

**MINUTES OF MEETING HELD BETWEEN THE MANAGER  
OF THE NIGERIA GOVERNORS' FORUM (NGF) SECRETARIAT  
AND THE LANDLORD OF THE ASOKORO SECRETARIAT  
COMPLEX OF THE NGF ON FRIDAY, 6<sup>TH</sup> FEBRUARY 2009.**

S/N	NOTES/OBSERVATIONS	ACTION
01	<p><b><u>ATTENDANCE</u></b></p> <ol style="list-style-type: none"> <li>1. A.B. Okauru - DG (NGF SECRETARIAT)</li> <li>2. Alhaji Abdullateef Shittu – ED (STRATEGY &amp; RESEARCH, NGF SECRETARIAT)</li> <li>3. Chief Alex Adoghe - LANDLORD</li> <li>4. Chuku, Chijioke - HEAD, LEGAL (NGF SECRETARIAT) / RECORDER.</li> </ol>	
02	<p><b><u>COMMENCEMENT</u></b></p> <p>The meeting started at 5.45pm with introductions of all those present. The Director –General (DG) in his remarks welcomed the landlord to the secretariat and informed him that the reason for the meeting was to acquaint him with the new management of the secretariat and to bring to his attention certain matters relating to the property.</p> <ul style="list-style-type: none"> <li>• The DG let the landlord know that in spite of the partitions in the building, it generally still had the appearance of a residence, hence the plan to make additional alterations to make it look more like an office.</li> <li>• There was a need to put rails on the stairs leading to the penthouse.</li> <li>• A space was needed for the Forum's meetings. In relation to this, he wondered which would be the best course-to make structural adjustments to the guest chalet or to pull down the partitions in the main living room so as to create more</li> </ul>	

room for the meetings of the forum.

- The DG also wondered if the swimming pool in the premises could be temporarily covered to create more space.
- The landlord's attention was brought to an outstanding bill sent in by the Power Holding Company of Nigeria (PHCN), which bill was incurred whilst the landlord was still in occupation of the property.
- The Bill was for N81, 000 resulting in deductions of N8000 every month.
- The following defects were similarly pointed out – Broken front door, lack of light in the whole property, faulty plumbing system and the collapse of the kitchen roof as well as the kitchen sink.

The Landlord whilst thanking the DG for his comments and queries, responded as follows:

- In respect of the swimming of the pool, the best way to properly maintain a pool is to always leave water in the pool.
- Emptying the pool would lead to cracks in the pool.
- Adding chemicals in the water would ensure that mosquitoes and frogs are kept away from the swimming pool.
- Regarding the other points raised by the DG, he let it be known that he was in principle not averse to the premises being altered or partitioned to meet the Forum's needs provided the same was restored to its original state upon determination of the tenancy and there was agreement between the parties as to the form the alterations would take.
- The landlord's attitude to the defects identified in the premises is that whilst he would accept and assume responsibility for the kitchen roof, he would advise that the Forum effects the



other repairs.

- Regarding the outstanding PHCN bill, he had no objections to settling the said bill but would enquire from his wife (who was in occupation at the time) before committing to the repayment.

The following decisions were taken:

1. The Landlord would offset the PHCN bill once he ascertains the real position from his wife.
2. Similarly, the Landlord would effect the repairs on the roof which he envisaged would take no more than a week.
3. He had no objections to any alterations on the property provided that (i) agreements to that effect were reached and (ii) the property was restored to its original state upon termination of the tenancy.
4. The other repairs – Kitchen sink, lights and plumbing work would be assumed by the Forum.
5. The swimming pool would be kept in serviceable condition and water would be left in it.
6. Regarding the broken front door, the Israeli company that installed it should be contacted to see to the repairs.
7. All the alterations would be in writing and the landlord would give written consent to same.

03

### **CONCLUSION**

The meeting ended at about 7.15 pm.

A.B. Okauru Esq  
Director-General