



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

### Minutes of Meeting

Item	Description	Due Date	Action
<b>1</b> 19:00	<ul style="list-style-type: none"> <li>• SM opened the meeting and sent apologies on behalf of Andrew Copley, who was unable to attend due to illness</li> <li>• Minutes of previous Board meeting – agreed</li> </ul>		
<b>2</b> 19:15	<p><b><i>Repairs (of note)</i></b></p> <ul style="list-style-type: none"> <li>• Elm Block – Kone instructed to replace broken glass in lift, works scheduled w/c 21/01/19. SM to query with Kone as to whether the current glass is safety glass and to ensure safety glass is being installed</li> <li>• MSCP shutter – now back in operation</li> </ul>	25/01/19	SM

<p>3. 19:30</p>	<p><b><u>Maintenance (of note)</u></b></p> <ul style="list-style-type: none"> <li>• Embankment lights (steps) – SM will ask an alternative contractor to quote and fit the lights (we are replacing with more sturdy lights due to previous vandalism)</li> </ul>	<p>04/02/19</p>	<p>SM</p>
<p>4. 19:40</p>	<p><b><u>Routine Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• 6 monthly testing of AOV's in Birch, Cherry, Holly, Elm and Fir – works have commenced w/c 21/01/19</li> <li>• Water tank cleaning and testing – completed</li> <li>• Lightning conductors – works completed</li> <li>• PAT testing office – completed</li> <li>• Abseiling works – due to Clive Baron's ill health, SM has sought the services of Clive's colleague Charlie as an alternative</li> </ul>		
<p>5. 20:00</p>	<p><b><u>Leaseholder Issues</u></b></p> <ul style="list-style-type: none"> <li>• Insurance claim (Elm) – 299/298/297/296/295 – SM advised that re-instatement works are progressing well, completion of works estimated in the next 4 weeks</li> <li>• Insurance claim (Elm) – 366/367 – insurance claim raised regarding ongoing leak into both properties. Front elevation of Elm will need scaffolding, SM is in conversation with the insurers to include the scaffolding under the search and find works. The Board asked SM to compile a list of other works that could be carried out to utilise the scaffolding whilst it is in situ.</li> <li>• Insurance claim (Fir) – 400/390/380 – leak from inside 400 affecting 380 and 390. Board acknowledged that Leaseholders are increasingly leaning on Chaney's to resolve leaks within flats. SM to revisit the water factsheet to expand and make clearer Chaney's responsibilities.</li> <li>• Further discussion regarding the leaks to date across the site 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.</li> <li>• JP – we should explore a program of checking each flat for leaks to allow negotiation with the insurers should they increase excesses, with particular reference to Elm following on from the major insurance claim. SM to progress</li> </ul>	<p>18/02/19</p> <p>28/02/19</p> <p>01/02/19</p> <p>15/02/19</p> <p>15/02/19</p> <p>01/03/19</p>	<p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p> <p>SM</p>

<p>6. 20:30</p>	<p><b><u>Projects</u></b></p> <ul style="list-style-type: none"> <li> <p><b>Planned Maintenance/Long Term Planning</b>  SM discussed the planned maintenance program with the Board, in particular the monies allocated to refurb the communal lobbies. The Board felt that despite input from D'ON with TVS, insufficient funds had been allocated to carry out an acceptable refurbishment of the lobbies and also noted that provision of the replacement flooring was allowed for in 2021 and not in the same year as the lobby refurbishments. Discussed combining the amounts for all blocks (£18,000) and using this amount for the 3 largest blocks (Cherry, Holly and Elm) equating to £6,000 per block. However, the Board were still unconvinced that this figure would allow for a complete refurbishment. D'ON will bring his costings to the next Board meeting and SM will discuss with AC.  ME raised concerns that the PMP costing spreadsheet was not in its final form – SM to confirm with AC. The Board were keen to progress the refurbishment of the lobbies as soon as possible.</p> </li> <li> <p><b>Reserve contributions</b>  Increased reserve contributions to allow for planned maintenance program.  D'ON raised concerns that Leaseholders were not fully aware why there had been a rise in service charges this year.  SM advised that the AGM (November 2018 ) minutes were on the Winterthur website.  Agreed that the AGM minutes would be sent in the post to Leaseholders and the PMP would be published on the Winterthur website.  D'ON said that we should give Leaseholders more information regarding what we plan to do in the future. ME commented that we can provide a summary but not a large, detailed list  D'ON advised of his position regarding the holding of reserves, that reserves should be utilised but not held in account. Instead payment for future works should be requested from Leaseholders when the necessity arises. The other Board members were in agreement that a reserve fund was a necessary to cover future and/or unexpected works.  After meeting note – AC advises that as per the terms of the lease, the collection of reserves is required</p> </li> <li> <p><b>Additional visitor spaces</b>  SM advised that the visitor parking is working very well,  However, cars park either side of the 5 allocated spaces. In response to this, SM has arranged for the installation of an additional bollard either side to prevent this. The Board were pleased, however noted that the project took too long to reach completion.</p> </li> <li> <p><b>Water meters</b></p> </li> </ul>	<p>15/02/19</p> <p>29/01/19</p> <p>29/01/19</p> <p>Fitment date TBC</p>	<p>D'ON/SM/AC</p> <p>SM/AC</p> <p>SM</p> <p>SM</p>
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