



## 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	15 <sup>th</sup> April 2019	Time	19:00	Venue	The Conference Room- Viables Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> <li>• Matt Garvey (Temporary Chair)</li> <li>• Des O'Neill</li> <li>• Jaz Parmer</li> <li>• Stewart Smart</li> <li>• Dave Griffiths</li> </ul>	<ul style="list-style-type: none"> <li>• Sarah Morrisen (Chaney's)</li> </ul>	<ul style="list-style-type: none"> <li>• Martin Edge</li> <li>• Wayne Buckley</li> <li>• Andrew Copley (Chaney's)</li> </ul>

### Minutes of Meeting

Item	Description	Due Date	Action
1 19:00	<ul style="list-style-type: none"> <li>• Apologies for absence</li> <li>• Minutes of previous board meeting – agreed</li> </ul>		
2 19:10	<p><b><u>Repairs (of note)</u></b></p> <ul style="list-style-type: none"> <li>• 2 additional external cameras to the MSCP will be fitted 16/04/19.</li> </ul>		
3.	<p><b><u>Maintenance (of note)</u></b></p> <ul style="list-style-type: none"> <li>• Embankment lights (steps) – works have been carried out and wiring has been re-installed deeper into the ground. However, the newly replaced lights running</li> </ul>		

<p><b>19:20</b></p>	<p>down the its flight of steps have been vandalised again. The existing lights remain undamaged. It was agreed not to replace the lights but to instead look into costing to install a light on the rear of Cherry block (on a timer) to light up the area</p> <ul style="list-style-type: none"> <li>• Lift works – Kone have been carrying out further repairs and routine maintenance onsite</li> <li>• Abseiling Contractor – All outstanding works have been passed to CAN Ltd, awaiting date for site attendance</li> <li>• Elm block bin store doors require attention – Contractor has attended, SM awaiting quote to repair</li> </ul>	<p>10/05/19</p>	<p>SM</p> <p>SM</p>
<p><b>4.</b> <b>19:40</b></p>	<p><b><u>Routine Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Dry riser testing – completed</li> <li>• Bulk collection of rubbish – now completed</li> <li>• Roof mansafe systems – new contractor appointed, works scheduled to commence in April</li> </ul>		
<p><b>5.</b> <b>19:50</b></p> <p><b>6.</b> <b>20:10</b></p>	<p><b><u>Leaseholder Issues</u></b></p> <ul style="list-style-type: none"> <li>• Insurance claim (Elm) – 366/367 – Source of leak identified, works are progressing, remedial works scheduled for a 3 weeks lead time.</li> </ul> <p><b><u>Projects</u></b></p> <ul style="list-style-type: none"> <li>• <b>Planned Maintenance/Long Term Planning</b> <ul style="list-style-type: none"> <li>○ <b>Extension of estate office</b> –Day Tanner Architects have yet to provide the drawings required for planning despite being chased on several occasions. SM will chase again and if required D'ON will contact them. Post meeting note; the plans have now been received by SM for approval before submission to planning</li> <li>○ <b>Refurbishment of lobbies</b> – SM – agreement to proceed had been granted at the previous VHMC Board meeting in March 2019 and intentions at this meeting were to advise on the Contractors selected and proceed. SM advised that she had discussed the 2 quotes obtained to date for the works with Martin Edge and hoped to proceed with the 2 cheapest quotes. Prior to this commencement, MG requested a full costing for the project including costings left over for the lobby furnishings, along with confirmation of the reserves figure after payment for the lobbies have been deducted. SM will compile the following with the view of gaining agreement before the next Board meeting. <ul style="list-style-type: none"> <li>▪ Budget for works</li> </ul> </li> </ul> </li> </ul>	<p>13/05/19</p>	<p>SM</p> <p>SM</p>

