SAQ Directors Meeting, 26th March 2018

(Notes Subsequently updated 21st April)Paul, Louise, Chris, Pitcher

1. Zurich claim. No progress. Frustrating dialogue. Another WH invoice for no real progress, £600. Need to pay it to close the file. £25k fees already. Chris to arrange payment. Agreed to fire Ward Hadaway and replace with Bretherton Leeds.
2. Full brief to Roger Hardwick at Brethertons, fixed cost of £3k which will include counsels advice and pre action letter. Agreed to assess position at that point.
3. ASB flowcharts - agreed to roll this into concierge training, process has evolved and most cases are getting a slightly different letter anyway.
4. CCTV training -see 3
5. Plumbing issues. Ongoing. Full HEP report still outstanding. Meanwhile CBRE have authorised major works at commercial level to take care of the ongoing issues with sewage leaks into CPS/KF
6. Data. Spreadsheet now up to date but still many gaps, especially around resident contact details. Letting agent database now available in Dropbox.
7. Additional revenues.
    1. CPS bin service. Kingston failed to invoice last year but we have invoiced for the first half of 2018. £780. Colin Ord tasked with chasing last years charges
    2. Qubic - Ad hoc periods of time using concierge to admit contractors etc. Billing £30 per hour.
    3. Mobile technology. £600 billed for use of bike rack. Not confident that they will pay it but it will open a dialogue.
    4. CBRE. Billed them £6800 for repairs to communal pipework. Again, whether they pay remains to be seen but thee charges can go into the “disputes” pool if nothing else.
8. Decorating. Monitoring sheet introduced to keep an eye on progress
9. Contractors. HEP needs admin management but knows the building. GT quoting for some work, need one other at least. Perhaps Vitalis ?
10. Parcels drop box. Reinstated for use of resident leaseholders only
11. Security and Access. Louise met with Peter Woyen, Paul followed up. Apleona accept our position that land to East and West marked in blue on the head lease plan is inside the control of SAQML and are going to continue enforcement and signage for now. Barrier to be fitted inside bollards
12. Contractor parking pass scheme now in place for East end which is designed for parking. Ticketing to be extended to anything parked on the footpath at the West end.
13. Storage cupboards. Now all fitted with proper locks. Clearance in process. East end loft in the process of being cleared. Hall cupboards to be cleared of flammable goods, especially in cupboards with electrical switching.
14. Health and Safety / fire reports. Actions being addresses, see 13. Further work to be done, progress to be a standing item on meeting agenda. Intumescent strips to be checked, door closers, emergency lights and fittings. To be added to concierge routines.
15. Bins. Weekly collection was supposed to start April, nothing so far. Chris to chase.
16. Residents manual. Version 1 now completed and available on the website.

17. CCTV update. Cat 5 cabling project now complete. Sockets need to be fitted on floor 3 for switchers. Further 2k spend to cover completing the new infrastructure. Additional cameras to be added as required and will form part of next years budget.
18. Apartment 52. All notice periods well passed. Ecolab engaged to deep clean and sanitise, removing soiled items. Cost 6.5k recharged to leaseholder. Next stage will be basic repairs and redecoration to return apartment to habitable condition. Awaiting estimates. Again cost of that will be recharged to leaseholder.