

THE PRYORS LTD  
Directors' Minutes of the Board Meeting Held  
7<sup>th</sup> February 2023  
Held online via ZOOM conferencing at 18.30

**Board Members Present**

Aaron Watkins (AW), Julian Cole (JC), Alp Guler (AG), Horace Ho (HH), Ivan Clark (IC), Noshewan Vakil (NV)

**1. Apologies for Absence**

Julian Cole joined later on in the meeting.

**2. Minutes of the Last Meeting held November**

These were approved and Matters Arising were dealt with in the agenda.

**3. Conflicts of Interest**

IC flats 25 and 56

**4. Decision and Actions taken since last Board Meeting**

These are included in the minutes following.

**4. Finance & Insurance**

i. IC: Compared actual YTD expenditure with the budget.

Electricity spending YTD is circa £22k and budget was about £7k; bill for September alone was £9k, and October was £2k. Budget for the next year has doubled to about £15k. Required clarification as to what the electricity spending actually relates to, especially in September. November and December electricity has not been received. GS said November and December bills have been recorded and power drills usage will continue until June, this may result in higher spikes in electricity usage. Update: This matter has been referred to the Utilities Broker as a meter reading error may have arisen when the meters were recently exchanged and upgraded.

ii. Company admin account had override of about 3k – GS confirmed this was an adjustment, accounts are looking into it.

iii. Insurance has also gone up everywhere above inflation. AG confirms that insurance broker has done as best as he could, there is better escape of water than before.

iv. IC is keen to go ahead with project that finds, identifies and records stop cocks and isolation valves in all flats. The directors should know where the stop cocks are for the communal areas so that Lee and Nuno do not need to come on weekends if any issues were to arise. Hose pipe going around block A had a leak and stop cock was found in the light well under entrance to block A.

## 6. New Lease Updates

Leases completed - 32

In progress - 18

Stalled and being followed up – 10

None/very limited engagement – 1

Hopefully by Next AGM all should be completed.

IC suggest that a full inventory of who holds a physical copy of the legal basis for parking permit and vaults should be produced. NV – Could propose all lessees scan documents and then send it to the Board and upload onto the cloud for safe record keeping. General consensus it would be a good idea to have things uploaded to a secure cloud/digital storage system. AG – what is the legal position on assuming that the company should be responsible for record keeping documents that relate to individual lessees? GS – Lost share cert is easy to remedy by completing an indemnity, it is easier to get a new share certificate rather than finding the old one. The copies of store room or parking licences are more complicated as they can not be copied if not located in the first place. NV- There is a physical set of documents at the Pryors, however this cannot be considered exhaustive as it depends on the acting solicitor and the board members at the time and processes applied. AW- ultimately it is a leaseholder's responsibility to retain and keep safe their own legal documents. GS – lots of time has been spent looking for some flats by both lessees and the porter and this is an extremely time consuming activity. NV - possible to hire an individual to scan all documents in the porter's lodge. AW – GDPR issues need to be addressed as these are personal, legal documents. Is willing to contribute to helping alongside NV to do this project. NV – Explain to all leaseholders that they may be able voluntarily to upload their documents but that this is not an acceptance or responsibility or liability by the Pryors to hold, it is purely to help lessees when the time comes and they want easier access.

## 7. Major works car park project

AG – Prior subcommittee had collected a few quotes and offers from advisors few years ago – this may have expired by now. Masterplan to be created to identify all necessary actions and then doing the work bit by bit, starting with car park resurfacing with installing conduits and electrical charging points. Should have an official subcommittee delegated to this. Need to be sensitive to cost due to inflation and increased cost of living etc. Latest subcommittee activity was in Sep 21 and committee has effectively dissolved since then.

GS – there should be clear criteria as to what is to be done and not done as the car park

AG – discussions relating to design can take place in due course but initially there needs to be a designated committee to tackle the surfacing project. Three board members and two other members from each block.

Major works internal update – update provided by Jenny Blumhof, running over slightly in terms of time and MW are on track. GS considering that nothing has been done over the past 20 years so surprised that there are relatively few difficulties.

