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| **Current Issue** | **Notes / Action taken** | **Update** | **Outcome** | **Completed** |
| Fire Risk Assessment and Health  & Safety Report | Report provided from Pyrotec – some information is missing | * Meeting with Pyrotec at site 17/04 to update report * 24/04 – Revised FRA & HSR awaited * New fire risk and health & safety received, still incorrect, have sent back to Pyrotec for the corrections. * Request for Mr Kinch to attend a further meeting at Ellmans as directors feel there are still problems with both and want this to be sorted by 28th May – Ellmans meeting with Mr Kinch from Pyrotec Friday 22nd May to discuss * 26/05 – email to all directors following meeting with Terry Kinch with the answers to Ric Smiths points. * 28/05 – Received updated health & safety report from Pyrotec which has been forwarded onto all directors * Following meeting with Sylvie 4th June – confirmation that a letter should be sent to all residents to remove items from the common ways and cupboard as per the H&S report. In respect of the FRA – Ellmans to obtain a price from Pyrotec for a survey to inspect the breaches in the compartmentation in the voids of the ceilings and cupboards and also a price from Pyrotec for all other items mentioned in the FRA report. Email to Pyrotec 5/6/15 * 20/07 – reminder email to Pyrotec chasing on costings. | Quote for £780 + VAT for survey to be carried out of all floors – to be discussed at Directors meeting  Go ahead given to Pyrotec for them to undertake survey October 2015  Pyrotec will carry out the survey on 18th November 15. | Completed |
| Sub-let flats | N/A | Directors to agree procedure |  | On going |
| Day to Day Repairs / Caretaking  Duties going Forward | Awaiting instructions from directors | Vegetation growing on roof overhang to flat 21 – Lance has cut down the vegetation but he still needs to put the weed killing in to prevent further regrowth | Lance is not on a retainer – will price for individual jobs | - |
| Preventative Maintenance Plan | Surveyor to produce 2 quotes (provided) | On hold – to be discussed at directors meeting and then decision to be taken by the residences at the AGM. Ellmans looking into costings to paint the external plaster to the building. | Decided not to go with a surveyor for 2016 Budget see minutes of last Directors meeting. | On going |
| Flat 4 – Mrs Bloor | Mrs Bloor is suffering from dementia | Fitzhugh Gates Solicitors have been appointed to manage her affairs |  | On going |
| Acer tree killed | Report from gardener on 3rd May that the large acer tree has died due to someone drilling 4 holes and pouring in poison | * Ellmans reported to the police and the council 06/05 – there is no TPO on the tree. * 07/04 – requested quote from the gardener to remove and dispose of tree and to suggest an alternative for replacement. * This is not covered under the buildings insurance * Quote received from gardener for the removal and replacement of tree – emailed to directors. Have been informed that the tree may not be dead – waiting to see if the tree grows or not for the next few months. * Decision to be made at directors meeting on what action to be taken |  | On going |
| Flat 16 water ingress | Water ingress from coping stones | * Surveyors report received – to be discussed at directors meeting * 9/7 – Philip Hall instructed 24th June to provide quotes to erect scaffold and carry out repairs to coping stones above * Philip Hall also instructed to deal with the water ingress issues in flat 20 last week |  | On going |
| Flat 27 & 30 water ingress | Report of water ingress to kitchen of flat 27 and hallway bathroom, living room/kitchen of flat 30. | * Instructed Polyroof who hold the guarantee – they attended Tuesday 5th May to inspect the roof and report. * Report sent to directors for instructions as Polyroof have advised no problem with the membrane on the flat roof but recommend that the various pipes have a form of capping installed * 20/05 - Email to Philip Hall Associates surveyors today for them to attend and provide a report * 5/6 – email chasing surveyors today * Philip Hall has been into flat 27 but still needs access into flat 30 before he can produce his report – Philip hall will try and arrange access after 10th July to flat 30. |  | On going |