

**OYSTER QUAY MANAGEMENT LIMITED
MINUTES OF BOARD MEETING
HELD ON 11th December 2024
HELD AT 121 OYSTER QUAY**



Directors: Chris Queen (CQ)
John Collins (JC)
Roy Pennells (RP)
Tony Tetchner (TT)
Chris Broadbent (CB)
Tony Feeney (TF)

PS & B: Ruth Smith (RS) – Property Manager
Steve Pitt (SP) – Estate Manager

CHAIRMAN’S INTRODUCTION

CQ opened the meeting and thanked everyone for their attendance, and thanked Roy for the use of his flat.

NON-CONFIDENTIAL

1.0 PREVIOUS MINUTES & ACTION LIST

1.1 Approval of Previous Minutes

The minutes of the Board meeting held on 25th November were reviewed and approved.

1.2 Site Office Action List

The action list was discussed with updates being provided by PS&B, the Estate Manager and Directors as follows:-

1.2.1 Cladding Remedial Works – JC confirmed that he could now access the Homes England website and access OQ’s application, and view the monthly reports but was still experiencing issues with the website. December report is completed and has been acknowledged as received. JC confirmed that we had received a letter from director of delivery requesting an earlier start date before end of March, this ultimately is being driven by the government. Ridge are looking at whether some of the work can be brought forward. Approval is required by PCC and the pre-application is progressing.

1.2.2 FRA Apartment Fire Doors – letter boxes are all completed subject to some finishing off works to the backplates. It was noted that one leaseholder did not accept the estate team undertaking their front door works or letter box work, but it was noted that door repairs to this door are completed but the letterbox remains to be completed. Communal fire doors are completed for Blocks C, D and E. Target Date - end of Feb for full completion. **SP**

- 1.2.3 G Block Pump** – This action is still progressing. SP advised that as a preventative measure two other blocks C & F will be fitted before G block installation due to the builder not being able to collect the metal trays until next week, and because G block has the most amount of work because of damage to flooring and the need to lift this, the work to G block pump will be completed in January 2025. SP confirmed the leak is now fixed, it is just the remedial work to completed.
- 1.2.4 H Block parapet wall** – bricklayer has completed works to the parapet wall. All other works are now completed. The work appears to have resolved the issue with the leak. Report to follow with photographs. Railings still need to be fitted once all dry. This should be completed before Christmas. Funding of this work was discussed and this work was agreed to be funded from the reserve fund. TF asked if there would be an update in the newsletter. CQ advised that an update would be included.
- 1.3 Estate Staff Calendar**
No changes or comments.
- 1.4 Estate Monthly Calendar**
Methane gas checks are delayed due to contractor illness.
- 1.4.1** RS Divers Pontoon Inspection is now completed and highlighted that a ladder was damaged. CB asked if this would be covered by insurance. RS to check is the ladder is covered under insurance any if there are any conditions on the insurance. **RS**
- 1.4.3** SP advised that he had been liaising with the Police concerning damage to Coverack Gate. **SP**
- 1.4.4** POSOL discussion concerning the pontoon still to be progressed. **RS**
- 2.0 The Estate**
No other comments under Estate, other than the above.
- 3.0 Communications**
No comments or changes.
- 4.0 Berths & Marinas**
Pontoon pressure washing, this has not been carried out for 18 months and is required soon as the pontoons are quite slippery. RS Divers advised that there is a new material for the non-slip that and would slot into the current pontoon but it was felt that this was not required. TF asked if appropriate signage is in place, such as appropriate footwear is worn when using the pontoons. SP noted that to do the pressure washing, the fire doors would need to put on hold. RS stated that as the risk is low as they are not used much during this time of year and that fire door works should not be delayed to carry out this work ahead of the fire doors. The Board requested that an external quote to be obtained for the pressure washing to be considered at next Board meeting. SP to review appropriate signage is in place. **SP**

5.0 Health & Safety

5.1 **Cladding and PS&B charges:** It was noted that RS has already attended 3 meetings, and the Board decided that her additional time spent on raising work orders, approving invoices etc. should be raised and a detailed invoice provided. RS to charge as per the management agreement under additional charges Appendix III of the management agreement. Invoices should be approved by the Board. **RS**

5.2 **Rubbish on landings** – Arising from the FTT, an issue with refuse in lobbies has been raised. JC proposed a solution of installing fire proof bins on each landing if applicable. The Board agreed this should be raised with the fire risk assessor. Risk Assessments to be booked in for early January and assessors to review the refuse on landings to ensure compliance with current legislation. **RS**

6.0 Security

CoTags – 3 quotes were obtained, two quotes were similar for a PAXTON system for door access. Easy to programme. New technology means an App is now available. Noted it was a proximity reader which may cause an issue. Current readers would be obsolete, and would be fitted by intercom pod. TF requested to append the quotes to the minutes. All quotes to be reviewed in January Board meetings. **RS**

7.0 ANY OTHER BUSINESS – NON-CONFIDENTIAL

7.1 CB raised the decision following the FTT Court case to reverse funds from £54k which was confirmed and ratified by all Board members.

7.2 OQ Staff Bonuses – it was agreed that Steve Pitt would receive £100 and £50 each for Paul and Jason. CQ to purchase and claim back from. It was agreed that the cost should come from service charge. Chairman to purchase. **CQ**

7.3 Gym Equipment – Fit Hire and Motive8 quotes to purchase gym equipment were discussed. There is a requirement to replace with identical equipment. Equipment was identified as being about 6 years old and that they have reached the end of their life. TT raised the point that the cross trainer is fit for purpose and that only the treadmill should be replaced. The new equipment would come with a 2 years warranty after which parts and labour would be chargeable. There is a maintenance programme in place. It was agreed that the treadmill should be replaced. It was also confirmed that this is a Capital cost against the reserves. RS to order the Fit Hire treadmill.

7.4 Windows and frames to be checked in lease. **RS** to action.

7.5 Old EV to be removed from site. **JC** to arrange.

7.6 SP raised that the planters on balconies cause soil leakage as this causes blockages and damage to balconies. It was agreed that all planters should be removed from balconies, some of which could be utilised on site elsewhere.

7.7 BBQ toilet is to be removed within 7 days. **SP**

- 7.8 Postmen and refuse person bonuses were discussed and agreed. Cost to be from the service charge funds.
- 7.9 Complaint from 152 about the leisure centre. Replacement of wood is proving difficult. Quotes to replace the sauna should be obtained as it is reaching the end of life. **SP**

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8.0 FINANCE

- 8.1 TF raised that there was an overspend and this requires a review to determine how these costs are shown. CB raised that the company P&L monthly management accounts should be provided as per the terms of the management agreement. The management monthly accounts should have a running total for the accounts, CB to send his workings to RS.

9.0 ANY OTHER BUSINESS – CONFIDENTIAL

- 9.1 Board agreed to hold a pre-meeting on 3rd January, ahead of AGM, RS to provide overview of proxy, apologies and questions on this meeting. No requirement for RS to attend.
- 9.2 Date of next meeting 9th January 2025. Venue to be confirmed. Porchester Business Centre cost to be obtained. **RS**
- 9.3 RS raised that Mr. Haigh had requested PS&B to refund their admin charge for providing information in respect of his garage query. It was agreed that PS&B would refund Mr. Haigh and OQML would cover this charge.

There being no further items to discuss, the meeting closed at 16.45pm.