Directors Meeting, 29th October 2018

Meeting of St Anns Quay Management Ltd.

Date/Time/Location	29th October 2018, Pitcher and Piano, 1800-2000
Attendees	Chris, Paul, Louise

Items

Item	Details	Responsible
1	Legal case against Zurich	All
	Court proceedings ready to be issued. No response from Zurich as yet, non expected until papers are served. Unfortunately court fees are a fixed percentage of sum. However it was agreed that the matter needs to be brought to a head and a line drawn under	
2	Approved suppliers list. List was reviewed. Further instance of failure of a supplier to provide either an estimate or acceptable photographic evidence of works done, in this case relating to Apt 86 from HEP services. As well as being part of good governance, such evidence forms part of the court case discussed above and is essential.	All
3	Director status and residency. See 3 below	All
4	CBRE. Review Meeting scheduled for 9th November. See below	
5	Roof survey and repairs. Recent surveys as a part of ongoing maintenance revealed almost 200 leaks. Works largely complete, one final repair due shortly then ceiling repairs can be made. Residential portion of that cost will be absorbed into the service charge as per policy.	Paul
6	Health and Safety/ Fire / Risk management	All

	Works largely complete. Intumescent strips in fire doors now replaced. Emergency lighting now properly operational. Contractor sourced to test and certificate the smoke vents in the top of the building. Cladding to be discussed again at next CBRE review - further reports being commissioned. Apartment smoke alarms are now out of date - contractor sourced to replace each detector.	
7	Antisocial behaviour. Recent issue relating to renter in Apartment 2 raised child welfare concerns. Leaseholder and renter have responded but situation will need to be monitored.	Chris
8	Budget review. Everything broadly in line with expectations, barring major surprises we should end the year on budget.	All
9	Apartment 52 - proceedings for lease surrender. All costs of making the apartment safe have been recharged to the leaseholder, including legal costs. However we don't have the right to go any further in the process. See 9 below.	

Decisions

Item	Decisions	Action by
1	Brethertons to be instructed to issue proceedings to recover £200k, court fee £10k plus costs. This approach worked with the TCML case and is affordable inside the service charge for 2018. Cost per apartment is well inside Section 20 requirements.	Louise
2	Because of continued failures to comply with our requirements HEP to be removed from approved suppliers list forthwith	Paul
	Concierges to be reminded of the need to adhere to the ASL, which will be made available on the website and in the concierge office. Also of the need to be more vigilant with suppliers especially in the case of repairs to communal items. Concierges to have appraisals / reviews in February after a full year of direct reporting.	Louise
3	Directors confirmed that they have no financial interest in or benefit from suppliers on the ASL other than those disclosed on the website. Register of interests is available on the website. Companies house data was reviewed which confirms. Also discussed director status - reiterated the need for directors to be permanent UK residents with the appropriate	All

	skill set and knowledge.	
4	SAQML to write to CBRE FD restating our position on historical charges one final time in an attempt to clear the so called “arrears” from our account. In addition further invoices to be raised for commercial share of recent roof repairs. Agreed that amounts owing from unpaid invoices for commercial share of repairs to communal pipework as well as roof survey and repairs to CBRE will be contra’d from service charge payments due to them.	Chris
6	Agreed to place order with Ridley Bros for smoke alarm replacements, all apartments, £5.5k Agreed to place and order with Colt for annual servicing of smoke vent system, £500 pa	All
9	Apartment 52 to be discussed at CBRE review with a view to them picking up the legal process from now	Chris/Louise

---

Closure

Summary & Takeaways
Minor items discussed included providing an access fob to Apleona for out of hours issues, getting fixed IP address fixed for concierge office. Meeting closed 20:00. Apologies from Paul for CBRE meeting, away on holiday.

- [ ] Meeting Notes Distributed
- [ ] Tasks & Projects Completed, Processed or Delegated

Electronically signed -



Evernote