



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 VICTORY HILL MANAGEMENT COMPANY
ANNUAL GENERAL MEETING 2016**

**Held at: Basingstoke College of Technology, Basingstoke, Hampshire
Tuesday 21st November 2016**

Board of Directors:

Martin Edge Chairman
Wayne Buckley - Director
Matt Garvey - Director
Jaz Parmer - Director
Stewart Smart - Director

Apologies:

Simon Hirst - Director
David Griffiths - Director

Chaney's Chartered Surveyors represented by:

Andrew Copley - Director
Sarah Morrisen – Property Manager

Leaseholders in attendance:

351/386 Winterthur way – Mr D O'Neill
351/386 Winterthur Way – Ms A McCabe
76 Winterthur Way – Mr P King
329 Winterthur Way – Mr D How
78 Winterthur way – Mr M Thomas
339 Winterthur Way – Mr P Smith
339 Winterthur Way – Mrs L Smith
315 Winterthur Way – W Campbell
333 Winterthur Way – P Wright
167 Winterthur Way – O Kirkham
388 Winterthur Way – P Watkins
308 Winterthur Way – K Catlin
416 Winterthur Way – J Bolton
361 Winterthur Way – Mr E Lapper
289 Winterthur way – Mr J Mellors
162 Winterthur Way – E Sapia
390 Winterthur Way – G Makepeace

111 Winterthur Way – Miss A Wynne (Proxy)
202 Winterthur Way – Mr D Pluckrose (Proxy)
223 Winterthur Way – Mr D Pluckrose(Proxy)
373 Winterthur Way – Mrs L Bird(Proxy)
137 Winterthur Way – Mr T King(Proxy)
93 Winterthur Way – Mr O'Brien(Proxy)
229 Winterthur Way – Mr Mundy(Proxy)
243 Winterthur Way – Mr Stafford(Proxy)
96 Winterthur Way – Mr Pachauri(Proxy)
96 Winterthur Way – Mrs Pachauri(Proxy)
335 Winterthur Way – Mr M Knowles
335 Winterthur Way – Mrs L Kennedy
353 Winterthur Way – Mr M Knowles
353 Winterthur Way – Mrs L Kennedy
206 Winterthur way – Mr J Barry
85 Winterthur Way – Mrs J Baird
75 Winterthur Way – Mrs J Baird
161 Winterthur Way – Mrs J Baird
151 Winterthur Way – Mr C Baird
171 Winterthur Way – Mr C Baird
340 Winterthur Way – Mr R Narendran
87 Winterthur Way – Miss S Cheung
297 Winterthur Way – Mr D Edwards
286 Winterthur Way – Mr J Bahoshy
286 Winterthur Way – Mrs M Bahoshy
294 Winterthur Way – Mr G Jones
294 Winterthur way – Mrs B Carter
327 Winterthur Way – Mr G Jones
327 Winterthur Way – Mrs B Carter

Other Attendees

Romans Estate Agents

The meeting commenced at 19:30 Hours.

- **Chairman's Message**

Martin Edge, Chairman welcomed the attendees and introduced those present, apologies for those not in attendance. He praised the continued good working relationship between VHMC and Chaney's Chartered Surveyors.

He summarised the current position, advising of a target to make Winterthur Way a better place to live, to help achieve this the following projects for improvements have taken place:

- External Cleaning of all blocks
- Grounds maintenance improvement works
- Improved lighting in the multi storey carpark and undercroft carparks

In addition, The Chairman also advised that service charge levels are being maintained well.

- **Managing Agents Report**

Andrew Copley, Director, Chaney's Chartered Surveyors discussed the following:

- External Cleaning
Contractors onsite and works are progressing well
- Consent to Let
The Consent to Let process has now been implemented and full details have been sent to all Leaseholders
- Water Meters - s20 Notice
Has been issued to all Leaseholders
- Estate Team
The onsite team are working well and improved standards have been seen across site
- MSCP
Lighting in the MSCP has been upgraded for better security and improved electricity costs
- Grounds
Ongoing landscaping throughout the year has improved the look of the estate
- Fire Risk Assessment
The Fire Risk Assessments have been carried out for all blocks
- Estate Rule v2
Will be sent to all Leaseholders Q1, 2017

- **Minutes AGM 2015**

Minutes AGM 2015 agreed

Proposer - 329 Winterthur Way – Mr D How

Seconder - 361 Winterthur Way – Mr E Lapper

- **Financial Review 2015**

Andrew Copley reviewed the budget for 2015 for each block, he advised that overall the budget was just under at 99% and the finalised 2015 accounts was in the process of being agreed by VHMC.

