



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

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 (August 2019) - agreed 		
2 19:10	<p><u>Repairs (of note)</u></p> <ul style="list-style-type: none"> • Faulty MSCP entrance roller shutter - repair completed, further repair to curtain shutter required, part on order AC - payment of invoice for scheduled repair will be with held Further to this we must insist on a 12-month warranty on the parts fitted of late 		SM

<p>3. 19:20</p>	<p><u>Maintenance (of note)</u></p> <ul style="list-style-type: none"> Additional fencing adjacent to Elm and raised beds adjacent to Birch, 1st quote totals: Each raised bed is £2,463.40 + vat, this allows for £250 of plants. The cost for the two in ground beds is £1,700 + vat, this allows for £600 of plants To run a 4ft picket fence along the side of the path would be £2,250.00 + vat SM to arrange a 2nd quote MSCP – Following on from discussions at last Board meeting re youths climbing through the first-floor openings and the installation of metal grills to 11 of the 1st floor openings: Costs for 11 = £7893.00 SM to arrange a 2nd quote DG – can we look at alternative options e.g. installing anti climb products to the roof of the estate office such as an overhang to the roof D'ON – will the works get done? WB – works will need to be done eventually and in the interim anti climb paint could be painted on the roof of the estate office AC – Can we discuss this first JP – Look at an alternative quote to install mesh (as per the undercroft car parks) SM – Youths are sheltering in a derelict car in the MSCP belonging to a Tenant. SM has reached out to the Leaseholder. Also, another car is parked illegally in another space in the MSCP. Agreed to appoint PPM to remove both legally. Bin stores X and F – both are being refurbished due to wooden rotten panels and doors 	<p>30/09/19</p> <p>14/10/19</p> <p>07/09/19</p>	<p>SM</p> <p>SM</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 scheduled Mr Velivela – 138 Winterthur Way – ongoing complaint raised with The Property Redress Scheme (PRS), AC dealing 		
<p>6. 19:55</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 – 		

	<p>Basingstoke Council planning have extended the deadline to 2nd October 2019 to allow review of the plan showing the trees onsite (previously supplied by SM) The Board reviewed current documents supplied by the planning and landscape team and noted that planting elsewhere onsite to mitigate any loss of trees would appear acceptable</p> <p>AC – Develop a planting plan to incorporate the planned raised beds adjacent to Birch and Elm and present this to planning SM and ME will exert pressure on planning Noted that only 1 tree requires removal, and this is already diseased and facilitates youths climbing into the MSCP</p> <ul style="list-style-type: none"> ○ Refurbishment of lobbies – Snagging - by D'ON/SM Identified the following: <ul style="list-style-type: none"> ▪ Skirting boards – a few areas need attention including joins, edging and a gap under one run of skirting in Elm – SM to liaise with Contractor ▪ Internal furnishings – 18 mirrors required in total to match 12 already present in 2 of the blocks. SM to confirm ▪ Confirmed that the budget for each block is £3000 to purchase the following: Mirrors Plants Sofa <p>WB – we may need to spend at least £1500 on a quality sofa that will use half of our budget DG – SM to give sizes of mirrors, DG to arrange alternative quotes SM will provide photos and actual costings for the next meeting</p> <ul style="list-style-type: none"> ○ Children's Play Area – SM has met with Cllr Westbrook and Community Safety Officer, Paula Watkins who have agreed to arrange the following: <ul style="list-style-type: none"> ▪ Council funded youth workers to visit site to interact with the children ▪ The arrangement of a multi-agency meeting, SM to attend on behalf of VHMC ▪ Both will attend the next Board meeting in October ▪ Possible contribution of funding to the undercroft shutters (due to these areas being identified as a hotspot for children playing). <p>SM – D'ON has identified a potential play area behind Holly Block whereby the children playing will not disturb ground floor residents</p>	<p>27/09/19</p> <p>25/09/19</p> <p>14/10/19</p>	<p>SM</p> <p>SM/ME</p> <p>SM</p> <p>SM</p> <p>SM</p>
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	<p>as the ground floor consists of the undercroft carpark.</p> <p>WB – identify if the residents on the 1st floor are Tenants or Leaseholder</p> <p>D'ON – a playground planner could design a play area that makes best use of the space</p> <p>MG – Consider making the play area enclosed for ball games</p> <ul style="list-style-type: none"> ○ CCTV, access control – larger blocks & automated entrance gates and CCTV – undercrofts <p>AC presented the effect that the CCTV, access control and undercroft shutter works would have on reserve funds.</p> <p>Works can be achieved by delaying the guttering replacement and external cleaning works.</p> <p>Only Birch block will show a negative balance for 4 years, but funds can be moved around to compensate.</p> <p>WB -above inflation contribution to reserves for the next 10 years</p> <p>WB – every 5 years for redecoration of the lobbies is not enough</p> <p>AC – touch ups to internal decorating to lobbies will take place on a yearly basis as and when required but costs will not come out of reserves but instead from the repairs and maintenance budget for each block</p> <p>SM confirmed that the CCTV are wireless but are hard-wired to the power supply and transmit back to the estate office on a hybrid system of wireless and wired</p> <p>WB – ensure that we have 2 spare cameras that can be 'hotfix' installed to any problem areas that might arise</p> <p>WB – clarification of the following: Can the CCTV data be copied to the cloud? If so where is the data stored (must be within the EU)</p> <p>Remote access for Management Company</p> <p>Board agreed to proceed in principal</p> <ul style="list-style-type: none"> ○ Replacement doors – larger blocks <p>Proceeding with quote from Lockmasters as agreed at last meeting, doors are on order</p> <ul style="list-style-type: none"> ○ SM confirmed that 3 full sized lampposts had been installed on the embankment <p>MG – requested that a cutback of the undergrowth is arranged to allow for full benefit of the light, SM to arrange</p>	07/10/19	SM
		18/10/19	SM
		07/10/19	SM
7. 20:45	<p><u>Management Company</u></p> <ul style="list-style-type: none"> • Budget to date – previously circulated and agreed. 		
8.	<p><u>A.O.B</u></p>		

20:55	<ul style="list-style-type: none">• WB – Re-tender for Managing Agent – agreement as to whether we need to look at the market or choose not to• Agreed that SM would now work 4 days at the Winterthur Way office and 1 day at the Chaneys office in Reading• D'ON asked to leave the meeting, discussion re Staff tender followed (minutes separately)• <p>Next meeting – Monday 21st October 2019, 7pm</p> <p>Meeting ended at 21:05 hrs.</p>		
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