

Minutes

Meeting Title:	CLIFTON DRIVE MANAGEMENT (LYTHAM ST. ANNES) LIMITED DIRECTORS MEETING
Date & Time:	9 th April at 12pm
Location:	Flat 14
Attendees:	S Blackburn D Lees E Brown T Berwick S Perkin – Realty

Item No.	Description
	Apologies For Absence
1.0	Review Minutes of Last Meeting
	<p><u>Fire Compartmentation</u> Date for these works is TBA. The fire hatches were discussed as the meeting raised concern that this may be an unnecessary cost. SP is to speak to fire risk assessor on this.</p> <p><u>Cladding</u> SB raised concern over the necessity of replacing the spandrel panels, as the FRAEW report contradicts the recent communications from the specialists MAF. SP is to further query this point. MAF are sending a contractor out to price all works, where SP will meet them on site and instruct them to price only ground to 2nd floor together with all floors.</p> <p><u>Directorships</u> The meeting recommended flat 37 as a possible candidate for the board.</p> <p><u>Mobility Scooters</u> Aviva have accepted that Majestic will have mobility scooters on site, however they are looking to the Management Company to manage them effectively and safely. SP is to liaise with the H&S assessors to develop a management policy. On a similar note, a recent query had been received on the installation of an EV charger. SP is to develop a management policy for these also. The board requested an update of the notice boards and newsletters on these points.</p> <p><u>CCTV</u> SP is to chase other quotes.</p> <p><u>Emergency Contact Form</u> SP is to provide the board with a list of those flats which have not replied.</p> <p><u>External Façade Works</u> See notes from the briefing meeting provided by JYM. SP had previously written to the board with concerns over the collection of funds for the works, as the lease is somewhat unclear on how to achieve this. Given the importance of getting this right, the board agreed for JMW solicitors to provide legal advice on this.</p> <p><u>Flat 25 invoices</u></p>

	<p>After much discussion the board agreed to reimburse Janet for the redecoration of the lounge following the recent leak from the structure. The board also agreed to reimburse other redecoration once the major works are complete. These will be the only contributions.</p> <p><u>Lifts</u> Following recent postponement of works and general poor service the directors requested an online meeting with the technical directors and lead engineer. SP is to arrange this. SP is to obtain quotes from TJ lifts for the servicing.</p>
2.0	Finances
	<p>SB raised the following queries:</p> <ol style="list-style-type: none"> 1. Please ensure the BvA is dated. 2. Please remove BvA to date column 3. Which is the correct expenditure reading – invoiced or paid?
3.0	Maintenance
	<p><u>External Façade Works</u> This was discussed earlier in the meeting.</p> <p><u>Cladding Replacements</u> This was discussed earlier in the meeting.</p> <p><u>Fire Safety – Compartmentation & Fire Doors</u> Compartmentation was discussed earlier in the meeting. With regard to fire doors, Tony has created the report logs and Denis will be carrying out the checks, which will be reviewed by Starkey Ltd once a year.</p> <p><u>CCTV</u> This was discussed earlier in the meeting.</p> <p><u>F25 Invoices</u> This was discussed earlier in the meeting.</p> <p><u>Lifts</u> This was discussed earlier in the meeting.</p>
5.0	Any Other Business
	<p>SP is to remind Mrs Ford to have her contractors pick up the waste next to the substation.</p> <p>Tony reported issues with A block garage door. SP will ask Barry to liaise directly with Tony to get this fixed.</p> <p>Eric provided the receipt for the plumbing work on the mains pipe in block C. SP will arrange for this to be paid.</p> <p>Intercom issues should be checked by the directors calling the flat before instructing the contractor.</p> <p>Tony will be creating a website for updates on the major works and for information in general once the works are complete.</p>

	<p>Items for the newsletter:</p> <ol style="list-style-type: none"> 1. Outline the parking spaces at the rear. 2. All residents to please park responsibly. 3. Don't allow persons into the building unless known to you. 4. Do not prop back doors open. 5. Reminder on contact forms 6. Recycling process reminder 7. Do not prop lift doors open. 8. Garage door fob functions. 9. Cars must be MOT'd and taxed. 10. Mobility scooters 11. EV Chargers
7.0	Date & Time of Next Meeting
	The next few meetings will be dictated by the external façade works.