



## **Victory Hill Management Company Limited**

Residential Management Company limited by guarantee with no shares

Co no.: 04659245 Registered in England and Wales Registered office:

c/o Chaney's Chartered Surveyors

Chiltern House

Marsack Street

Caversham

Reading

RG4 5AP

# **MINUTES OF THE VHMC LEASEHOLDERS UPDATE MEETING - 2016**

**Held at: The Arc Centre, Basingstoke, Hampshire**

**Wednesday 8<sup>th</sup> June 2016**

### **Board of Directors:**

Martin Edge - Chairman

Matt Garvey – Director

Jaz Parmar - Director

### **Apologies:**

Wayne Buckley Operations

Simon Hirst Finance

David Griffiths Director

### **Chaney's Chartered Surveyors represented by:**

Andrew Copley – Director, Chaney's

Sarah Morrisen – Property Manager, Chaney's

Jeff Ross – Estate Supervisor, VHMC

### **Leaseholders in attendance:**

74 Winterthur Way – Mr G Okafor

139 Winterthur Way – Mr K Fazeli

311 Winterthur Way – Mr Maratheftis

323 Winterthur Way – Mr P J Wright

329 Winterthur Way – Mr D How

339 Winterthur Way – Mr P Smith

339 Winterthur Way – Mrs L Smith

361 Winterthur Way – Mr E Lapper

The Chairman; Martin Edge, welcomed the attendees and introduced those present, apologies for those not in attendance. The meeting commenced at 19:00 Hours.

- **Chairman's Message**

The Chairman advised that the meeting was intended as an update to advise Leaseholders of ongoing developments at Winterthur Way and reflect on the 1<sup>st</sup> 6 months of 2016.

The Chairman stated that he was happy with progressions on site and happy with the Board's partners, Chaney's.

The other Directors in attendance introduced themselves in turn. The meeting was then handed over to Andrew Copley, Director of Chaney's.

- **Managing Agents Report**

Overview of works onsite in last 6 months:

Buildings Insurance – insurance re-evaluations are in progress

Cleaning Team- onsite team now in place, 2 full time cleaners

Site Security and CCTV – CCTV for the multi storey carpark is being costed

- **Finances**

The following were discussed in more detail, no objections were raised

Accounts 2015.

Budget to Date.

Arrears.

Arrears

- **External Cleaning Project – Update on progress:**

Notice of Estimates served – Expires 18th June.

Building Transformations tender approved:

Contract Sum: £174,485+VAT.

Pigeon Proofing: £20,000+VAT.

TVS Project Management; £9,600+VAT.

Total: £204,085+VAT

£244,902 Inc. VAT.

Provisional Start Date: TBC

- **Fire Risk Assessment**

All fire risk assessments for all blocks have now been completed

- **Consent to Let**

Andrew Copley outlined in more detail the consent to let process soon to be implemented:

- **Lease Compliance – Consent to Let**

Lease requirements  
Consent Process - Streamlining  
Documents Required  
Deed of Covenant  
Tenant References  
Tenancy Agreement  
Leaseholder/Agent Support  
Knowledge Base  
Document Download  
Estate Rules

- **Consent to Let - What the Lease says**

“Not to underlet the whole of the Premises without obtaining the written consent of the Company (which shall not be unreasonably withheld and which shall be deemed to be given in respect of any shorthold lettings of six months (unless there has been a breach or alleged breach of any of the Tenant’s covenants during the previous twelve months in which case consent will be required)) and to supply to the Company full details of any proposed under lessee and (unless waived by the Landlord) up to three references (as required by the Company) concerning such under lessee and to procure that such under lessee or tenant at his own expense enters into direct covenants with the Landlord and the Company and each of them in the form set out in the Sixth Schedule hereto”  
Section 5.8.3;

- **Consent to Let - The Deed of Covenant**

Copies can be found at [www.winterthurway.co.uk](http://www.winterthurway.co.uk)

- **Consent to Let - The Process**

Details can be found at [www.winterthurway.co.uk](http://www.winterthurway.co.uk)

- **Water Meters**

VHMC in discussions with SEW about direct billing and are investigating costs of installing SEW compliant meters.  
This will mean simpler and direct billing for residents and landlords with tenants.

- **Project Updates**

Estate Rules  
Lease Compliance – Covered  
Long Term Planning

Member & Resident Self Service  
Parking  
Site Services  
Landscaping  
First Impressions

- **Estate Rules**

Given to each new owner/tenant.  
Daily and weekly inspection routines implemented.  
Lease breaches logged.  
Warnings and fines implemented.

- **Long Term Planning – Planned Maintenance Schedule (PMS)**

Consultant Building Surveyor appointed.  
Annual review.  
Informed reserve budgeting.

- **Member & Resident Self Service**

Short Term - Helpdesk System - Now operative  
Medium Term – Resident Issue tracking.  
Long Term – Resident Account access.

- **Parking**

Lineage repainted.  
Visitor's spaces clearly marked.  
New Parking Control firm appointed.  
Extra Visitors Spaces planned

- **Site Services**

Estate Manager  
Digital reporting.  
Cleaning  
Following review agreed to bring in-house.  
Improved cleaning schedule but within current costs.

- **Landscaping**

Following review new contractor appointed.  
New planting undertaken.  
Bark replaced  
Seasonal flowers planted

- **First Impressions**

New internal signage installed.  
External signed in development.  
Repair/renewal of post-boxes underway.  
Provision of external communal waste bins done.

- **A.O.B**

1. P. Smith – 339 Winterthur Way, raised concerns over noise from flats above his property, children running around into the late hours was a particular problem – AC advised that he would discuss with the site team
2. A number of attendees raised the problem with washing on balconies and children playing ball games in the communal areas, it was also commented that adults had been seen playing aswell as children – AC advised that we are implementing a serious of warnings and fines for such lease breaches
3. A 'no balls games' sign was requested outside E block by E. Lapper – 311 Winterthur Way who felt that the playing of ball games was unfair, especially to those who lived in the lower floors.
4. Matt Garvey suggested looking into a twilight patrol as most cases of ball games etc. take place once the site team have left.
5. P. Smith/L. Smith – 339 Winterthur Way, raised concerns regarding the apparent over-occupancy in many flats. Martin Edge (Chairman) advised that this issue had been discussed at length at previous board meetings and resolutions were being sought. ME advised that the Letting Agents had a large part to play in this process of monitoring for over occupancy, however noted that the zero turnout at the arranged letting agents meeting was disappointing.

No further points were raised, all were thanked for attending and the meeting ended at 21:05 hours.