

THE PRYORS LTD
Member's
Minutes of the Board Meeting Held
27th November 2024
Held in Flat 41 The Pryors at 18:00

Board Members Present

Aaron Watkins (AW), Julian Cole (JC), Jennifer Blumhof (JB), Ivan Clark (IC), Pauline Almeida (PA), Matthew Getz (MA)

Georgia Solaja (GS) of D&GBM

1. Apologies for Absence

No apologies

2. Minutes of the Last Meeting held 10th September 2024

The minutes of the last meeting were approved, and Matters Arising were dealt with in the agenda. A report to members was circulated.

3. Conflicts of Interest

JC - Flat 54a

IC - Flat 56

4. Decision and Actions taken since last Board Meeting

These are included in the minutes following.

5. Finance & Insurance

IC prepared and circulated a summary including 2024 pro rata service charge budget compared to actual which shows The Pryors being below budget mainly due to Health and Safety under budget.

External repairs are above budget, but the schedule has a few items of expenditure that should be part of the gardening expenditure. The allocation will be done before the service charge accounts are finalized.

Professional and legal expenditure is over budget due to legal advice on the car park.

Peter Deer's fee (advising on viability of EV charging) has not been billed as of yet and once that is done, his invoice will be part of the HLP.

Current account funds are £230k.

Service charge budget for 2025 is set at £400k.

PA noticed electricity budget for 2025 has been increased.

Insurance – IC is in touch with Ramon, The Pryors' broker. Currently, there is a one large claim affecting three flats. The Board agreed to ask a second broker, St Giles, to quote for 2025 building insurance.

6. New Lease Updated

There are 3 remaining flats for the New Leases yet to be completed, including one that is still going through probate.

7. Major works projects

Internal Refurbishment Project

- JB spoke to Matt Keith from Woodgrove about the brass work that is outstanding on both blocks. POST MEETING UPDATE. Woodgrove's brass contractors came on Monday December 9th and fitted the door plates and handles and the floor plates. They also adjusted the door catches and repaired the wobbly handle on Block B's front door. The following day their French polisher came and repaired and re-varnished the areas round the handles and latches. We were very pleased with the work.

Car Park/ Hard landscaping project (HLP)

- The whole project likely to cost approx. £500k.
 - MG observed that the Section 20 draft could contain greater detail regarding the reason for the works being done.
 - AW asked GS to set out key reasons as health and safety obligations as well as the car park falling into disrepair for well over 30 years. GS to send a final draft to the Board.
 - Discussion on whether to repair potholes or fully re tarmac the car park continued as well as discussing whether EV points should be installed. PA stressed postponing entire project due to EV charging installation would not be possible. AW thanked PA and JB for the time they spend on the project so far.
- POST MEETING UPDATE. The Section 20 stage 1 Notice was sent out on 29th November 2024. A request was made by a lessee for a community meeting and this informal meeting was arranged for December 16th on Zoom. AW reiterated at the Zoom meeting that this was a chance for an informal discussion but observations on the Section 20 Notice had to be made in writing to the MA. By the end of the 30-day period 5 written submissions were received. The Board will consider these.

8 Specific issues arising since last meeting

- a) Car park concern – One member is still parking over the lines and as such taking two spaces. Caretakers to monitor and use their discretion. GS to send an email to the Member.
- b) LTA draft – JB waiting to hear from Angela Neale (Comptons) with her comments. The Board to amend the document to add the latest regulations under BSR. PA to create FAQ page with comments, house rules to be looked at by MG and Version 3 will then be issued.

9. Maintenance update

a) Planned Maintenance Programme (PMP)

GS to contact Anthony Patrick Associates (APA) (a firm of surveyors currently on trial with a view to taking over from CB Swift, if approved) for the updated PMP, last one dated 2019. Block B is next due to have an external refurbishment but the date is yet to be agreed.

b) Storage of E-bikes and E-scooters

The Board agreed to remove this item from the agenda as no action could be taken.

c) Pryors' data & record keeping

AW agreed that we need to generate a list of documents that The Pryors needs to store digitally. MG to lead on this.

d) Edging for external, internal stairwells to lower ground

Agreed to cover with hi-vis paint and not add nosings due to trip hazard. GS to organise.

10. Individual flat issues

Matters related TO Flats 56,38,54, 54A were discussed. Decisions taken were communicated by the MA to the relevant flats.

11. LTAs

Status updates on flats 7, 10, 31, 46 undertaking works were discussed. Decisions taken were communicated by the MA to the relevant flats.

12. Health & Safety and Security

- Fire alarm – monitoring continuing with the evacuation policy in place. Elitenet to continue maintenance of the fire alarm and Thorntons to take over emergency lights as GS found a better deal by splitting the two.

- Communal fire doors – Board agreed The Pryors are doing what is reasonable with remedial works done to intumescent strips/gaps/ letterboxes and backing glass. Board agreed for Lee Mullan (Senior Caretaker) to check the leaseholders’ doors at the next inspection. GS to organise with help from JB.
- The Building Safety Act 2022– BSG (Building Safety Group) asking for Calum Watson to reply to their emails. BSG to have a meeting once the reply is received and draft a Building Safety Case. POST MEETING UPDATE. Reply received and meeting scheduled for January 15th, 2025
- Lifts – Elan attending in December to survey the lifts and come up with the list of parts that can be ordered and stored in case the lifts break down.

13. Caretakers update

Lee Mullan approached AW re his salary as he stated his proposed increased salary is not adequate compared to increased living costs/inflation. Board considered his concerns and his exceptional value to The Pryors. The Board agreed to increase his salary to £40k but as the budget has already been set with his wages, the difference from his salary that he will be receiving from January 2025 to £40k will be paid with the Christmas bonus in December. GS to inform Lee. POST MEETING UPDATE: Done. Lee Mullan expressed thanks to The Pryors for responding to his concern.

14 Garden Group.

JB said that some areas along the long hedge at the back of the garden have succumbed to the endemic honey fungus. New bushes that are more honey fungus resistant have been ordered to replace the dead ones . POST MEETING UPDATE: Done.

Pots have been changed for winter bedding. The laurel is doing very well where the fence was taken down in the car park.

POST MEETING UPDATE.GG have been asked to comment on proposals regarding car park trees in the HLP

15. Conservation Group update

Board thanked Fiona Cole and the Group for their help with sourcing lights for the HLP and comments on the proposed new metal gates.

19. AOB.

- AW raised the issues of board feedback from the membership and resident participation overall as live topics which certain members were keen for the Board to consider. The Board noted that it regularly receives feedback from residents across the range of issues that it deals with. The Board discussed whether, as part of the new Health and Safety regulations, the Resident Engagement Strategy (part of the new Building Safety legislation) could provide a framework for facilitating more community involvement and feedback in a structured way which we are required to put in place.

20. Date of next BM

Tuesday, 25th February 2025 at 6pm Flat 1

With no further business, the meeting was closed at 8:30pm