

Landmark Place - Directors Meeting  
29th May 2008

**Attendees:**

Robert Hopkins  
Robin Alldred  
Teresa Dominguez  
Jon Jones  
Graham Winter  
Andrew Crossey

**AGENDA**

**Handover**

Following on from the email from G Winter, the current Director of Landmark Place Management Company (Mr Hawkey) has said that they are not ready for handover. HS advised that she had been told by Mark Turley that they were ready and the last unit had been sold.

HS had tried to contact Mr Turley in this regard and he has not responded. However, after taking advice from Alex Elsy (line manager) he has advised that this makes no difference to the work that we have already carried out as all we have done is co-opted in the new Directors. We may have to redo the 288a's.

Mr Hawkey has advised G Winter that they are a further 4-6 weeks away from handover.

HS to continue chasing.

**Communication**

HS to source a post box to go in the foyer for post for Mainstay.

**Newsletter**

Newsletter is ready to go but as it has details of the handover we will hold off until the handover has completed.

**Arrears**

HS advised that arrears are creeping up. Mainstay have expanded their credit control team and are on top of the situation and are chasing rigidly. HS is also carrying out a personal approach and calling people over £1000.

**Wooden Flooring**

Within The Eighth Schedule it states that the Lease does not allow wooden flooring. However, it seems that some apartments that were bought direct off plan but had wooden flooring.

HS has since asked Alex Elsy how we stand on this matter as far as negligence of Breach of Lease is concerned. He has advised that as they were bought from Crosby then we are covered.

HS to send letters to everybody to ascertain the extent of the problem.

### Noise

Resident advised that they had heard a Concierge informing a resident that before 11pm they could do what they want! HS to ensure that Concierges are not giving this information out. HS also to supply Concierges with standard noise letters to produce when complaints come in. HS also ask Concierges to produce a standard procedure regarding noise and how to deal with them.

### Underletting

The Lease states that the administration charge should be £20. Why are we charging £58.75? HS to investigate.

### Car Parking

Car Park spaces should not be sold on under the terms of the Lease. HS to action any notices that are on the boards.

### Fire Safety

G Winter raised the query of a Fire Risk Assessment and when it was last done. HS to investigate and forward.

G Winter also had concerns regarding the room in Core 2 that is currently occupied by McAlpines. Mr Winter believes that it poses a fire risk. HS to ask her new Health and Safety Manager to attend site and inspect. (Note: Mr Sean Doyle has now attended and has said that the room is fine).

Mr Winter also posed the question about an evacuation policy and the fact that we should have one in place. HS advised that as this was a residential unit she was unaware you had to have one. HS to investigate.

### Piazza

Missing lights of boats – HS to replace

Apartment 59 – include in window clean

### Fall Arrest System

When were they last checked?

Any other Business

Chase quotes for private bins

Can we ask Limerick House if we can remove some bricks from the wall to aid our view of cars?

Opening of gates is really slow – is this because we are due a service?