

# Minutes

<b>Meeting Title:</b>	CLIFTON DRIVE MANAGEMENT (LYTHAM ST. ANNES) LIMITED DIRECTORS MEETING
<b>Date &amp; Time:</b>	19 <sup>th</sup> September 2023 at 2pm
<b>Location:</b>	Microsoft Teams
<b>Attendees:</b>	D Lees D Thomas E Brown T Berwick S Perkin – Realty

Item No.	Description
1.0	<b>Apologies For Absence</b>
	Richard Hyde Sue Blackburn
2.0	<b>Review Minutes of Last Meeting</b>
	<p><u>Fire Doors</u> Denis is happy to proceed with the work on the communal fire doors at approximately 1 door a week, with James Starkey to check the work once a year, however SP reported here that the Landlord may be liable for these works, however Simarc are pushing back on the Landlords' liability for the fire door, compartmentation and the cladding replacement. Simarc have stated that the Manco should be applying to the incoming mid-rise cladding fund. SP confirmed that the Manco has responsibility for the external walls and can apply for the fund. SP will be picking this up with Realty directors on this.</p> <p><u>Directorships</u> SP reported that the Mem &amp; Arts do not give any powers to the board to forcibly remove a director.</p> <p><u>Garage Doors</u> Tony reported that the door to block A doesn't close fully every time. SP will have Barry attend. SP is to add wiping of the sensors periodically to the next newsletter.</p> <p><u>Mobility Scooters</u> Insurance broker confirms that the vehicles aren't covered under the buildings policy. SP is waiting for an answer on what would be covered or not if a scooter caused a fire.</p> <p><u>Lifts</u> The board agreed to proceed with the springs work on lifts A and C. The board decided to postpone meeting Lisa Sheridan until after the next set of springs work.</p> <p><u>Gardeners</u> Good reports have been received about the new gardeners.</p> <p><u>Finance Reports</u> SP had sat down with Realty's FD regarding Sues queries on additional reports. It was decided to wait for Sue to return to fully discuss this.</p> <p><u>Updated Contractor List</u> SP sent this across to the board during the meeting.</p>

	<p><u>Car Park Gravel</u> This was deemed not necessary as the painting is under way.</p> <p><u>Car Park Lining</u> SP to send notice to Denis to put on Martin’s car asking him to move it. Denis informs that only 2 spaces left to paint.</p> <p><u>CCTV</u> SP had spoken to 2 contractors who asked how many cameras we need and where. After some discussion Tony offered to produce a report for the next meeting on the CCTV needs. He feels he is in a good position to know what we need as he has used the current system and is aware of current cabling routes.</p> <p><u>Emergency Contact Form</u> Realty admin team are collating the forms and will be issued to the directors once complete.</p> <p><u>House Rules</u> Updated versions need to be inserted into the lobby books.</p> <p><u>Works to F58</u> Denis has 2 more visits to complete this.</p> <p><u>SK Removals Van</u> Realty has written to the managing agent of the sister block asking for the removals van to parked elsewhere. SP will send a notice to Denis to put on the van.</p> <p><u>Front Entrances</u> Doreen reported doors being opened for anyone buzzing the intercom. this will be raised at the EGM and in the newsletter. SP will reach out to Gees for an updated quote on moving the intercom panels. At this point, the directors requested an electrician looks at any cost savings that can be applied to the car park lighting.</p> <p><u>12A Balcony Soffits and Fascias</u> SP will provide Denis with a contact for accessing the fat to insect the condition of the soffits and fascias.</p>
3.0	<b>Finances</b>
	<p><u>Arrears</u> SP explained that the arrears figure isn’t an accurate representation of debt as the anyone who pays monthly is technically in arrears. SP stated that the main debtors are those going through sale. At the very least these will be cleared upon sale, however Realty’s credit control will continue to chase the service charges. No other queries from the board.</p>
4.0	<b>Maintenance</b>
	<p><u>Lifts</u> This was discussed earlier in the meeting.</p> <p><u>External Façade Works and EGM talking points</u> This was discussed at length with Denis suggesting that ground floor flats would need less work doing to them as they don’t suffer from the corroded steel at ground level. He also felt that the balustrades are suitable for potentially another 10 years. After further discussion, the following options were proposed: Option 1 – all works Option 2 – all works bar the ground floor flats.</p>

	<p>Option 3 – as much work as possible for £800,000.  SP will liaise with JYM to cost all options, which will be forwarded to the board and a letter to be sent to all flat owners explaining these options before the EGM.</p> <p><u>Balconies</u>  SP had received concerns from 46 and 53 about the strength of balcony balustrades. Whilst the major works will include replacing the balustrades, neither Realty nor the board can guarantee if the balustrades are safe enough until then. It was suggested that a secondary handrail be installed on the inside face of the balustrades on any which are unsafe. SP queried if we need someone to assess the strength of each balustrade. After much discussion it was decided that SP reach out to companies who can strength-test the balustrades. SP will also ask all flat owners if they have concerns about balustrades at the EGM.</p> <p><u>Fire Safety – Discussions with Freeholder</u>  This was discussed earlier in the meeting.</p> <p><u>CCTV</u>  This was discussed earlier in the meeting.</p> <p><u>Update on Mrs Levy’s flat</u>  This was discussed earlier in the meeting.</p> <p><u>Energy Supplies</u>  Energy company informed SP that they will not ‘track and trace’ meters to determine which meter is reading what. They suggested it should be the electrician. SP will have Matt look at this.</p> <p><u>Car Park Lining</u>  This was discussed earlier in the meeting.</p>
5.0	<b>Any Other Business</b>
	None
7.0	<b>Date &amp; Time of Next Meeting</b>
	EGM on 19 <sup>th</sup> October 2023.