Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
15th July 2014

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	Mr M Currie (MC)	
	Mr P Parry (PP)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent
Apologies:	Mr N Jarjis (NJ)	
	Mr G Garrard (GG)	- Probationary NRML Director

The meeting opened at 18.03 p.m.

AH 38/14 **Quorum**

Those present were deemed a quorum.

AH 39/14 **Chairman's appointment**

xx took Chair.

AH 40/14 **Declaration of interests**

No new declarations of interests were raised although xx was asked to ask xx to update his interests.

AH 41/14 **Previous meeting's minutes and matters arising**

xx requested minute 37/14 be altered as subsequent to the minutes being drafted it was agreed xxx could participate in a directors meeting provided reason be given, yet this was not conditional to settlement of all service charges. Save this amendment those in attendance accepted the minutes of the meeting dated 13th May 2014 as a true record, these being dispatched on 20th May 2014.

AH 42/14 **Action log**

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 13th May 2014 with updates for the varied topics being noted at the end of these minutes.

AH 43/14 **Standing Orders**

Recent inclusions (Leaseholder Communications and Requests) were discussed and agreed upon.
xxx asked that additional indexing be added.

AH 44/14 **NRML Financial and Performance Reporting**

To review income from the second service charge instalment 2014

- *Funds were being received along with the balancing charges.*

To consider a performance tracking process (xx and xx)

- *The KPI was discussed and following the meeting xx, xx and xx of Concierge met at Admiral House to agree the detail of the same should be scaled back. The KPI was for a first hand glance as to the 'health' of the property and associated management as other documentation such as weekly reports and certificates could be inspected to gather further detail if considered necessary.*

To receive an update on xxx financial performance.

- *Budgeted costs against actual were discussed. Most items were within expectations although general maintenance was not. This however was linked to the roofing and render works so was not unexpected.*

To receive an update on NRML cash flow.

- *xx asked xx to clarify whether the debts were new or historic. Elements of both. WPP are engaging an additional full time member of staff within the accounts department from Monday 28th July so any such debtors will be pursued even more aggressively.*

AH 45/14 **Staff Uniforms and logo**

Varied items of apparel with the AH logo were delivered to concierge a few days after the meeting.

AH 46/14 **Scheduled Maintenance Plan**

To consider the maintenance plan for 2014

- *Quotations for bringing the external cradle (access platform) back into operation were considered along with the benefits of its reinstatement. The proposal was considered a requirement given the ongoing window leaks. xxx had inspected the platform finding much was required to bring it back into safe operation (around xxx). Further actions as per the Action Log (33/14).*

To consider the progress on resolving rain water leaks.

- *The works were concluded and following several heavy rainfalls from lightning storms the internal areas were found to be 100% dry.*

AH 47/14 **Operating Reports**

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

AH 48/14 **AGM Prep work**

Meeting time date and location

- *Subsequent to the Skype meeting this has been set as 6.30pm on Monday 15th September 2014*

Meeting invitation and proxy voting form

- *The draft / format for the 2014 agenda was preferred to that of 2013.*

Conduct of the meeting

- *xx advised that he would chair the meeting but in the event a vote resulted in loss of confidence and his stepping down that xx as Company Secretary should step in as chair.*

Potential issues and conflict

- *It was hoped the meeting would be less contentious than the 2013 AGM. xx would consider the Company Articles in specific regard to whether ownership of multiple apartments resulted in a multiple voting rights in the event a poll be called upon.*

AH 49/14 **Time and Date of next meeting**

Informal meeting at Admiral House at 5pm on Monday 15th September 2014 prior to the AGM to run through the agenda and discuss any aspects that may have cropped since the July meeting.

Next scheduled Skype meeting - 6.00pm Tuesday, October 7th 2014

AH 50/14 **Any other Business**

xx would schedule a meeting xx to appraise the staff. Once complete xx would appraise xx. Findings would be discussed at the 7th October Skype meeting.

There being no other business, the meeting closed 19.16pm

Xx
25th July 2014

Actions arising from NRML minutes 15.07.14

Min Item	Action	Action by	Status
AH 40.2/13	PPM	xxx	xx was to be chased by WPP.
AH 40.4/13	Remaining query to which LCAM needed to answer satisfactorily	xx	xx would draft text for xx to subsequently contacted xx in regard to funds of approximately xxx connected to car lifts which xx advised he had paid which had seemingly also been paid by NRML.
AH 61.2/13	Roofing leak to corridors	WPP & Contractors	Works successfully undertaken and concluded
AH 70/13	Close down AHRL	WPP	Ceased active trading and will close down in due course after Annual Accounts have been accepted at the AGM and then filed at Companies House.
AH 72/13	Further assessment of car park costs	WPP / Concierge	Following a 12 week trial it was clear the current level of xxx allocation of labour charges towards the car park was fully supportable.
AH 33/14	Cost analysis in regard to access platform being put back into in operation.	WPP / Concierge	Pending further investigations / cost analysis. WPP would also challenge xxx as to their charging structure should any unexpected items be required (as per their T&Cs) and contact other companies operating in this field to obtain further quotations for the work considered necessary.