**VICTORY HILL MANAGEMENT COMPANY LIMITED**

**Minutes of the Board meeting held at Winton House, Winton Square, Basingstoke RG21 8EN on Friday 17th May at 2:00pm.**

**In attendance:**

Mr. L. O’Sullivan – Managing Director, GH Property Management Services Ltd

Mrs. L Cobley-Wood – Property Manager GH Property Management Services Ltd

Mr. C. Davison – Chairman, Victory Hill Management Company Limited (CD)

Mr. W. Buckley - Director, Victory Hill Management Company Limited (WB)

Mr. D. Griffiths - Director, Victory Hill Management Company Limited (DG)

Ms. J. Pankhania - Director, Victory Hill Management Company Limited (JPk)

**Apologies:**

Ms. J. Parmar - Director, Victory Hill Management Company Limited (JPm)

**Minutes for the meeting on 18/04/13**

The minutes for the meeting were approved.

**Management Report**

Quote Summary

Pest Control provision

• All quotes confirmed as being for a consistent service level.

• Approved Pest Control UK at cost of £870.00

Lightening Protection provision

• Approved Earthing equipment supplies at cost of £414.00

Stairwell Cleaning

• Approved Alfresco at cost of £462.00

**External Cleaning**

The Board discussed two alternative approaches proposed:

(1) Canvass external firms with a generic request with the expectation that firms would respond with a specification or

(2) Develop a specification and base request for quotes on the specification.

• Action [CD] Circulate existing specification received from diverse to board directors.

• Agreed Vivid Surveyors to proceed with developing specification at £475.00 prior to request for quotes.

**Site staff job specification.**

The Board discussed the job description proposed by LCW. The Board accepted Job Descriptions were developed to reflect current duties rather than desired activities. CD suggested examples of adjustments that could be made, including, concierge supports service & a more proactive response to issue identification/mitigation.

• Action (All) review Job Descriptions with suggested additions/deletions.

**Financial accountability**

• Proposed policy discussed. Agreed to split policy to clearly show supplier selection, invoice approval and payment approval process; suggested revisions to include differentiated approach between minor/major expenditure items (cost led?)

• Action (WB and LOS) Review policy, propose alternative for approval based on principle of releasing constraints that may prevent action short term.

**Expenses policy**

• To be revised, excluding reference to directors (i.e.: staff only); all directors expenses to be pre-approved by the board prior to being incurred; company secretary to retain nominal float to fund office consumables/postage.

• Action (WB) to revise as proposed and recirculates.

**Block D - Balcony**

• Block D down pipe redirection may not resolve underlying issue as ground work is uneven and directed towards building rather than away.

• Action (LCW) to raise concern with Malcolm.

**Financial Report**

• LOS noted significant outstanding sums from 2013 service charge due. Reminder to be issued week commencing Monday 20th May to include additional values for water consumption/adjustment. Request that cover note includes reference to additional reclaim/adjustment due post settlement of 2012 accounts.

• Action (LCW) to revise cover letter and action.

**Conveyance**

• Action(LOS) to put together proposal

**Redecorating contract – small blocks**

• Agreement reached to defer decision on this issue until after site visit.

• Post meeting note: The board propose to rationalise internal redecorating for small blocks, specifically: cleaning spindles and handrails; painting handrail (not spindle); painting walls (not ceilings). Anticipate significant reduction in planned cost. GHPM to review quotes on this basis and finalise preferred supplier and cost for next board meeting.

**Closed Session.**

LOS & LCW left the meeting at 16.05p.m

**AFA Litigation**

• It was noted that all relevant material has now been passed to VHMC solicitors and that a voluntary extension had been provided enabling VHMC to consider more fully its response. It was agreed that the board should return to this issue only after the solicitor had provided appropriate direction.

• Action (JP) to circulate responses from Gary as it becomes available.

**Board Meeting Structures.**

• It was agreed that moving forward, board agendas would be split into two halves; the first focused on operational issues and those relevant to our managing agent; the second to strategic issues and those relevant only to VHMC Board members. It was agreed that this approach would be adopted at the next board meeting given the sensitivities of topics to be discussed.

The next meeting is scheduled for Wednesday 19th June 2013 6:00pm at Winton House, Basingstoke. It was noted that this date may be brought forward by up to c2 weeks depending on how on-going discussions with AFA progress.

The meeting ended at 16.15pm and the Board walked Victory Hill with LOS, LCW and Carol Mcgarry, representative from Vivid Surveyors. The Board is to feedback their findings and LCW agreed to meet WB and other Board Members on site when she returns from annual leave.

LOS, LCW & representative from Vivid Surveyors left site at 5.30pm

Prepared by LCW, 20.05.13