

## VHMC Directors Meeting

### Meeting Details

<b>Date</b>	11 <sup>th</sup> April 2016	<b>Time</b>	19:00	<b>Venue</b>	Chaney's Office, Chiltern House, Marsack Street, Reading
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> <li>Martin Edge</li> <li>Wayne Buckley</li> </ul>	<ul style="list-style-type: none"> <li>Andrew Copley (Chaney's)</li> <li>Sarah Morrisen (Chaney's)</li> </ul>	<ul style="list-style-type: none"> <li>Matt Garvey</li> <li>Jaz Parmar</li> <li>Simon Hirst</li> <li>David Griffiths</li> </ul>

### Minutes of Meeting

### INFORMATION ONLY MEETING

Item	Description	Action
1 19:00	<p><b>Approval of Board Minutes</b></p> <ul style="list-style-type: none"> <li>The board agreed the finalised minutes of the previous meeting</li> </ul> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>The Board requested that any updates were received on Fridays to allow the weekend for review</li> <li>Request that finances appeared first on the agenda</li> <li>Request that target dates are put on every Teamwork task</li> </ul>	AC/SM
2 19:15	<ul style="list-style-type: none"> <li><b>Articles of Association</b></li> </ul> <p>Boyes Turner will advise on how to revert to the original Articles of Association. SH has agreed to draft new Articles of Association, however is currently working on the 2015 accounts. End of May 16 target for agreement</p>	AC
3 19:20	<ul style="list-style-type: none"> <li><b>Water Factsheet</b></li> </ul> <p>Task to update and finalise within 7 days. Agreed that this will be included in the Estate Rules handbook and will be displayed in the lobbies and on the Winterthur website.</p>	AC/SM

<p>4 19:45</p>	<ul style="list-style-type: none"> <li>• <b><u>EGM – Weds 25<sup>th</sup> May 2016</u></b></li> </ul> <p>An opportunity to present to members time schedules/signposting for current projects:</p> <ul style="list-style-type: none"> <li>○ External Cleaning</li> <li>○ Articles of Association</li> <li>○ Service charges – what we are doing to ensure S/C levels are best value e.g. Insurance re-evaluations</li> <li>○ Water meters</li> <li>○ Consent to let</li> </ul> <p>EGM pack to members by 16<sup>th</sup> May 2016 SM to arrange EGM venue Conference call facilities to be provided to members that cannot attend</p>	<p>AC/SM</p>
<p>5 20:10</p>	<ul style="list-style-type: none"> <li>• <b><u>Buildings Insurance</u></b></li> </ul> <p>Haslams Chartered Surveyors are undertaking the buildings insurance re-evaluations. They plan to inspect 1 flat per block. Once re-evaluations are complete it will allow a comparison to the sum insured and if necessary an approach can be made to Freehold Managers.</p>	
<p>6 20:20</p>	<ul style="list-style-type: none"> <li>• <b><u>Water Meters</u></b></li> </ul> <p>Price per unit is £231.50 + VAT – this figure is close to the S20 limit A 2<sup>nd</sup> and 3<sup>rd</sup> quote will be required Matt, Wayne and Martin to oversee</p>	<p>SM</p>
<p>7 20:25</p>	<ul style="list-style-type: none"> <li>• <b><u>Sensor Lights MSCP</u></b></li> </ul> <p>GU Solutions are looking into the provision of more lighting in the MSCP in the form of sensor lights or adapting the current lighting to provide more light when people enter the MSCP</p>	<p>SM</p>
<p>8 20:30</p>	<ul style="list-style-type: none"> <li>• <b><u>MSCP – Sovereign Concerns</u></b></li> </ul> <ul style="list-style-type: none"> <li>○ Agreed to look into costings of CCTV in entrance and exit points of the MSCP</li> <li>○ Change the code of the MSCP and following on change the code every year and issue the new code with the AGM minutes sent to members</li> </ul>	<p>SM</p>
<p>9 20:45</p>	<ul style="list-style-type: none"> <li>• <b><u>Block Signs</u></b></li> </ul> <p>The Board agreed to replace the existing signs for new The signs are to include the Winterthur logo SM to arrange quotes</p>	<p><u>SM</u></p>
<p>10 20:50</p>	<ul style="list-style-type: none"> <li>• <b><u>Consent to Let</u></b></li> </ul> <ul style="list-style-type: none"> <li>○ ME suggested the development of a flow chart aimed at Leaseholders to explain the consent to let process.</li> <li>○ A shortened version of the flow chart should be made available on the Winterthur website</li> </ul>	<p>AC</p>

	<ul style="list-style-type: none"> <li>○ WB requested more information as to where the google form used for the consent to let request is stored</li> <li>○ The concept of consent to let will be raised at the May 2016 EGM</li> </ul>	
11 21:00	<ul style="list-style-type: none"> <li>• <b><u>Additional visitor spaces</u></b> Patrick Hamblin has taken on the task to establish the location of the fire hydrants on site including outside C block where the additional spaces are planned</li> </ul>	SM
12 21:05	<ul style="list-style-type: none"> <li>• <b><u>External Cleaning</u></b> <ul style="list-style-type: none"> <li>○ Board requested sight of the full method statement to answer questions such as:</li> <li>○ Will they work block by block?</li> <li>○ What are the plans for the balconies, will they be treated</li> <li>○ Additional works for pigeon proofing – make sure there is a provision in the budget</li> <li>○ AC advised that in the long term we would need to look at provisions to replace the wood on the balconies with something that doesn't encourage algae growth</li> <li>○ Currently works are scheduled to start in the summer but clarification is needed to see if works can start sooner</li> <li>○ Request that the financial from Building Transformations be made available for the 16<sup>th</sup> May 2016 Board meeting</li> <li>○ If Building Transformations are asked to proceed we would expect a window of works that are due to commence</li> <li>○ S20 notice to include a provisional price for pigeon proofing. The Board are happy to approve by email so that we can send out to members allowing them 30 days to respond.</li> </ul> </li> </ul>	AC
13 21:20	<ul style="list-style-type: none"> <li>• <b><u>First Impressions</u></b> SM advised that the 2 vases had been stolen from the F block lobby  SM to provide a shopping list to WB to approve to roll out to all of the lobbies</li> </ul>	SM
14 21:30	<ul style="list-style-type: none"> <li>• <b><u>Letting Agent Meeting</u></b> To be arranged for 1<sup>st</sup> week in June SM to arrange Board members requested to attend</li> </ul>	SM
15 21:35	<ul style="list-style-type: none"> <li>• <b><u>Budget/arrears</u></b> Request to provide the following:  Net debt of arrears Budget to date Bank balance</li> </ul>	AC

16  
21:45

- A.O.B  
Nothing to note  
Meeting closed at 21:45