

Minutes

Meeting Title:	CLIFTON DRIVE MANAGEMENT (LYTHAM ST. ANNES) LIMITED DIRECTORS MEETING
Date & Time:	24 th January 2024 @2pm
Location:	Flat 26
Attendees:	S Blackburn D Lees D Thomas E Brown T Berwick S Perkin – Realty

Item No.	Description
	Apologies For Absence
	Richard Hyde
1.0	Review Minutes of Last Meeting
	<p><u>Fire Compartmentation</u> The contractors agreed to hold costs. SP advised that there should be a 10% contingency included to cover any unforeseen issues, as is quite common with this type of work. The board agreed. Once the Section 20 is complete SP will issue instruction to the chosen contractor.</p> <p><u>Cladding</u> SP advised that during recent conversation with the fire engineers, they advised that the spandrel panels under each window need replacing along with the cladding on the rear. SP also advised that the government fund will want the Management Company to exhaust all other avenues of funding before approaching the fund. SP is obtaining solicitor costs to assist with this. Doreen will reach out to a local solicitor for a quote also. During discussion it became apparent that the Management Company may have authorised and funded the current cladding work which could leave them liable and not the Landlord if Government do not pay. Solicitors to advise here. SP will try to obtain some historic information on the cladding works from the freeholder and Gordon.</p> <p><u>Garage Doors</u> Denis noted that the fob has a dual function – one press for open and another press for close. SP will instruct residents to only press the button once in the next newsletter.</p> <p><u>Directorships</u> SP will chase the resignation letter to Martin. SP will reach out to Richard to query his resignation also.</p> <p><u>Mobility Scooters</u> SP reported that the insurance broker recently provided guidance from Aviva on mobility scooters. In summary Aviva believe storing mobility scooter should be prohibited. The board argue that this is not feasible, so SP is to return to the broker to ask if Aviva will make any concessions.</p> <p><u>Finance Reports</u> SP will resend Sue’s email to Realty Directors and set up a video meeting. The board feels that reports 6x per year is not sufficient given the large amount of works proposed in the near future.</p>

	<p><u>CCTV</u> SP received a quote from Gee's at £2,726 and is awaiting others. The board would like a price to install WIFI in the basement area to improve the CCTV service. Tony is to price up free-standing cameras in the lift lobbies.</p> <p><u>Emergency Contact Form</u> Directors are to chase up reminders.</p> <p><u>Notice Boards</u> SP confirmed the noticeboard need to be in the foyers. SP will order boards to 4 x A4 and provide signage.</p> <p><u>Front Entrances/Intercom</u> It was decided to park this for the next 12 months.</p> <p><u>External Façade Works</u> SP presented to the board the costs from local builder PJM Construction, who had proposed a single project and a phased project over 4 years. After much discussion it was decided for SP to invite all leaseholders to an EGM on 28th February at 1pm, and provide the following information in the accompanying letter:</p> <ul style="list-style-type: none"> • Costs to each property type i.e. 1-bed, 2-bed, 3-bed, and larger penthouse, for each project option – full or phased. • Detail of the tender process • Details of any penalties for delays. • The process for choosing designs for balustrades and balcony floor tiles. • A voting slip. • Deadline for votes of those not attending the meeting – 48 hours before the meeting.
2.0	Finances
	This was discussed earlier in the meeting.
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>Balconies</u> SP alerted the board that the insurer is considering the claim to replace the balustrade of flat 3. SP will provide updates to the board and flat 3 as it proceeds.</p> <p><u>Fire Safety/FRA Actions</u> SP will walk around with Denis to ascertain what works he can do. Any others will be issued to external contractors. The board requested that SP issue a specification for flat entrance doors to all leaseholders.</p> <p><u>CCTV</u> This was discussed earlier in the meeting.</p> <p><u>Flat 25 invoices</u> SP produced the invoices sent in by flat 25. SP will liaise with Denis to determine an appropriate contribution and return to the owner.</p>

	<p><u>Lifts</u></p> <p>SP relayed the assessment from the new technical person assigned to Majestic – Ian Worth. Ian has suggested issues with control room temperature, oil condition, and some wiring. He will monitor the lift on a weekly basis and make some further recommendations were necessary. It was noted that since his input, the lifts in B and C have been running smoother and with less breakdowns.</p>
5.0	Any Other Business
	<p>SP is to remind DD and Sheridan to sign the visitors book and log cards where appropriate.</p> <p>SP is to update the contractor details sheet with the new gardeners and garage door service engineer.</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
7.0	Date & Time of Next Meeting
	TBA