ONE WARRINGTON GARDENS MANAGEMENT COMPANY LIMITED

Minutes – Board Meeting

Wednesday, 27th February 2019, 14.00
Flat 37, OWG

Present:	**Apologies:**
Glenn Pereira Anna Cury Peter Rose Delia Covezzi Anthony Stafford Antonella Fabris (Proxy for Nanni Fabris) Oliver Sampson-Bancroft Lynette Pearce	

Agenda:

1. Approval of minutes of last meeting
2. Interior refurbishment update
3. Long-term security proposal
4. Maintenance update
5. WMB update & contract renewal
6. Outstanding service charge fees
7. Neighbouring buildings' contribution to garden expenses
8. Contract for Aziz & renewal for Eddie & John
9. Update of changes to the Articles of Association
10. Budget 2019
11. Criteria & search for additional director
12. Porter performance review & porter recruitment
13. AOB
14. Date of next meeting
15. Meeting adjournment

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Agenda Item	**Action**
<u>1. Approval of minutes of last meeting</u> The Board approved the minutes from the last meeting (21/01/19) and they were signed by Glenn.	
<u>3. Interior refurbishment update</u> Delia informed the board of the following: • D.Clark are well underway with preparatory works to the east wing, and will be commencing preparatory works to the west wing this week. They are working to schedule and anticipate all preparatory works for Phase 1 to be complete in the next couple of weeks, by which time the polished plaster company, Armourcoat, should be commencing works (finishings) on the pilot area. • There have been some variation in the works, with certain items costing less than originally quoted and other costing more. However, as things currently stand, the overall revised cost for Phase 1 should come in under £60,000 as per the last quote (Phase 1-3 v.4) , attached to the contract, and should not exceed our budget of £65,000 • D.Clark need to know ASAP when to expect starting works for Phase 2. The Board agreed that there will likely be a gap of minimum 3 months between completion of Phase 1 and starting works for Phase 2. Since the meeting, Anna has looked over the accounts and anticipates an end of summer start. Delia has already informed D.Clark	AC & DC
<u>3. Long-term security proposal</u> Peter informed the Board that security assessment company, Banhans visited and recommended the following: • A stronger magnet for the front door of the building • That residents ensure that their flats are secure WBM to prepare a notice to residents regarding personal security. Notice to mention that Banhan offer a free security assessment. The notice should also advise any vulnerable flats with access from the back garden or street to ensure they have apt security to windows looking out onto the street or french windows leading into the garden. The board decided not to replace the fobs for the time being and to wait until the next AGM to discuss with shareholders whether it would be a worthwhile investment.	WBM

3. Maintenance Update	
Garage Gates: Peter informed the Board that he has received 2 quotes for routine maintenance and that both companies offer a call-out option. Their costs come in at approximately £500 - £600 per year. Peter is waiting for a third quote. Once he has all 3 quotes, he will forward them onto the Board.	PR
Electricity: Peter informed the board that this is still under investigation. There is a discrepancy between SSE statements and OWGM accounts.	
Anna to provide accounts for 2017, to help Peter with the investigation.	AC
Peter is looking at average expenditure to try to work out what the cost should have been. Peter to come to an agreement with SSE. Conclusion 1-2 weeks.	PR
Lifts: Peter informed the Board that we have yet to clarify the terms of the contract before we can see how much work we can squeeze out of Otis. Lynette has been following this and will continue to pursue.	LP
Peter reassured the Board that lift surveyor's, Jennings, report states that no short-term/ urgent concerns have been flagged.	
WBM to ask lift insurance company to send an engineer and provide us a report, which we can then compare to the report submitted by Jennings.	WBM
Smoke Detectors: Peter informed the Board that we have received 2 quotes to replace smoke detectors; one from the building electrician, Dan, and the other from Chubb. Dan's quote is approximately £500 cheaper, and approximately £5000 total.	
WBM to ask Chubb if a) they can match Dan's quote, or b) they agree for on outside party (Dan) to install new detectors and carry out an inspection once this has been done.	WBM
Lighting: Delia & Peter informed the Board that the lights in the lift lobbies need replacing to match current standards. These will be changed in conjunction with the interior refurbishment, but will fall into the maintenance budget (approx £5,000).	
Other: Anna informed the Board that following a visit from the fire inspector, for our type of building they have advised that residents remain in their flats should there be a fire. However, to date we have been instructing residents to get out of their flats and make their way out of the building.	
Board to decide which notification to give to residents in the event of a fire. Pending a report from the fire inspector. WBM to chase this up.	WBM