	<ul style="list-style-type: none"> <li>▪ Breakdown of costs per block and budget remaining for internal furnishings</li> <li>▪ Reserve figure for each block after deduction of cost of works</li> </ul> <p>MG – we need to be able to present a clear, concise proposal to Leaseholders.</p> <p>DG – requested a note that he was not in agreement with the refurbishment of the lobbies</p> <p>D’ON – No actual budget was set for internal furnishings, the Board were required to decide on mirrors, plants, settees, however pictures would not be part of the internal decorations.</p> <p>D’ON – the refurbishment was agreed to improve Winterthur Way and asked DG for alternatives to achieve this, DG replied that he would have to give this some thought.</p> <ul style="list-style-type: none"> <li>○ <b>Estate Rules (V3)</b> SM will email to Leaseholders, advertise on the Facebook page and website and put up notices in the lobbies so that an updated version can be requested by Leaseholders if required.</li> <li>○ <b>Access to Information</b> –Office 365 account for Board members - AC is progressing</li> <li>○ <b>Articles of Association</b> – are being progressed by ME.</li> <li>○ <b>Children’s Play Area</b> – discussion deferred to the upcoming Leaseholders Update Meeting due to various objections to the play area being raised by various Leaseholders.</li> <li>○ <b>Spreadsheet of leaks to date</b> – as previously discussed, SM will present these at the next Board meeting in May 2019. Report to include: <ul style="list-style-type: none"> <li>Time of year</li> <li>Level and cost of claim</li> <li>Dates</li> <li>Block</li> <li>Part/location in building</li> </ul> </li> <li>○ <b>Insurance excess and early leak detection</b>- talks are still ongoing with the Insurers and Broker (AJG)</li> <li>○ <b>Onsite Staff</b> – D’ON updated the Board following his weekly visits over the previous 3 weeks. He has been seeing what they do in their roles, what they do well and what improvements can be made. <p>The following were highlighted as concerns:</p> <ul style="list-style-type: none"> <li>▪ Employment legislation and legal requirements are not being followed regarding the employment of onsite staff</li> <li>▪ A shortfall of staff holiday pay in the current budget and no actual procedure to cover staff holidays</li> <li>▪ Ambiguous contracts</li> <li>▪ No clear cleaning schedules</li> </ul> </li> </ul>	<p>01/05/19</p> <p>13/05/19</p> <p>13/05/19</p> <p>13/06/19</p> <p>01/05/19</p>	<p>SM</p> <p>AC</p> <p>SM</p> <p>SM</p>
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	<ul style="list-style-type: none"> <li>▪ On staff site staff could be carrying out handyman services</li> <li>▪ Lack of risk assessments for staff</li> <li>▪ No feminine hygiene onsite</li> </ul> <p>D'ON's written proposal acknowledged and decision deferred to the next Board meeting</p> <p>D'ON commented that we should act now and not defer until the next Board meeting either by sub-contracting out the cleaning contract (Inc. TUPE of site staff) or by way of Chaney's employing the site staff directly.</p> <p>Board requested clarification of the tendering process</p> <ul style="list-style-type: none"> <li>○ <b>SE water meters</b> – SM advised that SE Water have not completed the accounts transfer, this is being chased by SM</li> </ul>		
<p>7. 20:50</p> <p>8. 20:55</p>	<p><b><u>Management Company</u></b></p> <ul style="list-style-type: none"> <li>• Budget to date – previously circulated and agreed. Going forward the Board have requested that a predicted monthly spend is included to gauge expenditure against predicted spend on a month to month basis</li> </ul> <p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>• D'ON – SM should be working full time from Winterthur Way estate office instead of travelling to Reading twice per week. This would not preclude her looking after her other Basingstoke sites.</li> <li>• JP and MG in agreement</li> <li>• JP – in the very least, it would benefit VHMC for SM to be onsite 4 days per week and one day in Reading (possibly mid-week on a Wednesday) covering her other sites</li> <li>• Further discussion deferred to next Board meeting in May 2019.</li> </ul> <p>None</p> <p>Next meeting – Monday 20<sup>th</sup> May 2019, 7pm</p> <p>Meeting ended at 21:00 hrs.</p>		