Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
5th February 2013

Directors Present: Mr C Davison (CD) (Chair for meeting)
Mr T Dye (TD) Mr E Davies (ED) (Proxy for RB)
Mr P Parry (PP) Mr A Munday (AM)

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

Apologies: Mr R Battrick (RB)

The meeting opened at 8.02 p.m.

1. **Director Resignation**

   The Board accepted xxxx resignation. xx would update Companies House

2. **Director appointments**

   Both xxx and xxx (owner of various apartments) wished to become directors. xx would contact xxx to discuss further. xx would contact xxx to explain this would not be possible unless his service charge accounts were settled in full.

3. **Living City transfer**

   The charge of xxx plus VAT raised by LCAM for transferring information to WPP was considered excessive. xx would argue xxx would be more in line with expectations worst case scenario, although no charge would have been welcomed. The transfer in itself still remained outstanding despite frequent chasing by WPP, this was causing other difficulties and protracting account related matters too.

4. **WPP Presentation / update**

   - xx discussed costs incurred to date advising further details within drafted reports would be possible once LCAM had reconciled accounts. xx asked that future reports be incorporated into one pdf ideally although accepted independent spreadsheets detailing figures would be acceptable as well.
   - xx advised he would liaise with WPP to agree the basis for a simple yet informative report on income / expenditure against budget which could be utilised for ongoing reports.
   - The directors agreed WPP preferred solicitors for debt collection xxx be used.
   - xx informed the meeting of varied jobs and on-site ‘shopping list’. The directors agreed to the same although requested a further quotation for the irrigation pipe servicing.

- Roofing concerns were discussed. Delays in having this proactively assessed had come about through LC being unclear about previous reports. Further consideration would be given as to the best approach before an instruction was given.
- Unsightly algae on the building's exterior would be considered by way of contact with 'Wet and Forget'.
- WPP would ascertain whether individual water meters could be installed to each apartment both financially and within the covenants of the lease.

5. Newport Road Resources Limited

WPP would contact any directors of NRML that had yet to be set up as directors for the resourcing company to ensure the relevant information was available for submission for Companies House.

6. Newport Road Maintenance Limited

Contact between meetings

After discussion it was agreed that non-urgent decision-making in between board meetings needed approval by way of telephone conversations as opposed to email circulars.

Proposed Resolution 1: Director's Code

xx raised concerns as did xx. It was agreed amendments including frequency of attendance to site, that directors must not have arrears and the directors' report needed further consideration.
xx would amend the draft for further consideration prior to the next meeting.

Proposed Resolution 2: Articles Change

Two parties advised they had not considered the suggested articles in detail. It was hoped that this could be carefully considered prior to the next meeting for approval.

Proposed Resolution 3: a) and b): xxx and general Non-attendance

a) No longer needed as xxx had tendered his resignation. xx to update Companies House.
b) This was approved.

Proposed Resolution 4: To promote new Board members

As noted under item 2, although xx would assess whether more parties were interested on site.

Proposed Resolution 5: Visitor parking spaces

It swiftly became clear that there is ambiguity as to car parking allocations / leases. This needed further input. WPP would contact xxx although it may need clear board instruction to ensure the definitive position.

There being no other business for NG he withdrew at 10.25pm

N Gregory
15th February 2013