<u>5. WMB update & contract renewal</u>	
WBM to email Board informing us who to contact for which purpose.	WBM
WBM to draft a maintenance contact list and a calendar notifying when renewals are due.	WBM
Next quarterly inspection: Monday 25 March, 10.30am. Delia or Peter to meet with WBM	WBM DC/PR
WBM to issue a letter to shareholders/ residents requesting that they inform WBM before starting any refurbishment works to their flat.	WBM
WBM to contact owner of Flat 5 to inform them that their tenant is not abiding to the building rules and is leaving bin bags outside of their flat outside of allocated hours, despite persistent notices with regards to this being slipped under their front door.	WBM
WBM to write to all owners with flats overlooking Castellain Road on the East side of the building, requesting that whoever is throwing cigarette butts outside of their window which are accumulating on the street below, ceases to do so with immediate effect.	WBM
WBM to write to shareholders to advise on health & safety measures in flats (smoke detectors, boilers, stopcocks etc).	WBM
WBM to revert back re: contract renewal between WBM and OWGM.	WBM
<u>6. Outstanding service charge fees</u> Oliver informed the board that all service charge payments are up to date, except for 2 flats who still owe for the end of last year. These are being chased by solicitors.	
<u>7. Neighbouring buildings' contribution to garden expenses</u> Oliver informed the Board that the buildings opposite are now contributing to the garden expenses.	
Oliver explained to the Board that 3 of the flats are exempt from paying towards the garden due to a prior agreement with the property developer. However the rest of the flats are covering this cost. Once these 3 flats sell, then the new owners will have to contribute as with everyone else. WBM to draft a contract agreement for all 3 buildings to sign in time for the next meeting. WBM to send the draft to Glenn.	WBM GP

<u>8. Contract for Aziz & renewal for Eddie & John</u> Glenn confirmed that Aziz's permanent contract has been put in place with a salary increase of £11.50 per hour and minimum 25 hours per week, as agreed at the last Board meeting. Glenn also confirmed that Eddie's contract is renewed until 30 April 2019. We are waiting for John to sign the contract renewal for out-of-hours. Glenn to chase this.	GP
<u>9. Update of changes to the Articles of Association</u> The board passed a resolution that the articles of association of One Warrington Gardens (Management) Limited be updated to reflect Table A Companies Act 2006 updates, and to make the articles of the Company more understandable for shareholders. Before the revised articles are voted on by shareholders there is to be an accompanying paper showing the changes.	GP GP
<u>10. Budget 2019</u> Anna to work with Delia & Peter to prepare a cashflow projection for Phase 2 of the interior refurbishment works and maintenance issues	AC, DC, PR
<u>11. Criteria & search for additional director</u> With Anna's imminent resignation, the Board will need to find an active director to fill her shoes and overlook finances, accounts, budgets etc. Once Anna leaves there will be 3 active board members left: • Glenn Pereira (Chairman) whose responsibility is to look into any legal aspect (employee's contracts, building insurance etc) and overlook that the rest of the directors are carrying out their role efficiently.	

• Peter Rose who is in charge of following all maintenance issues (gates, lifts, electricity, lights, detectors, alarms, fans, water tanks etc) and also building security • Delia Covezzi who is secretary to the board (drafting minutes, overlooking communication to shareholders & residents) and also in charge of following the aesthetics of the building (including the interior refurbishment currently underhand), the garden and the plants out front and in reception. These 3 directors cannot afford any extra tasks and will therefore require a fourth active director to follow all finance related matters, unless any of the other existing board members are willing to take on this role. The board asked Anna whether she would be interested in continuing to overlook the finances once she has left the board. Anna to revert back to the board with her decision. Alternatively, we will need to find someone who can take on this role. It would be ideal if the fourth board member where a full-time resident in the building, especially given that Glenn doesn't live in the building and Peter and Delia travel a lot. So far, no shareholder of OWG has shown interest in joining the board, except for Marie Rose Dwerk, although to date she has been to busy to formally put herself forward. We also do not know if she would be apt and willing to take on Anna's role.	AC
<u>12. Porter performance review & porter recruitment</u> The residents continue to be happy with the current porterage, but the Board is aware that moving forward we ideally need to find someone who can take on some more responsibility. Glenn suggested putting something in place by May/June. Steven Branch is still a potential candidate, but we will need to interview another 2-3 candidates, which we will search for online and possibly also job centres.	

Anna to send the Board a weblink for porter recruitment. Glenn and Antonella to recruit and interview. Delia to inform M. Branch that we will soon be officially opening for interview and will send him the job description as soon as this is finalised by the board. Possible interview date: 26 March to be finished by 18.00, or 27 March after 14.30 Glenn to email the job description to all directors and directors to revert back.	AC GP & AF DC GP & DC GP & ALL
13. AOB Delia has asked D.Clark to provide a quote to repair the lift panels. Once Delia has this she will pass it on to the rest of the Board for discussion/ approval. The board discussed the option of installing CCTV cameras on the both sides of the building overlooking the garden for extra security. Date of next AGM: 13 May 2019, 18.00	DC
14. Date of next meeting Thursday 4^{th} April, 2019 @ 14.00, Flat 37	
15. Meeting adjournment: 17.30	