

## VHMC Directors Meeting

### Meeting Details

<b>Date</b>	22 <sup>nd</sup> August 2016	<b>Time</b>	19:00	<b>Venue</b>	The Osborne Room- Viables Centre, Basingstoke
-------------	------------------------------	-------------	-------	--------------	---

Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> <li>• Martin Edge</li> <li>• Matt Garvey</li> <li>• Dave Griffiths</li> <li>• Stewart Smart</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>• Simon Hirst</li> <li>• Jaz Parmar</li> <li>• Wayne Buckley</li> </ul>

### Minutes of Meeting

Item	Description	Action
1 19:15	<p><b><u>Approval of Board Minutes/Matters arising</u></b></p> <p>Discussed later in the meeting following discussion regarding Consent to Let</p>	AC to post on Winterthur Way website
2 19:20	<p><b><u>Consent to Let</u></b></p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> <li>• It was noted that SH had made previous substantial comments regarding the matter, such comments were reviewed before discussion. No other comments received from other Directors</li> <li>• AC – We should apply the same process regardless of type of letting, to differentiate between letting types would require a higher level of admin</li> <li>• ME – advised that he interpreted SH term ‘audit’ by meaning audit case by case either by sample picking or when specific issues arise</li> <li>• AC summarised the Consent to Let process to DG who hadn't been involved in previous discussions</li> <li>• AC - advised that we should follow a streamlined process and actively manage issues as they arise. As per recommendations of the fire risk assessments we are required to check the front door of all flats and we could use this as an opportunity to inspect the property (the relevant notices would be served). The process could be streamlined by digital reporting</li> <li>• ME – we need to make the Landlord aware as to why we are entering</li> <li>• MG – we could use the opportunity to inspect door and windows inside the property</li> <li>• ME – it is in everybody's interest that the properties are in good condition. We would be facilitating this by carrying out</li> </ul>	

	<p>inspections in conjunction with the expiration of the NHBC 10 year guarantee.</p> <ul style="list-style-type: none"> <li>• ME – the Consent to Let process is a requirement of the lease</li> <li>• MG – some letting agents are unwilling to share references due to data protection and this part of the process could become a ‘headache’.</li> </ul> <p>The Board agreed that instead a tick box would be added for the Leaseholder to confirm that their tenant had passed all the necessary references.</p> <ul style="list-style-type: none"> <li>• AC reiterated that the Deed of Covenant was necessary to tie the sub tenant to the terms of the lease</li> <li>• ME - the process isn’t about the collection of documents but instead having the information available if the requirement arises</li> <li>• The following was agreed: <ul style="list-style-type: none"> <li>○ The Board discussed and agreed the Consent to Let documents</li> <li>○ Noted the need and practicality of inspections which can be carried out as part of the fire inspections</li> <li>○ The Board discussed and agreed that the £30 charge for processing the Consent to Let request is reasonable but further agreed that failure to submit all required documents within 3 months of tenancy start would incur a further fee increasing the cost from £30 to £120 aswell as a letter stating that no valid Consent to Let is in place.</li> <li>○ AC will revise the Consent to Let document for review and approval by the Board</li> <li>○ AC to review the lease and put a proposal together regarding flat inspections</li> </ul> </li> </ul>	<p>AC</p> <p>AC</p>
<p>3 20:00</p>	<p><b><u>Minutes of last meeting</u></b></p> <p>The minutes of the previous meeting were agreed.</p> <p><b><u>Matters arising</u></b></p> <ul style="list-style-type: none"> <li>• 2015 accounts are still outstanding – SH to review when back off holiday</li> <li>• AC will ask Sue Clark to send arrears report and budget to date</li> <li>• Insurance re-evaluations – AC advised that Vail Williams have all the required documents and will provide a quote within a week</li> <li>• Air fresheners – MG noted that the cooking smells in the blocks can be prevalent and questioned if we could do anything to combat. However air fresheners were discussed at a previous Board meeting and were deemed as ineffective and extractor fans would be too costly</li> <li>• Directorship – Stewart Smart – all info received, Paul Lees to action</li> </ul>	<p>SC</p>
<p>4 20:20</p>	<p><b><u>Repairs/Maintenance</u></b></p> <p><b>AOV repairs</b></p> <ul style="list-style-type: none"> <li>• RES have provided a quote to carry out repairs but haven’t broken the costs per block. They have been asked to provide a revised quote reflecting this</li> </ul> <p>AC to look into alternative measures as currently costs will be incurred every 5 years when the battery packs require replacing costing circa £10,000</p>	<p>AC</p>

	<ul style="list-style-type: none"> <li>• AC reviewed outstanding repairs, following issues to note: <ul style="list-style-type: none"> <li>○ Greg Easton to carry out a trial of level 3, MSCP to improve the lighting in the MSCP</li> </ul> </li> </ul>	
5 20:30	<p><b><u>Disabled Parking</u></b></p> <ul style="list-style-type: none"> <li>• Following on from the complaint raised by a Tenant of Sovereign Housing regarding no disabled parking onsite, the Board discussed. AC to devise a plan and proposal</li> </ul>	AC
6 20:40	<p><b><u>External Test Clean</u></b></p> <ul style="list-style-type: none"> <li>• Results of test clean area shown to Board</li> </ul>	
7. 20:45	<p><b><u>Water Meters</u></b></p> <ul style="list-style-type: none"> <li>• Current water meter charges discussed</li> <li>• Pro and cons discussed</li> <li>• AC will compile a simplified list of pro and cons to present to Board</li> </ul>	AC
8. 20:55	<p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>• SM to arrange venue and dates for AGM in November – possible</li> <li>• Next Board meeting Monday 19<sup>th</sup> September 2016 – SM to circulate details</li> </ul> <p><b>Meeting ended at 21:05 hours</b></p>	