

## Directors Meeting Minutes

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

Date: 8<sup>th</sup> 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.	<p><u>REVIEW MINUTES OF LAST DIRECTORS MEETING</u></p> <p><u>External Works</u></p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>SP</p> <p>DL/EB</p> <p>SP</p>



4.	<p><u>Fire Doors</u> This was discussed earlier in the meeting.</p> <p><u>Building Height Measure and Future Responsibilities</u> 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.</p> <p><u>Landscaping</u> Simon is to provide the directors with a copy of the gardener's specification. Sue noted that she is in the process of acquiring a green bin. Costs for the pinks has been agreed with the 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 three month trail to monitor his performance.</p> <p><u>AOB</u> Simon is to look into the allocation of Mrs Levy's parking spaces.</p> <p>Dennis is to walk around the building and change any batteries in the smoke detectors.</p> <p>Simon is to secure a new venue for the AGM and EGM which is more sociable. The directors recommended the Dalmeny hotel.</p> <p>Simon is to reach out to Tony to see if he would like to be a director.</p> <p>Sue is to check with the cleaners if they are responsible for cleaning the balustrades on the walkways.</p> <p><u>NEWSLETTER</u> Items to be included:</p> <ul style="list-style-type: none"> <li>- Director details updated.</li> <li>- EWS survey update</li> <li>- Electricity/energy update</li> <li>- Garage doors update.</li> <li>- External Works</li> <li>- EGM</li> </ul>	<p>SP</p> <p>SP SB DL</p> <p>SP</p> <p>DL</p> <p>SP</p> <p>SP</p> <p>SB</p> <p>SP</p>
5.	<p><u>DATE &amp; TIME OF NEXT MEETING</u> The next meeting will be on Monday 15<sup>th</sup> May at 2pm. Venue TBA.</p>	
With no further business the meeting closed at 330pm		