



## 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	Monday 19 <sup>th</sup> August 2019	Time	19:00	Venue	The Conference Room- Viabes Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> <li>• Martin Edge</li> <li>• Matt Garvey</li> <li>• Des O'Neill</li> <li>• Jaz Parmer</li> <li>• Wayne Buckley</li> <li>• Stewart Smart</li> </ul>	<ul style="list-style-type: none"> <li>• Sarah Morrisen (Chaney's)</li> <li>• Andrew Copley (Chaney's)</li> </ul>	<ul style="list-style-type: none"> <li>• Dave Griffiths</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 (May 2019) – agreed</li> </ul>		
2 19:10	<p><b><u>Repairs (of note)</u></b></p> <ul style="list-style-type: none"> <li>• Faulty MSCP entrance roller shutter – part is on order</li> </ul>		
3. 19:20	<p><b><u>Maintenance (of note)</u></b></p> <ul style="list-style-type: none"> <li>• Additional fence along the grass area adjacent to Birch and Elm to deter children playing on and ruining the</li> </ul>		

	<p>grassed area. Agreed to look into the alternative of raised beds adjacent to Birch and a fence alongside Elm JP – we should consider additional signage</p> <ul style="list-style-type: none"> <li>• MSCP – SM advised that youths are climbing through the first floor openings of the MSCP by climbing on the roof of the adjacent estate office. Agreed that SM would look into costings to install metal bars (of the same nature as on the ground floor) and how many are required taking into account that the new estate office may provide a further platform to climb</li> </ul>		<p>SM</p> <p>SM</p>
<p>4. 19:40</p>	<p><b><u>Routine Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Up to date</li> </ul>		
<p>5. 19:45</p>	<p><b><u>Leaseholder Issues</u></b></p> <ul style="list-style-type: none"> <li>• Leak repair works to 366/367 – ongoing</li> </ul>		
<p>6. 19:55</p>	<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> Basingstoke Council have extended the deadline to 5<sup>th</sup> September to review the plan showing the trees onsite (previously supplied by SM) WB – do we still need an estate office extension if staff services are tendered out? D’ON – VHMC still have an obligation to provide welfare facilities for the onsite staff WB – asked for confirmation of costs – confirmed £26880 + VAT to be costed to reserve fund (Estate) Agreed – to continue with the Estate Office extension</li> <li>○ <b>Refurbishment of lobbies –</b> Lobbies have been completed apart from the internal furniture. Final snagging process will take place. Internal furniture: Planters on high ledges Soft furnishings Mirrors JP – raised the question whether we should have replacement sofas in the lobbies, this was discussed, and it was agreed that sofas would be included as this had been agreed at a previous Board meeting SM/D’ON to meet onsite to finalise</li> <li>○ <b>Facebook Page</b> members are increasing every month. SM advised that of late it has become a forum for complaints</li> </ul> </li> </ul>	<p>05/09/19</p>	<p>SM</p> <p>SM/D’ON</p> <p>AC/ SM</p>

	<p>MG – we must ensure that we post good news aswell</p> <p>SM/AC to look at approval of comments prior to posting as currently posts are automatically added.</p> <p>Agreed that Sovereign Tenants will be removed from the Facebook page to allow exclusivity for VHMC Leaseholders and Tenants</p> <ul style="list-style-type: none"> <li>○ <b>Children’s Play Area</b> – SM has spoken to Cllr Westbrook who advises that the green space and park on Sinclair Drive is also for the use of Winterthur Way Residents. This has been promoted to all by a flyer sent out by the Cllr. SM has also spoken about converting the pocket park at the bottom of the embankment step to a play area – Cllr Westbrook will look into this, but he warned that Sinclair Drive Residents have raised objections to this in the past. Cllr Westbrook thought that a slope alongside the embankment steps would be valuable access for disabled people and children in buggies to allow earlier access to the Sinclair Park. SM to look into possible funding options.</li> <li>○ <b>CCTV, access control – larger blocks &amp; automated entrance gates and CCTV - undercrofts</b> SM advised that due to the complex nature of the CCTV works and the requirement of the development of a network plan, of the 3 Contractors approached only one has come forward with a comprehensive quote to install CCTV (larger blocks and undercrofts), access control (larger blocks and undercrofts), pedestrian gates (undercrofts) and automated gates (undercroft) WB – is the CCTV wireless – SM to confirm MG – the relevant CCTV costs should be charged to the block regardless of whether the LH has a space sue to the additional security benefitting all in the block Agreed: Look at priority of works and urgency Check the reserve fund plan and what impact works will have on reserve funds Agreed that the above will be for the larger blocks only WB – we need to be careful that the smaller and the larger blocks don’t drift apart re quality</li> <li>○ <b>Replacement doors – larger blocks</b> 2 quotes presented – agreed to proceed with Lockmasters for £11995 + VAT</li> </ul>		<p>SM</p> <p>SM</p> <p>AC</p>
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<p>7. 20:45</p>	<p><b><u>Management Company</u></b></p> <ul style="list-style-type: none"> <li>• Budget to date – previously circulated and agreed.</li> <li>• 2018 Accounts – AC will post on website</li> <li>• Date of AGM – Wednesday 20<sup>th</sup> November 2019 – 7pm Venue to be confirmed</li> </ul>		
<p>8. 20:55</p>	<p><b><u>A.O.B</u></b></p> <ul style="list-style-type: none"> <li>• JP – Since renting out flat has been working with Letting Agents, Your Move and has been working with them so that they know what is expected of Tenants as per the estate rules etc.</li> <li>• Handyman service discussed ME – such services can be as big or small as we wish to develop WG – requested a breakdown of handyman type costs for 2018</li> <li>• MG – Confirmation of project updates to focus on: Consent to Let Checking of fire doors Lease breaches</li> <li>• D’ON – Request that SM is onsite 5 days a week – to be discussed at next meeting</li> <li>• ME – Chaney’s management fee reduction – AC to look into whether an adjustment has been made</li> <li>• ME – Articles of Assn – <ul style="list-style-type: none"> <li>○ Amend articles to give a clear case of voting rights for members i.e. 1 member, 1 vote</li> <li>○ WB – are we within our rights to take the existing articles down?</li> <li>○ ME – yes, the changes to the existing articles were not valid so they can be removed</li> <li>○ VHMC should be maintaining a register of members</li> </ul> </li> <li>• Closed discussion – D’ON asked to leave the room (minuted separately)</li> <li>• D’ON returned after discussion.</li> </ul> <p>Next meeting – Monday 16<sup>th</sup> September, 7pm</p> <p>Meeting ended at 21:10 hrs.</p>		