



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 28th July 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 • Wayne Buckley • Edward Loughrey • 	<ul style="list-style-type: none"> • Sarah Morrisen (Chaney's) • Andrew Copley (Chaney's) 	<ul style="list-style-type: none"> • Dave Griffiths • Martin Edge • Stewart Smart

Minutes of Meeting

Item	Description	Due Date	Action
1 18:00	<p>Meeting commenced at 18:00 hours</p> <p><u>Minutes of last meeting</u></p> <ul style="list-style-type: none"> • Minutes of previous meeting: <ul style="list-style-type: none"> ○ Death in benefit insurance for VHMC onsite staff has now commenced ○ Ex-gratia payment to SR – AC has emailed D'ON but has not received a response, will email again ○ PMP analysis and migration to Go Daddy web hosting, AC has had to prioritise more pressing matters – by next board meeting 		AC

	<ul style="list-style-type: none"> ○ D'ON and CD – will be covered later on in the meeting agenda ○ Landlord & Tenant Act – reserves and PMP can only extend 3 years into the future – AC confirmed that reserve collection for PMP can only extend for 3 years so we will have to forecast on a 3-yearly basis. WB – now that we know that information, we should present to members at the next AGM so that they are made aware and can give agreement if necessary, to extend the PMP to 10 years ○ AC will put together a short guide re our obligations regarding preparation of accounts and time scales for next board meeting ○ GDPR re request of member information – AC confirmed that under the Mem & Arts we are allowed to share member information with another member if a formal request and reason is provided ○ Ridge Partnership fees regarding oversee of cladding works – AC confirmed that he had sought 2 comparable quotes and Ridge were deemed as competitive. ME/SS have given the go ahead for their appointment ○ Leaseholders renting their parking space – AC confirmed he had checked the Lease, and this was allowed. WB – we should promote this to Leaseholders to help with the parking onsite Agreed – will send a note to Leaseholders only, pointing them to the relevant websites where the spaces are advertised ○ Sovereign parking spaces – Housing Officer is back off furlough next week, SM has emailed ○ Parking space 386 – notice has been given re change back of space ○ Signage re ball games and keep off the grass – SM will action in the next 2 weeks ○ Cllr and Community Safety Officer attending meeting – arranged for next board meeting ○ Estate rules have been shared the Leaseholder Engagement Group ○ Condition inside apartments and enforcement of the Lease AC – We can enforce the terms of the Lease under the ‘Obligation to repair’ and subsequently serve the appropriate notice requiring the relevant works to be carried out, if the Leaseholder doesn’t oblige and carry out the works, the Management Company can proceed with works and recharge through the service charge account. MG – The state of the flats is having an effect on the resale prices onsite. JP – during recent discussions with an estate agent, was made aware that they were letting a property that was in a bad state of repair 		<p style="text-align: center;">AC</p> <p style="text-align: center;">SM</p> <p style="text-align: center;">SM</p> <p style="text-align: center;">SM</p> <p style="text-align: center;">SM</p>
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<p>2. 18:20</p> <p>3. 18:35</p>	<p>WB – We need to carry site wide inspections of individual properties and not ‘piece-meal’ inspections of properties that we suspect are in poor condition EL – suggested a hub onsite where Residents (tenants) could come and ask for advice regarding dis-repair issues with their property SM – raised concerns that this would cause Residents to come to the Management Company with all matters relating to their property, some of which wouldn’t be our responsibility EL – happy to devote 4 hours a month to man the hub, could also deal with issues relating to ASB, noise etc. JP – Happy to help with this SM – Happy to attend aswell Agreed that SM would not attend to avoid the concerns she stated above WB – we could send out comms regarding the Leaseholder’s obligation to keep their flat in good repair and could include costings for the most common failures to highlight that the cost to repair these would be less than the insurance excess on the block in the event of a leak and subsequent claim JP – we need to ensure that any repair costings of are accurate before we tell Leaseholder, SM confirmed that she would get accurate costings Agreed: AC – will put together a costing proposal for the inspection regime, including any additional costs re serving of notices etc. SM – mailout to Leaseholders and Residents</p> <p>Minutes of previous meeting agreed – will be posted on website 31/07/20, AC will show SM how to do this in the future</p> <p>MG – requested that all Directors approve the VHMC AGM minutes in details in case of any potential legal challenges in the future – within 1 weeks</p> <p><u>Water leak spreadsheet</u></p> <ul style="list-style-type: none"> SM updated the Board on previous leaks since the last meeting MG – requested that an analysis of insurance excesses is carried out by SM – will complete by next board meeting <p><u>Leaseholder issues</u></p> <ul style="list-style-type: none"> Cristian Stefanini – 134 Winterthur way, email re water quality 		<p>AC</p> <p>SM</p> <p>AC</p> <p>All Directors</p> <p>SM</p>
