

VHMC Directors Meeting

Meeting Details

Date	15 th February 2016	Time	19:00	Venue	The Conference Room- Viables Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Matt Garvey • Dave Griffiths • Jaz Parmar • Wayne Buckley 	<ul style="list-style-type: none"> • Andrew Copley (Chaneys) • Sarah Morrisen (Chaneys) 	<ul style="list-style-type: none"> • Simon Hirst • Stewart Smart

Minutes of Meeting

Item	Description	Action
1 19:00	<p><u>Approval of Board Minutes</u></p> <ul style="list-style-type: none"> • The board agreed the finalised minutes of the previous meeting <p>Matters arising:</p> <ul style="list-style-type: none"> • S20 notices have been sent to Leaseholders • Water factsheet – AC showed to the Board and will circulate to Board members • Place a simplified version of the water fact sheet in every block lobby • Article of Association – Sophie Payne from Boyes Turner is now dealing and her response has been sent to all Board members PP Martin Edge and Simon Hirst in on all comms • Pigeons – still a problem that needs remedy – may be able to incorporate into external cleaning works • Buildings insurance – Revaluations have been booked for March 2016 – once complete AC will write to Freeholders 	<p>AC to post on Winterthur Way website</p> <p>AC</p> <p>SM</p> <p>AC</p> <p>SM</p> <p>AC</p>

<p>2 19:30</p>	<p><u>Water Meters</u></p> <ul style="list-style-type: none"> AC advised that Waterlink had provided a quote for £80,561.62 + VAT which equates roughly to £231.50 + VAT per meter. A written quote is pending and will be forwarded to the Board upon receipt MG – requested an average bill value per unit for the next Board meeting ME – advised that he suspected that people will raise the point that they have already paid for the installation of a water meter previously The Board asked if a S20 notice would be required if works commenced – AC advised that it wouldn't be a requirement if the works were under £250 per unit. WB- a plan needs to be devised to sell to members MG – a contribution from the estate could be considered eg pay the VAT 	<p>AC</p> <p>AC/SM</p>
<p>3 20:00</p> <p>4. 20:15</p> <p>5. 20:45</p> <p>6. 20:55</p>	<p><u>MSCP Lighting</u></p> <ul style="list-style-type: none"> The issue was raised at the AGM whereby the lights in the MSCP come on only as you are right underneath them which can be unnerving for users of the carpark. SM will ask SMS to advise on extending the sensor range of the lights SM will get quotes to install LED PIR floodlight at each end of the MSCP on each level (apart from the 2 exposed top levels) <p><u>Repairs in progress</u></p> <ul style="list-style-type: none"> AOV Repairs Breakdown of necessary repairs shown to the Board including the replacement of 12 AOV fire doors – agreed to go ahead Roadway repairs Identified areas have been passed to the Council – sm to chase W Block – provision of new bin store – agreed to go ahead and charge to the estate MSCP deep clean – 2 quotes received of over £9000. Board requested that the cleaning is incorporated into the duties of the cleaners <p><u>Naming of the blocks</u></p> <ul style="list-style-type: none"> Agreed to go ahead with renaming of the blocks as follows: <p>B – Birch C – Cherry D- Holly E – Elm F – Fir W – Willow Y – Yew X –Oak Z – Maple</p> <p>2 signs per block will need to be changed to incorporate new name and WW logo – SM Internal signs – SM to look into amending the signs</p> <p><u>Consent to Let</u></p> <ul style="list-style-type: none"> AC advised the Board that Consent to Let has been added to google forms A charge of £25.00 was agreed by the Board 	<p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p>

	<p>ME – advised that the Government will require certain checks to be made and advised that these are incorporated in the google docs form Eg. Number of adults/children It was further discussed if</p> <ol style="list-style-type: none"> 1. tenant visits were a condition of the Lease 2. How can we monitor overcrowding ME – we would have to gauge how much work would be involved <p>AC advised that he would look at the lease</p>	AC/SM
<p>7. 21:10</p>	<p><u>Additional Parking Spaces</u></p> <ul style="list-style-type: none"> • AC advised that the additional parking spaces were on hold until we received confirmation of the parking hydrants from the Fire Service. SM has chased and will chase again MG – we should go ahead with the marking of the lines but suspend parking until all issues are resolved 	SM
<p>8. 21:20</p>	<p><u>External Cleaning</u></p> <ul style="list-style-type: none"> • Each external cleaning tender report was discussed • Ed Layton has recommended Building Transformation The Board agreed to go ahead with this option (A) but requested that the usual process of due diligence is undertaken as to Building transformation’s finances • The Board requested that we ensure that ad hock remedial works are added to the final quotes • The Board requested that we clarify what is actually being done as part of the tender with particular reference to the balconies and the wood flooring of the balconies i.e. cleaning and treating • Can we incorporate the pigeon problem into the works? • Statement of Estimate to be sent out by 11th March 2016 • The Board would hope for a mid-may start of works • Send copy of tender analysis to DG 	AC AC AC AC SM
<p>9. 21:30</p>	<p><u>In house cleaners/site staff</u></p> <ul style="list-style-type: none"> • AC to complete and circulate JR’s job description by 2nd week in April 2016 • AC to provide job descriptions to the Board by the 2nd week of March 2016 • AC to look into cover for JR during periods of holiday/sickness, AC to look into the viability/costings for a part time employee 	AC AC AC
<p>10. 21:40</p>	<p><u>First Impressions</u></p> <ul style="list-style-type: none"> • JP/SM to look into costings etc. and bring proposal to the next Board meeting in March 2016 	SM/JP
<p>11. 21:45</p>	<p><u>Social Media</u></p> <ul style="list-style-type: none"> • Facebook and Twitter could be good tools to get our message out. SM/AC will look into this further 	SM/AC

<p>12. 21:50</p>	<p><u>Further Actions</u></p> <ul style="list-style-type: none"> • AC – Will circulate water calculations to The Board • AC – Will send budget update • AC – Will send up to date arrears report 	<p>AC AC AC</p>
<p>13. 21:55</p>	<p><u>EGM</u></p> <ul style="list-style-type: none"> • Agreed that EGM will be held in the place of the Residents Surgery • To discuss: Water Meters External Cleaning Replenishment of reserves • Timeline: <p>Monday 16th May – preparation meeting for Board members/Chaney's</p> <p>Wednesday 25th May - EGM</p>	<p>SM to book Viables</p> <p>SM to book either Brookvale VH or BCOT</p>
	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> • Board agreed that the next meeting will be held in March 21st March 2016 – Viable Centre 	<p>SM to confirm actual room</p>