

THE PRYORS LTD
MEMBERS' REPORT OF THE BOARD MEETING HELD
28th November 2023 AT 18:15 Flat 1

Present : Aaron Watkins (AW), Julian Cole (JC), Pauline Almeida (PA), Jennifer Blumhof (JB), Georgia Solaja (GS) of D&GBM

An EGM was held 14th November 2023 where Jennifer Blumhof was elected as a Block A director to replace Alp Guler who was standing down.

1. Apologies for Absence

Ivan Clark (IC) and Noshewan Vakil (NV)

2. Minutes of Last Meeting held 22nd August 2023

Minutes approved. Going forward, best efforts would be made to distribute to members within 30 days a summary report of Board Meetings.

3. Conflicts of Interest

PA and JC recused themselves from matters relating to Flat 41 and 54a resp. IC has previously himself from matters relating to Flats 25 and 56.

4. Decision and Actions taken since last Board Meeting

Decisions and actions taken since the last meeting will be dealt with in the agenda.

5. Finance & Insurance

- IC prepared a report which showed the budget for year-end 2023 running over by 7%. With five weeks to go, the margin will likely be higher. All non-essential costs are currently capped until next year.
- GS was queried on the overpayment of £9,000 for electricity at the end of 2022 and progress on the claim for a refund. The Board asked for the invoice and the sequence of events on the issue.
- An insurance survey is confirmed for 14th December. IC, GS and The Pryor's' broker to be present.
- GS confirmed that the location of all communal stopcocks has been logged with Lee Mullan our caretaker. Several individual flats' stop cocks still need to be located. Members are kindly requested to cooperate Lee on providing the information.

6. New Lease Update

Resolutions were passed by the Board in favour of new leases for Flats 8, 46, 47 and 56. Fifty leases are now complete. Three of the remaining ten appear to be progressing. The NLG will review the position of all outstanding leases in the New Year and report back to the Board.

7. Major works

(i) Internal Refurbishment Project

- JB is liaising with Andy Cossey (the project's manager) on the remaining snag list (faulty floor-mounted door stoppers, missing door-hinge floor cover in Block B, missing original brass finger plates & handles in Block B -- mistakenly removed by contractors). Like-for-like replacements will be sourced and charged to Woodgrove. (Post-meeting update: The Conservation Group has been asked to look into replacements)

- A list of the materials, fixtures and fittings used in the Internal Refurbishment Project has been drawn up and circulated, including to Lee. The spare lights, carpets, and other items will be stored on-site.
- Final accounts for the refurbishment project are being drafted by Andy Cossey.

(ii) Car Park / Hard landscaping project

- Efforts are on-going to obtain a Certificate of Lawfulness for the car park. A planner (Sati Panesar) has been retained to advise. So far, 21 of the members who have lived here over 10 yrs have agreed to submit Statutory Declarations. Arrangements to notarise these will be offered early in the New Year.
- Once submitted to Camden Council, it is likely to take up to three months for the Certificate of Lawfulness to be issued. Once received, the Board will issue a consultation paper to members. The Garden Group and Conservation Group will also be consulted.
- Members of the HLP group are AW, JB, PA (*Post-meeting update*: Alan McLean has agreed to join. An initial meeting was held on 4th Dec, with a follow up planned in February with AC. The services of a landscape architect are under consideration).

8. Individual flat issues

Matters relating to Flats 5, 23, 25, 30, 41, 54a, 56 and 58 were discussed. Decisions taken will be conveyed by the managing agent to the relevant flats.

9. LTAs

- PA is undertaking a review of the LTA process. A note was circulated to the Board on the findings and recommended changes. These include incorporating under the LTA strip-out works, penalties for bad behaviour by contractors & completion overruns, the naming of a responsible person for the project's day-to-day; a new clause to reflect the policy on front door furniture if the proposed works involve replacing the front door.
- For easy reference, an Alterations Guidebook is being planned. This will provide a Flowchart of Procedures over the lifecycle of works, policies on permitted features & work types, samples of forms and generic licenses, House Rules and FAQs.
- *Post-meeting updates*: (i) A follow-up meeting of the Board is scheduled on 11th Dec to finalise the changes (ii) To improve efficiency and lower costs, the Board agreed to introduce a letter license for single-item works (such as for an aperture or to replace windows) that would not require solicitors. The process will still require the Board to sign off on the surveyor's written recommendation & applicant to place fees & a damage deposit on account before works start.

LTA works relating to Flats 7, 25, 29, 31, 46 and 53 were discussed. Decisions taken will be conveyed by the managing agent to the relevant flats.

10 . Block B Roof Condition

- A summary of past reports and recommendations on Block B's roof prior to the 2019 External Works was provided by AC. Current photos of the roof in Block B were also circulated. These will be reviewed by the Board.

