**VICTORY HILL MANAGEMENT COMPANY LIMITED**

**Minutes of the Board meeting held at Winton House, Winton Square, Basingstoke RG21 8EN on Wednesday 19th June at 6:00pm.**

**In attendance:**

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)

John Durman - JDH Electrical & representatives from City Electrical Factors (part)

**Apologies:**

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

**Welcome and Introductions**

* CD welcomed John Durman from JDH Electrical and representatives from City Electrical Factors regarding options for emergency lights.

**Electrical Lighting**

* LCW outlined on-going issues with regards to lighting across Victory Hill
* LCW shared information regarding latest issues
* LCW introduced John Durman; Daryl Neville and Craig from City Electrical Factors
* Options outlined by John (LED based with separate emergency lighting)
* DN provided a simple overview of how carbon trust loans work
* WB requested CEF provide additional quote to reflect additional cost for PIR activation.
* CD identified a number of queries with the information provided, for example, Block Z projected savings c100% of electricity budget provision.
* CD queried if we should also consider options for replacing heating systems to exploit opportunities with carbon trust.
* John to develop revised quote to include PIR option.
* LCW to provide update to board at next meeting.

John Durman - JDH Electrical & representatives from City Electrical Factors left at 6.40pm

**Minutes for the Meeting on 17/05/13**

The minutes for the meeting were approved.

* Minutes approved
* CD recommended inclusion of issue & action log within minutes to track items progression – LDW to discuss with LOS.

**GH Property Management Request for Extraordinary Board Meeting**.

* LCW shared outline proposals for adopting Dwellant technology.
* LCW noted a request from LOS to hold an additional board meeting on Tues 2nd July scheduled for 6pm; board agreed to schedule site visit for the 2nd July at 1pm to precede board meeting.

**Water Meters**

* LCW provided updates relating to capability of existing meters installed across VHMC noting that South East Water would be unable to adopt per unit pricing / costing direct to unit owners.
* LCW explained that per unit water charges were input incorrectly transposing debit and credit balances. LCW queried if, in the circumstance, we should reverse previous decision to progress to per unit costing. The board agreed per unit costing should continue as previously discussed and agreed.

**Financial Report**

• LCW presented the Financial Report on behalf of LOS.

**Finance Audit Update – Accounts 2012**

* LCW provided an update indicating the accountants are working through 2012 accounts; LCW explained the accountants were unable to progress the accounts until additional information is received from AFA.
* JP raised concerns that the accountant was not correctly briefed with respect to timescales to be met.
* LCW confirmed no engagement letter or documentation was provided to accountants confirming schedule to be met consequently, misunderstandings have led to a risk that the accounts will be incomplete ahead of the deadline necessary to serve to members.
* JP noted that the board must serve any requests for additional information to AFA and that GHPM should not request any additional insight on behalf of VHMC.
* CD to contact accountants and request draft accounts by COP 21st June.
* Draft accounts to be shared with board members by COP 21st June.
* Board members to approve (off line) by COP 24th. Majority decision will be accepted.

**Communal Heaters**

* The board agreed to defer discussions on heaters pending time and availability for a more detailed discussion relating to hearing policy & equipment replacement strategy.

**Water pump – Block F**

* LCW shared outline details relating to pump failures and anticipated cost of repair using existing service suppliers.
* Board requested additional quotes to validate the effort required for remedial action.

**Balcony Work - Block D**

* LCW provided an overview of what has been proposed by PPS with regards to remedial action for balcony repairs following the Boards previous order to stop work.
* The board agreed the solution was still not as anticipated.
* David to discuss direct with PPS the scope of the solution proposed.
* LCW to approach three roof specialists to request a quote.

**Planned Maintenance Schedule Payments**

* The board confirmed the board would own the PMS with an expectation that GHPM would be custodians responsible for driving usage of the information and insights provided.
* WB confirmed he had only reviewed highlights from the PMS – no detail data had been reviewed. CD confirmed this was the case.
* David proposed that £1,750 of the remaining balance due is released to Vivid. The board agreed this action. The balance should be held pending completion of an impact assessment by GHPM leveraging the data highlighting impact on reserves and planned spend.
* LCW highlighted concerns that producing an exec summary and impact assessment for PMS may be outside of the scope of GHPM’s current work schedule agreement.

**Retendering documents**

* LCW provided an update to the board on a request for retendering for the small blocks; LCW confirmed Vivid anticipated additional costs being incurred for the rework.
* CD recommended that GHP progress independent of Vivid if necessary; GHP to obtain confirmation on validity of existing quotes through Vivid (if no payment required) else independently if Vivid demand payment.
* Proposed approach was to use existing quotes, delete requirements not to be progressed as per previous board discussion. Subject to revised quote being reconfirmed with suppliers at a maximum of 110% of original quote (less deleted items), redecorating to be progressed as planned.

**External Cleaning**

* Board agreed to request completion of contract by 2nd July (specifically specification)

**MSCP**

* LCW confirmed Sovereign Housing Association and AXA had not contributed to MSCP maintenance for previous 12 months +. CD confirmed this was the case
* LCW and CD to review paperwork to determine relative responsibilities for Sovereign Housing Association and AXA with a view to agreeing way forward.

**Flat 482**

* LCW highlighted on-going concerns relating to legacy service charge allocation for 482 Winterthur Way. The board agreed insufficient information had been presented by the current owner to determine if there was or wasn’t a case to resolve. Until additional information is forthcoming (specifically the basis on which the allocation has been challenged) it was agreed the charge should remain on account.

**Freehold Managers**

* WB noted a number of members had been in contact regarding Freehold Managers claims for payment under 5.8.3 (permission) and 5.8.4 (notification) of lease agreements.
* Following discussion, the board agreed:
  + CD to draft letter to members granting permission to sub-let properties in compliance with 5.8.3 negating any claim by freehold managers.
  + CD to include information relating to what LVT have deemed fair and reasonable charges for notifications compliant to 5.8.4; draft to include recommendation to members that a fair charge would be c£40.
  + Members to be advised that VHMC will develop a new on-line process for capturing information relevant to Members tenants to enable proactive information share with Freehold Managers, thereby reducing the overhead associated with notification and limiting the value of any payment due from members to Freehold Managers.
  + Members to be reminded that best practice is to adopt leases with 6 months or less.
* LCW to circulate current GHPM guidance on Freehold Managers to board members.

**Site Staff Job Descriptions**

* LCW raised the outstanding issue of proposed Job Descriptions and the board requested this be dealt with at the next Board Meeting due to time constraints.

**Lift Auto Diallers**

* LCW highlighted that two lifts on the estate currently had no emergency contact / phone. LCW confirmed this issue had been known to GHP prior to the last board meeting, but was not dealt with due to time constraints.
* WB highlighted health and safety concerns relating to safety equipment not operating as intended. The board agreed by majority of 3 to 1 to progress with essential repairs to emergency equipment whilst in parallel progressing new maintenance contracts for the estates lifts. The board requested that LCW attempt to resolve existing Auto Dialler issue as part of maintenance contract negotiations but set a clear expectation that if this is to delay repairs by more than seven days, the repairs should be actioned independently of any new contract.
* WB requested that in future, LCW bring any matters with potential H&S implications to the attention of the board at the earliest opportunity.

LCW was requested to leave the meeting at 21:28 so the Board for closed session.

LCW 07.07.13