



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

Minutes of Meeting

Item	Description	Due Date	Action
1 19:00	<ul style="list-style-type: none"> • Apologies for absence • Agreement of minutes of previous board meeting (September 2019) – agreement held over until next Board meeting and pending advice from Solicitors. • MG – advised that D'ON had requested in writing that during his suspension, there should be no decisions made regarding matters that may arise Agreed that the meeting would proceed on the basis of an information/update of current projects, sharing exercise. 		
2 19:10	<p><u>Repairs (of note)</u></p> <ul style="list-style-type: none"> • Faulty MSCP entrance roller shutter – fully repaired 		

<p>3. 19:20</p>	<ul style="list-style-type: none"> • Birch Block - Leak from 98 affecting 4 other flats and communal area – insurance claim raised • Holly Block – leak from hopper affecting 234 and 274 – abseilers have carried out the necessary works • Elm Block – Leak on top floor (8) communal lobby – investigation works are underway <p><u>Maintenance (of note)</u></p> <ul style="list-style-type: none"> • MSCP metal bars – 3rd quote obtained from BDM group for £2227 + VAT + fitment of £460. This is compared to 2 other quotes obtained: Lockmasters – £7887.00 + VAT SCS - £8870.40 + VAT Agreed to proceed 	<p>01/12/19</p>	<p>SM</p>
<p>4. 19:40</p>	<p><u>Routine Maintenance</u></p> <ul style="list-style-type: none"> • Up to date 		
<p>5. 19:45</p>	<p><u>Leaseholder Issues</u></p> <ul style="list-style-type: none"> • Leak repair works to 366/367 – remedial work inside of 366/367 – ongoing. Currently with insurers re decision on liability 		
<p>6. 19:55</p>	<p><u>Projects</u></p> <ul style="list-style-type: none"> • Onsite staff <ul style="list-style-type: none"> ○ Redacted and recorded as separate confidential minutes • Extension of estate office – <ul style="list-style-type: none"> ○ Basingstoke Council planning have extended the deadline to 26th November at the request of BDBC to allow comments from the landscape team • Refurbishment of lobbies – <ul style="list-style-type: none"> ○ Cost to date spreadsheet circulated. ○ Discussed that MG had visited site and noted that Birch was bleak and Cherry looked better with the existing mirrors. Agreed that the addition of the internal features to all blocks would enhance the lobby area (sofas, plants and mirrors) ME – for a little more expense we should complete what we started MG – lobbies will require a regular deep clean – SM advised that it would cost IRO £300 per 	<p>26/11/19</p>	<p>SM</p> <p>SM</p>

<p>7. 20:45</p>	<p>quarter for an external contractor to carry out the works. Agreed that VHMC would purchase the required cleaning equipment so that onsite staff can carry out the works.</p> <ul style="list-style-type: none"> ● Children's Play Area <ul style="list-style-type: none"> ○ MG – the area where children currently play is receiving complaints from Leaseholders and Residents ○ MG – would prefer fences to raised beds ○ WB – would prefer raised bed ○ SM to arrange a 2nd quote ○ WB – the Board didn't decide if an additional play area would be promoted ○ MG – a play area will not necessarily be utilized by the children onsite and once we provide play facilities then VHMC become responsible ○ Agreed – decision re playpark to be deferred to January 2020 ● CCTV, access control – larger blocks & automated entrance gates and CCTV – undercrofts <ul style="list-style-type: none"> ○ Board were in agreement to proceed ○ Also agreed that in terms of the planned maintenance budget costs for CCTV, access control and shutters should be prioritised over routine external cleaning ○ CCTV signage should be concise and tasteful ● Water meters <ul style="list-style-type: none"> ○ MG – noted that individual costs have increased and water prices have almost doubled since fitment ○ AC – we did discuss that prices would rise due to individual standing charges for each flat and the cost of actual water as the intersaver of the bulk meter no longer applies. ● Consent to Let <ul style="list-style-type: none"> ○ SM advised that the process has fallen behind schedule and that she will actively work on bringing up to date ○ Agreed that the re-iteration for up to date contact details for Leaseholders and their tenants will be mentioned in all major mailouts ● Articles of Association <ul style="list-style-type: none"> ○ ME – legal advice sought states that 1 leaseholder is entitled to 1 vote but if they hold more than one share certificate (i.e. one for each property owned) then one certificate counts as one vote ○ WB – were membership certificates issued ○ AC – the issuing of certificates is not the issue, rather being on the members list is what is relevant ○ MG – the process needs to be fully explained the Leaseholders <p><u>Management Company</u></p> <ul style="list-style-type: none"> ● Budget to date <ul style="list-style-type: none"> ○ Previously circulated and agreed. 	<p>20/01/20</p> <p>20/01/20</p>	<p>SM</p> <p>SM</p> <p>SM</p>
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<p>8. 20:55</p>	<ul style="list-style-type: none"> • AGM <ul style="list-style-type: none"> ○ MG - Upon legal advice and meeting notes circulated, all notes taken (Des and others) will be circulated collectively rather than challenging any version ○ AC - Date of AGM to be confirmed ○ MG - for the AGM each Director should pick a topic and carry out a short presentation <p><u>A.O.B</u></p> <ul style="list-style-type: none"> • Sustain v improve <ul style="list-style-type: none"> ○ ME - from the articles of Association para (1) enhancement. This clarifies that improvements/enhancements are allowed rather than just maintaining ○ AC - the above is also reiterated under the terms of the Lease • Reserve fund investment <ul style="list-style-type: none"> ○ Aldermore - awaiting transfer of funds after finalisation of 2018 accounts ○ AC - going forward do we stay with Aldermore? ○ Cash should not be at risk ○ AC - will present proposal re spreading of reserve funds • Chaney's cost of services <ul style="list-style-type: none"> ○ A review of Chaney's cost of services should be undertaken <p>Next meeting - Monday 18th November 2019, 7pm</p> <p>Meeting ended at 21:15 hrs.</p>	<p>20/01/20</p>	

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