

Venue – Flat 13, Adams Quarter.

## Attendees

|                                  |    |                |    |
|----------------------------------|----|----------------|----|
| <b>Board Directors</b>           |    |                |    |
| Chris Greenwood (Chair)          | CG | Ian Parker     | IP |
| Peter Olah                       | PO | Stephen Browne | SB |
| Howard Vander Borgh              | HV | Nic Cantor     | NC |
| <b>Michael Richards &amp; Co</b> |    |                |    |
| Adam Goldwater                   | AG |                |    |

## Minute

|    | Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Comments                     | Owner(s) | Status    |
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| 1. | Apologies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | None                         |          |           |
| 2. | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Minutes of Meetings 13/07/26 | BLIRA    | Approved  |
| 3. | Previous / Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |          |           |
|    | Balcony Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |          |           |
|    | <ul style="list-style-type: none"> <li>We now have three quotes: <ul style="list-style-type: none"> <li>Bespoke and Beyond - £11,088 inc vat.</li> <li>Monte Construction - £11,619 inc vat.</li> <li>Carman Contracting - £14,174 plus vat.</li> </ul> </li> <li>Another firm recommended by a lessee – contact details were incorrect, awaiting correct info.</li> <li>Board decided to invite Jim Huddle to quote too, using his contracting firm. Jim's quote is awaited for next week.</li> <li>Board requested AG to ask Jim, Monte and Bespoke to submit best prices for three sample stacks with range of difficulty, to gauge total costs across whole estate.</li> <li>Ask them to price for both AliDeck and MyDek.</li> <li>CG requested fee proposal from AG for MR&amp;Co involvement in project management of balcony scheme. Proposal was emailed to Board on 20<sup>th</sup> July – decision required so AG can allocate appropriate time.</li> <li>Board instructed AG to reissue Stage 1 s.20 Notice of Intention re balcony project. Notice was served 20<sup>th</sup> July.</li> <li>Board requested AG to obtain comparison of technical spec for AliDeck verses Mydek. Comparison sent with Board papers. AliDeck considered to be better product.</li> </ul> |                              | AG       | Ongoing   |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              | Board    | Ongoing   |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              | AG       | Completed |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              | AG       | Completed |
| 4. | Communications to Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |          |           |
|    | <ul style="list-style-type: none"> <li>New complaint re parking of commercial vehicle in car park. Board view is that problem is not sufficiently serious to warrant action at this stage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |          |           |

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|    | <ul style="list-style-type: none"> <li>Further complaint received Board decided tenant must be asked to relocate his vehicle. MR have asked him and he is still parking there.</li> <li>MR to contact owner of owner of flat where he rents and agree resolution.</li> <li>Agreement has been reached and he is removing the vehicle at end of the month.</li> <li>Vehicle has been removed.</li> <li>New complaint from an Adams resident re behaviour of children – to be discussed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | AG        | Completed |
| 5. | Management Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |           |
|    | <ul style="list-style-type: none"> <li>Spec for new lighting project approved. AG and HV to discuss project management and next steps.</li> <li>AG has drafted Stage 1 s.20 Notice for Board approval. Board approved letter. Then tendering to commence. Usual fee for handling s.20 process, all comms and tendering is 5%.</li> <li>Stage 1 Notice was served and tendering has commenced.</li> <li>Quotes have been received – HV is reviewing quotes and then AG will serve stage 2 s.20 Notice.</li> <li>Quotes still being analysed/queried.</li> <li>HV now satisfied that 2 out of the 3 quotes are valid. AG confirmed this was adequate for the stage 2 s.20 Notice and will therefore proceed with drafting notice.</li> <li>Draft Notice attached for approval. Board to choose preferred contractor.</li> <li>Notice approved subject to AG checking with HV re choice of contractor.</li> <li>Stage 2 s.20 Notice was served on 22<sup>nd</sup> June. Notice expired – no objections received – AG has placed order with O'Clark and is arranging pre-start site meeting with HV.</li> <li>Meeting took place and O'Clark presented unacceptable materials. Revised proposal has been submitted and is being assessed.</li> <li>MR&amp;Co fees of 5% agreed, in relation to s.20 consultation (completed) and supervision/project management (ongoing).</li> </ul> | AG and HV | Ongoing.  |
| 6. | Reports from Committees / Working Groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |           |
|    | <p><b>Test lightening conductor.</b><br/>AG requested to re-send to HV for review.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |           |

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|    | <p>Sent to HV – being reviewed.<br/>HV has raised several queries which have been sent to contractor – ongoing.<br/>AG to invite them to meet on site to explain need for work.<br/>Contractor has not responded to request and is being chased.<br/>Contractor has refused to come back to site but has offered Teams call.<br/><b>HV to confirm availability for Teams call.</b></p> <p><b>Further jobs being organised or quoted for:</b><br/>Repainting of railings around northeastern perimeter of the Island by specialist firm.<br/>Board approved quote and AG to instruct contractor.<br/>Work well advanced and progressing well.<br/>Work now completed.</p> <ul style="list-style-type: none"> <li>- Board requested same contractor to quote for painting the railing to the bridge at entrance to Island. Quote obtained and sent to Board.</li> <li>- CG to send to BLM Directors requesting their agreement for us to carry out work and deduct cost from 'arrears'.</li> </ul> <p>• <b>Gardening.</b><br/>• Board decided to engage new contractor with greater capacity and resource to enable sustained renewal and improvement to gardens, which are now 25 years old.<br/>• SB to arrange handover meeting with the new contractor and finalise terms of contract.<br/>• Handover has been completed.<br/>• Mixed feedback. Initial work obviously hindered by drought conditions.<br/>• Pile of gravel etc next to path must be removed.<br/>• Irrigation system has been fixed by Jim.<br/>• New Gardening Committee has been formed with Mary and Sue stepping up. Very keen to welcome other residents to join their efforts!</p> | <p>AG and HV</p> <p>AG</p> <p>AG</p> <p>CG</p> <p>SB</p> <p>AG</p> | <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> |
| 7. | AOB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                    |                                                                                                 |
|    | <ul style="list-style-type: none"> <li>• <b>Toll-house Island s/c dispute</b></li> <li>• MR requested correct demand from KFH to enable payment.</li> <li>• Meeting was held – agreement to obtain further documents – KFH to request that BLM directors attend</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                    |                                                                                                 |

