

Directors Meeting

Date	18/01/21	Time	6pm	Venue	Held over Zoom
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Matt Garvey • Martin Edge • Stewart Smart • Jaz Parmar • Wayne Buckley • Edward Loughrey 	<ul style="list-style-type: none"> • Sarah Morrisen • Sara Martin • Andrew Copley 	

1. Minutes of Last Meeting

- AC was poorly at the time the last meeting took place and he advised that more tasks have been delegated to members of Staff.
- The Government have yet to produce details regarding funding for the waking watch.
- ME advised that he discussed the cladding with Chris from Ridge Consultants today. 3 responses have been received for the tenders. The specification does include the non-cladding work such as the façade cleaning and the pigeon proofing which the tenderers have been asked to quote for. During the tender evaluations the recoverable costs will be separated from the non-recoverable costs.
- Onsite Guardian- advert to be placed on Indeed as soon as possible.
- AC explained Chansecs and that he acts as Company Secretary for VHMC, however there are other members of Staff at Chaney's who would be able to take on the responsibility. MG enquired if a member of the public could access VHMC details held on Companies House. AC advised that a code is required for access and to be extra vigilant, a request for a change of this code has been requested.

Action Items

No.	Description	Action	Due
1	Onsite Guardian advert to be placed on Indeed	SMo	31/01/21

2. Cladding

- AC advised that he has asked Chris from Ridge Consultants to expedite the tender process including tender analysis and for the report to be received by the end of the week. Once the information has been received it can be forwarded to Homes England. A further meeting has been booked in with Homes England next week. AC also advised that state aid declarations would need to be signed by each Leaseholder which can be completed by a computerised DocuSign system. AC to arrange over the next couple of weeks.
- ME advised that Chris believes that May 2021 will be the time when there will be visible activity. The works and designs will need to be signed off by Ridge prior to commencement of works. Action may be seen on site from June.
- WB enquired about the waking watch and asked for an update and when the alarms need to be in place by. AC confirmed that Basil's recommendation was that they should be put into place immediately. The Government have not yet released figures or information for the funding. 3 quotes have been received.
- ME confirmed that there is no confirmation that the government will cover Leaseholder costs and suggested that should enquire further with Basil the guidance which he would recommend. AC to make further enquiries with Basil regarding the guidance.
- LG agreed that quotes should be obtained for the works in the first instance.
- JP enquired if the government provided the funding if we could claim back on the works.
- EWS1 forms- SMO mentioned that that we are receiving more queries from mortgage lenders regarding the cladding for blocks Fir and Birch as well as the type of cladding which has been used. SMO advised that she

has looked at the O&M manuals and no information can be found and has asked Basil to find out the information required. A report can be obtained for Fir and Birch for a cost IRO £9500.00.

- AC advised that updated guidance regarding cladding is due to be released from the Government and that the report should be completed.
- Birch and Fir have mansard cladding which is different kind of cladding to the bigger blocks, is made out of a different material.
- MG enquired how the report would be paid for. AC suggested the reserves are used to pay for the report, however the decision lies with the directors. All directors agreed to proceed with the cladding inspection report for Birch and Fir.

Action Items

No.	Description	Action	Due
1	Report for Birch and Fir to be instructed	SMo	01/03/21
2	State Declaration forms to Leaseholders	AC	15/02/21

3. Elm Insurance Claim

- If the claim does not go in favour of VHMC, the money should be taken from the reserves.
- ME provided back history of the claim and the initial issue which was due to leaks occurring in properties 366 & 367 which had been ongoing for a number of years and upon further investigations over the years transpired that the issue was structural. SMO carried out full investigations which confirmed that it was a construction defect and the works were completed to remedy the problem with the insurers consent in early 2019. The insurers have now declined to cover the costs for the works and the case has been passed on to the Ombudsman and we are currently awaiting a decision. If refused the funds would have to be paid by all 76 of the Elm leaseholders. £38,000 is the total figure.
- WB - A construction defect could be paid from reserves and a decision is required which is why the accounts have been held back. We could charge the leaseholders or take the funds out of the reserves and ask Leaseholders to pay gradually. The amount would be around £400 per leaseholder.
- WB enquired if there was a particular reason that the funding was declined due to the length of time to complete the works etc. ME advised that this was not the case.
- JP asked if were charged for the amount of time the scaffolding was erected. SMO confirmed that there were delays in the scaffolding being removed, however there were no extra charges for this.
- All agreed to proceed with using the reserves for the funding and the accounts should be issued. Accounts to be issued on the 29th January along with an explanation for the delay. ME to compile the explanation and discuss with AC tomorrow.

Action Items

No.	Description	Action	Due
1	ME to compile report regarding the delay in sending out the accounts.	ME	25/01/21
2	Accounts to be issued	AC	29/01/21

4. EGM

- There has been feedback from some Leaseholders that they have been happy with the correspondence which has been sent out recently regarding the EGM.
- ME suggested that a review is required on what information is to be provided to Leaseholders regarding the EGM and that communication has gone off track for a professional Company due to having to re-buff a lot of correspondence from some Leaseholders. ME suggested that a pack be put together for the EGM with the information which is needed and should be circulated in the correct manner.
- It was agreed that an agenda pack should be put together for the EGM to be sent to Leaseholders this week by post. ME proposed that the newsletter should be sent after the EGM.
- MG asked the board if any posts regarding the EGM should be made. The Board agreed that no information was to be posted onto Facebook. MG commented that he would still like to issue a post but would agree with the majority decision.
- AC confirmed that there does seem to be a change of tone in what is currently being posted on Facebook.
- ME commented that there has not been any communication to Leaseholders as to the reason why the EGM is being held and that he had circulated an email with information to all Directors information regarding the reserves which he believes should be sent to the Leaseholders within the pack. ME to re-send the email.
- WB provided a list of concerns which he believes should be mentioned before the EGM and should also be part of the pack. Any amendments to the documents should be made by tomorrow.

- SMO confirmed that proxy votes are being received, 10 have been returned so far. 6 for MG as proxy, 1 other, 3 voted against the resolution.
- The format of the EGM to be decided along with how Leaseholders will vote
- MG asked if should invite Leaseholders to put forward any special resolutions or ordinary resolutions prior to the meeting. This was discussed.
- Information regarding the EGM to be placed on the website along with links to the Mem & Arts, for Leaseholders to put forward any special resolutions if necessary. The deadline should be the 22nd January. AC confirmed that the reason that we are having the EGM is to allow Leaseholders to vote.
- SS commented that we should avoid inviting Leaseholders to put forward any special resolutions which may cause more issues for the board. WB suggested we could let Leaseholders put forward any questions or concerns which they have ahead of the EGM and this information could be placed on the website.
- AC confirmed that THP have been invited to attend the meeting.
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Action Items

No.	Description	Action	Due
1	EGM pack to be compiled and information to be put together by tomorrow	ALL	19/01/21
2	ME to resend email to Directors re reserves	ME	31/01/21

5. Projects & Board Initiatives

Refer to Project Sheet below

6. Any Other Business

- DON- AC to circulate correspondence which has been received ASAP. Decision to be made by the board once the information has been received.
- EL enquired if more directors would like to become part of the Neighbourhood Watch Scheme. EL to send the link to the board.
- Meeting to take place on the 15th February in order to run through the EGM.

Action Items

No.	Description	Action	Due
1	NWS link to be sent to Directors	EL	15/02/21

Meeting ended: 8.45pm

5. Projects & Board Initiatives

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