

Directors Meeting

Date	19/10/20	Time	6pm	Venue	Zoom Meeting
Present	In attendance		Absent / Apologies		
<ul style="list-style-type: none"> Matt Garvey Martin Edge Stewart Smart Jaz Parmar 	<ul style="list-style-type: none"> Sarah Morrisen (Chaney's) Andrew Copley (Chaney's) Sara Martin (Chaney's) 		<ul style="list-style-type: none"> Edward Loughrey Dave Griffiths Wayne Buckley 		

1. Minutes of Last Meeting

- Go Daddy website- currently in progress- PMP will be ready on Friday 6th November. Directors to check if they have received an email requesting that their email address be set up for the website. ME enquired if an alert could be set up with their email address. AC to investigate if the two can be integrated.
- Newsletter- in progress. SMO requested a further 2 weeks to put the information together. MG suggested that this is provided to the directors before the AGM.
- Inspections- letters have now been sent to leaseholders and residents. 2 members of Chaney's staff will be carrying out the inspections on the 24th October. Pronto forms will be used. SMO will be on site on the day if there are any issues. AC mentioned that he has advised the inspectors not to persevere if there is any pushback from any of the residents. MG suggested that the letter is amended for future mailings and 'we are writing' is removed.
- Letting agents- SMO sent a further email to contacts and has received no further queries. Any further queries will be dealt with on a case by case basis.
- EWS1 forms- there are currently a few outstanding.
- Lease enforcement framework- lease breach to be sent to MG on a weekly basis. SMO shared one of the breach of leases to the directors.
- Consent to Let- the letters have now been sent out to leaseholders who are not owner/occupiers.
- Patrol Update- quotes have been received at £340 & £400 per week with 9 visits for one person. Will not be a 24hr patrol. ME suggested that could employ a person directly, this was agreed as the best option by all directors. MG also suggested that the person could wear a camera which would help to deter any unwanted behaviour and to have an individual with a presence who would be able to communicate with the residents effectively. JP mentioned that she is aware of some leaseholders on site who would be happy to take on the work. AC reminded directors that the costs do need to be kept to a minimum and what is required needs further discussion/thought with the leaseholders at the AGM. MG enquired how the person would be managed and the time required would be managed. This was discussed. Proposal to be provided at the AGM. SMO to devise a JD and send to AC for approval.
MG mentioned that may not want someone who lives and works on the site and proposed that the job could be considered on a job share basis.
- Signs- SMO advised that the proofs will be circulated once received. AC provided some idea of signs to be placed in the lobbies and corridors. MG agreed that signs are required. Further ideas to be provided.
- Budget- to be provided by next Friday.
- AGM- - AC & SMO discussed how best to host and improve the AGM. AC advised that the chat will only be seen by the host and there will be no communal chat, residents will be muted until they have something to say (will request by private message) It was agreed by all directors to keep residents muted at all times and any questions raised should be sent via chat to the host for them to raise.
The AGM notices have now been issued to all leaseholders.

Action Items

No.	Description	Action	Due
1	Directors to check if they have received the Go Daddy email	ALL	01/11/20
2	AC to investigate whether the email addresses can be integrated	AC	09/11/20
3	Inspection letter to be amended for future	SM	23/10/20
4	Patrol proposal to be provided at the AGM. SMO to provide AC with JD	SMo	09/11/20
5	Further ideas for signs to be provided	SMo	30/10/20
6	AC to chase Laura at THP for letter and credentials.	AC	06/11/20
7	Budget to be provided by Friday	AC/SMo	23/10/20

2. Cladding

- ME provided an update on the cladding works- the tender documents have been issued to bidders. The response has not been very encouraging with 2 out of the 5 advising that the job is not big enough for them, 3 of the companies advised that they require elevation drawings which are not available.
- Ridge suggested to carry out a laser survey which the successful bidder would have to complete anyway. However, unsure how the survey can be completed as the elevation are not able to be seen from the ground. ME has enquired if Ridge can complete the survey using a drone. ME mentioned that he is disappointed by Ridge and that they did not foresee these issues which have caused the delay.
- AC advised that the site would need to be fully scaffolded. AC to follow up as the scaffolder has been instructed.
- MG enquired if the drawings were not provided to the council. AC advised that both Himself and Ridge investigated and found no drawings.
- MG suggested that the fire doors on the embankment be reviewed. AC advised that should wait for the tender documents before a decision is made.
- JP asked if there was any way of finding out if any nearby buildings had similar issues and what companies they were using. ME responded that Ridge should be reviewing this, and he is not happy with the progress which is being made. SS also agreed that Ridge were not performing. AC mentioned that he will discuss the issues with the MD of Ridge. AC and ME to have a further discussion tomorrow.
- ME will lead the cladding queries at the AGM.