## 8. Individual flat issues

Flat 10 – Issue: Parking query.

Flat 34 – Issue: Parking query.

Flat 56 – IC excused himself from the meeting at this point due to conflict of interest. Issue: Possible loft space sale and refurbishment. Discussions/consideration underway as to possibility, approach and timings.

Flat 25 – IC was still not part of the meeting. Issues: Ongoing LTA works.

IC returned to the meeting.

## 9. LTAs

Flat 24 – Issue/update: completed pending Andy Cossey sign off letter

Flat 29 – Issue/update: completed pending provision of documents and Andy Cossey sign off letter

Flat 25 – Issue/update: in progress

Flat 31 – Issue/update: pre LTA preliminary stage.

Flat 46 – Issue/update: Delay in LTA process. GS emailed Angela Neale of Comptons asking for urgent action.

## 10 . Health and Safety:

GS: Fire regs compliant doors, in reality, all leaseholders do not have any option in this as ultimately it is the fire inspectors' say and there could be action in the form of penalties and fines for non compliance in due course. Annual fire door check will proceed to take place. Woodgrove will ensure that all compartmentation doors in the communal areas are dealt with in the internal redecorations. Front door reports will state that front doors are not fire rated. GS it is possible to invite a fire officer to explain in clarity the regulations and what is required. No further action can be done until the front flat door report is done. AW proposes a subcommittee devoted to fire doors which can balance need for compliance, regularisation and conservation.

Plans and FRA will have to wait until internal works are finished. Tri fire to do EWS1. Way finding signage is in progress. Red boxes will be moved as they need to meet the requirements and this will happen once the internals are done. Monthly flick test and yearly drain down will take place. Firefighting equipment only in the lift motor room and electric motor room.

11. **Lift Update**- cold temperatures hardened the lubricators in the lift in Block A and caused it to shake. The lift would benefit from changing the lift lubricators from grease to oil so that it will not happen again. Quote to change this came to 2k., this has been put on hold and this will be monitored. [Post meeting – lift in Block B ceased working. Board approves instruction of a lift consultant to provide a report on lifts in both blocks (state and future maintenance approach)]

12. **Website:** HH confirms domain fee has been paid, can be transferred to Wickes, Microsoft account has been set up and NV will continue to collate documents, and these can be linked once set up has finalised.

13. **Caretakers:** No issues to report. Lee mentioned that members were pleased about Saturday pm workings.

14. **Garden group:** No update to provide. Fox repellent is working and cost efficient.

15. **Pryors solicitors and auditors:** AW – Comptons’ service and response has, at times been slow, this causes unnecessary pressure on lessees, D&G and the board members. Possible identification of new solicitors to be considered even for trial period. NV and AW to source possible candidates as new legal providers to The Pryors.

IC – will be keeping tabs on the auditors as they have been very close to issuing S20b’s.

IC – Noted that it is the AGM that appoints the auditor so will hold off till then.

AW - Current checking structural engineer known to have caused delays.

16. **Door entry system** – Possible upgrade. NV has spoken to 2 companies, 1 has entirely wireless entry, other option is entirely wired system using the existing wires in place. One more contractor to pitch for this. IC experience with other property has been positive. IC noted that the quality of mobile reception can be poor, HH wireless options should have their own network and should not rely on the individual connectivity for security and connectivity issues. GS wireless is probably the way to go, is working successfully in other buildings. AW- should propose options to the leaseholders for input/concerns prior to effecting any change.

17. [AOB] **Rose garden:** NV queries how often and who uses the rose garden, and questions if it could be used for a bike rack etc? HH it may not be used as it is quite inaccessible and many residents don’t know about it. JC seconds idea of bike storage (elsewhere) in general. AW – altering rose garden likely to be controversial as a proposal. Additional bike storage potentially could be included in the car park resurfacing works, if space permits/justified. Such issues should be dealt with by sub-committee dealing with landscaping project in due course.

Next Meeting: Tuesday 16<sup>th</sup> May 2023 at 6pm.

Meeting concluded at 8:37pm