ONE WARRINGTON GARDENS MANAGEMENT COMPANY LIMITED

Minutes – Board Meeting
Monday, 21st January 2019, 14:30
Flat 37, OWG

Present:	Apologies:
Anthony Stafford Delia Covezzi Glenn Pereira Peter Rose	Anna Cury Nanni Fabris

Agenda:

1. Approval of minutes of last meeting
2. Maintenance Update
3. Interior Refurbishment Update
4. Neighbouring Buildings' Contribution to Garden Expenses
5. Budget 2019
6. Current Porterage & Future Plans. Salaries & Aziz's Status
7. Building Security
8. Out-of-Hours Contract Review & Renewal
9. Proposed Changes to the Articles
10. Search for Board Directors and Definition of Requirement
11. AOB
12. Date of Next Meeting
13. Meeting Adjournment

Agenda Item	Action
<u>1. Approval of minutes of last meeting</u> The Board approved the minutes from the last meeting (12/08/18) and they were signed by Glenn.	
<u>2. Maintenance Update</u> **<u>Garage Gates:</u>** Peter informed the Board that he fixed the persistent leak and reprogrammed the gate timing and that the gates now seem to be functioning normally. We have two companies that we can contact for emergency call-outs and Peter is to report back at the next meeting with proposals for routine servicing. In the long-run, Peter will assess the option of an upgrade to the major components with the intention of reducing maintenance costs and breakdowns.	PR
<u>Electricity:</u> Peter is still in ongoing discussion with SSE with regards to suspected overpayment and making steady progress. For the time being the account is frozen. We estimate that our annual expenditure should be in the region of £13,000 per annum. Once the account has been resolved, Peter estimates a saving of about £1,500 per year by switching our supplier to Bulb who are a small London based supplier who provide 100% renewable electricity. A number of board members use them for their personal supply and are very happy with their customer service. An update is expected by the end of February.	PR
<u>Lifts:</u> Following the survey of the lifts by Jennings, Peter is working with them to see which of the issues identified will fall under the service cover we have with OTIS. Once that is identified we will have the work carried out under our exiting contract. Peter and Jennings will then put together a medium- and long-term plan to address the remaining lower-priority matters over a five to ten year timeline that will allow easy budgeting and foresight.	PR
At the moment it has been difficult to clarify exactly what the terms of our existing contract with OTIS are. Peter will continue to work with WBM to clarify this, with Glen’s offer of assistance if needed. An update is expected by the end of February.	PR WBM GP
<u>Smoke Detectors:</u> Chubb are carrying out 6-monthly checks on a routine basis. The detectors themselves are at the end of their useful lives which is causing a number of false alarms. Chubb have quoted for replacements and we are awaiting for a second quote from Allport. **<u>Fresh Water Tanks:</u>** These are now being routinely checked on a 6-monthly basis.	

Backup Generator: The replacement parts have now been installed and the generator is operating as per specification. **Water Heater in Staff Toilet:** This has been replaced and is working well. The plumber used has impressed with his reliability, good communication and honest quotes. He is also available for emergency callouts at fair rates. We will distribute his details to the residents via WBM. Recommended Service Providers: Peter will work with WBM to ensure that we have an up-to-date list of recommended tradesman and out-of-hours providers. **Other:** Peter will work with WBM to begin to put together a master list of all maintenance items relating to the building, the necessary maintenance program, and existing contractors, so that we can ensure all tasks are being carried out routinely and at what cost. This template can then be used for ongoing quotations in future.	PR & WBM PR & WBM
3. Interior Refurbishment Update Delia informed the board that works for Phase 1 are set to commence on 11 February 2019, once the 30 day period of the Notice of Estimates expires. Delia to meet with the surveyors and main contractor, D. Clark, on 23 January for pre-works briefing. Delia informed the board that, despite persistent chasing, the polished plasterer originally assigned to the project never delivered the requested and critical samples. Furthermore neither Delia nor the surveyors have been able to contact him despite numerous attempts. As a result and in order to get things moving, the surveyors have asked D.Clark for recommendations of polished plasterers. D. Clark to provide 2 quotes which Delia will pass onto the Board once she has received these. After the pre-works briefing meeting Delia will update the board on any necessary items. The surveyors will draw up a contract for the board to review.	DC DC DC
4. **Neighbouring Buildings' Contribution to Garden Expenses** Oliver has put in place the procedures to charge buildings n. 7, 8, 9 and 10. The only issue is with building n. 7; Oliver is currently chasing historical records/lawyers. Oliver should be able to provide an update in detail. Both him and Patrick were at the meeting in December. Anna or Glenn to chase up Oliver.	AC/ GP & WBM

