

**OYSTER QUAY MANAGEMENT LIMITED
MINUTES OF BOARD MEETING
HELD ON 7th MARCH 2025
HELD AT THE MARRIOTT HOTEL**



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

Steve Pitt (SP) – Estate Manager

Ruth Smith (RS) – PS&B Senior Property Manager

Apologies:

CHAIRMAN'S INTRODUCTION

CQ opened the meeting and thanked everyone for their attendance.

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1.0 PREVIOUS MINUTES & ACTION LIST

1.1 Previous Minutes

The minutes of the Board meeting held on 22nd January were reviewed and approved.

1.2 Site Office Action List

The action list was discussed with updates being provided the Estate Manager as below:

1.2.1 Fire Risk Assessment aspects of all apartment doors completed. Internal letterbox cosmetic parts still to be completed in a number of apartments. Riser cupboard doors issue that was raised by the Fire Brigade also completed.

1.2.2 Pumps – completed

1.2.3 Block H parapet – completed. Will be paid from Reserves. The logic is that these are significant expenditures caused by deterioration over multiple years and are not annual costs. They contribute to the maintenance and repairs to the long term structure of OQ.

1.2.4 B/C parapet wall – progressing to completion end of March, early April. Agreed to also be funded by Reserves.

1.2.5 D&E blocks – progressing end of April, early May. Agreed to also be funded by Reserves.

1.2.6 Resurfacing Works – commencing May, due to other works above. Also a Reserve Item.

1.3 Estate Monthly Calendar

SP on leave Monday 17th to 21st March

1.4 Estate Team/Incident Report

- 1.4.1 CQ noted that there were plenty of properties selling which was encouraging.
- 1.4.2 After deciding to scrap it, it was noted that the EV vehicle has been sold for £300 and was collected from site in early March. Funds back into SC account.
- 1.4.3 Item 47 – AHU unit was found to be broken following a service by Rossair, quote received and order raised for the repairs however the Board discussed and felt Rossair should be tackled about the either repairing FOC or a contribution to the repair cost as the unit was working prior to their service visit. **RS to liaise with contractors and estate staff.**
- 1.4.4 TF questioned if some of the regular work was being delayed due to other issues on site. SP explained the progress and delays and that none of the regular works were H&S related and could wait.
- 1.4.5 Board agreed to leave the jet/pressure washing until SP returns from leave. This led to TF raising the scope of jobs that estate staff undertake and that a certain scope of duties maybe be required so that all jobs can be managed more efficiently. It was agreed to review how the balance of regular jobs and the 'occasional' Schedule of site works should be managed moving forwards. **Action: RS and SP to review and feedback to Board in May Board Meeting.**

2.0 The Estate

- 2.1 Cotag – SP raised that very few are left (50) and we may need to order more. Decision on the new access control system to be progressed as quickly as possible.
- 2.2 Scaffold Tower for working at height (actioned from J Pycr is now purchased for the guttering and street light work which will be added into the planned maintenance. **SP to update at next meeting.**
- 2.3 Balcony Painting to be progressed. **SP to update progress at next meeting.**
- 2.4 GRP Pressure Washing to be progressed. **SP to update progress at next meeting.**
- 2.5 Building Maintenance Plan – TF requested a report from the Site manager to support the quality of the Service Charge and Reserves budgeting. **SP to action.**

2.1 Access Control

Three shortlisted provides had been invited to present their solutions to replace the now out of support Cotag system which has served OQ for 19 years. AST (current support provider), SMART Integrated (Premier Marina Group providers) and Caldera (local providers known to PS&B in other managed estates). Caldera were unable to attend but convened by phone. The following notes highlight key points from each supplier presentation.

- 2.1.1 **AST Ltd** – has proposed similar functions to what we currently have i.e. like for like but with more modern devices and readers. TF asked what the benefits were with their system.

Opening doors with a mobile device was discussed. Proximity to reader was discussed. JS raised that remote control entrance gates were being considered. ANPR cameras can be installed later down the line to coincide with the new system. Covers l/h and visitors. Emergency services drop key system is possible. Old tech will be replaced with new scanners, works behind double glazed units. Will utilise existing cables. Tags can be disabled. Implementation is via a small PC. Service costs are not included in the implementation figures. Timescales – a day to change over the readers. Gates are included as part of the 2 weeks to complete the work. Compatible with the current intercom system. Greater level of security and the fobs cannot be copied. Some training for estate staff is required. Power cut, the battery back up would kick in, doors would return to free access if power went down. 5 year warranty on controls and power supplies and lifetime warranty the readers and fobs. 100ml proximity to open it, same functionality as before.

2.1.2 Smart Integrated – experienced in large companies and access control, including Premier Marinas. Co Tag is old and outdated, installed in the 90's, antiquated system and many have since been replaced. Barriers could be upgraded in future. The infrastructure of the system is covered. Everywhere there are tags currently has been quoted. Long range readers are possible, short range, facial recognition is possible. Bluetooth connectivity is possible. Have to be within 5 cms of the readers, longer range is possible? ANPR system could be installed later down the line. More expensive option for Bluetooth or facial recognition.

Programming and PC in estate office. Enrolment reader for programming. Control over who accesses what and when. Server/client set up. PS&B could have access remotely and there is an app as well. No call out fees as they have access to the system.

Warranty 1 year parts and labour. Old cabling is not covered. Current system can be utilised. Power cut – the battery back up would last 5/6 hours. Automatic open if longer power cut.

Each door needs a battery back up pack to ensure that there are less issues when a control goes wrong.

Old intercom system so works separately to the fob system.

15 years shelf life.

Timescales for installation – PC installation, software sorted and fobs on system ready to go before new readers are installed. Possible 2 week installation period.

