Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
4th November 2014

Directors Present:	Mr E Davies (ED)	(Chair for meeting, although subsequently taken by NG due to technical difficulties)
	Mr M Currie (MC)	
	Mr P Parry (PP)	
	Mr N Jarjis (NJ)	
	Mr G Garrard (GG)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent
Apologies:	Not applicable	

The meeting opened at 18.07 p.m.

AH 64/14 **Quorum**

Those present resulted in a quorum.

AH 65/14 **Chairman's appointment**

xx took Chair.

AH 66/14 **Declaration of interests**

No new declarations of interests were noted

AH 67/14 **Previous meeting's minutes and matters arising**

The meeting accepted the minutes of the meeting dated 14th October 2014 a true record, these being dispatched on 21st October. Matters arising would be discussed during the meeting.

AH 68/14 **Action log**

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 14th October 2014 with updates for the varied topics being noted at the end of these minutes.

AH 69/14 **Implications of the neighbouring development on AH & NRML**

Various concerns were discussed:

1. The neighbouring church which at the time of the meeting was in the process of being redeveloped into 17 apartments had access rights over a section of AH driveway for an 80 year term. Legal advice determined this would remain as such for perpetuity.

2. Concierge would collate photographic evidence of damage to the parking surface and canopy cladding which was believed to have been caused by the developers' contractors.
3. WPP would clarify ownership of the boundary wall as some stone work had become unstable.
4. The developers would be advised of any such damage their contractors were considered to have caused, thereafter being asked to rectify the same at no cost to NRML at the time of completion of works.

AH 70/14 **Car park spaces – proposed sale by vendors**

xx left the meeting (forced through localised technical difficulties).

xx advised the meeting that following dispatching questionnaires to all leaseholders that:

1. 42 questionnaire responses had been received at the time of the meeting.
2. All responses were against sales of spaces to non AH parties.
3. 26 (of the 42) were uninterested in purchasing.
4. 16 (of the 42) were potentially interested although it was dependent (most of all) upon costs but also location of spaces. *(At the time of writing the minutes there are potentially 20 interested parties).*
5. Of the 16 (*now 20*) none have shown interest in purchasing more than one space.
6. All such parties were supportive of utilising the same legal representatives (although this was in some instances dependent upon costs).

Thereafter if was agreed xx would contact xx and xx as per xx's draft communication (which was discussed and agreed as being suitable) to begin 'negotiations'.

AH 71/14 **NRML Financial and Performance Reporting**

Update on YTD financial performance

- Budgeted costs against actual were considered with it indicating the service charge budget would be exceeded by x%. The additional roofing works and Health and Safety requirements for the access platform being the main reasons.

To consider the 2015 Service Charge level

- The meeting discussed the proposals with it subsequently being agreed MC would finalise figures directly with WPP at an approximate x% (overall) increase to the current year. This was a little more than xx had suggested in the budget however with the anticipated impending shortfall for the 2014 year considered to be good housekeeping. Reserves would increase although by a lower level than suggested in the first draft of the 2015 budget, again xx to determine final figures.

To receive an update on NRML cash flow.

- Cash flow had improved, helped notably by the fact that service charge debt had fallen by £xx since the last meeting.

AH 72/14 **Scheduled Maintenance Plan**

To consider the progress on resolving rain water leaks

- The only current longstanding leak still to be addressed was to apartment xx, (a window leak) by way of access platform, although it was acknowledged that the seals serving many window frames in the property were in an ever worsening state (due to weathering). Assessment would be possible with the re-instatement of the access platform, the timing of which had been delayed by the associated contractors.

To consider the maintenance plan for 2015.

- The findings of the PPM, especially those considered to need attention within the next 5 years would be noted and discussed at the next Skype meeting.
- A sign with the Admiral House logo close to road was considered preferable to the installation of flags. xx to discuss with xx further, thereafter obtaining possible costs.

AH 73/14 **Operating Reports**

- The weekly site report was briefly discussed although it was agreed the salient topics within had already been covered within the meeting.
- The KPI was discussed with it being considered reasonable to edit further, in removing 'environmental statement'.

AH 74/14 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 13th January 2015

AH 75/14 **Any other Business**

xx had booked the 2015 AGM in the Brecon Suite of the Mercure Holland House Hotel for Monday 14th September 2014. This would be advised to all leaseholders within a covering letter when the budget and first half yearly invoice for the 2015 financial year was to be dispatched.

There being no other business, the meeting closed 19.10pm

xx
11th November 2014

Actions arising from NRML minutes 04.11.14

Min Item	Action	Action by	Status
AH 40.2/13	PPM	WPP	WPP to consider the most 'pressing' costs likely to be encountered within the next 5 years, for discussion at the next Skype meeting.
AH 70/13	Close down AHRL	Companies House	Companies House to confirm company closure.
AH 33/14	Cost analysis in regard to window cleaning by access platform or by rope.	WPP	Costs had been analysed; engagement of abseiling window cleaners preferred due to lower costs. Assessment of obligated frequency to be clarified, ideally cutting window cleaning back cleaning to three times or even twice per annum.
AH 60/14	Undertake works to cracks in concrete within car lift shaft	WPP / Concierge	Awaiting costs for required works