

VHMC Directors Meeting

Meeting Details

Date	16 th May 2016	Time	19:00	Venue	The Osbourne Room- Viabes Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Matt Garvey • Wayne Buckley 	<ul style="list-style-type: none"> • Andrew Copley (Chaney's) • Sarah Morrisen (Chaney's) 	<ul style="list-style-type: none"> • Simon Hirst • Jaz Parmar • David Griffiths • Stuart Smart

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> <p>Water leak factsheet</p> <p>Final draft of water leak factsheet approved by the Board</p>	
	<p>Water Meters</p> <p>Discussion - The fitting of SE Water compliant water meters, will be presented to Leaseholders at forthcoming EGM on Wednesday 8th June 2016.</p> <ul style="list-style-type: none"> • WB – Even if works fall under the £250 S20 limit, would prefer to opt for full consultation with Leaseholders • Objections to works – AC advised that there needs to be a significant amount of objections, however the Board do have the final decision as to whether works commence • WB – at present everybody pays the same £250 upfront charge for water • MG – we might have objections from Leaseholders whose final water bill is less than £250 • WB – the advantage of direct billing is that Landlords can push all of the water charges back to their Tenants 	AC

	<ul style="list-style-type: none"> • Due to the huge administrative effort undertaken by Chaney's with regards to water meter billing etc., the Board suggested a speculative charge for these services which would ultimately be avoided if direct billing was undertaken • MG – some Leaseholders may advise that they have paid for the current water meters previously and are happy with the current set up without the need for change • AC – currently a 1.5-1.6 conversion factor is applied which can mean that the readings are 'woolly' • WB – the fitting of compliant meters will avoid the advance £250 water charge to Leaseholders and will also save on Chaney's costs <p>Agreed – Serve notice and obtain feedback from Leaseholders alongside discussions at forthcoming EGM.</p> <p>Enquiries will be with SE Water to see if they would be prepared to honour the bulk water discount for 1 year after fitting of compliant meters to Leaseholders</p> <p>Calculations will be made to see what the costs of water would be if we removed the intersaver discount</p>	<p>AC</p> <p>SM</p> <p>AC/SM</p>
3	<p><i>Improved security MSCP</i></p> <ul style="list-style-type: none"> • <u>CCTV</u> – SM has arranged to meet 2 different contractors to obtain quotes to install CCTV - 1 quote will be ready in time for EGM <p>WB – we need to ensure that the CCTV is web based so that visual access can be offered to Leaseholders</p> <ul style="list-style-type: none"> • <u>Improved lighting in MSCP</u> – GU Solutions are in the process of inspecting the current MSCP lighting to identify the options available to improve. SM will arrange a 2nd contractor 	<p>SM</p> <p>SM</p>
4	<p><i>Block Signage</i></p> <p>Signage proofs approved by the Board with the following amendments:</p> <p>No need to state 'ground' when there are no flats on ground level Change Estate Managers Office to Estate Manager's office</p>	<p>SM</p>
5	<p><i>Consent to Let flowchart</i></p> <p>Approved by the Board</p> <ul style="list-style-type: none"> • AC – the information in the flowchart reflects what's already on the Winterthur website • Will present at letting agents meeting on 08/06/16 	<p>AC/SM</p>

	<ul style="list-style-type: none"> Process will be going live by 01/07/16 	
6	<p>Additional visitors spaces</p> <p>Patrick Hamblin, FRA officer has advised that there are only 'wash outs' in the area in front of Cherry House, so the additional parking spaces can go ahead as long as the 'wash out' covers remain exposed</p> <ul style="list-style-type: none"> AC - has inspected the area and advised additional bollards to prevent parking outside of the spaces The spaces will be for weekend use only AC will draw up a plan 	AC
7	<p>External cleaning of blocks</p> <ul style="list-style-type: none"> AC - everything is good to go ME - expressed concerns that Building Transformations' method statement was not specific to Winterthur Way site. What recall do we have if the works take longer to complete than the time specified AC - we will specify within the spec that works must be completed within the specified timescales +/- 2 weeks WB - we must have a start date for works ready for the EGM AC - notice of works were sent 17/05/16 - there is a 30 day period to wait from this date, however Building Transformations will give us a provisional start date before the 30 days have elapsed. The Board agreed to go ahead with the award of works to Building Transformation AC - will do a breakdown of costs per block AC - there will be a contingency fund for additional works WB - a point of contact re progression of works will need to be decided AC - Ed Layton will produce regular reports as to progress of works WB - requested a weekly report of works so that if necessary an emergency Board meeting can be arranged to address any issues arising AC/SM will advise of opportunities for Board members to attend site to see progress of works 	AC
8	<p>First impressions</p> <ul style="list-style-type: none"> Board agreed to lobby refurbishment and signage replacement after the completion of the exterior cleaning works 	SM
9	<p>Finances</p> <p>Arrears</p> <ul style="list-style-type: none"> AC will send the current finance report to Board members AC - Historic arrears - GH Property didn't pass any relevant information regarding the cases (including Court paperwork). The Board requested that our Solicitors write to GH Property to formally request the information 	AC AC/SM

	<p>1st demand period</p> <p>The Board approved the budget spreadsheet</p> <p>The Board requested that another column is added to reflect the following process:</p> <p>Quote – approved – accrued – paid (actuals)</p> <ul style="list-style-type: none"> AC will investigate with Propman and advised that the spreadsheet will be re-populated by 01/06/16 	AC
10	<p>EGM</p> <p>Agreed a revised date of either 6th/8th June 2016</p> <ul style="list-style-type: none"> SM to check Ed Layton’s availability WB – requested that conference call facilities are made available to Leaseholders that cannot attend in the form of a webinar so that they can type in instead of talking also with the facility to record audio of the meeting to post on the Winterthur website <p><u>Agreed EGM agenda:</u></p> <p>AGM minutes Water accounts Water leak fact sheet Water meters External cleaning works</p> <p>Best value: Building insurance re-evaluations Onsite cleaning Onsite service contracts</p> <p>Site safety: Parking Visual branding</p> <p>Short statement re where we are with accounts to date</p>	SM AC/SM
11	<p>Repairs</p> <ul style="list-style-type: none"> Missing undercroft external doors blocks D and E – agreed that a better case for replacement with alternative are presented to the Board Bin store painting – agreed that JR would undertake alongside another Contractor who will deal with the harder to reach areas 	SM
12	<p>A.O.B</p> <ul style="list-style-type: none"> Legal insurance to cover the costs of any legal action – sm to investigate costs 	SM

	<ul style="list-style-type: none">• JR – The Board agreed an bonus of £250 for 2015/2016• JR – AC to issue job description• Estate rules – revise and change the photo on the front cover to the Winterthur logo• Fire risk assessments – AC advised that there is likely to be a requirement for each front door in every block to be checked <p>The meeting ended at 21:10</p>	AC
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