consideration of the AGM Agenda**

** would draft up notes for the AGM; he would also contact ** asking that a brief financial overview was available.

All topics within the agenda had been approved previously, thus no new topics were to be added.

AH 41/16 **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.

NG advised the Board that ideally the irrigation system serving plants in the car park perimeter walling undergo servicing (to achieve optimum performance), however this was dependent upon how costs matched against those budgeted towards the end of the financial year.

- **KPI Report**

The KPI for the first eight months of 2016 was briefly considered with NG referring to topics not coloured green (outside target).

AH 42/16 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 15th November 2016.

AH 43/16 **Any other Business**

- ** asked that the rusting flag poles to the front of the property be removed. Approval for this action was granted.
- ** advised the meeting that he had received a demand from Braemar Estates, the freeholder, (for a sizable fee) to grant formal consent to let but that it was, in any case, erroneous. The meeting agreed Karl Ashton / Concierge would obtain the details of all tenants of let properties (should they be required in the case of an emergency). NG would investigate further as to whether this was considered adequate or whether WPP on behalf of the management company needed to proactively adhere to the terms of the lease with regard to granting formal consent for leaseholders that let their apartments. NG would report back in due course.

No further business was discussed thus the meeting closed at 19.10

N Gregory – NRML Company Secretary

14th September 2016

Actions arising from the minutes dated 06.09.16

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Absolute Rope Access	Resealing of windows completed. Previous locations of ingress would be assessed.
AH 29/16	Installation of 3 slate signs	A-Tech Contractors	Signed installed and well received, to be removed following next meeting.
AH 40.2/13	Consider budget allocations for cyclical maintenance / PPM	NG	To be discussed at the next Skype meeting when considering the 2017 budget.
AH 32/16	Clarify management company responsibility with regard to subletting consent	NG	To be clarified for the next Skype meeting and dependent upon findings actions decided upon.