

## Directors Meeting

<b>Date</b>	19/04/21	<b>Time</b>	6pm	<b>Venue</b>	Zoom Meeting
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> <li>Matt Garvey</li> <li>Martin Edge</li> <li>Stewart Smart</li> <li>Jaz Parmar</li> <li>Peter Bray-Spicer</li> <li>Simon Hirst</li> <li>Oliver Kirkham</li> <li>Wayne Buckley</li> <li>Edward Loughrey</li> </ul>	<ul style="list-style-type: none"> <li>Andrew Copley (Chaney's)</li> <li>Sara Martin (Chaney's)</li> </ul>	<ul style="list-style-type: none"> <li>Sarah Morrisen (Chaney's)</li> <li>Serif Omar</li> </ul>

### 1. Minutes of Last Meeting

- EGM invitation- date has been agreed, invitation to be sent.
- Cladding product warranties- AC still to obtain.
- Arrears information to be sent to Directors.
- Tenants information pack to be compiled by next meeting.
- MG reported that Maria Miller had responded to his letter, reporting that the request for Government to support cost of balcony decking has been passed to her colleague.

#### Action Items

No.	Description	Action	Due
1	AC to obtain cladding product warranties. AC to report on Legal Fees incurred to date.	AC	
2	SMo to send arrears information to Directors	SMo	23/04/21
3	Tenant information pack to be compiled	SMo/SMa	17/06/21

### 2. Election of Chairman

- MG mentioned that he is looking to step down as Chairman of the Board and need to nominate a new Chairman.
- Only one nomination was received from ME. ME made a statement and vote took place. It was unanimously agreed that ME should become Chairman. EL to become a shadow and learn from ME. JP to take over the financial aspect which ME previously carried out.

### 3. Cladding Update

- AC provided an update and advised that there was an update meeting which took place on 6<sup>th</sup> April, there is a further meeting next. Everything has now been submitted to Homes England. Homes England, post Brexit have now decided to change the way that the State Aid declaration forms are completed, and they are now State Subsidiary return and therefore the forms do need to be resent which will be completed this week. The Fire Engineer has advised that they would like further classification on the fire classification on the materials which will be used.
- ME advised that conversation have taken place with Ridge and the contractor StanLil regarding funding. Funding needs to be received from the Government before works are able to commence. The Contractor may be on site in May, however not much in terms of work. The works will likely complete in May 2022. The revised forecast of their cash demands to required. AC is currently chasing.

- Section 20 has now been issued to all Leaseholders regarding the cladding works.
- AC confirmed that Residents would be able to use the balconies up until the time that they are being worked on. The balconies will need to be cleared and the Estate Team will deal with the issues when they arise.
- Parking spaces- some of the parking spaces will be used for StanLil welfare facilities and storage SMO has contacted some of the Housing Association Residents who do not have cars to enquire if we can use their parking spaces in the MSCP.
- Leaseholder Cladding Update Meeting- booked for Tuesday 27<sup>th</sup> April. Invitations have been sent.

#### Action Items

No.	Description	Action	Due
1	State subsidiary forms to be sent to leaseholders	AC	23/04/21
2			

#### 4. Management Company

- Accounts – the accounts were discussed.
- A decision was required - to confirm the writing back of an element of the MSCP Fund amounting to £19,391.17. All VHMC Directors voted in favour, apart from EL and SH who abstained from voting. Carried that the amount of £19,391.17 will be placed back into the MSCP reserve funds. This will be reflected in the 2018 Accounts.
- SH suggested that a statement be added to the balance sheet to state that the accounts have been approved by the Board. Directors agreed that the statement should be added. SH to send the statement to AC to be added to the accounts.
- A review is still required of how the cost of new water meters and the recovery of those costs has been allocated. To be completed by 23rd April.
- The 2018 and 2019 accounts are to be completed by the end of the week and to be published immediately. The 2020 accounts are to follow without delay.
- Finance reports- SMO to provide to Directors.

