



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 17th August 2020	Time	18:00 hrs.	Venue	Online virtual meeting hosted over Zoom
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Matt Garvey • Jaz Parmar • Martin Edge • Edward Loughrey • Stewart Smart • Dave Griffiths 	<ul style="list-style-type: none"> • Sarah Morrisen (Chaney's) • Andrew Copley (Chaney's) 	<ul style="list-style-type: none"> • Wayne Buckley

Minutes of Meeting

Item	Description	Due Date	Action
1 18:00	<p>Meeting commenced at 18:00 hours</p> <p><i>Minutes of last meeting</i></p> <ul style="list-style-type: none"> • AC to progress Go Daddy website and PMP analysis for the next Board meeting • SM – Will make an alternative date for Cllr Westbrok and CSO to attend a meeting with the Leaseholder Engagement Group – date to be confirmed <p>Minutes of previous meeting approved</p>		AC

2.
18:10

Minutes of VHMC AGM approved and will be distributed to Leaseholders

Cladding

- AC - Specification agreed, being checked by Ridge and Partners. Meeting with Ridge rearranged for Wednesday 19th August after which finalisation of the tender documents will take place. 2 further quotes received for the interim linked fire alarm works – queries raised after which will report back to Stewart and Martin
- MG – when was the last update
- AC – Friday
- MG – have you had any queries
- AC – NO, and no feedback re the s20 notices sent
- ME – how close are we to finalise the call for tender package
- AC – Ridge have pulled a number of queries out of Vemco’s spec, these are being resolved
- ME – do you have a list of contractors who will carry out the cladding works
- AC – we have 2 currently, there will be at least 5 and any nominations from Leaseholders that will need qualifying beforehand
- ME – are abseiling options on your 5
- AC – the main contractor will decide re access options
- ME – it will be good if we can approach at least one company that can carry out the works aerially
- AC – I will ask the question of Ridge re health and safety etc for this option
- MG – if we install scaffolding, are there other works that can be carried out
- AC – in the specification, replacement of balcony materials has been included. I have emailed Homes England to see if the replacement of balcony material can be included in the works, yet to hear but will update once I have
- MG – if the scaffolding is going up, then it won’t cost a lot more to leave it up a little longer to carry out additional works
- AC – additional works are being considered as part of the works
- MG – we talked about delaying the external cleaning works but if it can be done cheaper as part of the cladding works, we should seize the opportunity and would urge the board to reconsider. It’s worth getting the works done whilst the scaffolding is up and save on costs in the future
- ME – in discussions with Ridge re the tender documents, there needs to be a clause which says that the client may wish to prolong the erection of the scaffolding to carry out additional works
- AC – my plan was to get the external cleaning works done as part of the works with the contractor, in discussion with Ridge
- MG – and additional pigeon proofing
- DG – what is the overall cost of works at the moment?
- AC – we don’t have a final figure at the moment
- DG – do we have an approximate figure?

AC

<ul style="list-style-type: none"> • AC - £1 million • DG – before agreeing to that figure, I would like to look at the tender documents • AC – we are working on the assumption that government funding will cover the costs. The building safety fund has been created for situations like this • MG – do you foresee that any costs re these works won't be covered • AC – we foresee that all works will be covered, apart from interim safety measures and possibly replacement materials for balconies • MG – have you had an indication that any sales have fallen through re the cladding issues • AC – no, but we have had queries re blocks B and F, some mortgage lenders are requesting EWS1 forms for these blocks even though they are not affected and fall below the height limit of 18m or more. It may be that we may need to compile EWS1 forms for these blocks aswell • JP – spoke to 3 high street lenders who were not prepared to lend and 3 estate agents that would not take the property on re sales until the cladding issues are resolved • AC – C,D and E, we have the EWS1 form done and we are progressing with the works • JP – on the larger blocks are you aware of any sales going through • SM – sales have ceased, and Leaseholders are being offered 0% mortgage offers at this point in time • MG – this is more than our number 1 priority, well over half the total stock are unable to sell and this will creep into lettings aswell • AC – can I remind you that we are governed by the government timescales, our job is to get all tenders ready for the government start date • SM – I would like abseilers to being able to tender as when works start, works can be fulfilled and turned around much quicker without the need for scaffolding and a quicker turn around for the process • AC – if we can address all health and safety issues, we can consider this • SM – estate agents are telling potential buyers that all blocks are affected by the cladding issue, we need to communicate with them to say that only 3 blocks are affected, they need to be more informed. SM will compile a letter • AC – can I clarify what you are asking us to do, do you want a comm to LH re the implication of cladding to sales • MG – you need to inform them that cladding issues only affect buildings of a certain height, and that not all buildings are affected (via website) • DG – can I take it that we are going to notify estate agents specifically re the blocks affected • MG – yes • MG – in the next cladding update, could you include ME timeline • AC – I have put short term timelines • ME - short term actions are okay but to give a long-term notion would not be a good idea as timings could change 		<p style="text-align: center;">SM</p> <p style="text-align: center;">AC/SM</p>
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	and we should be cautious of giving out too much information		
3. 18:46	<p><u>Flat inspections</u></p> <p>Following on from discussions at the previous Board meeting, AC presented a detailed plan re flat inspections with relevant costings and advised that due to safeguarding, inspections would have to be carried out by 2 members of staff.</p> <p>Board unanimously agreed to proceed and AC will implement the next stage</p>		AC
4. 19:05	<p><u>Leaseholder Issues</u></p> <p>AC advised that he had received further emails from Des O'Neill in which complaints had been raised against MG. AC is dealing with this and the Board have chosen to seek advice from THP going forward.</p> <p>AC also advised that Des O'Neill had viewed JP's offer to help with the communication with Indian communities onsite as racist, however, this was not the view of the Board, it was instead an offer to help with communication.</p> <p>SM – advised that she had responded to Cristian Stefanini re his email regarding water quality in his flat and had provided all of the information regarding water testing and disinfection. No further response has been received</p> <p>SM – advised that she and EL are planning to meet re the newsletter for Winterthur Way, agreed that it would be sent monthly and AC will provide costings to do so</p> <p>EL – advised that he and JP will meet re the residents hub onsite</p> <p>SM – advised that during the LEG meeting, discussed amendments will be made to the estate rules and sent to the LEG for approval and then distributed to Leaseholders, Residents and letting agents</p>		SM
19:30	<p><u>Financials</u></p> <p>Financials up to 31st July 2020 presented and discussed</p>		
19:45	<p><u>A.O.B</u></p> <p>AC advised that Sara Martin, current Assistant Property Manager in the Reading office will be moving across as SM's assistant after recruitment of her current position. Sara Martin will be invited to the next Board meeting</p> <p>Meeting ended at 19:55 hours</p> <p>Next board meeting – Monday 21st September 2020 – 6pm</p>		SM

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