- The Board considered that a condition report was necessary given the number of leaks reported in Block B. The roof leaks and remedial work undertaken since the 2019 External Works should be noted in this report together with recommended actions going forward. GS to ask Andy Cossey to provide a Block B Roof Condition Report within an agreed time frame.

11. Health, Safety and Security

- **Motion sensor lights.** Five of the 11 motion sensor lights round Block A are not working. Quotes are being sourced. It agreed that the security lights needed to be operational. The lights around Block B were checked and are all working.
- **Code Locks.** Quotes were obtained and it was agreed that code lock to be installed in January on the three inner doors leading from the light wells into both blocks.
- **Block A's compartmental communal doors** – several failed the latest fire door inspection in November though they had passed two earlier inspections in the year. GS is to seek a general guidance from the fire inspector and report to the Board. The Board feels that any remedial action should ideally be carried out at the next internal refurbishment cycle.
- **Fire alarm system** – the internal fire alarm system is working fully in both blocks and being tested weekly. However, the connection from Block A to the external monitoring service has not been functional. The cost of remedial works are estimated at a few thousand pounds.

As such, the Board decided to revert to a straightforward 'evacuate' policy for both Block A and Block B. Hence, should the fire alarm sound, residents should evacuate immediately following the procedure that was recently circulated.

A review will be undertaken to see whether part of the costs of installing the new system can be recouped given that a significant part of its functionality will now be redundant.

Board members and selected volunteers will receive a briefing on how to silence the fire alarm in the event of a false alarm.

- **Fire Safety Bill 2022/ Building Safety Case Report** - The Board agreed to set up a group to investigate and advise on the latest fire safety bill and its application to The Pryors. GS to send the latest height verification information to JB. The proposed members are JC, Roger Walters of Flat 7 and Irving Blumhof of Flat 1.

13. Monthly site visit by MA

Directors available now meet up with GS during her monthly site visit. The aim to ensure that housekeeping / maintenance issues relating to the common parts & car park are picked up and resolved in a timely and thoughtful manner. The latest checklist arising from GS's site visit of 20 November was circulated to the Board. Given the lack of time, the Board decided to consider the decisions pending by email.

12. Communications

The Pryors website is live. The Board wishes to thank Joan Noble for her considerable efforts on this project. The Pryors Ltd owns the website and the Board is ultimately responsible for the content and costs. Joan is the administrator, and any requests for changes are to be done via D&GBM.

14. Caretakers update

The general feedback is Lee and Nuno are doing an excellent job often under difficult circumstances. Our caretakers are tasked to enforce the House Rules. Infringements and aggressive behaviour by workers & tradesmen on flat refurbishment projects will not be tolerated.

15. Garden Group Update

An update from the GG was sent to the Board. The GG welcomes two new members, Alan McLean and Liz Walters, and issued warm thanks to Hannelore Braunsberg who retired after more than 20 years, and Alan Swinbank who made a valuable contribution while resident at The Pryors. Other members of the GG are Joan Noble, Mary Cooke and JB.

It was agreed that our gardener, Jose Munoz, is doing an excellent job.

Among the recent work in the garden :

- The annual tree survey & removal of some dead wood.
- A section of the back hedge was replanted with yew to replace the privet that had succumbed to the honey fungus that is endemic in the local area. The honey fungus presents an ongoing problem that requires gradual replacement of the infected privet with more resistant plants such as yew.
- Plant pots were refilled with winter planting. Also, skimmia, pansies, ivy and cyclamen, and daffodil bulbs for spring.
- Two pots filled with the deep red cyclamen were moved to the new trial gravel area to add some winter colour.
- Autumn work continues with the sweeping up the leaves, caring for the compost area and readying the beds for winter.
- Some lawn areas were reseeded but where there is a lot of shade this has proved to be a real challenge.

The GG is considering purchasing more shrubs in the spring to add colour and interest to the long border at the back of the garden.

PA raised the issue the bare soil patch growing larger around the trial gravel area behind Block B. JB will report back to the GG

16. Conservation Group

The Pryors Ltd owns and manages two Edwardian mansion blocks in a garden setting on the edge of Hampstead Heath. Fortunately, our buildings preserve almost all their original period architectural features and, although not listed, are of the quality of listed buildings. The Board has adopted a Conservation Policy, which means that, when planning works, we give priority to the preservation of our period features and, where appropriate, their restoration or enhancement. The Conservation Policy will also apply to members planning works which affect the appearance of the common parts or exteriors of the buildings. Accordingly, we have set up a subcommittee, the Conservation Group, to advise and assist in this task. More information is available on The Pryors website.

Members of the CG are Roda Ahluwalia, Jennifer Blumhof, Fiona Cole and Peter Noble.

17. Any Other Business

None

18. Date of next BM - TBC.

It was agreed that the next AGM would be in-person and GS will book a local venue.

With no further business, the meeting was closed at 10:10pm