#### Action Items

No.	Description	Action	Due
1	2018 and 2019 accounts to be amended and sent to be approved	AC	23/04/21
2	Statement from the Board to be added to the balance sheet on the accounts	AC	23/04/21
3	Finance reports to be sent to Directors	SMo	23/04/21

#### 5. Repairs & Maintenance

- Sma mentioned that there have been issues with the lifts. Birch lift is currently out of order due to the vandalism of the doors. The new doors have been ordered and should be replaced in a couple of weeks. The Cherry lifts are also having issues. The RHS' step plate has been damaged and needs replacing. The LHS lift has issues with the door which requires a part to carry out the repair. The engineer should be on site this week in order to repair. Sma will update Facebook.

#### Action Items

No.	Description	Action	Due
1	Facebook to be updated with the progress on lift repairs in Birch and Cherry.	Sma	20/04/21

#### 6. Leaseholder Issues

- AC mentioned that several emails have been received from CD and DON. AC will report to the Directors.

#### Action Items

No.	Description	Action	Due
1	Report to Directors regarding correspondence received from CD & DON.	AC	23/04/21

#### 7. Any other Business

- EGM – The date had been provisionally booked for the 24<sup>th</sup> May. The purpose of the EGM was discussed and was agreed that should be to vote on the amendment of Articles of Association. SH has drafted the amendments. Date of the EGM to be agreed once the amendments have been agreed.

MG raised arrears and noted that the cladding demands should be considered as separate from the S/C demands and not be considered as a debt. The demands will be sent out on the July 1<sup>st</sup> and the 1st October. This was discussed further. Further discussion to be had with WB, AC and SH. Up to date information on debtors required for the EGM.

WB suggested that also have a cladding update at the EGM, however no provision for questions and answers. Directors agreed to add cladding to the meeting agenda.

- Service Charge Demands- The Board agreed that the balance demands for 2021 will be due 1<sup>st</sup> July 2021. However, for 2022 the full annual amount will be billed and due by 1<sup>st</sup> January 2022 instead of being split over 2 equal 6 monthly payments
- Payment plans- there are some Leaseholders on payment plans. SMO will have details of these plans. WB to continue assisting with the payment plan scheduling.
- JP mentioned that an email had been received from Jamie Robins regarding noise in Holly block and children playing in the lobbies. SMa to respond to JR in the morning and review CCTV.
- The S20 Notice for Cladding was sent out, however there was an error with the end date of the consultation period. A correction comment was made on the covering letter sent with the Leaseholder cladding meeting invite. Amendment also to be added to Facebook.
- Birch & Fir Cladding report update- AC confirmed that Chaney's have been actively chasing for the report on a regular basis. AC has a meeting tomorrow with Basil, Vemco
- Message to be placed on Facebook inviting residents to join Neighbourhood watch.
- Check whether CCTV has been established with Hampshire Constabulary.
- Birch buggies- Residents are storing their buggies under the stair due to the lift being out of action. SMa to place a sign and cordon off the area allowing Residents to store their buggies there on a temporary basis. SMa and SMO to endeavour to meet on a 121 basis with the affected Birch residents.
- AC mentioned that there will be a new system in place called Blocks Online which Chaney's will be implementing.
- Date of next Board Meeting – 17<sup>th</sup> May 2021

#### Action Items

No.	Description	Action	Due
1	SMO to provide details of the leaseholders currently on a payment plan	SMO	17/05/21
2	Respond to JR's email regarding children playing in lobbies	SMa	20/04/21
3	Amendment for the S20 Notice to be placed on Facebook	SMa	23/04/21
4	Message regarding residents joining Neighbourhood Watch to be placed on Facebook	SMa	17/05/21
5	Check whether CCTV is established with Hampshire Constabulary	SMO	17/05/21
6	Sign to be placed in Birch for temporary storage of buggies and Residents to be contacted 121.	SMa	23/04/21

Meeting ended: 7:45pm



**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					
Webiste					