- **Financial Forecast 2016**

Andrew Copley detailed the financial forecast for 2016

Points to note

- Higher than usual AOV repairs across Blocks B,C,D,E and F
- Repair costs for Block W higher than expected due to building of new bin store – some of these costs will be applied to reserve funds
- Repair costs for Block X higher than expected due to roof leak repair works

It was advised that once the applicable costs have been applied to reserves, we expect to come in just under budget.

No objections were raised.

- **Arrears**

Current service charge arrears stand at £58356.00, however these are expected to fall to less than £30000 by the end of the year

- **Service Charge Budget 2017**

In progress.

An overall budget increase of around 2.5% is expected – this is mainly due to the MSCP lighting upgrade which has resulted in an increased contribution to reserves.

- **Project Updates**

- External Cleaning
Before and after photos shown. Repairs to render also included in the works
- Lease Compliance
The Consent to Let process has been amended and streamlined.
The requirement to supply a Deed of Covenant and Tenant references is no longer required
The deadline for Leaseholders to apply for Consent to Let and supply all the relevant information is 31/12/16. Failure to supply by this date could result in a £120.00 fine.
- Estate Rules
Version 2 will be amended to include details regarding:
 - Consent to Let
 - Fire doors
- Long Term Planning
Consultant Building Surveyor appointed.
Annual review.
Informed reserve budgeting
Consultation with smaller blocks – Q1 2016
- Parking
Extra Visitors Spaces planned
- Site Services
Estate Manager -Digital reporting in place
Cleaning - Site Team appointed
- First Impressions
New External Signage – Renaming of Blocks to trees
Garden Improvement Works.
Entrance Lobbies – On Hold till 2017
- Water Meters
Consultation period ended October 2016. Next a statement of estimates will be served

By fitting SE Water compliant meters, it will:

Allow direct billing to the Leaseholder/Tenant
Make the recharging of water costs easier
Reduce the amount of admin currently incurred by the current process

- **Fire Risk Assessment**

Summary Findings

Smoke control systems and associated fire detection
Emergency lighting – monthly short duration testing and annual three hours testing.
Fire doors requiring attention.
Signage.
Housekeeping.
Action in the event of fire procedures for owners and occupiers.
Fixed wiring electrical testing.
Portable appliances testing.
Fire stopping.
Monthly check of riser doors to ensure kept locked.
Annual check of flats doors.

- **Rental/Sales Review**

Presented by Matt Garvey - Director

Advised that the service charges and subsequent money spent on improving Winterthur way would mean that Leaseholders would see a return on their investment through well priced rents that reflect the quality of the estate.

- **Appointment of Directors**

Mr Des O'Neill of 386 Winterthur Way expressed an interest to become a VHMC Board member.

Proposer – Wayne Buckley (Director)
Seconder - 289 Winterthur Way – Mr J Mellors

Mr O'Neill was subsequently welcomed as a newly appointed Director of VHMC

- **A.O.B**

- Freehold Managers – Consent to Let process. Andrew Copley advised that the 2 processes are separate. Martin Edge felt that the fees charged by FM are high whereas VHMC have tried to keep the costs to a minimum to cover the administration fees.
Simon Hirst (VHMC Director) has consented the issue personally with FMs and is happy to share his knowledge, his email address can be found on the Winterthur Way website.
- MSCP security – lighting has been improved, viability of installation of CCTV is still in discussion, to date the cheapest quote is £3700 for 5 cameras.
VHMC will seek the views of all Leaseholders

- Pigeon Proofing
A budget of £20000 has been set aside to carry out pigeon proofing as part of the external cleaning works

Options that are being considered are:

- Spikes
- Netting
- Netting of hoppers

Building Transformations are currently consulting with Vermatech Pest Control regarding possible solutions to the problem

162/333/359 Winterthur Way all requested further discussion regarding their individual cases because they were more severe than usual

All in attendance were thanked for coming and the meeting ended at 21:00 hours