St Anns Quay Management Ltd

Directors meeting 19th July 2017

6.30pm- Malmaison

Present

Louise Richley

Paul Bate

Chris Suddes

Cheryl Cessford- KPS

Agenda

CBRE

Disagreement with the email sent from Kevin at CBRE in regards to their responsibility for the building. Cheryl to speak to legal representative from KPS who will check lease and determine responsibility.

Roof repair has been resolved by CBRE and KPS contractor has plastered and decorated ceiling. Cheryl has confirmed with Cormeton so they can put smoke detector back up. Cheryl to find out if work is covered under roof guarantee.

Cheryl asked for clarification on the waste pipe. Lengthy discussion took place. Faulty materials used in the building which have resulted in all of the leaks and CBRE were advised 3 years ago that M&F Finance should take legal action against Robertsons the original builders but CBRE didn't want to do so, therefore took responsibility for leaks. This is why they have been involved with soil stacks etc.

Live Zurich claim in for this and Ward Hadaway have been involved. 2 loss adjustors have been to site and both confirmed unofficially that it would be a massive claim and that it was definitely down to wrong materials.

Zurich trying to refuse claim stating it is not covered but Ward Hadaway are arguing the case. Paul to send HEP report to Ward Hadaway and ask them to start proceedings against Zurich to see if it makes them take action.

CBRE to be reminded of this claim and that residents will not be paying for any leaks in the building whether it is from showers, soil pipes, rain water pipes etc.

CBRE were asked for the buildings contract which would detail who installed the various systems, who did the specification etc but hasn't been provided.

Cheryl to check with John to see if he keeps a log of reported water leaks. Will also check KPS records as Directors believe Lois kept a spreadsheet.

Concierge

CBRE expect John to be available to show their contractors around the building etc. Should be a charge raised for Johns time as currently paid for by Leaseholders.

John to record time spent with CBRE contractors.

A lot of time is spent taking in parcels for tenant. Discussion took place whether parcels for tenants should be refused. Wasn't felt that this would be easy to monitor. Will discuss at next meeting.

Fire alarm in east block on level 3 activates on a regular basis. Cheryl to check if this was one of the faults showing on the panel when Cormeton did their maintenance visit.

Cheryl to speak to John to make sure he keeps a log of all fire alarm activations so we can identify if there is a problem in a certain area/apartment.

John and Les to be reminded parcels must not be left to the left hand side of the office in the event the fire brigade need to attend and access the office as the obstruct the area around the fire panel.

Cheryl asked if fire brigade are aware of access details into the building. Confirmed that there is a key safe in the bin store which gives access to concierge office. Fire plans etc up above panel and all necessary information available on site.

Internal redecoration

Quote from Dunningham Decorators for £18557 +VAT was circulated. May do work over 2 years, starting with 3rd floor and lift lobby areas.

Windows

Ongoing issues with windows leaking in – need to determine responsibility for the exterior frames- do they form part of the structure, along with the balconies. CBRE were dealing with the windows leaking – Cheryl to chase.

Need confirmation of the type of cladding on the roof area and the balconies. Cheryl to raise question with CBRE

Leaseholder issues

Directors feel a policy is required for breaches of the lease.

Letter to be issued advising all owns that if an incident is reported which is classed as 'not serious' a letter will be issued from KPS. If not rectified the matter will be referred to solicitors and the leaseholder will stand the costs.

If there is a serious breach it will be referred straight to solicitors.

Anti-social behaviour should be logged on the website which will trigger the process.

Leaseholders to be reminded of recommended agents and importance of letting us know about a change in tenancy following Grenfell Tower disaster.

Plot 12

Final invoice from Ward Hadaway sent in to Cheryl for payment. Application has been withdrawn.

Paul to contact NE1 to see if they can offer any grants for this area.

Fire risk assessment

Fire risk assessment carried out this week. Cheryl just received report at 5pm tonight so will go through the required actions, obtain quotes for work and send to Directors for approval.

Meeting closed at 8.30pm