



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
Chaney's Chartered Surveyors

Chiltern House | Marsack Street | Caversham | Reading | RG4
5AP

VHMC Directors Meeting

Meeting Details

Date	20th February 2017	Time	19:00	Venue	The Osborne Room- Viabes Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Matt Garvey • Wayne Buckley • Stewart Smart • Jaz Parmer • Des O'Neill 	<ul style="list-style-type: none"> • Andrew Copley (Chaney's) • Sarah Morrisen (Chaney's) 	<ul style="list-style-type: none"> • Simon Hirst • Dave Griffiths

Minutes of Meeting

Item	Description	Action
1 19:00	<ul style="list-style-type: none"> • Des'O'Neill - proposed and seconded as Director 	SM to speak to CY re registration at Companies House
2 19:15	<p><u>Repairs</u></p> <ul style="list-style-type: none"> • Embankment repairs discussed with the board • Fencing repairs - awaiting 2nd quote • Carpentry works - AC has identified fire door repairs - carpenter is attending site to assess, possibly some doors can be repaired 	

	<ul style="list-style-type: none"> • Embankment steps - quotes to fit non slip plates as current surface is a trip hazard • Lighting to embankment - SM to add to project list • Smoke vents rattling - Clive Baron is investigating • C undercroft barrier awaiting repair - MG questioned the whether we need barriers at all • Radiocard - JP advised that the fob is now working - SM to investigate 	SM
3 19:45	<p><u>Inspection reports</u></p> <ul style="list-style-type: none"> • Brief over view to Board. WB would prefer that gmail wasn't used, AC to set up Winterthur Way email aswell as setting up for Des and Stuart 	AC
4 20:00	<p>-</p> <p><u>Maintenance</u></p> <ul style="list-style-type: none"> • AOV repairs - specifically quote to replace left hand side obsolete equipment to B block - costs will be applied to reserves - Board agreed • Estate roadway repairs carried out - SM has chased Hampshire County Council re repairs of their areas • MSCP - sample lights will be returned to Tamlite • Estate repairs have been carried out following on from external cleaning works 	SM
5. 20:10	<p><u>Annual Routine Maintenance</u></p> <p>-</p> <ul style="list-style-type: none"> • Pump maintenance due - sm to chase 	SM
6. 20:20	<p><u>Leaseholder issues</u></p> <ul style="list-style-type: none"> • Lease breaches discussed - 1st fine issued for rubbish dumping • Lease breach info sheet in lobbies and signage - JP to email SM ideas • Insurance excess - Leaseholder has questioned insurance excess - Boyes Turner have confirmed that we can charge the excess back to the Leaseholder 	JP
7. 20:25	<p>-</p> <p><u>Other matters</u></p> <ul style="list-style-type: none"> • Disabled parking - discussed with Sovereign Housing onsite last week - cannot progress on specific cases • Water meters - AC to supply summary to Board by 01/03/17- costs just over £200 per apartment - sent out as a separate bill - make intentions clear in June update meeting and send bill after 2nd period service charge bill. Reconciliation plan re rebate of advance water charges paid to date. Statement of estimates will be sent in the next month. • Estate rules - update ready for June update meeting - AC to send draft by the end of March 2017 	AC AC/SM AC/SM

	<ul style="list-style-type: none"> • Consent to Let - 50% have registered. One final letter to Leaseholders before sanctioning fines. • Flat inspections - AC to put together a proposal on how to implement - end of February 2017 • Articles of Assn - ME/SH to present draft at next meeting (April 2017) • External appearance - Building Transformation due back end of March 2017 to carry out final snagging works. WB how do we track that what we are doing onsite has make a difference to those living at Winterthur way. <p>ME asked whether we had spent all of the £20,000 funds and if not can we allocated what's left to further pigeon proofing, AC confirmed that £12,000 has been spent to date. SM to follow up on pilot scheme for contraceptives for pigeons in Newbury.</p> <p>AC - to send through Ed Layton's last valuation</p> <p>Long term planning - AC has held 2 meetings with Ed Layton - smaller blocks have been discussed, plan is coming along well, AC has asked Ed to put in excel format which also shows how contributions will rise to allow for works year by year. WB advised that we should write to the residents of the smaller blocks to invite them to a meeting to discuss service charge levels, future rises etc to allow them to have their say.</p> <p>Resident self service - online issue logging for Residents - capacity through the Winterthur website</p> <p>Site services - possible get a handyman in once a month but before this identify and ensure the right people are doing the right job. AC to do an analysis of contractor costs for minor repair works</p> <p>Building insurance re-evaluations - proceed with cheapest quote - Cardiners</p> <p>ME - we will require a 2nd quote to bench mark against if the re-evaluations are higher than existing</p> <p>Parking -AC to email plan of extra spaces to Board by 01/03/17</p> <p>New signage - note to update Propman SM. SM to speak to Sovereign re naming of their blocks</p> <p>First impressions - SM plan for march update, remove sofas</p> <p>CCTV - some members were not convinced that what was proposed would benefit members. SM to look into night watchman service to supplement the CCTV</p>	<p>AC</p> <p>ME/SH</p> <p>SM AC</p> <p>AC</p> <p>AC</p> <p>SM</p> <p>SM</p>
<p>8. 20:40</p>	<p><u>Arrears</u></p> <p>-</p> <ul style="list-style-type: none"> • Arrears discussed - current arrears are around £25,000 - up to 31/12/16 • AC will provide analysis re payments to date for 2017 period • To include reference to tax changes for landlords in June update - Chairman's message 	<p>AC AC/ME</p>
<p>9. 20:50</p>	<p><u>Finances to date</u></p> <p>-</p>	

