Directors Meeting Minutes

Meeting Title:	Clifton Drive Management (Lytham St. Annes) Limited
Date:	11 th May 2023 at 1030am
Location:	Flat 26
Attendees:	Sue Blackburn – SB Eric Brown – EB Dennis Lees – DL Doreen Thomas – DT Simon Perkin – SP Richard Hyde – F45 Tony Berwick – F14
Apologies for Absence:	None

ltem No.	Description	Responsible Person
1.	REVIEW MINUTES OF LAST DIRECTORS MEETING	
	External Works	
	SP reported that janet had been in touch about contributions from service charge, however	
	when SP asked for how much she was expecting and what for exactly, she hasn't replied.	
	The AGM will now take the place of the AGM with the surveyors handling the section related	
	to the eternal works. Full report and budget costs TBA.	
	*SP was provided with details for the new venue Dalmeny.	
	Fire Doors and Compartmentation	
	It was decided that SP will look into the fire door inspection course with a view to booking	
	Denis and Richard on.	SP/DL/RH
	Richard noted he will speak to some friends in the fire service for further advice.	
	SP is to reach out the contractor with the lowest quote to look at a staged approach to the	
	compartmentation.	SP
	Garage Doors	
	Barry reports that doors are schedule for installation end of May.	
	SP and DL will coordinate the delivery of the fobs.	SP/DL
	Mobility Scooters	
	SP is liaising with the new risk assessor company on this point.	SP
	EWS Survey	
	This had been received with specialist solicitors to produce a quote for at the liability of costs.	SP

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	Lifts Following the recent spate of breakdowns Realty and the bard will be meeting with Sheridan technical director to discuss the future. This was supposed to happen before the meeting	
	however it will need to be rescheduled.	SP
	Building Height Measure and Future Responsibilities	
	This is related to the fire door section.	
	Landscaping	
	Sue recent reported a gardening group had been set up. SP is to add this to the next newsletter. SP is to obtain quotes for alternative gardeners. SP noted he will require one of the conducting group to liging with the contractors when they ensure to give to guete. SP will	SP
	the gardening group to liaise with the contractors when they come to site to quote. SB will arrange.	SB
	Simon is still looking into the allocation of Mrs Levy's parking spaces.	SP
	Mrs Levy's complaint was replied to.	
	Directors	
	Tony Berwick had been admitted to the directors' group before the meeting. Richard was	
2.	invited to the meeting and SP will have Realty admin sign him up on Companies House.	SP
3.	FINANCESSB expressed further concern over the reports. SP will liaise with Realty's FD to help generate better and more frequent reports. SB requested the electricity be billed monthly.MAINTENANCE SP reported that a piece of glass from the balcony of flat 53 had smashed during the recent bank holiday. Unfortunately, the contractor attending cleared up the glass but failed to cover the hole. Daniel Pollard is speaking the contractor about this. The owners of flat 53 were very unhappy, however SP has calmed them down is instructing the replacement glass. Furthermore, SP is having the contractor asses the condition of the balconies at majestic. SP will arrange between the contractor and Denis.	SP SP
4.	<u>AOB</u> Tony noted that the issue with water ingress to flat 11 maybe the result of a faulty drain on his balcony. SP will take a look after the meeting.	SP
	SP is to update the contractors list with HRV and Clifton Park Cherry Picker's contact details.	SP
	SP is to speak with ADP regarding the door to block D, as it is unclear who did the work.	SP
	SP is to place the changing of the size of the bins on the agenda for the AGM.	SP
	SB requested the lift signage be decreased to A5.	
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	It was agreed that DL and RH would conduct some low-level external decorating.	DL/RH
	NEWSLETTER	
	Items to be included:	
	- Director details updated.	
	- EWS survey update	
	- Garage doors update.	
	- External Works	
	- EGM	
	- Gardening Group	
	- Front door keys	
5.	DATE & TIME OF NEXT MEETING	
	The next meeting will be on Monday 10 th July at 2pm at flat 40.	
	With no further business the meeting closed at 1pm	