



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 March 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"> • Martin Edge • Des O'Neill • Jaz Parmer 	<ul style="list-style-type: none"> • Andrew Copley (Chaney's) • Sarah Morrisen (Chaney's) 	<ul style="list-style-type: none"> • Wayne Buckley • Dave Griffiths • Stewart Smart • Matt Garvey

Minutes of Meeting

Item	Description	Due Date	Action
1 19:00	<ul style="list-style-type: none"> • Apologies for absence • Minutes of previous board meeting – agreed 		
2 19:10	<p><u>Repairs (of note)</u></p> <ul style="list-style-type: none"> • MSCP shutter – now repaired • SM has obtained a quote to install 2 external cameras to the MSCP – quote approved - £963.12, works to take place 02/04/19 		
3. 19:20	<p><u>Maintenance (of note)</u></p> <ul style="list-style-type: none"> • Cleaning of external pathways/blocked paved areas – Quote obtained for £2500 +VAT, agreed that the 	15/04/19	SM

	<p>relevant pressure cleaner would be hired instead and works undertaken by onsite staff</p> <ul style="list-style-type: none"> • Embankment lights (steps) – post meeting, works booked in for 26/03/19 • Lift works – All outstanding works now completed apart from floor indicator panel (Elm), part on order • Abseiling Contractor – All outstanding works have been passed to CAN Ltd, awaiting date for site attendance • DO’N – noted that 2 mattresses have been left on the pathway in the vicinity of Fir block, SM advised that she will ask Jeff to deal with this • ME/JP – Elm block bin store doors require attention – SM will progress and arrange 	26/03/19	
		19/03/19	SM/JR
		25/03/19	SM
4. 19:40	<p><u>Routine Maintenance</u></p> <ul style="list-style-type: none"> • Dry riser testing – booked in for 27/03/19 • Bulk collection of rubbish – SM advised that the bulk collection has not taken place this month, complaint raised and Cllr Westbrook informed. 		SM
5. 19:45	<p><u>Leaseholder Issues</u></p> <ul style="list-style-type: none"> • Insurance claim (Elm) – 366/367 – Champion Scaffolding arrived onsite 18/03/19 to erect the external scaffolding to allow for search and find works re the current external leak 	01/04/19	SM
6. 19:50	<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 –Day Tanner Architects appointed re planning application. SM to obtain an ETA for delivery of report submission to BDBC ○ Refurbishment of lobbies – 2 quotes obtained for internal redecoration and replacement skirting boards, SM awaiting 2nd quote for flooring. SM to arrange 3rd quote for flooring and 2 further quotes for internal redecoration and replacement skirting boards. SM to progress furniture for the lobbies, agreed this would include – plastic plants, sofa, mirrors and all will be required to be fixed down to prevent loss. ○ Long Term Planning – Summary of PMP works compiled by AC and approved for publish on the Winterthur website ○ Winterthur Way Facebook Page – AC advised that Leaseholders had been emailed to advise of the Facebook page and updated website. 30 have joined the page to date. SM will put notices up in each of the lobbies. 	25/03/19	SM
		12/04/19	SM
		17/05/19	SM
		29/03/19	AC
		22/03/19	SM

	<ul style="list-style-type: none"> ○ Estate Rules (V3) SM advised that the Estate Rules and water leak factsheet had been updated ○ Access to Information –Office 365 account for Board members agreed ○ Night Patrol Service – SM obtained 2 quotes regarding a security patrol service, however this service was deemed as too costly. SM to look into costings for automated swing gates to each of the undercrofts ○ Articles of Association – are being progressed by ME. ○ Children’s Play Area – discussion deferred to the next Board meeting. ○ 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. – SM apologised and agreed to circulate in time for next BM ○ Insurance excess and early leak detection- talks are in progress with insurers re possible funding towards early leak detection sensors in each of the blocks ○ Onsite Staff – discussed ○ SE water meters – SM advised that we are awaiting the final bills from SE water, after which we can send out our final bills to Leaseholders. SM to chase them 	<p>10/04/19</p> <p>13/05/19</p> <p>15/04/19</p> <p>13/05/19</p> <p>13/05/19</p> <p>29/03/19</p>	<p>AC</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p>
<p>7. 20:50</p> <p>8. 20:55</p>	<p><u>Management Company</u></p> <ul style="list-style-type: none"> ● Budget to date – previously circulated and agreed ME requested that the monthly report included an additional line for costs associated to insurance works (recoverable) <p><u>A.O.B</u></p> <p>None</p> <p>Meeting ended at 21:00 hrs.</p> <p>Next meeting scheduled for Monday 15th April at 7pm</p>		

