



LANDMARK PLACE

Minutes from Leaseholders Management Committee Meeting

9th March 2005

In attendance:

Robert Wiffen	Area Property Manager	Mainstay
Mr R Alldred	(Chair)	
Mr A Tracey	(Vice-Chair)	
Mr V Ashley		
Mr F Calliva		
Dr and Dr D'Auria		
Mr G. Garrard		
Mr R Hopkins		
Michael Johnson		
Mr and Mrs Rowe		
Mr P Walker		

Apologies:

Mr D Petty
Miss C Redfearn
Mr M Young

ITEM	ACTION
1. Welcome and Apologies	
RA welcomed everyone to the meeting, especially those attending for the first time.	
2. Matters Arising from Minutes of the Previous Meeting	
Rubbish and Litter	
RW advised that he had met with Cardiff City Council (CCC) on site to discuss the location of the refuse bins and that they had no objections, in principle, to both commercial and residential bins sharing the 'red bin store'.	
AT raised concerns that sharing the bin store may lead to additional costs for the commercial units in terms of keeping the bin store clean and tidy. In addition, it was not clear whether the lease gave the commercial tenants exclusive use of this binstore or not.	

ITEM**ACTION**

AT suggested that the fact that Flannels housed their air conditioning units in the bin store might mean that access should be restricted.

RW to check this point and seek legal advice as to whether the lease allowed for the bin store to be shared and, if so, to write a letter to St David's requesting that this be trailed for a period of 3 months

RW

CCC also advised that the bins were owned by Landmark Place, rather than rented, and that the additional charge was because there are two additional collections (three in total) at Landmark Place every week. The council tax paid by residents only covers one collection only.

Those present unanimously agreed that this charge seemed unfair and that **RW should write a letter to CCC making the views of the leaseholders clear and to seek justification of this additional charge.**

RW

CCC would be able to provide recycling facilities, but RW suggested, and it was agreed that it would be better to wait until the issue surrounding the location of the bins had been resolved.

Officers of the Company

MJ stated that he would prefer not to act as Secretary. It was agreed that the minutes of each meeting would be taken in rotation with VA agreeing to take them at the next meeting.

GG raised concern over the name of the committee and who was allowed to be a member of the committee citing carious communications where members were referred to as both 'leaseholders', 'residents'. The purpose of the committee also seemed unclear.

This was discussed at some length, and RA concluded by stating that the committee was open to all leaseholders (not tenants) whether they be resident at Landmark Place or not. It was the overriding aim of the committee to ensure that Landmark Place was managed in such a way as to protect and enhance the quality and value of leaseholders investment. For clarity, the committee would in future be called the Landmark Place Leaseholder Management Committee

RA also stated that he was aware that there were some leaseholders who felt that they had not been given the opportunity to join the committee or that it was, in some way, a 'closed shop'. RA made clear that this was not the case, and whilst acknowledging that difficulties were experienced by some leaseholders who wanted to attend the first meeting, considered that all those who had wanted to attend had been able to. Subsequent to this meeting, all leaseholders were written to and invited to further meetings.

ITEM

To improve communication, the notice board in the concierge area will display a list of leaseholders currently on the committee together with their telephone numbers and the date of the next meeting. This is so that leaseholders with issues to raise may contact them in advance. Minutes of all previous meetings also to be displayed. **RW to arrange this ASAP.**

It was agreed that the areas covered under AOB would be discussed at the end of the meeting

ACTION

RW

3. Residents Parking Club

Peter Walker presented his proposals for a scheme, which he has devised, that will, he believes; solve the problem of visitor parking at Landmark Place. (Details attached)

Whilst the committee had some reservations, in particular, who would police the scheme, it was agreed that Mr Walker should be allowed to run a trial for a period of 6 months.

Subject to any legal issues, and in full compliance with the provisions of the DPA, RW agreed to assist PW in distributing letters to all leaseholders.

RW

4. Noise and Neighbour Nuisance

A number of recent incidents were discussed, in particular relating to apartments 75 and 77.

All present agreed that this situation could not be allowed to continue.

It was widely agreed that the night time concierge dealt with such issues to the best of their ability and those present considered that they did a good job in this respect. It was, however, felt that communication between the concierge staff and Mainstay Head Office could be improved.

RA suggested that a sub committee meet to agree a procedure for dealing with future cases of anti social behaviour. RW, RA, RH and MJ offered to form this committee and RW suggested that a member of the concierge team should also be invited.

It was felt that **Short Term Lets** were responsible for a significant number of these incidents and that further action should now be taken to address this issue.

MJ stated that he felt that Mainstay should be doing more to address this and be taking a more vigorous stance.

RW referred those present to the minutes of the first meeting where this issue was discussed at some length and legal advice that Mainstay had obtained was circulated. At that time the committee decided that no further action be taken until directors had been appointed.

ITEM

This was acknowledged but it was agreed that the issue now needed to be addressed. **RW to draft a letter for approval by RA by 16 March 2005, and issue to all leaseholders by 18 March 2005**

ACTION**RW****8. Any Other Business**

It was suggested that **cleaning** should be 7 days a week as most of the dirt etc. was caused over the weekend.

In view of the cost implications, and the fact that the cleaners had just been appointed to work Monday to Friday, **RW agreed to speak to the cleaners to see whether they would be prepared to work 6 days a week or possibly 5 days a week with a day off midweek**

RW

It was suggested that refuse bins be placed at the entrances to the cores from the car park. **RW to arrange this**

RW

Concern was raised over the length of time being taken to repair the entrance door in Concierge. RA requested an update the following day. **RW to provide this.**

RW

One committee member visited concierge on a Sunday evening to find them with their feet on the desk and smoking. Whilst it was agreed that this did not present a very good image it was also decided that, in recognition of the difficult circumstances that they often have to deal with and the generally good job they do, that they should be asked to be a little more discreet when smoking behind the desk rather than requesting that they stop all together.

It was suggested that some of the committee should spend the night with the concierge to see what problems they encounter. **RA and MJ agreed to do this**

RA/MJ

MJ stated that he was looking for competitive quotes for the high cost items within the budget including Electricity, Insurance and Managing Agents to ensure value for money.

RW to provide MJ with meter point reference to enable competitive quotes to be obtained for communal electricity.

RW

AT reported that the lift doors on the 15th Floor (Core 3) did not seem to be operating correctly and also that there seemed to be a lot of litter and debris at the foot of the lift shute. This was identified as a clear Fire Risk and as such **RW to report this to Otis immediately.**

RW

RW suggested that savings could be made to communal electricity if the floodlights were turned off outside the building after a certain time, and by lowering the thermostat in Concierge. No clear decision was made on either of these items

RW to chase the repair of the damaged picture as, although it had been rehung, the graffiti had not been cleaned off

RW

ITEM

It was agreed that the lifts should be tiled with either option 2 or 3 – which ever was cheaper. **RW to arrange this ASAP.**

ACTION**RW****9. Close**

RA thanked all those present for attending and invited those leaseholders not currently on the committee to join. PW accepted, whilst GG stated that he had been encouraged and reassured by the meeting, but would like to give it some further thought before agreeing to become a committee member.

The next meeting will be on **Tuesday 19th April at 6:30pm @ Prospect Place Business Centre**

The meeting closed at approximately 9:30pm