PRESTON MANSIONS

DIRECTORS MEETING – Wednesday 2nd October 2019

In attendance – Alan Hilton - Director

Lance Bell - Director

Ray Leeke - Director

Mags Longbotham - Ellmans

1. **Lift Contract**

The current contract with Otis is a fully comprehensive package and is due for renewal on 1st January 2020. An alternative quote was obtained from Southern Counties Lifts, but they were unable to provide certain aspects of service as their REM auto dialler is unable to provide the belt monitoring service. Therefore, a decision was taken to remain with Otis.

There is also a query with Southern Housing Group as they have paid invoices for 1 – 30 lift and visa versa. We are currently waiting SHG to confirm and finalise any reimbursements.

**Action:** Ellmans to renew contract at renewal and chase SHG.

**To be completed by:** 31st December 2019.

**2. Fire Precautionary Works**

Following the Fire Risk Assessment October 2017, two quotes obtained from Brighton Fire Alarms Ltd £2006.50 +VAT and Blacksheep £5,398.00 + VAT. The go ahead was given to Brighton Fire and the works have been completed.

**Compartmentation**: AnIntrusive survey has been carried and the findings are to be discussed between the surveyor Terry Kinch and Lance to clarify the items in order of importance and to obtain a comprehensive understanding of the report, also to categorise the items in order high – low risk to provide a ballpark quote.

The report and quote will then be sent to the freeholders as we believe that this could be a latent defect.

**Action:** Lance Bell to meet with Terry Kinch to go through survey report.

**To be completed by:** October 2019.

**3. Flat 26: ‘Air bnb’ & Legal Cost Debt for Unauthorised Alteration**

Flat 26 are using the flat as an ‘Air bnb’, Ellmans have already written to the Freeholders agents Estate and Management to advise that this is a breach of the lease and are currently awaiting their response.

Flat 26 have also an outstanding legal bill with the Freeholders solicitors which has been referred to their mortgage company for payment. This is a result of the legal action for the unauthorised erection of a raised decking area to the flat roof which is not part of their demise, though the structure has been removed and area inspected for any damage.

**Action:** Ellmans to chase Estates and Management.

**To be completed by:** Ongoing.

**4. Trees**

Two tree stumps to be grinded out and prune two overgrown trees in the front of the property.

**Action:** Ellmans to contact Nyall the tree surgeon and obtain details of the person who can grind out the two stumps and give him the go ahead to deal with the trees.

**To be completed by:** November 2019.

**5. Rolling Program for Re-decoration to Common ways for Each Floor**

Two quotes to be obtained for the above works

**Action:** Lance to provide a quote and Ellmans to obtain a quote by end of October 2019.

**To be completed by:** End of October 2019.

**6. Carpet Cleaning/Replacement to Common Areas**

Carpets on Floor 3 need cleaning, and the ground floor carpet at the rear needs to be replaced with wooden flooring.

**Action:** Ellmans to obtain 2 quotes for replacement carpets for all common ways. -

Lance will provide a quote for the oak flooring and arrange for Steam Machine to shampoo the floor 3 by the lift area.

**To be completed by**: End of October 2019.

**7. Common Area Cleaning Contract Problems**

The current cleaning contract is with Sunshine Sussex, some areas of cleaning have deteriorated and one of the Directors will speak the cleaner when next on site.

**Action**: Ray Leeke will speak to cleaner and cleaning will be monitored until the end of the year.

**To be completed by:** End of December 2019.

**8. Use of Gas Meter Cupboard for Storage**

There is currently one bike and a ladder, along with a wheelie bin being stored which as approval but wall paint needs to be removed.

**Action**: Lance will remove.

**To be completed by:** 7th October 2019.

**9. Publish Directors Meeting Minutes**

The Directors requested that the minutes be distributed to leaseholders by email.

**Action:** Ellmans to send email.

**To be completed by:** End of October 2019.

**10. Graffiti on Stanford Avenue wall**

The wall was painted recently, there are areas of graffiti which will now require redecoration.

**Action:** Lance to do.

**To be completed by:** End of October 2019.

**11. Any Other Business**

1. **Review of cleaning the external Monocouche Walls**

Review again in 2020.

1. **Flat 4 Arrears**

Flat 4 is empty as the owner has passed away. Flat has been sold and await completion; at which time the arrears will be settled.

**Action**: Ellmans to write to the solicitors chasing for an update on completion.

1. **Budget 2019 & 2020**

Alan Hilton is currently preparing the 2020 budget. There has been a lot of expenditure in 2019 but there will hopefully be a surplus due to the water bills now being in credit.

**Southern Water Surplus**

There is currently a large credit of £6,668.54. Ellmans have contacted Southern Water who have confirmed this amount as they have recalculated back to July 2010. The next bill will be produced in December therefore any surplus will be transferred the Estate sinking fund.

1. **EDF Electricity Supply**

Discrepancy with the direct debits taken and the amount of money paid to EDF.

 **Action:** Ellmans to investigate and provide information by Monday 7th October

1. **Ellmans Management Agreement**

 A copy to be sent to Ray Leeke.

Meeting finished at 8.30pm