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|  | **Residential Management Company limited by guarantee with no shares****Co no.:**  **04659245 Registered in England and Wales Registered office:**  c/o Chaneys Surveyors & Property Managers Chiltern CourtSt Peters AvenueCavershamReadingRG4 7DH |

VHMC Directors Meeting

**Meeting Details**

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| **Date** | 18th May 2015 | **Time** | 19:10 | **Venue** | AECOM Basingstoke |

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| --- | --- | --- |
| **Present** | **In attendance** | **Absent / Apologies** |
| * Martin Edge
* Wayne Buckley
* Dave Griffiths
* Jaz Parmar
 | * Andrew Copley (Chaneys)
* Simon Hirst
* Matt Garvey
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**Minutes of Meeting**

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| **Item** | **Description** | **Action** |
| **1****19:10** | *Approval of Board Minutes** The board agreed the minutes of the meeting held on 20th April 2015
 | * None
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| **2****19:20** | *Matters Arising:* ME reviewed matters arising:* Options for resolving water billing to be progressed by Chaneys c/fwd
* Estate rule info graphics for notice boards c/fwd
* Block F refurbishment c/fwd
 | * WB to provide Chaney’s with draft specification.
 |
| **3****19:30** | **Operations Update:*** AC noted that estate office had been cleaned & new storage obtained at modest cost to enable restructuring of on-site services. AC confirmed the changes would now allow two staff to work on site concurrently allowing more back office administration to be undertaken on-site.
* Volume of outstanding leaks have been reduced with 7 (of 40 peak) outstanding.
* AC noted that fire regulations require, amongst other items, inspection of flat front doors (into communal areas) on an annual basis. The board agreed that where a door (or any other item) fails safety inspections, remedial action should take place immediately with retrospective billing to the leaseholder.
 | * None
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| **4****20:00** | **Project Update:*** Estate rules.
	+ AC confirmed that estate rules had been well received by the majority of members and residents; no adverse reaction has been received.
* First impressions
	+ WB committed to sharing the first impressions brief with to share brief with Chaney’s within next 48hrs.
* External Appearance
	+ AC confirmed that a conveyance appointed – first meeting next week; anticipate full report & proposal being provided to the board in July.
* Long term planning
	+ Report to be made available to board next month.
* Site Services.
	+ AC committed to deliver new cleaning specification with third party and internal cost model applied ahead of the next meeting to facilitate site service review.
* Self service
	+ No progress to report
* Parking
	+ MG confirmed opportunities for 15-20 new visitor spaces had been identified; plan now to be reviewed by fire officer.
	+ Double bays to be reviewed to understand contractual limitations / original intent.
	+ New enforcement team to be appointed.
	+ New visitor parking bay policy to be progressed.
 | * WB to share firs impression brief with AC
* AC to schedule board introduction to conveyance post appointment.
* AC to confirm schedule for long term planning initiative
* AC to provide board with site cleaning specification ahead of next meeting.
* MG/AC to document proposed parking policy for formal approval post fire officer review.
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| **5****20:30** | Finance update:* AC provided an overview of financial position & confirmed spend was progressing to plan.
* Case Duttons screw up to be corrected.
* Patels, Davison
* Arrears report to board by end of week
* Full financial report next month – budget review
 | * None noted
 |
| **6****20:40** | Strategy Discussion: Creating a Family Friendly Environment* The board agreed to review opportunities for:
	+ Natural wildlife area & children’s park to be installed at the base of Block E. AC to open conversations with local authority wrt progressing feasibility study.
	+ Implementation of park benches
	+ Implementation of fixed BBQ
	+ Family fun day to engage residents
 | * AC to draft proposal
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| **7****20:40** | AOB* The meeting closed at 20:40
* The next board meeting will take place on 15/06 at 7pm
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