**NETHER EDGE MANAGEMENT COMPANY LIMITED**

**BOARD DECISION LOG**

**August 2013**

**3.0** It was agreed unanimously that Jennie Heppleston should be offered the role of Board Chair and this was accepted.

It was agreed unanimously that Steve Perrin and Norma Davies should remain as vice-Chairs to maintain continuity.

**5.0** It was agreed that frequent prompts were necessary to widen use of the website.

It was agreed that two new pages should be added to the website *NEMC Board* and *Omnia at Nether Edge Living*.

It was agreed that the Notice Board should be used for NEMC/Omnia official information and other items should now be redirected to the website.

It was agreed that the Block Rep role was now redundant.

**6.0** It was agreed that there was insufficient time and capacity to undertake the required S20 consultation in respect of a longer-term contract with Omnia to commence 1 January 2014. It was agreed that notice of termination of current contract would be given at the appropriate time, a performance review undertaken and a new, one-year contract negotiated.

**7.0** It was agreed that the individual leaseholder who had raised questions should be asked to explain his motivation and intentions prior to a meeting with Board representatives.

**8.0** It was agreed that following the interim submission in respect of the petition, the Board Administrator should acknowledge receipt and request final submission by 24 August 2013.

**9.0** It was agreed that discussion should take place with the Garden & Grounds contractor to prepare a costed long-term plan for renewal and maintenance of trees and planting, for inclusion in the comprehensive Review document currently being prepared and to provide figures for 2014 Budget.

A protocol for dealing with proposals for enhancement of communal areas by individual leaseholders was agreed.

**10.0** It was agreed that the quotation in respect of upgraded air conditioning system for the whole gym should be approved.

It was agreed that a meeting should be arranged between Board and Omnia representatives with the recommended structural engineering contractor who has submitted a quotation to undertake Condition Reports and provide long-term costs before making a decision on approval.

**11.0** It was agreed that Omnia should be asked to increase hourly pay rates with effect from 1 August 2013.

**12.0** Board approval was granted to a Breach of Lease Covenant letter to be sent to leaseholder who is persistently parking on the road/pavement. Board granted authority to the Parking & Security Group to take action in respect of residents speeding on the way to parking spaces.

**September 2013**

**3.1** It was agreed that a new letterheading should be designed, incorporating the Nether Edge Living logo together with website and e-mail addresses.

**3.3** The e-mail decision taken to accept the quotation in respect of Condition Reports

and long-term costings was ratified.

**4.5** It was agreed that the information circulated on Board Governance should be

expanded for further discussion at next Board meeting.

**5.1** It was agreed that notice of termination of current contract with Omnia

should be sent.

**5.2** It was agreed that a working party should be set up to undertake review of Omnia’s

performance over the year to date, to report back with recommendations for feedback prior to opening negotiations on new contract for 2014.

It was agreed that all Directors would submit a brief statement of their personal

experience of Omnia to provide a range of viewpoints for consideration.

**6.0** It was agreed that the Communications Policy should be amended to take account of

website being live.

**7.1** It was agreed that an Estate Circular should be sent alerting leaseholders when the

Quarterly Newsletter is posted on the website.

**7.3** Agreed all Directors would submit something on their chosen subject for possible

inclusion in the first Quarterly Newsletter.

**8.2** It was agreed that the following information should be prepared and circulated in

respect of the petition received: analysis of signatories with breakdown into categories; copies of all relevant correspondence and submissions; information on context of decision and financial implications.

**8.3** It was agreed that all Directors would familiarise themselves with the comments

posted on the website.

**11.1** Carolyn Rawling had indicated that she was willing to join the Board and her

appointment was unanimously approved.

**11.2** It was unanimously agreed that NEMC would make a contribution to the cost of

the staff outing through petty cash.

**11.4** It was agreed that the leaseholder who had requested an Estate Circular seeking

sponsorship of participation in a charity event should be advised to post the details on the website.

**11.5** It was agreed that Omnia staff should be asked to remove the petition papers left on the Notice Board when the period paid expired and retained in the Estates Office for collection by the instigator.

**October 2013**

**2.0** It was agreed that Seb Brown should be invited to attend the November Board meeting.

**4.1** Various amendments were agreed to the draft template for the new letterheading

and an amended draft will be circulated.

**5.0** It was agreed that the Board Governance documents should now be finalised and a

letter of appointment for non-executive directors prepared.

**6.2** Agreed format, topics and authors for first NEMC Quarterly Newsletter.

**8.0** There was unanimous agreement on retention of the amended opening times and

the way in which the Board decision on the petition should be disseminated.

**9.1** It was agreed that a small satellite dish, discreetly located, could be erected by the

leaseholder of the property in Osborne Walk where television reception is very poor.

**9.2** The Board approved the quotation submitted in respect of new carpeting in Victoria.

**9.3** The Board approved the application from a leaseholder in Alexandra Gardens to

install Upvc windows and doors, following existing glazing patterns.

**9.4** It was unanimously agreed to appoint Jonathan Seaton and David Carlin as Directors.