Touchless exit buttons are possible but not included in quote. £50 each per door. Popular during covid.

Allowed for 2,000 fobs. Control over where fobs can have access to.

2.1.3 Caldera – PAC system, consists of proximity reader, token fob, have to present fob. Same system to what there is present, locating reader outside as reader won't go behind glass. Utilising existing readers, and reduce cost if they can be utilised. FOC if possible. Warranty 1 year, Paxton warranty is 5 years on parts. Advance replacement on site. HC Slimline tower PC will be installed with desktop reader. Can be linked to a VPN. ANPR could be linked to the gates and access control. RF reader 100 yards away. Gate installers supply the RF reader and can be incorporated into the system. Passenger gate can have the paxton proximity reader. Existing cabling would need to be checked, Cat 5 cable which is adequate. Power cut – 8 -12 hours use. It is a fail safe system. Installation – proposed 13 days, 2 engineers for a week. Could programme the fobs first and as the doors are upgraded. 3 people employed and sub

contractors used. More a service company, use installers to install systems. Controllers currently control several doors at a time but new system controls per door.

Conclusion: AST and Smart integrated would be taken to a best and final offer run off. Smart Integrated were felt to be the preferred candidate. Caldera would be discounted as a potential supplier at this stage.

AST and Smart Integrated to re-propose on:

- 1) A 'replacement of current functionality' basis and cost.
- 2) Recommended inclusions of devices, technology and support for initial implementation and cost.
- 3) Optional future options for improving security and controls which can be put to leaseholders for consideration in future improvement plans (and current estimates of cost).
- 4) **RS, SP and TF to have a call and to ensure all suppliers understand the request. BAFO bids to be before the end of March so that a decision can be made at pace.**

2.2 Major Projects – JC discussed the major projects as below with the rest of the Board. TF raised that the projects represent an improvement and utilising the reserve funds for the benefit of all leaseholders is reasonable but it was agreed to have some plans drawn up and presented to the leaseholders. It was suggested that the AGM would be a good opportunity to present the projects however timing may require more urgency so will require separate communications when ready.

2.2.1 Front Entrance Gates – on hold at present.

2.2.2 Marque Replacement – will be in place during March.

2.2.3 Future Phases. Phase 1 - toilet block £15-20k, Phase 2 – meeting room £70-100k, Phase 3 – permanent structure to replace the marquee.

2.2.4 Collective Enfranchisement to be progressed. RS to review JC's email with list of solicitors who could progress this. **NOTE: Solicitor needs to have worked with PCC before on a large scale.**

2.2.5 HRB registration needs to progress as quickly as possible to ensure it does not hamper the cladding works and **RS to provide an update asap to JC.**

3.0 Communications

No comments or changes.

4.0 Berths & Marinas

No comments other than those noted elsewhere in the minutes.

5.0 Health & Safety

5.1 Cladding Update – no further updates at this time due to the delays with TriFire and Ridge having to re-tender.

6.0 Security

No issues that have not already been covered in other minutes.

7.0 ANY OTHER BUSINESS – NON-CONFIDENTIAL

7.1 HR/Recruitment – It was agreed to obtain costs for HR support from Peninsula. 2 possible candidates from JC were put forward for consideration. No decision made on additional staff member at this time.

7.2 It was agreed that the cost for Marquee replacement should be spent from service charge reserve. The logic for this is that the old Marquee has served OQ for over 7 years and has more than paid for itself over several years of SC funding. The new Marquee will do the same until replaced and will therefore have beneficial value across several Service Charge years. As a capital item which improves the OQ facilities the Board approved this approach on behalf of leaseholders.

Steve Pitt left the meeting at this point.

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8.0 FINANCE

8.1 Monthly Repot - TF provided financial update to the Board.

8.1.1 TF has expressed his disappointment with PS&B's lack of accounting system and inability to provide accounting reports.

8.2 Budget - TF requested that accruals and bank balances are required from PS&B for OQML to set the budget accordingly.

8.2.1 TF suggested the Board have showed to be extremely careful in managing costs over year despite unexpected fees and this should be explained and demonstrated to leaseholders by ending up with the surplus in the SC accounts. TF has suggested offsetting the surplus against the 2025/6 budget year.

8.2.2 TT suggested that the 2nd half yearly invoice is reduced against the surplus from the Year end accounts.

8.2.3 TF discussed the budget provided by PS&B. The Board agreed that a 4% increase is more favourable and is lower than inflation last year. TF will come back with a proposal for the budget.

8.3 Staff Salary Review

8.3.1 It was agreed to budget at 2.5% for salary increases.

8.3.2 Board agreed to defer the salary reviews until June considering the FTT decision is imminent.

8.3.3 Board agreed for TF (supported by JC) to interview Paul following a discussion around messages between other members of staff.

9.0 ANY OTHER BUSINESS – CONFIDENTIAL

- 9.1 155 Lease Variation – Board agreed that as it is the leaseholder who wants a deed of variation they should progress it. The Board will support the request but not fund it.
- 9.2 FTT – already discussed but no decision has been received as yet.
- 9.3 The Board met with Lawdit Solicitors via a zoom meeting to discuss the GDPR/LBA matter and next steps. Data Bible to be progressed and issued as soon as possible. **RS to action changes and send back to Lawdit for review.**
- 9.4 It was agreed to reduce Board meetings to 9 per year and for February, September and December to be those months where no meeting is held. It was also agreed to adjust the timing of the Board meeting from 10am to 3pm with a break for lunch.

Date of next meeting – 23rd April 2025. Venue – The Marriot Hotel

There being no further items to discuss, the meeting closed at approx. 3.15pm