<u>5. Budget 2019</u> No concerns were brought up regarding the 2019 budget.	
<u>6. Current Porterage & Future Plans. Salaries & Aziz's Status</u> The Board agreed to keep the current set-up for the near future. Residents seem satisfied with the current set-up and there have been no complaints. The Board agreed that they have already made a lot of changes in the last year and decided it was best to wait to apply any changes in the porterage front. The Board agreed to extend Eddie's contract for a further 3 months, should Eddie accept the offer. This will buy the Board time to prepare for longer-term porterage solution. The Board were all in agreement with a set-up of a senior porter who would cover longer hours and a secondary porter to cover a few hours in the afternoon/evening. Steven Branch remains a possible candidate for the senior porter role. The Board are to contact him to see if he is still interested in the job and prepared to wait. The Board agreed that they will need to interview other potential candidates. The Board discussed drafting a contract for Aziz, with a clear list of requirements, and reassess his salary. As part of the process we will have a review of Aziz's performance and we would then draft a contract, as long as Aziz can commit to certain requirements that would fall within his job description. The Board discussed providing Aziz a guaranteed minimum hours per week (25 hours). His hours would change (lessen) with a Senior Porter and Secondary Porter set-up. The Board discussed to raise Aziz's salary by 5-6%, to match inflation over the last two years to compensate for the fact that Aziz did not receive a raise last year. This would raise his salary to £11.50 per hours. Glenn to check contract details with Rradar.	? GP
<u>7. Building Security</u> Anna has proposed to replace fobs and reprogramme garage zapper. She will forward	AC

the quote from Vince to the Board via email. WBM to advise on the logistics. Anna & Peter to look into the above and put together a proposal to the Board. This years budget for security is £3,000 of which we have already spent over £2,000 with the recent installation of internal locking doors and extra CCTV cameras. Peter to write to Board with pros & cons so that we can decide how to proceed.	 WBM AC & PR PR
<u>8. Out-of-Hours Contract Review & Renewal</u> The Board agreed to renew the Out of Hours contract with Handy Cleaners for another 3 months. Glenn to call John Shervill and ask him for an update. The Board are all in agreement with the document drafted by Glenn (to be attached for reference). The proposed minimum number of Directors is one, and the maximum five. Glenn to check if Company Secretary (WBM) counts as a Director. Glenn to ask Rradar if we can make Article n.7 a legal criteria. All Directors agreed that leaseholders can nominate their tenant or another party as a Director on the Board in their stead. Glenn to inlcude this in the Articles. Glenn to ask Rradar to clarify the difference between nominating Directors and having a proxy. Glenn to add to the Articles that the Chairman position is to be reviewed with the Board every year and put up for automatic resignation to the shareholders every 3 years. Glenn to speak with Rradar and draft a final document for approval by the Board.	 GP GP GP GP GP GP GP GP
<u>10. Search for Board Directors and Definition of Requirements</u> Anna informed the Board that Marie Rose Dwerk has expressed interest in joining the Board, but not before March 2019. Peter & Delia have already met with Marie Rose in	

the past, when she first showed interest to join the Board, but then declined. Glenn to arrange to meet with her and discuss what she could bring to the Board. Anna to draft a list of requirements for the future Director who will replace Anna's role in finances and accounts.	GP AC
<u>11. AOB</u> Crispin to respond to questions put to him at the last review meeting and provide a contract renewal draft before we finalise the agreement with WBM, which needs to be done before the end of the month.	WBM
<u>12. Date of Next Meeting</u> 27/02/19 at 13.30, Flat 37	
<u>13. Meeting Adjournment at 8pm</u>	