

DECISION LOG OF THE BOARD MEETING
24th August 2022

3.0	DECISIONS REQUIRING APPROVAL/RATIFICATION AT MEETING
	1EP Removal of Holly tree confirm AB approved from NEMC. Forms provided to Resident to request SCC approval. Resident may ask Gardeners to remove, quote required.
	36VC APPROVED Scaffolding CB (roof repairs)
	14OM APPROVED Skip CB (like for like kitchen)
	21AG APPROVED Scaffolding CB (roof repairs)
	4AG APPROVED Skip CB (like for like kitchen)
	4VC APPROVED Skip (like for like bedroom cupboards)
4.0	It was agreed that future reports from the EM are to include statements on progress being made in terms of resident registrations (Qty complete v Qty o/s). SG to send to CB the revised registration docs for Landlords to register their tenants, stressing necessity to be current.
4.1	<p>It was agreed that residents in tenanted properties are permitted to use the LS facilities. However, it has been noted that in addition some 'off site' Landlords also have access and are using the facilities. This contravenes the lease.</p> <p style="text-align: center;"><i>As the lease states Fourth schedule, part 3, 18. Not to permit any person or persons who do not reside in the house to use the Gymnasium, Gymnasium equipment or swimming pool at any time or under any circumstances.</i></p> <p>It was agreed the EM will discuss with his team the actions he recommends.</p>
4.2	All discussed the request by a resident of our Heritage Muxlow building to allow a key box to be fitted to the outside wall, for use by unnamed 3 rd parties. As the resident has home access through a secured communal entrance door, it was agreed the matter needs further consideration. EM to investigate which assurances or guarantees NEMC and other residents will receive. Agreed we may need to consult LFBB
4.3	Agreed the EM will contact SCC to gain advice on the considerations relating to the conservation area. Following on, all agreed the board can decide if the subject merits further consideration for each building (not including historic buildings)
4.4	Agreed EM to assess if S20's are required for repair works to Sheaf Block balconies.
4.5	EM presented the timeframe plan for interior decoration works to all communal blocks. EM will share with the <u>permeant residents</u> of Victoria, Cliffe, Peveril and Edward (accessing their homes via the common area) for input on the selection of colours to be chosen. Following on, paint works to; Sheaf 1, Muxlow, Sheaf 2, Sheaf 3, Alexandra and Kingswood will follow.

4.6	EM presented the security CCTV audit including multiple blind-spots and will share quotations earliest opportunity. Blind spots to be covered include Sheaf building lifts to observe abuse.
4.7	All agreed EM to ensure entire staff refuse access to the LS to minors, 16 and below, unless accompanied by responsible owners or tenants.
4.8	EM to develop a robust policy relating to which keys and under which circumstance the team will hold keys.
5.0	It was agreed AW & SH discuss with CB, JG and DC, the viability of options to generate cost saving measures regarding power to the LS facilities/operations/utilities
6.1	It was noted that DC commences the role of Leisure Suite Supervisor starting 8th September 2022 and that she brings with her a wealth of experience and qualifications.
6.2	It was agreed that SG and AB will plan to carry out a formal review of CB's probationary 6 months period. In liaison with advice from SB
6.4	It was agreed the EM review will ensure appropriate focus is given to a comprehensive understanding of the lease. Providing better perspective when discussing site issues with the board.
6.6	JG advance holiday request APPROVED. JG to provide the same information for all staff in future and feed same into monthly reports, in the same format.
6.7	It was agreed that SB should be advised by EM of any HR issues/opportunities with staff and that SB be consulted for advice.
6.8	JG review feedback. Fully satisfied all measures are achieved and being achieved on a weekly basis and that the probation period need not be extended.
7.0	BOD agreed that authority be granted to JG if further briefings or advice is required, to arrange a meeting with former FM; Julie Gill.
	AW to discuss with JG +/- of making long term supply agreement on utilities. JG to investigate / advise on finding best solution.
8.3	Following on from an assertion by a resident on July 21 st alleging that once the property freehold is purchased by a leaseholder, lease covenants fall away and allow a freeholder to carry out works to property without first seeking permission, we both sought and obtained advice from LFBB. The advice received is categoric, the belief of the freeholder is inaccurate. All agreed the legal advice we have be posted to the Nether Edge Living website.
8.4	LFBB provided advice on change / updating articles of association. Board to advise on required changes.
9.1	Admission of error in Insurance advice obtained regarding legals. SG / AW to report on findings / outcome.
9.2	All agreed, there needs to be an overhaul of claims made by residents on NEMC Insurance
9.3	AW to investigate the brokering policy and commissions paid as a cost saving opportunity.
10.1	All agreed that following on from the former FM repeatedly exceeding spending authority, card users will remain at the absolute minimum.

11.1	SH to confirm advances to NEMC Living Website at the next board meeting
11.2	SH to advise on Kingswood ingress at the next board meeting
11.3	Muxlow, all bar SH agreed advice continues to be followed and that once a majority required action is decided, to progress. Agreed, board Letter to go to group tomorrow providing either a free of charge solution to residents or a resident funded restart.
11.4	AB to meet with Gardeners to resume discussions on the 5-year plan for trees and determine the budget for '23 and report at the next board meeting
11.5	All agreed that in line with NEMC covenanted responsibility to garage structures and infrastructures, AB & AW will meet the EM to progress the cross-site, garages electrical consumption survey and agree a forward corrective plan meaning that all garage owners, will in future receive a direct bill from the power provider, ensuring NEMC are no longer to be responsible. Timetable to be agreed on submission of quotations.
12.0	- it was agreed that JG is use (ref Julie Gill documentation and process set up in '21) with residents not paying service charges and the use of LFBB where needed, eg the precedential case of the Muxlow resident withholding payments. *Costs and o/s payments fully recovered.
AOB	Next board meetings: 26 th September and 2 nd November