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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 GH Property Management Services Ltd. Chiltern CourtSt Peters AvenueCavershamReadingRG4 7DH |

VHMC Directors Meeting

**Meeting Details**

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| **Date** | 17th August 2015 | **Time** | 19:00 | **Venue** | Scott House, Basingstoke |

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

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| **Item** | **Description** | **Action** |
| **1****19:00** | ***Approval of Board Minutes**** The board agreed the finalised minutes of the previous meeting held on 27th July 2015

**Matters arising:*** In house cleaning
* Site record keeping
* Car parking
* Leak factsheet (insurance)
* Lobby refurb – agreed to roll out to rest of lobbies
 |  * AC to finalise for next board meeting
* Meeting to be arranged with JR to finalise
* Agreed to go ahead with 12 additional spaces controlled by bollards
* Finalise for next board meeting
* SM/JP to meet on site
 |
| **2****19:30** | ***Exterior Cleaning Programme**** Ongoing – with Ed Layton who is overseeing
 |  |
| **3****20:00** | ***Chaneys Action Log**** **Finance Report**

Agreed monthly reporting on a cash basisAgreed that a set of accounts would be issued for cash spent to dateChaneys system of accounting agreed to, however SH would like figures put into excel spreadsheet for his benefitWB – requested a report what’s been spent vs what’s accrued and to highlight any spending anomalies.* **Service Charge Budget**

AC defining forecastsMG suggested that we use the budget unless we have more accurate informationME raised the amount spent on electricity. Agreed that the board would see sight of a report showing spend to date**Forward Planning**Are the Board happy with the reserve funds amount?ME/MG – discussion re topping up reserves with a possible double contributionReview costlines to get better value for moneyLifecycle maintenance – separate service charge category**AGM**Articles of Association – Filed at Companies House – agreed that they need to be changed back to one member one vote.AC will seek advice from Boyce TurnerEarly agenda to be put together for AGM that Board Members can add to at the next board meeting | * AC to action
* AC to arrange
* AC to arrange
* AC/SM to action
* AC to action
 |
| **4****20:20** | *Operational Update** **Arrears Recovery**

Report presented to board, agreed that arrears are falling* **Buildings Insurance**

WB – the excess on policies (£1000 for some blocks) seemed very high* Suggested that leaseholders should be given a choice - higher premium vs higher excesses Leaks
* **Cleaning contract**

AC – will finalise for next board meeting so that on site team can be implemented* **On Site Caretaker**

AC/SM meeting on site with JR to discuss requirements of job role and use of tablet to complete online inspections* **Enforcement of estate rules**

SM advised that JR has been inspecting balconies and has been knocking on doors of those concerned,JP advised that she had seen washing hanging over the fence outside ground floor flatsMG – residents are the eyes and ears and should be encouraged to take photos as evidence and submit to the estate management team.AC advised that the online inspection system being implemented for the use of JR will make the process of enforcement more streamlined and effectiveAgreed that enforcement should follow the process below:Oral warning – letter – fine (added to service charge)* **Line marking of car parking spaces**

Agreed to go ahead* **SE Water approved water meters**

SM advised that we are still awaiting SE water engineers visit date* **B-B-Q**

Agreed to go ahead. Actual date will be discussed at next board meeting.**Pigeons**Highlighted as an ongoing problem at VH. Possible methods of prevention discussed which could be incorporated with the external cleaning works.SH – Had thought of a method that had been used beforeAC – Advised of a company called Vermatech**VH Logo**AC/SM to design new VH logo | * AC to contact Aviva
* AC
* AC/SM to update at next board meeting
* AC/SM to implement
* AC/SM to arrange
* SM will chase for definite date
* SM
* SH to investigate further
* AC to investigate further
* AC/SM
 |
| **5** **20:30** | ***Teamwork***Current tasks on Teamwork and progress discussed. |  |
| **6****20:40** | ***A.O.B***ME/SH – advised that 3.5K has been returned back from GH Property Services (previous management fees)ME – Advised that due to his planned retirement and alternative venue will need to be found for future board meetings. |  |
|  | Next meeting: 21/09/15 |  |
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