Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 23rd September 2020

Directors Present:	Mr E Davies (ED) Mr N Jarjis (NJ) Ms S Morris (SM) Mr M Currie (MC)	Chair for meeting
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies: Apologies received from:

No apologies were received.

AH22/20 **Quorum**

Those present resulted in a quorum.

AH23/20 **Chairman's appointment**

ED took Chair.

AH24/20 **Declaration of interests**

ED asked all directors to ensure the declaration of interests was updated as and when needed.

AH25/20 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 2nd June; dispatched 18th September, were accepted as a true reflection of the meeting.

Matters arising had either since been addressed or would be discussed during the meeting.

AH26/20 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 2nd June with an update being noted at the end of these minutes.

AH27/20 **NRML Financial and Performance Reporting**

- **To receive an update on 2020 YTD financial performance.**

NG informed the meeting that expenditure was overbudget relative to the time of year, whilst it was linked to Curtins Engineers' costs in relation to drafting the specification for the render work it also contained unbudgeted costs for pump refurbishment work and unexpectedly large electricity bills – the latter needed further investigation.

NG would collate information on the car lifts, which were costing increasing sums to maintain, as well as establish if any information was available regarding the possibility of replacing the car lifts with ramps.

- **To receive an update of service charge debtors**

Service charge debt was briefly discussed as it was considered to be along the lines of expectation for the time of year.

AH28/20 **Cracked render**

The specification has been issued to eight service providers; tenders were awaited. NG has investigated this since the meeting, contractors have attended so tenders were expected.

AH29/20 **Visitors parking**

A request that the rear car park be accessible for non-residents / non leaseholders was once again discussed in detail. The Directors had been unanimously agreed to continue existing protocol in that such independent access (by visitors) would not be supportable.
It was noted visitors' parking was still available provided it was booked through the concierge; this ensured continued security to the car park.

Various historic facts supported NRML's position;

1. Clause 3.21 of the underlease stated the Landlord (i.e. NRML) could generate and implement 'reasonable' rules for the running of the RMC. It states the leaseholder is '*To comply with all reasonable written regulations from time to time made by the Landlord for the running or the management of the Building or Property and to comply with the regulations.'*

2. At the 2012 AGM the Board was mandated by members to maintain 24/7 concierge cover in order to maintain security within Admiral House including the car park.

3. After the freehold was purchased from the Receivers the Board successfully prevented any sale, lease, underletting or external access to the secure parking spaces at Admiral House under its authority detailed in point 1 and the mandate in point 2.

4. Following the recent sale of the freehold the Board successfully prevented the new managing agents charging members for various permissions reserved for NRML under its authority detailed in point 1.

As the Board has been made aware of one breach of the parking protocol the Board agreed to revisit the subject and to communicate this protocol to all members, there was also some evidence of confusion around identification of disabled parking spaces which will be rectified.

AH30/20 **EWS 1 Form**

The requirement for the form had been introduced by the RICS to ensure fire safety integrity of properties over 18 metres in height met certain pre-set criteria. NG confirmed the building had been assessed and had subsequently acquired the relevant form from accredited parties.

NG explained that a new third-party role, the Building Safety Manager, would be required in due course. Following the Grenfell Tower disaster authorities were increasingly tightening compliance procedures often at the expense of the leaseholder.

AH31/20 **Board applications**

Two applications for directorship had been received.

The directors discussed the merits of both applicants. Factors included, but were not limited to, previous experience of the role, strength of knowledge, prior support of the Board and interest to date.

After further discussion, the directors unanimously elected Philip Parry.

AH32/20 **To receive the following Operating Reports**

- **Building Maintenance**

Monthly reports were considered, the main concern was connected to the car lifts. Following the meeting further information has been provided to the Board.

- **KPI Report**

The KPI was briefly considered with it being agreed its presentation was indicative of the position.

AH33/20 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 24th November 2020 although an earlier meeting to discuss the render / any other matters if applicable was possible (if so, the date would be established in due course).

**** withdrew from the meeting due to having an interest in the following agenda item**

AH34/20 **Balconies and decking**

Properties with elevated balconies and associated decking were discussed. The directors considered the fact that Admiral House had been converted from a commercial office block to a residential apartment block, during the refurbishment it had two floors added and ultimately was signed off by Building Control.

A resident leaseholder had challenged NRML with regard to their original decking degrading. The resident stated the poor fall on their balcony had resulted in pooling of water, and this in turn was the reason for the failure of their decking. The directors considered photos as well as the content of the surveyor's report (drafted under the instruction of the resident) which stated poor maintenance was a factor in accelerating the decking's failure.

The directors further stated the onus for a leaseholder to be satisfied with their property's purchase fell upon the individual at the time of purchase, suggesting a comprehensive survey would have identified the poor fall of the balcony as a factor to be aware of.

Further discussion ensued with it being stated that the directors' position was final; it was not Newport Road Maintenance Company Limited's responsibility to improve upon the fall of a balcony surface. Furthermore, with suitable decking in place to protect the membrane below the decking would be above any residual water pooling.

AH35/20 **Any other Business**

No further business was discussed thus the meeting closed at 19.45PM

N Gregory – NRML Company Secretary 24th September 2020

Actions arising from the minutes dated 23.09.20

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	Curtins awaiting tenders from service providers