**Preston Mansions - Minutes of Director’s Meeting held at Apartment 19 on Wednesday 9th December 2015**

Present **-** Lance Bell, Sarah Cresswell, Alan Hilton, Bill Money

1 **Proposed budget for 2016 and draft letter to accompany demands.**

Alan explainedhow he had arrived at the figures for the proposed budget and various aspects of the spread sheets were examined and discussed. Alan had increased the sink funds by 5% bearing in mind that it is intended to instruct a professionally qualified surveyor to produce a long term maintenance plan in 2016 (see 2 below).

The current version of the budget had been compiled before the prices for the work on Apartment 16 were available and there was discussion as to whether this cost should be added to the budget or taken from the Estates 2016 sink fund. It was decided to take the costs from the sink fund. This meant that there was no need to alter the budget or the draft letter that would accompany the demands when they were sent out by Ellmans.

Bill thanked Alan for all the work that he had put in to preparing the 2016 budget

2 **Letter to inform leaseholders of the outcome of the vote on planned maintenance.**

There was discussion on the poor response from leaseholders on this matter but it was agreed that Ellmans should write to all leaseholders stating that it had been agreed that prices should be sought from 3 different professionally qualified surveyors. The prices should cover a thorough inspection of the building to assess the need for long term maintenance and replacement requirements and the production of a plan for making financial provision for these needs, bearing in mind the various sink funds that were already in place.

3 **Appointment of new Directors**

Alan was now a Director, Sylvie having processed his application the day before the meeting. Sarah had the necessary form and would let Sylvie have it as soon as possible.

4 **Water ingress to Apartment 16**

Ellmans had received the tenders for the work on this apartment with EDE as the recommended contractor. Lance had some reservations about the use of lead

and Alan had requested a copy of the photographs of the water damage. It was not known whether there had been any further water ingress since the original complaint. It was agreed that EDE would be the preferred contractor but that we needed more information before giving the go-ahead. It was also agreed that we should stipulate that reasonable notice of the erection of scaffolding should be given to all affected leaseholders.

*NB Subsequent to the meeting Bill contacted Mags and she confirmed that there had been no further complaints from the leaseholder since the original in March of this year and that Ellmans would write to Apartment 16 to ask whether there had been any subsequent damage due to ingress of water.*

5 **Next Meeting**

Next meeting Monday 14th March 2016 at 7.00 pm at Sarah’s apartment 27.