Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
11th March 2014

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

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

Apologies: Mr P Parry (PP)

The meeting opened at 19.06 p.m.

AH 13/14 Quorum

Those present were deemed a quorum.

AH 14/14 Chairman's appointment

xx took Chair.

AH 15/14 Declaration of interests

No new declarations of interests were raised.

AH 16/14 Previous meeting's minutes and matters arising

The Board accepted the minutes of the meeting dated 9th January 2014 as a true record, these being dispatched on 20th January 2014. No amendments to the accuracy were required.

AH 17/14 Action log

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 9th January 2014 with updates for the varied topics being noted at the end of these minutes.

AH 18/14 NRML Financial and Performance Reporting

18.1 xx delivered information to all from the supporting spreadsheets detailing financial information through to the end of February. Whilst it appeared that the various allocations within both monthly and annual expenditure were within budgets WPP would confirm this for sure for the next DM.

18.2 Debtors were discussed and whilst it was acknowledged the position had improved it was considered some specific parties needed more aggressive pursuit.

18.3 WPP would refer back to the Board in regard to any potential balancing charge as this would (if applicable) need to be circulated to all leaseholders with the second half yearly charge.

AH 19/14 **Staff Uniforms and logo**

After much consideration over the preceding months the options had been whittled down to two. These were going to be embroidered on swatches and thereafter inspected by xx,xx,xx and xxx of Concierge to determine the final choice.

AH 20/14 **Scheduled Maintenance Plan**

20.1 The works expected to be the focus of the 2014 year involved cleaning of the algae on the building's external surface up to the fourth floor, the long term solution to the protracted roofing leaks, remedy of the more recent building leaks in affecting various apartments (from perished render), and the rolling programme of upgrading failed light fittings to those of LED.

20.2 The cleaning works to the external render which were going to be undertaken by xxx had been temporarily delayed as it was considered possible that cleaning areas affected by the algae alone may result in the property above this level being seen as a little 'grubby'. After discussion it was agreed that although there was this possibility it was still the preferred approach as such 'clean' areas would weather back and that in any case more extensive cleaning could be considered in due course.

20.3 It appeared the source of the roofing leaks affecting the western corridor had been found but further monitoring was required to be sure. xxx would work closely with Concierge with regard to the leaks from the cracking / perished render sections. It was acknowledged that details of these render concerns would become more apparent once xxx were working on the external elevations.

AH 21/14 **To consider an invitation to a prospective Director**

The proposal to invite xxx to serve as a probationary director (in accordance with NRML's Standing Orders) was approved. xx would contact xx also forwarding minutes of the meeting.

AH 22/14 **Operating Reports**

The weekly site report was also briefly discussed although it was agreed the topics within had already been covered.

AH 23/14 **Time and Date of next meeting**

6.00pm Tuesday May 13th 2014

AH 12/14 **Any other Business**

xx was wished well for his new posting in Abu Dhabi.

There being no other business, the meeting closed 19.59pm

xx
19th March 2014

Actions arising from NRML minutes 11.03.14

Min Item	Action	Action by	Status
AH 40.2	PPM	WPP & xx Surveyor	Obtained from LCAM – content will be added by xx, Surveyor. xx confirmed he is working on this at time of writing 18.03.14
AH 40.4	Queries to which LCAM needed to answer satisfactorily	xx and xx	This is now to be considered by xx alone. Whilst there are queries to a small number of expenditure items the main concern relates to a sum of around £20K connected to car lifts.
AH 53	AGM Minutes. Content agreed, publication likely to be mid 2014 but to be agreed for sure in due course	Board	Pending but probably to agree posting on website following May DM.
AH 61.2	Roofing leak to Western corridors	WPP, Roofing contractors	Source of remaining leak believed to have been located. Work, tests and subsequent encounters with foul weather will confirm. Awaiting specification and quotations for long term fix
AH 70	Close down AHRL	WPP	Ceased active trading and will close down in due course after accounts have been filed. At time of writing accounts being drafted by xx Accountant
AH 72	Further assessment of car park costs	WPP / Concierge	Pending – update, at time of writing 19.03.14 this has been assessed for 5 weeks. It has been agreed that another 3 weeks or so of assessment will be undertaken thus bringing the assessment to 8 weeks and so this should be sufficient for an accurate assessment.
AH 73.2	Staff remuneration assessment	WPP	Amendments had been agreed for the current year as per item AH 6, however a supportable annual review method would be considered in due course to be put into operation around September of each year. The Key Performance Indicator (KPI) spreadsheet suggested by xx was to be introduced. Whilst time would determine if it needed amendments xx, xx and xx would meet prior to the next meeting to determine optimum record keeping.