

## Directors Meeting

<b>Date</b>	22/12/2020	<b>Time</b>	6pm	<b>Venue</b>	Held over Zoom
<b>Present</b>		<b>In attendance</b>		<b>Absent / Apologies</b>	
<ul style="list-style-type: none"> <li>Matt Garvey</li> <li>Martin Edge</li> <li>Stewart Smart</li> <li>Edward Loughrey</li> <li>Jaz Parmar</li> </ul>		<ul style="list-style-type: none"> <li>Sarah Morrisen (Chaney's)</li> <li>Sara Martin (Chaney's)</li> </ul>		<ul style="list-style-type: none"> <li>Andrew Copley (Chaney's)</li> <li>Wayne Buckley</li> </ul>	
<b>1. AC &amp; Company Secretary Contingency</b>					
<ul style="list-style-type: none"> <li>SMo informed the Board that AC sends his apologies for tonight's meeting.</li> </ul>					
<b>Action Items</b>					
<b>No.</b>	<b>Description</b>	<b>Action</b>	<b>Due</b>		

<b>2. Cladding Update</b>					
<ul style="list-style-type: none"> <li>ME advised the drone survey and the drawings have now been completed. There were concerns that the original deadline for Homes England (31<sup>st</sup> January 2020) wouldn't be met, however Homes England have now extended the deadline till the 30<sup>th</sup> May 2021.</li> <li>The government have set up an additional fund to provide financial assistance to Leaseholders who require funds for temporary waking watch or fire alarm system works prior to the completion of subsequent cladding works. ME advised that he would have further conversations with AC regarding this matter.</li> <li>SMo confirmed that she had met the new project manager Chris Kensett, Ridge on site twice and that 10 tenders had been sent out, however only 3 were viable for various reasons. Two of the contractors have attended site. The 3<sup>rd</sup> tender is looking to be received by the end of January. The 3<sup>rd</sup> contractor has already been to site. ME enquired if the new Project Manager was expressing confidence in the situation. SMO advised that there does seem to be an improvement and that he is very knowledgeable. Chris is confident that 3 contractors is enough. The tender return date is 31<sup>st</sup> January 2020.</li> <li>ME confirmed that he believes that we are on schedule for the works to start around May 2021.</li> <li>SS enquired if there happened to be a delay in return of the tenders, where it would leave VHMC in receiving the funds. SMO confirmed that now the deadline has been extended it allows more time to compile the information. AC has been talking with Homes England and we are ahead of the game/queue.</li> <li>MG suggested that we engage Maria Miller and ask for her assistance/support if things do not go to plan. ME to draft a letter to share with SMO in order to send to Maria in case of delays or funds are not approved.</li> <li>Pigeon Proofing- SMO confirmed that pigeon proofing is not on Chris's radar at present. JP agreed that something should be completed and if can be added to the works. ME suggested that he doesn't want to jeopardise the funding and that the issue is discussed with Chris and not put into the application but should be dealt with separately, however still added to the contract and that we should take advantage of the scaffolding. ME to discuss further with Chris (Ridge).</li> </ul>					
<b>Action Items</b>					
<b>No.</b>	<b>Description</b>	<b>Action</b>	<b>Due</b>		
1	ME to discuss funds for temporary waking watch or fire alarm systems with AC	AC	01/03/21		
2	ME to draft letter to Marie Miller.	ME	01/03/21		

3	ME to discuss pigeon proofing with Chris	ME	15/01/21
---	--	----	----------

### 3. EGM

- MG raised that the call for the EGM received from Colin Davison was not valid and a response was sent to CD confirming this, however the Board could call an EGM if they wanted and would need topics to discuss. AC confirmed that CD had not provided a response to his email.
- SS suggested that at the EGM cladding, PMP, accounts and reserve funds could be discussed as well as the Guardians and the PMP.
- SMO confirmed that queries regarding the reserve were originally raised by DON and can be reviewed.
- MG advised regarding the Guardians that the Board should make the decision.
- SMO shared the spreadsheet showing the issues which have been raised regarding ASB. The information is a good basis for the reason to have the Guardian.
- MG proposed compiling a job advert for the Guardian role and posting on Indeed and that the EGM should not be called in order to discuss the Guardians.
- SMO advised that no dates have yet been provided for the insurance claim. MG commented that the insurance claim should not be discussed at the EGM as it does not affect all Leaseholders.
- MG proposed that the EGM should be held in January after the next board meeting around the 25<sup>th</sup>. ME commented that the dates are quite tight bearing in mind notices are required to be sent. It was agreed that the notice should be issued on the 29<sup>th</sup> January and to hold the EGM 3 weeks after on the 22<sup>nd</sup> February. EL suggested that it might be prudent to send out the notices earlier in January. It was then agreed that the notice should be sent on the 22<sup>nd</sup> January along with a notice of special resolution.

#### Action Items

No.	Description	Action	Due
1	Onsite Guardian advert on Indeed	SMo	28/02/21

### 4. Any Other Business

- EL enquired about Facebook. SMO confirmed that a response had been sent to JR. EL also mentioned the alternative Facebook group which has been created by some of the Leaseholders. SMO confirmed that the help@Winterthur link does work and that no further comments are able to be made on Facebook. JP agreed that Facebook was a lot to manage and it is better having the queries all going to one place.
- MG suggested that previous minutes need to be agreed. The minutes from the meeting in October/early December were approved along with the AGM minutes.
- MG commented that this has been a difficult year and thanked all Directors for their hard work and for care for WW as well as the residents.
- Next Board meeting – Monday 18<sup>th</sup> January 2021, 6pm

#### Action Items

No.	Description	Action	Due
1			
2			

Meeting ended:



**5. Projects & Board Initiatives**

<b>Project</b>	<b>Desired Outcome</b>	<b>Current Status</b>	<b>Next Steps</b>	<b>Action</b>	<b>Due</b>
Cladding					
Fire Alarm					
Balconies					
External Cleaning					
Flat Inspections					
Lease Compliance					
CCTV					
Website					