

VHMC Directors Meeting

Meeting Details

Date	18 th July 2016	Time	19:00	Venue	The Osborne Room- Viables Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Matt Garvey • Jaz Parmar • David Griffiths • Stuart Smart (Observer) 	<ul style="list-style-type: none"> • Andrew Copley (Chaneys) • Sarah Morrisen (Chaneys) 	<ul style="list-style-type: none"> • Simon Hirst • Wayne Buckley • Mr A Velivela (invited as an observer) • Mr K Fazeli (invited as an observer)

Minutes of Meeting

Item	Description	Action
1	<p>Approval of Board Minutes</p> <ul style="list-style-type: none"> • The board agreed the finalised minutes of the previous meeting 	AC to post on Winterthur Way website
2.	<p>Matters arising:</p> <ul style="list-style-type: none"> • Block Signage – Proofs approved, awaiting fitment following completion of external cleaning works • Consent to let – full hour dedicated to discussion at next Board meeting when all Directors can be present either in person or by telephone. <p>ME – request for Directors to put their thoughts in writing ready for the next meeting</p>	All
3.	<p>Financials</p> <ul style="list-style-type: none"> • 2015 accounts are not yet finalised, currently with SH for finalisation • AC advised that credit/debits were applied to accounts for 2014, however we have missed the opportunity to include in the 01/07/16 demands • ME – accounts need to be finalised before the next AGM • AC presented reworked budget format which now includes monthly running total, year-end position and forecast • AC to send budget to date and arrears budget up to 13/06/16 	SH AC

<p>4.</p>	<p>Repairs</p> <ul style="list-style-type: none"> • MSCP – faulty LED lights – following on from light upgrade and subsequent emergency light testing 40 light failures have been identified, 3 will be sent back to manufacturer for bench testing • Replacement doors to undercroft carpark (block D and E) – Board decided not to proceed • Roadway repairs – Highways have been chased re date for commencement of works • MSCP – Increased lighting options – Board agreed to trial 1 level of the MSCP whereby 3 sensors are spurred to the existing lights so that the entire bank of lights is turned on when either of the 3 sensors is triggered SM will ask for revised quotes from current contractors to reflect the price for works to one level of the MSCP and will also arrange a 3rd quote • Staff (male) toilet facilities – awaiting quote • Undercroft carpark barriers (Blocks C and D) – Board agreed to replace radio cards and issue replacement fobs to 40 Residents in total, to be paid through service charge budget AC advised that currently there is no repairs/maintenance provision for the undercroft carparks, will be added in as a nominal for this period and added to 2017 budget 	<p>SM</p>
<p>5.</p>	<p>Legal expenses insurance</p> <ul style="list-style-type: none"> • Quote received from Chambers and Newton, insurance will cover any legal expenses incurred in the event of a 1st tier tribunal claim, quoted at £10 per unit, AC will try to negotiate a lower rate and will report at the next meeting 	<p>AC</p>
<p>8</p>	<p>First impressions</p> <ul style="list-style-type: none"> • Following on from a Leaseholder request to install automatic air fresheners to the main entrance lobby. The Board discussed and decided not to proceed. 	
<p>9</p>	<p>Water Meters</p> <ul style="list-style-type: none"> • AC presented to the Board; Draft covering letter to Leaseholders, separate sheet advising of pros and cons of fitting SE Comp meters and draft Notice of Intention • AC advised that a letter had been sent to SE Water re intersaver discount being applied to individual flats - no formal written reply but informally we have been told that the intersaver cannot be applied. • MG – requested an analysis of the mean average of each property’s actual consumption to show whether Leaseholders are using more/less water than the upfront £250 charge covers • ME – Notice of Intention needs more detail and requested that MG draft a factual statement 	<p>AC (will add onto analysis for SH) MG/AC</p>

10.	<p>Lease Compliance</p> <ul style="list-style-type: none"> AC advised that as per the recent fire risk assessments, every front door will require checking to ensure they meet fire safety standards. This will provide an opportunity to check each flat in terms of lease compliance (e.g. over occupancy) 	
11.	<p>Articles of Association</p> <ul style="list-style-type: none"> AC advised that we awaiting a response from SH 	SH
12.	<p>External Cleaning</p> <ul style="list-style-type: none"> Awaiting date for test area cleaning – Ed Layton to advise DG advised that he would like to be present, however isn't available Mondays and Wednesdays Anticipated early September start date ICT contract has been sent to Building transformations by TVS Cleaning of visible elevations to MSCP - £8145 + VAT, AC suggested that we assess costs of main areas, money saved could be used for this. <p>Buildings Insurance</p> <ul style="list-style-type: none"> Re-evaluations – AC advised that he is struggling to get a 2nd quote from a company that will carry out the re-evaluations <p>1 quote has been received so far (£3000 + VAT) and awaiting quote from Vail Williams</p> <p>CCTV</p> <ul style="list-style-type: none"> 2 quotes received but due to disparity between the prices, SM will arrange a 3rd quote The effectiveness of CCTV was discussed, it was agreed that alternatives would be looked into: <ul style="list-style-type: none"> The costs for the services of a security company to patrol the area The installation of a roller shutter and door fobs The installation of mechanical gates and door fobs <p>SM will look into quotes ME requested that we present the options at the next AGM</p> <p>A.O.B</p> <ul style="list-style-type: none"> After observation of the meeting, Stewart Smart expressed an interest to become a Board member, Proposer – Martin Edge Secunder – Matt Garvey <p>SM complete all the necessary formalities regarding Directorship</p> <ul style="list-style-type: none"> Following on from the previous expression of interest from Mr K Fazeli to become a Board member, ME requested that a further invite is sent to next Board meeting Refreshments for the next meeting were requested 	<p>SM will liaise re date</p> <p>SM</p> <p>SM</p> <p>SM</p>

	Meeting ended at 21:10 hours	
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