

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

Held on Monday 13<sup>th</sup> November 2023 at 7.30 pm in 61 Stevens House

### PRESENT:

Martin Boyd ( <b>MB</b> ) Chairman	Tim Combe ( <b>TC</b> )	Graham Harris ( <b>GH</b> )	
Marcus Perkins ( <b>MP</b> )	Fiona Tolmie ( <b>FT</b> )	Brian Cheetham ( <b>BC</b> )	

		ACTION
<b>1</b>	<b>APOLOGIES</b>  Rosie Moore ( <b>RM</b> ), James Swallow ( <b>JS</b> )	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>2.1</b>	None	
<b>2.2</b>	The Board congratulated the Chairman, <b>MB</b> , on his appointment as Chairman of the Leasehold Advisory Service. <b>It was agreed</b> that the appointment did not appear to a conflict of interest.	
<b>3</b>	<b>MINUTES OF PREVIOUS MEETING</b>  The minutes of the meeting held on 11 <sup>th</sup> September 2023 were received and approved.	
<b>4</b>	<b>CQRA v SDI</b>	
<b>4.1</b>	A paper summarising the current state of negotiations with SDI was received.	
<b>4.2</b>	It was noted that Councillor Roger Hayes had confirmed that: <ul style="list-style-type: none"> <li>• SDI had not yet given RBK any notice of having commenced works.</li> <li>• If SDI have not proven that a substantial start had been made before 4<sup>th</sup> December, SDI's planning consent would lapse.</li> </ul>	
<b>4.3</b>	<b>It was agreed</b> that the situation should be reviewed in consultation with ODT once it was confirmed that SDI's planning consent had lapsed or otherwise.	<b>BC</b>
<b>5</b>	<b>SITE ISSUES</b>	
<b>5.1</b>	<b>MP</b> presented a report from the Site Issues meeting held on 8 <sup>th</sup> November ( <b>see Annex 1 attached</b> ).	
<b>5.2</b>	<b>MP</b> explained that he was reviewing the reporting system so that it could be used to identify issues that occur and provide a record of any action taken.	<b>MP</b>
<b>5.3</b>	<b>MP</b> also proposed that a Parking WhatsApp should be set up so that shareholders needing spaces for visitors could be linked to other shareholders with vacant spaces. <b>It was agreed</b> that the new WhatsApp should be set up, provided that all participants were prepared to offer their own parking bays when available.	<b>MP</b>

<b>6</b>	<b>BRIDGES</b>	
<b>6.1</b>	<b>MB</b> reported that, via the estate agents, he had been informed that the EA would ‘substantiate the legal position’ with respect to the bridges during week commencing 19th November.	<b>MB</b>
<b>6.2</b>	In reply to <b>GH</b> , <b>BC</b> confirmed that David Broome was obtaining advice as to the loading capacity of the vehicular bridge. The weight limit sign on the bridge was an arbitrary figure to discourage large vehicles.	
<b>7</b>	<b>BUDGET</b>	
<b>7.1</b>	<b>MB</b> presented the draft budget for 2024 and noted that: <ul style="list-style-type: none"> <li>• The increase in anticipated expenditure of 2.7% compared favourably with other similar sized sites where increases of 20 – 20% were predicted.</li> <li>• There were still uncertainties regarding water, electricity and insurance costs</li> <li>• A substantial diminution of reserves from c. £1.2 to 0.8 million would occur in 2025 when external redecoration of Garricks House was due to take place.</li> </ul>	
<b>7.2</b>	<b>MB</b> observed that, because CQRA Ltd had resolved the problems with cladding, unlike other sites, there did not appear to be any new financial obstacles in the short to medium term.	
<b>8</b>	<b>MOORINGS</b>	
<b>8.1</b>	<b>GH</b> reported that a copy of the 2022 CQML signed statutory accounts had been received, along with the 2023 third quarter management accounts. There were no surprises. The 2024 budget was under preparation.	
<b>8.2</b>	CQML had begun to use the Small Claims Court against non-payers but this could only be done where there was an identifiable address of the boat owner.	
<b>8.2</b>	<b>GB</b> noted that : <ul style="list-style-type: none"> <li>• CQML was examining the possibility of delegating the supervision of the visitor moorings to a former permanent moorings’ resident. The intention was that the new supervisor would inspect the visitor moorings twice a day.</li> <li>• The possibility of converting the visitor moorings to residential moorings was raised at CQRA/CQML meetings but no recommendation had yet been made</li> </ul>	
<b>9</b>	<b>AOB</b>  None	
<b>10</b>	<b>NEXT MEETING</b>  Monday 8 <sup>th</sup> January 2024 @ <b>7.00pm</b> in 61 Stevens House	

**Date of Board approval: Monday 8<sup>th</sup> January 2024**

## ANNEX 1

### Charter Quay Site Report, 08 November 2021

Meeting between David Broome (DB), Marek Szczytko (MS), Tim Combe (TC), Rosie Moore (RM), Fiona Tolmie (FM) and Marcus Perkins (MP).

	Item	Progress	Action
1	<b>Apologies</b>	None	
2	<b>Items Outstanding from Previous Meeting</b>	<p>Re-instatement of GH balcony panels – Re-installation to be checked.</p> <p>Paving Doctor have completed the weeding of the piazza estate and will re-sand shortly. The estate ops to pick up the other areas.</p> <p>Bridge bollard lights estimated delivery date 18 December, will be installed shortly after that, possibly in the early new year.</p> <p>Car park bay numbering to be completed by site staff. Numbers to be sprayed onto parking bay columns.</p> <p>Slight issue with new carpet on the 4<sup>th</sup> floor of Steven House core 5, as fire door won't close. This has been resolved.</p> <p>Ring doorbell in Ravens House – tenant going to meet with the other flat owners on that floor to discuss the privacy issues.</p> <p>Staff photos by next week from mobile phone due to improvement in mobile camera technology.</p>	<p>MS</p> <p>MS</p> <p>DB</p> <p>MS</p> <p>MP</p>
3	<b>Issues Arising</b>	<p>Parking control – DB has sent signed electronic copy to parking control contractor and has sent countersigned back to MP. Commencement date 13 November.</p> <p>Requirement for content's insurance to be included in the CQRA Ltd shareholder letter.</p>	MP
		<p>Taggs House paving costs are felt to be excessive, but have been instructed. DB to call Paving Doctor to discuss options after the meeting, with respect to using an alternative paving slab, or perhaps delaying that work or using the slabs ordered for repairs across the site and reconsidering the Taggs work.</p> <p>MP to send out shareholder letter re: door surveys. DB will issue follow up letter within a couple of weeks to try to make arrangements.</p> <p>Review of communication with / from leaseholders to be undertaken. MS not receiving google notification from the reporting system. MP will review CQ reporting system.</p>	<p>DB</p> <p>MP / DB / MS</p> <p>MP</p> <p>MS / DB</p>

		<p>The existing insurance approach is felt to be sufficient to address any issues should the worst occur and an electric scooter battery ignite.</p> <p>Stevens House Core 7 door issues caused by an unknown individual pressing the emergency exit panel, which leaves it unlocked until it has been reset. MP wants to consider alarms on the doors. Issue with noise and them being reset. Anchor doors will be asked for options.</p> <p>Garricks House Emms passage door security issue. Security options to be investigated. First step MS to print large notice and put it on the door. Also, investigate costs to install fob entrance access on the door as well as one on the garden door leading to the south wing of Garricks House.</p>	MS / DB
<b>4</b>	<b>AOB</b>	Eco parasol poles stumps will be surrounded with the lamp post planters.	MS

MP / 08 November 2023