



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	18 th February 2019	Time	18:30	Venue	The Conference Room- Viabes Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Des O'Neill • Matt Garvey 	<ul style="list-style-type: none"> • Andrew Copley (Chaney's) • Sarah Morrisen (Chaney's) 	<ul style="list-style-type: none"> • Jaz Parmer • Wayne Buckley • Dave Griffiths • Stewart Smart

Minutes of Meeting

Item	Description	Due Date	Action
1 18:30	<ul style="list-style-type: none"> • Apologies for absence • Minutes of previous board meeting – agreed 		
2 18:45	<p><u>Repairs (of note)</u></p> <ul style="list-style-type: none"> • MSCP shutter – external damage to outer casing of shutter suggests a high-level vehicle has reversed into the shutter and cause it to misalign thus causing the failure. SMS are providing a quote to repair SM to obtain a quote to install an external camera outside of the MSCP. 	25/02/19 11/03/19	SM SM

<p>3. 18:50</p>	<p><u>Maintenance (of note)</u></p> <ul style="list-style-type: none"> • Embankment lights (steps) – SM has met an alternative contractor onsite who will provide a quote. • Lift works – Kone are underperforming, AC has arranged a meeting with the Area Manager to discuss. • Abseiling Contractor – SM has sourced 2 alternatives and AC has a further 2 contractors if required. 		<p>SM</p> <p>AC</p>
<p>4. 19:10</p>	<p><u>Routine Maintenance</u></p> <ul style="list-style-type: none"> • 6 monthly testing of AOV's in Birch, Cherry, Holly, Elm and Fir – Completed. • Dry riser testing – scheduled for March 2019. • Abseiling works – SM has sourced a 2 alternative abseilers and AC has sourced a further 2 if required. 		
<p>5. 19:30</p>	<p><u>Leaseholder Issues</u></p> <ul style="list-style-type: none"> • Insurance claim (Elm) – 299/298/297/296/295 – SM works have been completed, final snagging by insurers/TVS will take by 22/02/19. Damaged communal carpets are being replaced as part of the insurance claim. • Insurance claim (Elm) – 366/367 – SM has met with the insurance appointed Loss Adjuster. Works will be covered if the leak is from a fixed water source. Scaffolding will be erected W/C 18/03/19. Site visit arranged with contractors carrying out the search and find works W/C 11/03/19. • At the previous meeting, MG requested that a spreadsheet of leaks to date, on a block by block basis, is compiled to allow the Board to have further understanding of the most affected blocks, cause etc. SM requested extending the deadline for this to 28/02/19 which was agreed. 	<p>11/03/19</p> <p>28/02/19</p>	<p>SM</p> <p>SM</p>
<p>6. 19:45</p>	<p><u>Projects</u></p> <ul style="list-style-type: none"> • Planned Maintenance/Long Term Planning <ul style="list-style-type: none"> ○ Extension of estate office – SM visited Basingstoke & Deane Borough Council who confirmed that application for planning permission/building regs is required. AC has been looking into the full requirements and we may be able to submit a Certificate of Lawful Development, Proposed. However, building regs will still apply. ME advised that he had seen an example of Oakston's work, that it was not a modular design and could be built to requirements and was satisfied to go ahead with this contractor (Oakstons). 	<p>22/02/19</p>	<p>SM</p>

	<p>AC advised that £40,000 was budgeted over the next 2 years to fund the extension of the estate office.</p> <p>ME advised that realistically the actual building will not commence until August 2019, AC advised that this could be expedited by the appointment of a professional Architect.</p> <p>Agree to appoint an Architect for advice and drawings if required.</p> <ul style="list-style-type: none"> ○ Refurbishment of lobbies – ME/SM met GNC Contract Services who supplied an estimated figure based on the lobby measurement of 60m³ and 10m³ for barrier matting as follows: Kardean Van Gogh (glued down system) £4410 plus VAT Karndean Loose lay (release adhesive system) £4935 plus VAT Agreed to proceed (in principal) with the Karndean loose lay flooring. SM to ask GNC to provide an actual quote for all of the blocks. SM to also arrange quotes to replace the skirting boards in the lobbies and for repainting of the lobbies SM to look into the options for lighting, sofas etc. MG noted that whilst the lobbies should be branded in the same style, they maybe they shouldn't be identical. ○ Long Term Planning – AC briefed the finalised PMP. A summary will be sent to Leaseholders with the AGM minutes. AC to compile summary and send to Board for approval. ○ Winterthur Way Facebook Page – AC advised that the Winterthur Way Facebook page was up and running, agreed that members could be Leaseholders and Residents. Posts would be approved by admin first. JR to have access to post if required i.e. washing on balconies etc. DON – agreed by should not give the impression we over police the site Will advertise the Facebook page on letters and notices in the lobbies. The Board would like to explore representatives for each block who would promote the Facebook page and its uses. ○ Winterthur Website – AC advised that the updated website was now completed. ○ Hyperoptic – upgrade works now completed onsite. ○ Estate Rules (V3) – SM to update to include new parking spaces, annual checking of individual front doors and to include the link to the website and Facebook page The Board agreed that copies should be available online and posted only upon request, with a number being held at the Estate office. 	<p>22/02/19</p> <p>01/03/19</p> <p>26/02/19</p> <p>11/03/19</p> <p>11/03/19</p>	<p>SM</p> <p>SM</p> <p>AC</p> <p>SM</p> <p>SM</p>
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	<ul style="list-style-type: none"> ○ Access to Information – AC presented to the Board the option to open an Office365 account for VHMC so that all information is in one place. This would simplify the creation of email accounts and would allow all information required by the Board to be stored on OneDrive. AC to look into costings. ○ Night Patrol Service – Discussed costings for a 5-hour static guard onsite 7 days a week. SM will now explore a mobile security service and the associated logistics. ○ Articles of Association – are being progressed by ME. ○ Children’s Play Area – discussion deferred to the next Board meeting. 	14/03/19	AC SM ME
<p>7. 20:15</p> <p>8. 20:20</p>	<p><u>Management Company</u></p> <ul style="list-style-type: none"> ● Budget to date – previously circulated and agreed <p><u>A.O.B</u></p> <p>None</p> <p>Meeting ended at 20:25 hrs.</p> <p>Next meeting scheduled for Monday 18th March at 7pm</p>		

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