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<p>4. 19:00</p>	<p>Leaseholder has raised an issue about the quality of his drinking water and whether it was caused by the tanks in which they are stored in (Management Company Responsibility). Due to an emergency leak in Cherry tank room, a contractor had to break the lock on the door and subsequently the said Leaseholder was able to enter the tank room. He noted items stored in the tank room, SM confirmed that nothing is stored near the tanks and would have no effect at all on the quality of water AC has sent a holding email prior to Board discussion. SM confirmed that one set of tanks serve the lower part of Cherry Block and another set of tanks serve the higher part of the block. AC confirmed that the tanks are cleaned and disinfected every year and checked for disease every 6 months. All checks are up to date. SM – will supply the relevant testing certificates to the Leaseholder and will also check with other Residents in the block to see if they are suffering similar issues, however no reports to date. AC advised that it is likely to be a problem within the flat likely through the hot water system AC will respond to the email</p> <ul style="list-style-type: none"> • Des’ O’Neill <p>AC advised that he had not had a response from D’ON</p> <p>Colin Davison</p> <p>AC advised that correspondence is continuing, and he will update as that progresses</p> <p>M Marafurus</p> <p>AC has received an email regarding several points that he will respond to</p> <p>Mr Katumba</p> <p>AC considers the case now closed WB – would like top 20 costs to be made available at each AGM for transparency</p> <ul style="list-style-type: none"> • MG – can we go straight to update on cladding • Financials were not discussed <p><u>Projects & Board Initiatives</u> <u>Cladding</u></p> <p>AC – Has prepared the update letter, Ridge have been formally appointed, registration has been lodged with the Government for funding and a s20 notice will be issued this week</p>		<p>SM</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>AC</p>
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<p>5. 19:20</p>	<p>Mitigation measures – linked fire alarm system</p> <p>Some difficulty finding a company of a size that could undertake the works and also had the right qualifications (registered with the Fire Engineers Assn).</p> <p>3 further companies have now been selected to quote and site meetings are being arranged</p> <p>Costs per block will IRO £20,000 which will be on the border of the s20 limit of £250 per flat</p> <p>WB – when will this move forward, it needs timeboxing and we need timescales</p> <p>AC – we will bring all quotes to the Board for a decision, timescales are the 2nd week in August for all quotes to be received</p> <p>JP – How does this affect our application for funding</p> <p>AC – it doesn't, mitigation measures are separate. The application for the cladding replacement will continue.</p> <p>MG – The alarm system, do we proceed when the cladding is replaced</p> <p>AC – There is no need for the alarm system if the cladding is replaced</p> <p><u>CCTV</u></p> <p>SM – the wireless link from the estate office to the blocks was continually failing. JP/EL reported an issue of a motorcycle onsite but the failure of the wireless link meant that the footage wasn't recorded which was very frustrating. A firm email was sent to SCS (the installer) and AC intervened, the wireless link has been moved and now everything is working perfectly. SM can now program the fobs</p> <p>JP – I have some issues with their workmanship, will email SM separately</p> <p>SM – there invoice will not be paid until all snagging issues have been rectified</p> <p><u>A.O.B</u></p> <p>SM – advised that she had proceeded to arrange for a Canadian Maple Tree to be planted in memory of Jeff Ross in the garden next to the estate office. Sue Ross chose the type of tree. MG requested that a plaque is put under the tree</p> <p>AC – shared positive feedback re SM and the estate team</p>		
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	<p>EL – did you manage to check the costings for the distribution of a newsletter</p> <p>AC – asked SM to lead and liaise with EL re frequency and content</p> <p>MG – would like to get back to the November frequency for AGM’s. SM will distribute dates</p> <p>MG requested the proposal re the inspection regime is made available to the board the week before the next board meeting (10/08)</p> <p>Next board meeting – Monday 17th August – 6pm LEG – Monday 17th August – 5.30pm</p>		<p>SM</p> <p>SM</p>
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11.
20:05

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