SAQML Meeting
9am, 26th February 2018
Mal Maison

Present

SAQML – Louise Richley, Chris Suddes, Paul Bate

Minutes

1. Current Legal Dispute with Zurich – LR provided an update on the legal case. Counsel have now been consulted and have raised questions about the following;

    i) Who the specific party to the legal dispute is and the right of SAQML to run the case on behalf of the leaseholders – LR has dealt with this in the clarifications originally sort from Zurich.

    ii) Possible excess per apartment – this is not clear in the insurance documentation but could potentially mean an excess per apartment would be relevant.

    iii) Section 20 Notice and why significant works have not been carried out to date – other than a small number of incidents, the leaks have been frequent and dealt with reactively. The insurance claim is to reverse this strategy and carry out a proactive work schedule across the building.

Counsel have suggested that it would be worthwhile to send the letter before claim again, despite this being ignored previously. This will strengthen our case in Court. This is agreed by the Directors. The particulars of claim are being drafted in the meantime, as this would be required in either eventuality.

Actions **LR to continue progressing with the case and ensure Ward Hadaway file is transferred to Brethertons**

2) Concierge Appraisals – Paul and Louise to carry these out in the next few weeks together with a building inspection and checklist.

Actions **LR to send out paperwork and confirm dates**

3) Roof Issues – Works are almost complete other than completion of the walkways and final sealing. The recent work that has been carried out is guaranteed and the final cost is approximately £20k, as opposed to £100k that was quoted for a full roof replacement.

4) CBRE Sign on Building – The Directors believe the 'To Let' sign should not have been attached to the side of the building.

Actions **CS to contact CBRE and request removal**

5) Cladding – CBRE have provided an updated report regarding the cladding on the outside of the building but the results are inconclusive and do not specify how flammable the cladding or associated materials may be. SAQML will carry out a full health and safety inspection on the building to incorporate a number of issues including cladding, fire risk assessment, emergency lighting, etc…

Actions **PB to organise health and safety inspection. CS to organise meeting with CBRE to discuss further**

6) Upgrade of SkyQ and Fibre Broadband – SAQML is responsible for cabling the building and providing modern technology and telecommunications for leaseholders to utilise. Sky no longer support Sky Plus and it has been necessary to provide an upgrade strategy. The Directors acknowledge that the appointed supplier of SkyQ has provided a poor service that has disrupted many leaseholders TV feed, but after much intervention, it is understand that all issues are now resolved.

7) Windows and Water Ingress – Water ingress has caused problems within the communal and leaseholder areas of the building for many years which unfortunately roots back to historic issues with the build quality by Robertsons. Some window frames are now rotting. SAQML and a specific leaseholder have recently paid for a site survey from the original window supplier Velfac. The site survey suggests that the problems have been caused by poor installation, rather than any fault with the product. Gaps around the windows are too large in certain areas and although expanding foam has been inserted, water still penetrates the affected areas. Leaseholders are responsible for their individual apartment windows whilst the Directors are responsible for patching up communal areas.

Actions **LR currently has a rotten window frame within her apartment and will pay for a full window replacement. This will provide an opportunity to work with Velfac to investigate any remedies and provide indicative**

costs, timescales and processes for other leaseholders wishing to replace windows

8) AGM – This year's AGM has been organised on Tuesday 21st May at 7pm at the Mal Maison hotel. The format will be the same as previous years. The company secretary Kingston Property Services will issue notices a month beforehand with the accounts and invitation to raise issues.

Action LR to make all necessary preparations

9) CCTV – All cabling and setup is now complete. A recorder is required for the concierge office.

Action PB to organise

Meeting closed at 9.30am