Directors Meeting Minutes

Meeting Title: Clifton Drive Management (Lytham St. Annes) Limited

Date: 8th March 2023 at 12pm

Location: Flat 30

Attendees: Sue Blackburn – SB

Eric Brown – EB Dennis Lees – DL Doreen Thomas – DT Simon Perkin – SP

Apologies for Absence: None

Item No.	Description	Responsible Person
1.	REVIEW MINUTES OF LAST DIRECTORS MEETING External Works On the morning of the meeting Denis and Simon had met Chris the surveyor and Peter the structural engineer to further discuss the works to the external facade outside Janet's flat and the block in general. It has become apparent that there is an abundance of works to conduct including penthouse balcony floor structure, balcony balustrades, steelwork treating, pointing, and cavity trays. Chris and Peter are now going away to work together to design and build the scope of works. However there is another small area they both wish to investigate which is at first floor level above the black cavity tray which runs around the building. Simon is to liaise with Senex to have this area opened up and made accessible. Prior to the meeting Janet had raised a proposal to have some inner walls created so she can decorate fully around the flat. Simon is unsure of what this means exactly, and the issue is more complicated as Janet is no longer allowing anyone in her flat. Simon will look to speak to Senex about expanding their quote for internal works to Janet's flat as they should have more information and an idea of what these inner walls will look like and be constructed of. One thing that was apparent is that Janet is getting some water ingress around her balcony doors which Denis on Eric will look to eradicate by repointing the areas immediately in front of the doors. Denis mentioned a contractor he recently met named Jeff to which Simon will approach him regarding a secondary quote on Janet's plastering and if he is interested in quoting for any of the major external works. After some further discussion it was agreed that an EGM should be called to advise all owners of the external works and Simon will invite the surveyor or structural engineer along to validate these works from a professional.	SP DL/EB SP

Fire Doors

Simon relayed the additional survey from the fire door contractor which shows a fixed price quotation of £7,320 For remedials to each block. Secondary quote was received for replacement fire doors which will be required for the service covered by each lift. The price per door is £2,376.

There was discussion over the costs of the replacement doors being quite high. Dennis is to speak to Doreen's joiner for additional fire door quotes. Once the cost for the external works have been verified Simon is to look at a programme of remedial work to the fire doors possibly by level rather than by block.

DL

SP

Garage Doors

Simon is to reach out to Abbey doors to have them quote for new doors and fobs. Sign in is to ask if the current fobs can remain.

SP

Roof Lights

Simon is to chase JM maintenance for an update on the skylights too flat 27.

SP

Mobility Scooters

Simon is to reach out to the health and safety assessor and ask what type of insurance the scooter owners should have.

SP

Simon is to provide the director with Mrs Levy's complaint.

2. FINANCES

All reports were issued prior to the meeting. Sue had raised queries before the meeting which were all answered at the meeting.

Simon is to ensure that future invoice reports are organised by date.

3. MAINTENANCE

Garage Doors

This was discussed earlier in the meeting.

Lifts

It was discussed to have additional rules surrounding the lifts e.g. passengers only in the left and have the weight limit sign in the lift reduced. Further discussion it was decided to discuss this at this years AGM before implementing anything.

Water Ingress Works

This was discussed earlier in the meeting.

Pointing and External Redecs

The directors would like to ask Russell from R&R pointing to stand down as his company won't be able to conduct works on balcony floors, treating the steel et cetera

EWS Survey

At the time of the meeting the survey had still not been received. Simon is to chase this.

SP

	Fire Doors	
	This was discussed earlier in the meeting.	
	Building Height Measure and Future Responsibilities	
	The building height measurement had been received. The building height is recorded at 14.07 metres. Simon relayed to the directors that as the building has now been verified as over 11	
	metres there are additional responsibilities regarding fire safety. These are to provide annual	
	reminders of the importance of fire doors to all residents, and also a requirement to check	
	communal fire doors on a quarterly basis and an annual check of flat entrance doors. Realty	
	have engaged a specialist who can perform these checks. Simon suggested that the specialist	
	attend initially with Denis, who can then perform the checks moving forward.	SP
	Landscaping	
	Simon is to provide the directors with a copy of the gardener's specification. Sue noted that	SP
	she is in the process of acquiring a green bin. Costs for the pinks has been agreed with the	SB
	gardening committee. Denis is to accommodate some storage for gardening tools in the bin	
	room. Following further discussion with the gardening group the gardener will be put on a	DL
	three month trail to monitor his performance.	
4.	<u>AOB</u>	
	Simon is to look into the allocation of Mrs Levy's parking spaces.	SP
	Dennis is to walk around the building and change any batteries in the smoke detectors.	DL
	Simon is to secure a new venue for the AGM and EGM which is more sociable. The directors	
	recommended the Dalmeny hotel.	SP
		CD
	Simon is to reach out to Tony to see if he would like to be a director.	SP
	Sue is to check with the cleaners if they are responsible for cleaning the balustrades on the	
	walkways.	SB
	NEWSLETTER	
	Items to be included:	
	- Director details updated.	
	- EWS survey update	
	- Electricity/energy update	
	- Garage doors update.	
	- External Works	CD
	- EGM	SP
5.	DATE & TIME OF NEXT MEETING	
	The next meeting will be on Monday 15 th May at 2pm. Venue TBA.	
	With no further business the meeting closed at 330pm	