Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
23rd April 2013

Directors Present:	Mr C Davison (CD) (Chair for meeting)	
	Mr T Dye (TD)	Mr E Davies (ED)
	Mr P Parry (PP)	Mr A Munday (AM)
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent
In Observance:	Mr N Jarvis (NJ)	Mr M Currie (MC)

The meeting opened at 19.46 p.m.

1. **Quorum / Notice / Present / Apologies**

   All persons expected were present, forming a quorum; thereafter the meeting opened.

2. **Chairman's appointment**

   xx took Chair.

3. **Declaration of interests re meeting agenda**

   xx asked that all parties update the declaration of interests and forward to xx. xx advised he was considering selling his apartment and hence would step down in due course as a serving director.

4. **Consent Agenda – Previous minutes approval**

   Minutes were accepted as a true record of the meeting these being dispatched on 30th March 2013. No amendments were required.

5. **Matters arising/prior minutes not on agenda**

   a. One indexed pdf including spreadsheets within had been collated however xx suggested independent spreadsheets still be forwarded to enable easier referral.
   b. xx confirmed he was pleased to see the matter moving forward yet still wanted to see issues, risks and actions being more clearly defined.
   c. xx supported easier referencing for future minutes although advised the meeting xx and xx had been focused on 'getting to grips' with the LCAM car parking allocation concerns and other matters. Overall the formation of the minutes was developing well despite needing further attention to make referencing simpler and faster.

6. Management report – financials

d. xx delivered details of costs incurred to date across both companies. He confirmed this would certainly contain more information in due course however as both the draft accounts for the 2012 financial year were still awaited and as xx had previously advised, the works and time involved in sorting out the service charge confusion related to the car park allocations had taken precedent. xx and xx confirmed that between the two of them they would guide xx into submitting more specific information for future meetings.

7. Management report – maintenance

e. xx advised the meeting that costs for cleaning the algae from the building's external surfaces varied considerably. The meeting discussed this further with it ultimately being agreed that xx would ascertain whether LCAM had ever sanctioned a PMS, either obtaining the said survey or alternatively if this had not been undertaken contacting suitable surveyors to obtain a cost for the very same to be carried out. This would determine how the cleaning of the algae be approached as well as deal with other areas which needed cyclical maintenance such as roofing, water pumps, lifts and so on. All such information would enable budgets for future maintenance be collated in a fully informed manner.

f. The installation of water meters was once again discussed. Although third party solicitors had suggested costs raised in installing such meters could be challenged it was agreed that clearer costs be obtained, which in turn, if financially viable could be considered (voted upon) at the AGM later in the year.

g. The contentious charge of £1,500 plus VAT from LCAM was discussed further. WPP were advised to return to LCAM instructing them to transfer any other outstanding funds save this sum, yet it would be challenged as xx felt full details of how and why such a charge had been levied needed full justification.

h. xx advised the meeting that the suggestion as to how best contact and obtain instruction from Board members with any aspects considered to need action in between meetings, remained outstanding. This would be attended to prior to the May meeting.

8. Appointment of independent accountants

xx advised that he and xx had made contact with various firms. One quotation had been received to date, others were expected in the near future.

9. Data protection policy

xx informed the meeting he would present the policy at the next meeting.

10. Board Meetings Admin and Board Notes

xx advised all that he needed to draft an agenda prior to future meetings and so would welcome topics being raised in good time.

11. Directors' code approval

xx would consider the amendments made by xx before this was taken any further forward.

12. Articles update

The updated proposed articles were considered to be acceptable and should be recommended for approval at the AGM. They could be used for both companies. xx would forward a copy to xx.

16 &17. xx and xx – director appointments

xx forwarded a document containing text supporting his nomination as a director.
xx would also forward such a document in the near future.

This was merely to help substantiate the nomination of a director should any non director leaseholder challenge the matter at a later date.

18. Change of registered address

This had gone ahead without concern.

19. Any other business

i. WPP would chase the lift contractors as to delays in having the car park lifts put back into operation.
j. xx informed the meeting of two insurance related matters and the problems the issues had caused. The costs of excesses were discussed with it being agreed 'negligence' would result in excesses being charged back to the apartment owner rather than being carried by the management company.
k. Flat roofing works had been undertaken, further works remained, yet the several protracted concerns passed across from LCAM seemed to have been successfully attended to. Confirmation would only be 100% possible in due course with the passing of time and the occurrence of rain.
l. The meeting agreed WPP would pass on thanks and support to the team on site as their actions were much appreciated.
m. Future meetings should also include an independent WPP property report. xx would forward such a report to xx previously used by LCAM.
n. xx advised he wanted to be sure WPP had 'on-line' capability to detail matters such as a copy insurance schedule & policy, ongoing works, copy AGM minutes and more as a minimum and ideally access to individual service charge accounts. xx confirmed this was very much intended by WPP as well. *At the time of writing the minutes this is being actively pursued with WPP's IT suppliers in conjunction with Qube, WPP's software support.*
o. AGM was agreed for Tuesday 10th September 2013 at the Holland House hotel – perhaps the Argyle Suite. This would be 6-8pm and may include a directors' conference call a week or so before hand to ensure all parties were 'singing form the same hymn sheet'.

p. The next xx was agreed for 7.30pm on 21st May.
q. xx would be contacted to both outstanding service charge debts and his position as a director.
WPP would ask for a clear synopsis where xx was with outstanding service charge debts detailing xx as well. In regard to RB's position as a director, due to the recent difficulties the Board suggested that at a minimum the outstanding service charge debts be fully settled before consideration to actively rejoining the Board be taken, although given that two new directors were in the process of being appointed (to be fully ratified at the AGM), they would understand if xx would prefer to resign.

There being no other business, the meeting closed 9.10pm

N Gregory
28th April 2013