



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

Date	11 th April 2018	Time	19:00	Venue	The Osborne Room- Viables Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Jaz Parmer • Des O'Neill • Dave Griffiths • Stewart Smart • Matt Garvey 	<ul style="list-style-type: none"> • Sarah Morrisen (Chaneys) 	<ul style="list-style-type: none"> • Andrew Copley (Chaneys) • Simon Hirst • Wayne Buckley

Minutes of Meeting

Item	Description	Action
1 19:00	<ul style="list-style-type: none"> • Minutes of previous Board meeting – agreed. Amended to reflect Jaz Palmer as an attendee 	
2 19:15	<p><u>Repairs (of note)</u></p> <ul style="list-style-type: none"> • Current ongoing repairs discussed, and progress update given • MG wanted to note his thanks to SM for the co-ordination of communal related repair works to 190 Winterthur Way 	
3.		

<p>19:30</p> <p>4. 19:50</p>	<p><u>Maintenance (of note)</u></p> <ul style="list-style-type: none"> • Embankment lights – Scheduled for fitment at the end of May 2018 • MSCP faulty lights - Scheduled to be removed in May and SM will arrange return to Tamilite for bench testing • SM awaiting quotes to replace the entrance doors to the MSCP • ME wanted to thank the gardeners for their effort on the estate • Electronic fobs – Block entrances – Board agreed to proceed <p><u>Leaseholder issues</u></p> <ul style="list-style-type: none"> • 299 Winterthur Way – ongoing leak. SM provided an update, water is still present in 299 and the leak into the undercroft is still present. A further visit from a leak detection company was carried out 2 weeks ago and still returned as no leak present. We have concluded that it's the sheer amount of water under the floor, so the process of water extraction is continuing. Awaiting confirmation of visit from Senior Loss Adjuster. Agreed that SM/ME/JP would pay a visit to the Tenant of 299 – SM to arrange. ME/DO'N requested that they attend when the Senior Loss Adjuster visits. SM/DO'N to arrange a meeting with Fran from Romans. • 309 Winterthur way – SM advised that the Leaseholder has been made aware of the disrepair of 309 Winterthur Way (which is currently tenanted) • A further discussion regarding leaks followed. SM noted that she is increasingly being asked to manage leaks between flats and whilst she is happy to assist felt clear definition was needed and subsequently conveyed to Leaseholders with regards to responsibilities. The Board agreed, SM to amend the current water leaks factsheet 	<p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p>
<p>4. 20:10</p>	<p><u>Projects</u></p> <ul style="list-style-type: none"> • Consent to Let - SM is managing the process • Flat inspections – the Board agreed that only the flat doors will be inspected for fire safety compliance, inspections inside of the flat were not deemed necessary. Agreed that in the first instance Birch (B) block will be trialed for completion by the end of May 2018, in time for the LUM. SM to discuss with JR regarding conducting in the evening and on Saturdays • Site services – extension of estate office, SM is progressing • Planned Maintenance/Long Term Planning – AC and Ed Layton are progressing and have 2 x 2-hour meetings scheduled for this month after which AC will report to the Board by 31st May ahead of the LUM meeting • MSCP – Shutters - All snagging works completed, SM awaiting quote to replace the entrance doors. The issuing of the electronic fobs for the MSCP is progressing well, SM has liaised with Sovereign and Phoenix Wealth regarding the distribution of their fobs • Water meters – SM to send a final letter to those that haven't returned the SE Water new account form to advise that accounts will be transferred to VHMC and any monies due will be added to Leaseholder's service charge account. The Board agreed that any 	<p>SM</p> <p>SM</p> <p>SM/AC</p> <p>AC</p> <p>SM</p>

	<p>further letters sent to Leaseholders regarding this matter will incur a £25.00 charge and in addition a 15-20% surcharge will be levied to each applicable Leaseholder whenever a new invoice amount is added to their service charge account.</p> <p>SM to compile a spreadsheet detailing Leaseholders who have paid for their water meters vs Leaseholders who have returned their SE Water new account form</p> <ul style="list-style-type: none"> • Internal refurbishment – Des O’ Neill presented a comprehensive and well-presented plan for the refurbishment of the communal lobbies. Discussed by the Board who agreed in principal and requested that in the first instance should be added to the long-term planning schedule with a note that it should be treated with priority • Additional visitor spaces – Board agreed that 5 additional visitors parking spaces will be made available outside of Cherry (C) Block governed by the same rules of parking that apply to the current visitor’s spaces on site (4 hours, no return within 48 hours, unrestricted at weekends) • Parking – SM and ME have met up with Vinny Kapoor from PPM (current parking control company). Agreed that Vinny would be asked to attend a future Board meeting • Winterthur website – Discussion regarding the update of the Winterthur Way website, agreed that the content of the website needs to be decided. A Director’s vote took place, 1 in favour, 1 against, all others undecided. Agreed that we would wait until Qube is up and running and then revisit at a Board meeting afterwards • Articles of Association – ME will post the revised Articles on Teamwork by 4th May 2018. In addition, ME will look into Sovereign Housing’s obligations with regards to contribution for the upkeep of the MSCP. • Purchase of Freehold – The Board requested that a ‘pros and cons’ document is put together by AC in time for the LUM 	<p>SM</p> <p>DO’N</p> <p>SM</p> <p>SM</p> <p>SM/AC</p> <p>ME</p> <p>AC</p>
<p>5. 20:50</p>	<p><u>Management Company</u></p> <ul style="list-style-type: none"> • SM advised that the budget to date report will follow. ME requested that the budget to date report is provided monthly and at least a week before any scheduled Board meeting. It was requested that any updates are received at least a week before. • 2016 accounts – Now finalised and ready to be sent out to Leaseholders. The balancing charges are also due to be sent to Leaseholders, the smaller blocks have suffered from the highest balancing debits. The Board agreed that the issuing of the balancing charges should be delayed until after the LUM meeting <i>(Post meeting note, The Board subsequently agreed to issuing the balancing charges, however with an extended 90-day period to pay)</i> SM advised that AC has also compiled covering letters to explain. • 2017 accounts – currently with Haines Watts • Arrears report – SM discussed the current arrears with the Board • VHMC site staff – pay increases agreed, backdated to January 2018, DO’N will take the lead on a performance bonus scheme for VHMC staff. SM to forward job descriptions 	<p>AC</p> <p>DO’N</p>

A.O.B

None

Meeting ended at 21:35 hrs.