

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF CQRA LTD

**Date and Time:** Monday 4<sup>th</sup> of July 2022, 7.30pm

**Place:** Zoom meeting

### PRESENT:

Martin Boyd (MB) (chairman)	Graham Harris (GH)	Brian Cheetham (BC)
Fiona Tolmie (FT)	Tim Combe (TC)	Marcus Perkins (MP)
Anastassiya Prolomova (AP)		

<b>1</b>	<b>APOLOGIES</b> James Ker-Lindsay (JKL)
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> None made
<b>3</b>	<b>MINUTES OF PREVIOUS MEETING (9<sup>th</sup> of May 2022)</b> The minutes were received and approved without amendment
<b>4</b>	<b>SITE ISSUES</b> <ul style="list-style-type: none"><li>• <b>ENTRANCE SIGN:</b> quotation agreed and company sending a mock-up with possible colour schemes including Charter Quay blue.</li><li>• <b>STAINED CARPET IN CORE 5 SH:</b> Cleaning had failed to remove the stains. Probably need to replace carpets on floors 4 and 5. As the carpet has to be manufactured to match, purchasing in bulk and storing it for future use needs to be considered. David Broome consulting with the company.</li><li>• <b>VISITOR PARKING:</b> TC reported that there was a problem with the concierges finding parking bays in garages for visitors. In order to free up more spaces, TC asked for clarifications whether letting of parking spaces to non-residents, usually for financial gain, was permitted. MB answered that, as per the Lease, you were only allowed to let to other leaseholders with the slight exception to estate agencies. If there are known cases of this happening, it should be reported.</li><li>• <b>STAFFING:</b> TC continued that there was currently an extremely challenging employment market and the short night shift post (7 pm to 2 am) remains unfilled at the salary offered. In a change of policy by HML, agency staff who have been trained to have some knowledge of the estate are now being employed to fill any concierge shift gap.</li><li>• <b>SIGNAGE TO THE RIVER:</b> TC also noted that Kingston First Wayfinding scheme was intending to put their signs pointing to the river within Charter Quay itself (NatWest wall) rather than in the Market Place. TC asked for the Board's opinion. GH expressed the view that this could potentially attract more people to help business as it was clear that some restaurants were struggling with low demand and closing very early, even on Friday nights. The Board agreed that it was worrying to see decreasing interest so it would welcome any actions to attract more people to boost businesses.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>JAZZ:</b> Given the success of the Jubilee jazz event, MB wondered if it was possible to hold more of these events. TC replied that he was hoping to hold more events including at future AGM's.</li> </ul>
<b>5</b>	<p><b>SPORTS DIRECT (SDI) REDEVELOPMENT</b></p> <p>BC reported the mediation hearing was scheduled for the 27<sup>th</sup> of July 2022. He continued that the paper commissioned by SDI from their Rights of Light Surveyor, EB7 on the quantum of our RoL did not appear to be relevant to our case. Therefore, we have not commissioned a parallel report from our RoL advisors. However, to illustrate our concerns about EB7's professional competence, we asked Clare Wheeldon and John Gadd to comment on EB7's reports to the RBK Planners. BC asked the Board's opinion whether we could use these comments on our RoL hearing at the end of this month. The Board agreed to present this information to the Barrister.</p> <p>BC noted that provided the outcome of the mediation was favourable, only 25% of the fighting fund would be expended. However, it should be noted that c. £95,000 out of the £110,000 total commitments from shareholders have so far been paid. Andertons will be sending out reminders to the defaulters this week.</p> <p>BC continued looking beyond the mediation, and provided again that the outcome was favourable. A current thought was that we should propose to SDI that they remove the top two floors of the residential extension. Given the increases in building costs and the uncertainty in the current housing market, this might be financially beneficial to SDI.</p>
<b>6</b>	<p><b>Remediation</b></p> <p>MB updated that he'd had a meeting with the Fire Engineer, who believed we were at the point to sign off Stevens House and Ravens House. With Taggs House, work was required for the missing fire stopping on the top floor. With Garricks House, there is a slight delay but it was promised that the final report would be ready by the 11<sup>th</sup> of July and delivered to us in the next few days after that.</p> <p>MB also informed that a new Building Safety Act would come into force on the 28<sup>th</sup> of July, and a new Fire Safety Act would come into effect in January 2023. Both of these acts are going to add to our costs as the front door of each flat would need to be certified. Details to follow.</p>
<b>7</b>	<p><b>AGM</b></p> <p>MB confirmed that AGM would be a hybrid event this year again due to rise of Covid cases. MP also confirmed that Stack and Bonner were organised to serve refreshments after the AGM. MB suggested to set up a form to register attendees for the meeting this year, which MP agreed to do.</p>
<b>8</b>	<p><b>Moorings</b></p> <p>GH informed that he and Fiona had a joint meeting between CQML and District Enforcement to see if DE were interested in managing the Visitor Moorings. We await a proposal from DE.</p> <p>GH also reported that infrastructure works were continuing and decking was currently being replaced in front of the wetlands.</p> <p>We await the 2nd quarter financials from CQML, we have been told that there will not be any surprises.</p>
<b>9</b>	<p><b>DATE OF NEXT MEETING - AGM</b></p> <p>Saturday 16<sup>th</sup> of July 2022</p>

**Date of Board approval: 12<sup>th</sup> September 2022**