

Directors Meeting

Date	15.03.20	Time	6pm	Venue	Zoom meeting
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Matt Garvey • Martin Edge • Stewart Smart • Simon Hirst • Jaz Parmar • Oliver Kirkham • Wayne Buckley • Peter Bray- Spicer • Serif Omar 	<ul style="list-style-type: none"> • Andrew Copley • Sarah Morrisen • Sara Martin 	<ul style="list-style-type: none"> • Edward Loughrey

1. Minutes of Last Meeting

- MP Template letter for Leaseholders still to be actioned. MG confirmed that he has circulated the letter which he has already sent to Marie Miller. The letters should be sent to each Leaseholder's local MP.
- Lease breach spreadsheet has been updated and sent to MG.

Action Items

No.	Description	Action	Due
1	Template letter for Leaseholders to send to their local MP to be drafted and circulated	SMo/SMa	01/04/21
2	Leak spreadsheet to be sent to MG	SMo	19/03/21

2. Approval of both EGM & Board minutes

- Board Minutes still to be agreed after requested amendments are made. ME commented that the cladding fee for Chaney's work regarding the cladding (mentioned in the previous meeting minutes as not being charged to VHMC) will now be paid.
- EGM minutes – to be amended prior to approval.
- Members' voting rights- 1 member, 1 vote. Discussion whether to update the Articles of Association and which template to use. Option A- changing one clause in the current articles, Option B, fully update the articles inclusive of the one clause, Option C- ask Members to vote for either A or B. The Board voted and it was agreed to proceed with Option C. SH advised will arrange for something to send out shortly. Chaney's to send out invitations for another EGM.

Action Items

No.	Description	Action	Due
1	Board minutes to be amended and sent to Directors for approval	SMo	16.03.21
2	EGM minutes to be amended and sent to directors for approval	SMo	16.03.21
3	Chaney's to send out invitation for another EGM	Chaney's	TBC

3. Projects

- Cladding- samples have been reviewed by The Board. Kingspan are the main suppliers for the cladding materials. The aluminium cladding is due to shortly increase in price. ME advised we are best to choose the fibre cement in order to prevent the increase in price. The classification which is being chosen is A1. The Board agreed proceed with the fibre cement type.

- Balcony decking- options are aluminum or fibre compressed cement. There is a small difference in the material cost so there will not be an increase cost. The options were presented to The Board. There will be one-year defects period. AC to obtain details regarding warranties for the products. The balconies will be replaced via scaffold access. The Board agreed to proceed with the fibre cement material.
- Financial – the tender will be set back due to the Company not yet having sufficient funding to pay the contractors until the government provide the first 80% of funding and therefore, we are not able start works until June.
- State Aid forms are still being received. 141 forms have been received so far.
- Statement of Estimates to be sent this week.
- The Board discussed whether to request the monies from Leaseholders and how the money should be requested. AC to clarify costings this week with Chris Kemmsett from Ridge.
- Three payment milestones were put forward
 - 1K due 1st July
 - £750 Due 1st October
 - Balance due (value tbc) due 1st January
- Updates regarding cladding to be placed on the website and by way of a Zoom Webinar for Leaseholders

Action Items

No.	Description	Action	Due
1	Obtain details regarding the warranties for the cladding products	AC	18.03.21
2	Statement of estimates to be sent to Leaseholders	AC	19.03.21
3	Cladding update meeting to be arranged	AC	01.05.21

4. Management Company

- Finance Update – 2018/19 accounts will be provided to The Board tomorrow.
- Arrears will be provided after the meeting.

Action Items

No.	Description	Action	Due
1	Arrears information to be sent to directors	SMo	19.03.21

5. Outstanding legal matters

- The Board discussed whether to pursue CD for legal costs which have occurred to date.
- MG to obtain a figure from Laura at THP how much had been spent to date. Figure to be circulated amongst the Board before a decision is made.
- DON- MG advised that the correspondence has resumed from DON. The Board discussed how to proceed. AC to manage correspondence received.

Action Items

No.	Description	Action	Due
1	MG to obtain amount which has been spent on the legal fees to date	MG	26/03/21

6. Repairs & Maintenance

- Maintenance –
 - Linked Fire systems- remaining flats will be assessed shortly.
 - Lift inspections have been carried out today.
 - SCS will be on site on Wednesday to install CCTV to the office.
 - FRA has been instructed for the office.
 - Fire doors for flats to be arranged and continued. AC advised that he is currently not happy for the inspections to be carried out at present with lockdown still in effect.
- Repairs
 - Birch lift out of action- door to be repaired due to vandalism- Kone have been instructed
 - Holly RHS lift, call buttons not working on floor 9- Kone have been instructed
 - Various lights out within the car park and within the blocks- instructed
 - Elm car park door broken- repair instructed.
 - Leak in 155 still under investigation

7. Leaseholder issues

- Flat 96 next to 97 is causing a lot of noise complaints. SMO to speak to the landlord regarding the noise.

Action Items

No.	Description	Action	Due
1	SMo to speak to the landlord of Flat 96 in regard to noise complaints	SMo	26.03.21

8. Any Other Business

- Arrears policy- discussed. Agreed from January 2022 those in arrears will have to pay their service charge in full rather two 6 monthly payments.
- Roundtable- The Board agreed to continue with the meetings.
- F.A.Q's for new tenants to be compiled
- Next meeting 19th April 2021

Action Items

No.	Description	Action	Due
1	Tenants pack to be compiled.	SMo	01.05.21
2	Invitation for next meeting to be sent out.	SMA	TBC

Meeting ended: 8.30pm

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					