

Directors Meeting

Date	15/02/2020	Time	6pm	Venue	Zoom meeting
Present		In attendance		Absent / Apologies	
<ul style="list-style-type: none"> Matt Garvey (Chairman) Martin Edge Simon Hirst Oliver Kirkham Stewart Smart Wayne Buckley Jaz Parmar Peter Bray-Spicer Serif Omar 		<ul style="list-style-type: none"> Andrew Copley Sarah Morrisen 		<ul style="list-style-type: none"> Edward Loughrey 	
1. Minutes of Last Meeting					
<ul style="list-style-type: none"> Reviewed and agreed 					

2. VHMC EGM	
<ul style="list-style-type: none"> VHMC EGM 2021 discussed 	

3. Repairs & Maintenance	
<ul style="list-style-type: none"> Fir Front door- currently still outstanding. SS enquired why this is still outstanding. SMO confirmed that SCS, the access control contractor attended and could not find the fault, the door contractor also attended, and the fault was found to be due to a button on a handset in one of the flats being pushed in. Letters are being sent to all occupiers Lights out on the 3rd floor of the MSCP – Contractor instructed, attended, parts on order Facebook has been updated with any repairs JP mentioned that there were issues with the Elm block door. SMO confirmed Contractor had been instructed MG requested a copy of the latest leak spreadsheet SMO confirmed that regular inspections are carried out in the blocks 	

Action Items			
No.	Description	Action	Due
1	Monthly leak spreadsheet to MG	SMA	12/03/21

4. Leaseholder Issues			
<ul style="list-style-type: none"> 197 has been keeping a cat in the communal area in Holly. Warning letters have been sent Breach of lease spreadsheet to be sent to MG on a monthly basis It was noted that there has been a reduction in Lease breaches since the Estate Rules were sent out. 			
Action Items			
No.	Description	Action	Due
1	Monthly breach of lease spreadsheet to MG	SMA	12/03/21

5. Projects & Board Initiatives

Cladding-

- The tender analysis has been received
- 3 tenders received. The cheapest is approximately £1.8 million and the most expensive is £3.1 million. The cheapest tender is from a Company in Arundel in Sussex (Stanlil), their tender is also the most thoroughly presented and this is the Company which Ridge recommends
- WB enquired if Chaney's will be charging any fees for the work. AC confirmed that there has only been a charge of £500 for the Section 20 notices each time that they have been sent out and no other charges will be added. AC stated that Chaney's normally charge 1% for any major works which are overseen, however has agreed that this will not be charged on this occasion. The charge would have been £18,000
- Fir has been inspected and Birch is yet to be inspected for cladding. Birch and Fir are under 18 meters. works out as £150 per leaseholder. Costs will be taken out of reserves for now
- Waking watch- MG enquired on how much had been spent on waking watch to date. SMO confirmed that we are currently spending £691.50 per block, per month
- AC confirmed that he had received an email from the Waking Watch relief fund team stating that the application has been received and has been sent for the review stage
- Fire Alarm install- to be completed by the 2nd week of March subject to access into the flats
- It was discussed whether we should arrange for Leaseholders to send letters to local MPs to lobby for the work. AC to compile a template letter that Leaseholders can use.

Action Items

Description	Action	Due
1. Template MP letter for Leaseholders	AC	01/04/21

6. Management Company

- Finance Update- Not discussed due to time constraints
- Arrears – If Leaseholders are in arrears, they should not be allowed to pay on a 6-monthly basis and should revert to a yearly payment on 1st January as per the terms of the Lease. This will come into force when the next demands are issued in January 2022. MG confirmed that at present the option for payment plans is not advertised. Currently 2 demands are sent out, on a 6-monthly basis. Will stop sending 6 monthlies but a demand for the whole year and a covering letter advising of the 6 monthly payments, by doing this we can omit this option if their account is in arrears, in the letter we will also advise Leaseholders to contact us if they are having problems paying their service charges.
- Further discussions to be had regarding chasing arrears.

7. Any Other Business

N/A

Meeting ended: 8pm

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					