**DECISION LOG JANUARY-MARCH 2017**

**January 2017 (1)**

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| 2.1.1 | Pauline Pasley unanimously approved as a new director. |
| 2.2.1 | Postpone discussion of new directors’ roles. |
| 4.6 | Meeting to be arranged with BHP re service level. |
| 5.1 | Decision log to be uploaded to website every two or three months depending on frequency of Board meetings. |
| 7.1 | Postpone review of professional services’ level of service until March meeting.  |
| 8.1.5 | Remain with BHP to provide accountancy services. |
| 8.2.2 | Use of new lift maintenance company approved, providing yearly premium is less than monthly payments. |
| 8.2.3 | Retention of artwork approved. |
| 8.5.2 | Dividing wall built without permission to be removed. |
| 8.5.2 | Property to be restored to original state. |

 **January 2017 (2)**

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| 2.1 | Reject proposal from managing agent to take over most of SFJ’s responsibilities. |
| 2.2 | Recruit two new managers – Leisure Suite Manager and Estates Manager. |
| 2.3 | Involve BHP in discussions re staffing and recruitment. |

**February 2017**

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| 4.1 | No recruitment of Board directors to take place for the time being. |
| 5.3 | Negotiate initial 12 month contract with managing agent for consultancy services. |
| 5.4 | Advertise for Facilities Manager and Facilities Assistant. |
| 7.1 | Postpone publication of latest newsletter.  |

**March 2017 (1)**

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| 2.1.1 | Sam Fearnehough unanimously approved as a new director. |
| 2.2.1 | Directors’ responsibilities agreed. |
| 4.14 | Contact freeholder and insurance brokers re leaseholder’s insurance query. |
| 5.2 | Appointment of new Facilities Assistant approved.  |
| 5.3 | Pay rate for Senior Facilities Assistant agreed. |
| 9.5.2 | Permission for proposed new path not approved. |

**March 2017 (2)**

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| 2.5 | Date of interviews for FM agreed. |
| 2.6 | Interview panel agreed. |
| 2.7 | Shortlisting arrangements confirmed. |
| 4.1 | Onging liaison with BHP approved. |
| 5.2 | Contract arrangements for facilities support agreed.  |