

THE PRYORS LTD
MEMBERS' REPORT OF THE BOARD MEETING HELD
Via ZOOM ON 22nd August 2023 AT 18:00

Board Members Present

Aaron Watkins (AW), Julian Cole (JC), Alp Guler (AG), Horace Ho (HH), Ivan Clark (IC), Noshewan Vakil (NV) and Georgia Solaja (GS) of D&GBM

1. Apologies for Absence

No absences were reported.

2. Minutes of the Last Meeting held 16th May 2023

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

3. Conflicts of Interest

None

4. Decision and Actions taken since last Board Meeting

These are included in the minutes following.

5. Finance & Insurance

- Annual audited financial statements and public tax returns for the freeholder account, AW to sign.
- YTD service charge and major works balances –
 - Overbudget on door entry repairs and maintenance due to the cabling issues experienced when doing the internal especially in block B.
 - GS Is trying to obtain the refund of c.£9000 which was mistakenly charged by Opus when switching the meters.
 - External repairs – rear steps in Block A, fixing the gate and Bollard.
 - Woodgrove has been paid and up to date.

6 New Lease Updates

Three flats have completed the new lease procedure.

7. Major works

(i) Internal Refurbishment Project

An update has been circulated with the snagging lists. Woodgrove to issue the final certificate.

(ii) Car Park / Hard landscaping project of The Pryors

Due to recent expenditure, inflation, and other major works, it has been decided to approach the HLP project over an extended period in manageable phases. The priority will be for the works relating to the front / car park. A certificate of lawfulness will need to be issued by the local authority before proceeding. The project will require Section 20 notices. Electric points/ future proofing requires specialists. A subcommittee of members from Block A and B should be assigned to the project.

8. Individual flat issues

Matters relating to Flats 10, 34, 25 and 58 were discussed. Decisions taken will be conveyed by the managing agent to the relevant flats.

9. LTAs

LTA works relating to Flats 25, 29, 31, 46 and 53 were discussed. Decisions taken will be conveyed by the managing agent to the relevant flats.

On the LTA process in general, the Board decided that :

- Appropriate project management arrangements should be in place with a named project manager on site for most of the works. A timeline of works needs to be provided and neighbours should be informed. These to be incorporated as clauses in the LTA.
- Ways to handle misconduct and verbal abuse from contractors to be explored.
- The Pryors to instruct any remedials in communal areas caused by LTA contractors damages.
- Upgrading the front door should require a license. Conservation Group to provide a written policy for front doors.

10. Sub-letting

Members are kindly reminded that 7 days' notice to the managing agent / caretakers is needed to be provided prior to moving in/ out of tenants.

10 . Block B Roof Condition

GS received photos from Andy Cossey of the roof condition in Block B. A condition report is necessary given the increasing number of water ingresses reported in Block B. GS to ask Andy Cossey to provide a condition report.

11. Health, Safety and Security

- Most recent FRA shows that flat front doors were non-compliant, and GS is in process of discussing with Andy Cossey as no doors should be non complaint apart from the very few that needs the glass changing. Any door that has not passed the Fire Safety checks will need to be remedied by Woodgrove at their own cost. The only other areas where be non-compliance can be seen are in the Car Park. There are some remaining documents and certification to be provided by contractors.
- The Pryors to be registered with HSE regulator, and the building safety case to undertaken by an external contractor. Estimated cost is £20,000; this will be included in the budget. *(Post-meeting update : A sub-committee is being set up to review if The Pryors falls under this requirement)*
- The faults in the fire alarm have resulted in there being confusion as to what the evacuation procedure is. The evacuation policy needs to be updated on the website and new fire action notices to be placed at each landing. The fire alarm is not connected to the monitor and there is an issue with connectivity. Elite net will be providing a note which specifies how to use the monitor for the porters and fire wardens.

PIB boxes need to include plans of evacuation and there is still unclarity as to what needs to be included in and where to place the boxes.

12. Communications

- Website has been paid for. New website will be hosted on WordPress, with the aim to make it easier to add information and updates by other members or the future board. Joan Noble, HH and NV have made some progress and will be in touch with the website provider.
- Joan and JB are also reviewing the Pryors handbook. Handbook to be put on the website.

13. Caretakers update

No further updates.

14. Garden Group update

- Garden is well kept; Jose is doing a satisfactory job.
- New Member required for the garden group, request to be put out via WhatsApp or email.

15. Review of The Pryors service providers

The performance of the Pryors' existing solicitors (Comptons), auditor UHY and surveyor (Andy Cossey) was discussed. A decision was taken to continue their engagement.

16. Any Other Business

- Substation rental needs to be chased up.
- Flats to remove flowerpots in external areas which do not have permission.
- Car parking permits – a license comes with the flat when flats are sold. If a license cannot be produced, then no parking space will be sold with the flat.

17. Date of next BM

- 28th November 2023

18. Date of AGM

- Tuesday 12th September 2023 – 07.00pm
- Pauline has been nominated for Block B's upcoming vacancy.

With no further business, the meeting was closed at 9:30pm