Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
14th October 2014

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	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 18.04 p.m.

AH 51/14 **Quorum**

Those present resulted in a quorum.

AH 52/14 **Chairman's appointment**

xx took Chair.

AH 53/14 **Declaration of interests**

No new declarations of interests were noted

AH 54/14 **Previous meeting's minutes and matters arising**

The meeting accepted the minutes of the meeting dated 15th July 2014 as a true record, these being dispatched on 1st August 2014. Matters arising would be discussed during the meeting.

AH 55/14 **Action log**

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 15th July 2014 with updates for the varied topics being noted at the end of these minutes.

AH 56/14 **To consider and approve the minutes of the 2014 AGM**

All present confirmed the minutes were a true record of the meeting. These would be posted on the Admiral House website.

AH 57/14 **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 would be sought (ideally free of charge) as to whether this had to be renewed.
2. Damage had been caused to the edges of the wall serving the access way during construction. Photographic evidence would be obtained and communications with the developers opened with a view to agreeing that upon the completion of works that the damage would be made good, at no cost to NRML.
3. Contact with the church developers (as opposed to going through the estate agent) after results and any required actions in regard to purchasing car parking spaces for existing leaseholders had been concluded. The Directors unanimously agreed outside influences associated to in-house parking would be most unsatisfactory.

AH 58/14 **Standing Orders**

All present approved the recent amendments. The updated version would be posted on the Admiral House website.

AH 59/14 **NRML Financial and Performance Reporting**

To consider the 2015 Service Charge level

- *Having recently attained the PPM the associated costs of future requirements would be considered further in order that budgetary allocations could be allocated more accurately.*

To consider the staff annual review and potential wage increases

- *The Board recognised the good works of the staff and approved a wage rise, however the approach as to how to adjust remunerations was split 3-2 in favour of a £xx gross salary increase to each party as opposed to a flat rate percentage increase. The reason being that the 'gap' between parties would continue to grow if always acted upon by way of percentage alone. It was further agreed that as and when further amendments in wages were considered to be appropriate that flat rate percentages may be the preferred approach the majority of the time.*

To receive an update on YTD financial performance.

- *It was noted that budgeted costs may be exceeded however this would become clearer as further time passed and the year end approached. In any instance xx advised xx that the budget report that had been provided used the methodology of the previous year not as more recently agreed (with projections).*

To receive an update on NRML cash flow.

- *Cash flow was satisfactory although the collection of service charge arrears remained an ongoing challenge. Leaseholders continued to be referred to solicitors for onward pursuit in such circumstances.*

AH 60/14 **Scheduled Maintenance Plan**

To consider the progress on resolving rain water leaks

- *Roofing leaks to the corridors had been resolved; the only current leak still to be addressed was to apartment xx, (a window leak) although it was acknowledged that the seals serving many window frames were in a worsening weathered state. Such re-sealing work would be undertaken by way of the access platform which as shortly to be back in operation.*

To consider the maintenance plan for 2015.

- *The findings of the PPM needed closer consideration. Additionally standard works would continue to be addressed as and when encountered.*
- *A sign with the Admiral House logo close to road was considered preferable to flags. xx to discuss with xx further, before obtaining possible costs.*
- *The filling of concrete cracks discovered at the rear of the car park (where the lifts operated) would be addressed. xx suggested in the first instance that he be contacted in future should any such structural matters be of concern.*

AH 61/14 **Operating Reports**

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

AH 62/14 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 4th November 2014

AH 63/14 **Any other Business**

Xx would contact the Mercure Holland House Hotel with a view to booking the Brecon Suite for the 2015 AGM. This date could then be advised to all leaseholders within a covering letter when the budget and first half yearly invoice for the 2015 financial year was to dispatched.

There being no other business, the meeting closed 19.28pm

xx
21st October 2014

Actions arising from NRML minutes 14.10.14

Min Item	Action	Action by	Status
AH 40.2/13	PPM	WPP	The PPM had been received. WPP would consider potential costs for budgetary reasons.
AH 70/13	Close down AHRL	WPP	The company would be closed asap
AH 33/14	Cost analysis in regard to window cleaning by access platform or by rope.	WPP / Concierge	Pending cost analysis.