

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 Chaneys Chartered Surveyors Chaneys Chartered Surveyors Chiltern House | Marsack Street | Caversham | Reading | RG4 5AP

VHMC Directors Meeting

Meeting Details

| Date19th SeptemberTime19:00VenueThe Osborne Room- Viables Centre, Basingstoke2016 | | 1 | Time | 19:00 | Venue | The Osborne Room- Viables Centre, Basingstoke |
|---|--|---|------|-------|-------|---|
|---|--|---|------|-------|-------|---|

| Present | In attendance | Absent / Apologies |
|--|--|---|
| Martin EdgeDave GriffithsWayne Buckley | Andrew Copley (Chaneys)Sarah Morrisen (Chaneys) | Simon Hirst Jaz Parmar Matt Garvey Stewart Smart |

Minutes of Meeting

| Item | Description | Action |
|------------|---|--|
| 1 19:00 | <i>Approval of Board Minutes</i> The board agreed the finalised minutes of the previous meeting Matters arising: | AC to post on Winterthur Way website |
| | AOV repairs - costs broken down per block, Board agreed to proceed Roadway repairs - Highways have completed half of the works, SM chasing re the remaining Faulty MSCP lights - SM dealing directly with the suppliers | SM |
| 2 | Repairs | |
| 19:15 | Current repairs discussed, those of note: Carpark barrier fobs – sm will write to all Leaseholders concerned Carpet cleaning – sm to look into costing regarding onsite team carrying out this task | SM |

| 3 | Disabled Parking | |
|--------------|--|----|
| 19:45 | AC updated the Board regarding meeting with Sovereign Housing and disabled parking | |
| 4 20:00 | Consent to Let | |
| | AC presented the revised Consent to Let process to the Board AC will revise the Consent to Let process with relevant amendments WB requested that upon the receipt of the relevant fees, the new Tenants are sent a copy of the Estate Rules | AC |
| 5. 20:10 | External Cleaning | |
| 20.10 | • Building Transformation will start onsite 03/10/16. They have drafted an introduction letter to all Leaseholders which AC will amend to suit. AC advised that Chaneys will be sending out their own letter to Leaseholders | |
| 6. 20:20 | <u>CCTV</u> | |
| | • Awaiting 3 rd quote from SCS | |
| 7. | Accounts | |
| 20:25 | • SH has asked the Board to review the 2015 accounts. Agreed that this will take some time so agreed to discuss once everyone has had the chance to review | |
| | • WB advised that the higher costings for the smaller blocks in comparison to the larger blocks needs to be addressed. AC advised that he will speak to Ed Layton | AC |
| 8. 20:40 | Arrears | |
| | Progress discussed. Agreed to proceed with a historic case that requires more specific legal work | |
| 9. 20:50 | Demands 2017 | |
| _0.00 | • Board agreed to stay with current arrangement i.e. 1 demand in January, 1 demand in July together with the appropriate reminders | |
| 10. 20:55 | <u>A.O.B</u> | |
| 20.33 | • AGM date agreed – 21 st November 2016, Venue TBC | SM |
| | | |