

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
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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