st anns quay management ltd

SAQML directors meeting 4th October 2017

Present PB/LR/CS

1730 met with WH to restart looking at responsibilities in lease. WH to chase CBRE on this, all around water issues really - they say its us, we say its them. WH also to ask about the water detection system - they originally funded it but its been out of service for many years. Reinstatement and upgrade cost likely to be around £30k

1830 Directors meeting

1- Access fobs

Fob replacements is becoming more and more of a workload. Proposal for PB and CS to manage this and take a fee from the fob charges recovered to recompense for time in administering, programming and maintaining the web forms etc. as well as the cost of the fob itself. All agreed

2- Kingston

Although situation is somewhat improved since Cheryl took over from Simon Hindmarsh, things are still way too reactive. It seems that Cheryl is stretched for time and everything takes too long to resolve. All agreed that the direction of travel is to renegotiate the arrangement with Kingston so that the day to day management of the concierge and the building maintenance issues are dealt with directly by SAQML directors. PB/CS will look after building and maintenance issues / website, LR to take care of accounting, year end and AGM initially.

Agreed that directors fees in total added to revised KPS fees will not exceed current total management fee - in addition all are confident that there will be cost savings to be found when managing suppliers etc ourselves

PB to draw up list of responsibilities to discuss with KPS.

May need to set up a new bank account ?

Agreed to meet again soon to finalise these arrangements in detail before going live

Meeting closed at 8pm.