Action Items

No.	Description	Action	Due
1	AC to follow up scaffolder	AC	09/11/20
2	AC & ME to discuss issues with Ridge and progress further	AC/ME	22/10/20

3. Repairs – water leaks

- SMo shared the spreadsheet and discussed all the leaks in August which have now been rectified. A couple of leaks occurred over the weekend which have also now been resolved in Elm and Maple relating to the water cylinder. This is one of the reasons why the flat inspections are taking place. AC advised SMO to charge for out of hours attendance.
- There have been 7 cases of leaks occurring due to faulty cylinders. Need to make leaseholders aware of what is being spent at the AGM.
- MG enquired what 'not claimable' means- SMO advised that this refers to leaks and subsequent costs that cannot be claimed through the buildings insurance. MG suggested that a chart be provided to leaseholders at the AGM.
- MG would like to be kept informed when tenants have informed leaseholders of a leak and no action has been taken. AC advised that this is not always possible and that we should log a leak on Qube when it is reported. SMO mentioned that need to be clear that Chaney's are not responsible for the repairs.
- JP suggested that we should educate the tenants/owners about the issues with the Tundish.

Action Items

No.	Description	Action	Due
1	Chart to be compiled showing the number of leaks and expenditure at the AGM	SMo	09/11/20

4. Leaseholder Issues

- Lease breach- SMO shared the lease breach by Colin Davidson. 3 have been issued recently.

5. Projects & Board Initiatives

- Lease compliance- consent to let- JP suggested to issue a handbook to all new tenants and to agents. AC advised Chaney's are looking at how the date is being stored. SMO is putting together letters.

6. Management Company

- Finance Update- SMO shared the financial spreadsheet. The management fee has increased. The waste management spend has been high due to COVID 19. The bulk collections are now being resumed by the council.
- Currently £6.5K over budget minus the cladding fees.
- Staff on site- H&S review took place with Penninsula. The old estate office is now a fully functional kitchen/toilets. Cleaning schedules have now been put into place. The review which was carried out by Penninsula still has not been received and is being chased. MG requested a copy of the report is sent to the directors.
- Bright HR is now up and running.

Action Items

No.	Description	Action	Due
1	Copy of the Penninsula report to be sent to the directors	SueCo	30/10/20

7. Any Other Business

- Highways carried out some extra work
- EICR- JP mentioned that she would like to make the other directors aware that if renting or selling their flats they would need to arrange for an electrical certificate to be completed. AC suggested that a slide with the information is included for the AGM.
- SMO thank the directors for the new office and advised that SMA is settling in well. ME also commented that he is happy with the new office and would like to know what SMO is delegating to SMA. SMO to provide at the next directors meeting.
- AC raised the COVID restrictions and that SMA and SMO have their own bubble and Chaney's in the Reading office are currently on a rota.
- MG suggested that the directors meet half an hour before the AGM.
- Draft powerpoint for the AGM to be provided to the directors.

Action Items

No.	Description	Action	Due
1	Slide about EICR to be provided at the AGM	SMo	09/11/20
2	SMo to provide details on what is being delegated to SMA at the next meeting	SMo	09/11/20
3	Draft power point presentation to be provided to the directors before the AGM	SMo	09/11/20

Meeting ended: 8pm

5. Projects & Board Initiatives

Project	Desired Outcome	Current Status	Next Steps	Action	Due
Cladding	Full replacment within timescales	Awaiting elevation drawings			Nov 2020
Fire Alarm					
Balconies					
External Cleaning					
Flat Inspections	Trial for Block B to commence 24/10	Letters sent to LH's and Residents advising			24/10/20
Lease Compliance	Lease breach framework fully functioning	Finalisation of lease breach letters			06/11/20
CCTV					
Website					