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| <p>next meeting person – since meeting, CG has successfully contacted BLM director who has agreed to attend a meeting in person – date to be confirmed. Meeting was held and was constructive. BLM still trying to resolve legacy accounts issues from First Port era.</p> <ul style="list-style-type: none"> <li>• Board instructed AG to pay the current charge only – ie the Jan-June 2026 invoice only.</li> <li>• Jan-June 2026 invoice now paid.</li> <li>• <b>Management Fees</b> – Board approved 3% increase.</li> <li>• <b>S/C Budget</b> – AG sent this to the Board prior to the meeting and requested a Board decision within one week of the meeting.</li> <li>• <b>Maintenance role</b></li> <li>• Jim started on Monday 11<sup>th</sup> May. AG and SB held meeting with Jim and agreed usual work pattern of his 20 hours to be worked on Tuesdays, Wednesdays and Thursdays and he will inform us and concierges of any changes and complete weekly work sheet. AG and SB doing initial walkabout with Jim and Gardener Monday 11<sup>th</sup> to establish work schedule and areas of responsibility.</li> <li>• Jim has commenced work and is tackling agreed maintenance items. Works list was distributed with Board papers.</li> <li>• Estate water charges to be investigated by PO.</li> <li>• <b>Lift works</b></li> <li>• Kone have now sent quotes for upgrades to the emergency auto-dialler (phone) units in several lifts. See attached. We are researching whether this is necessary and if cost is reasonable. We will not proceed until Board have had a chance to scrutinise.</li> <li>• PO is investigating possible WiFi scheme for estate that could enable cheaper lift phone option.</li> <li>• All options are being considered.</li> <li>• AG confirmed that site staff can be trained to handle emergency release procedure.</li> <li>• SB reported that Adams emergency call button is OOO. AG to check all lifts and report to Kone.</li> </ul> | Board and AG | Ongoing   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Board        | Completed |
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| <ul style="list-style-type: none"> <li>• Check carried out – some Corsell and Jessops emergency Call buttons are defective. Reported to Kone who will only quote for full renewal – see quote. £2,495 + vat per lift.</li> <li>• Board requested quote from Stewart Proctor for writing specification for first list that requires modernisation works. Quote obtained and attached.</li> <li>• <b>Parking</b><br/>A Tallow Road townhouse owner – AG to request that owner does not park cars sticking out onto estate road. Letter sent, no response received, to be followed up.</li> <li>• MR to give deadline of 2 weeks and then instruct car to be ticketed.</li> <li>• Ticketing company have been instructed to ticket him.</li> <li>• After chasing, reply now received from the townhouse owner. AG to insist he follows the published rules and suggest he widens driveway like neighbours have done. Strong letter sent.</li> <li>• MR to redistribute parking rules to all. Board requested to agree rewording/updating of rules. SB and PO agreed to work on this.</li> <li>• Updated parking rules have been circulated.</li> <li>• MR have chased parking contractor re stricter enforcement of rules. They have requested permission to circulate attached.</li> <li>• Letter was sent and new rules being enforced from 1<sup>st</sup> Sept.</li> <li>• Jim has been instructed to repaint the Disabled Visitor Bays marking.</li> <li>• Work complete.</li> <li>• Lessee request for disabled parking at ground level – Board instructed AG to offer swap with her space in Car Park.</li> </ul> | AG        | Completed  |
| <ul style="list-style-type: none"> <li>• AG produced licences and got both signed. Braunston residents have complained – to be discussed.</li> <li>• <b>Basement spaces</b> – now that the meter rooms have been emptied and storage areas rationalised, AG to identify which areas could be rented out to residents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AG        | Completed. |
| <ul style="list-style-type: none"> <li>• <b>Only two small cupboards are available</b> – should be retained for BLIRA use.</li> <li>• <b>FAQs</b> – PO to compile list of FAQs that the Board receive for AG to put on the website.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PO and AG | Ongoing.   |

# Board Meeting Minutes with updates

Board Meeting 12th August 2026

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|    | <ul style="list-style-type: none"><li>• <b>Emergency procedures/contacts</b> – info sheet to be displayed on Concierge Desk. SB drafted and sheet in place.</li></ul> |  |  |
| 8. | Date of Next Board Meeting                                                                                                                                            |  |  |
|    | Monday 14 <sup>th</sup> September 6pm 2026 – Online via Teams.                                                                                                        |  |  |
|    |                                                                                                                                                                       |  |  |