

Directors Meeting

Date	15/05/21	Time	6pm	Venue	Zoom
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Peter Bray-Spicer • Matt Garvey • Stewart Smart • Oliver Kirkham • Serif Omar • Jaz Parmar 	<ul style="list-style-type: none"> • Andrew Copley (Chaney's) • Sarah Morrisen (Chaney's) • Sara Martin (Chaney's) 	<ul style="list-style-type: none"> • Simon Hirst • Edward Loughrey • Wayne Buckley

1. Minutes of Last Meeting

- Minutes of the previous meeting (April 2021) were reviewed and agreed.
- Cladding warranty information to be provided by AC.
- SMO to send arrears information presented at the meeting, to Directors.
- Message on Facebook regarding Neighbourhood watch to be completed by next Board meeting.
- Tenant information pack still to be compiled and provided for the next Board meeting.

Action Items

No.	Description	Action	Due
1	Cladding warranty information to be provided	AC	07/06/21
2	Arrears information to be provided to Directors	SMo	21/05/21
3	Message on Facebook regarding Neighbourhood watch to be completed by next board meeting.	SMA	21/06/21
4	Tenant information pack to be compiled	Chaney's	21/06/21

2. Grant Funding for review & Board Resolution

- Draft Government funding resolution was sent over to all Directors for review. SS proposed to agree for the resolution. SH and JP provided proxies. The remaining Directors present agreed. ME requested for the report to be provided to Homes England by Chaney's.

Action Items

No.	Description	Action	Due
1	Grant funding report to be sent to Homes England	AC	

3. Cladding Update

Action Items

No.	Description	Action	Due
1	AC to chase StanLil for response regarding cash flow and start dates	AC	07/06/21
2	RES to provide certificates for fire alarm installations to flats in Cherry, Elm and Holly. SMO to chase.	SMo	21/05/21

4. Management Company

- Financials- SMO shared the financial report, this was discussed. There has been an overspend on the legal fees and grit/salt as some had to be re-ordered. Essential AOV works have been carried out in Birch, Cherry & Elm. There has been an overspend for lifts in Birch due to the replacement of the damaged doors. The costs of the waking watch have been paid for out of reserves for Cherry, Elm & Holly. There will be a saving in the estate costs as the on-site guardian have been budgeted for, however this is currently on hold.
MG queried the underspend on the gardening- SMO confirmed that over the past 3 years we have carried out a lot of gardening works, the estate is now where it should be and therefore the spend will be lower and the projected cost was based on the previous year's budget.
- Articles & Association redraft- SH has circulated the draft to all Directors for review. The new draft is regarding the voting of Members at AGM & EGMs stating that each member has one vote. The current articles are loaded on Companies House. SH has also downloaded the 2006 version from Companies House in order to review some of the clauses which should/should not be carried over into the revised VHMC articles. A decision is required by all Directors on how to proceed.
ME to provide the final draft to Directors

Action Items

No.	Description	Action	Due
1	ME to provide final draft of the articles to all Directors	ME	21/06/21

5. Repairs & Maintenance

- The leak spreadsheet to be shared to the Directors after the meeting due to technical issues re sharing at the meeting.
- MG enquired when the flat inspections will resume. Chaney's to review resuming the inspection around June dependent on staff. SMO to provide the checklist of what was being checked in each flat to the Directors.
- Information regarding leaks to be provided at the EGM/AGM.
- Cost of expenditure on leaks over the last 3 years to be provided by the next Board meeting. Financial impact of the leaks which have occurred to be placed on the spreadsheet. SMO to email MG how to proceed.
- MG enquired if there is an early warning system which could be installed. SMO advised this has investigated. There are systems which could be placed in the service cupboards. Further investigation required. To be provided at the next board meeting.

Action Items

No.	Description	Action	Due
1	Flat inspection checklist to be sent to directors	SMo	19/06/21
2	Information regarding leaks to be provided at the EGM	SMo	01/07/21
3	Further investigation required regarding leak early warning systems	AC/SMo	19/06/21

6. Leaseholder Issues

- There have been a few complaints regarding Residents feeding pigeons. A note will be placed on Facebook.
- There have been complaints regarding parties taking place in Cherry. A note will be placed on Facebook.

Action Items

No.	Description	Action	Due
1	Note regarding residents feeding pigeons and having parties to be entered onto Facebook	SMA	19/06/21

7. Any other business

- Arrears- the information was shared with the Directors. The level of arrears has reduced and all cases are at the required stage of enforcement action. There are a number of legal charges which Boyes Turner are pursuing.
- Newsletter to be sent out to Leaseholders.
- A tree for the Queen's platinum jubilee to be planted. PBS mentioned that can obtain a tree for free. Chaneys to investigate.
- SM to meet JP/EL/OK onsite with PPS re lobby repairs outstanding from the lobby refurbishment
- JP asked if we could update the website to keep Leaseholders informed. Link on Facebook for the board minutes also. ME mentioned that the website needs updating and an overhaul.
- Following an irregularity which has been found, SH & PBS are resigning as Directors of the board with immediate effect. The Board wishes to thank both for their work to date.
- Process of re-tendering is due to take place by the Directors due to Chaneys being in place for 7 years.

Action Items

No.	Description	Action	Due
1	Newsletter to be sent out to leaseholders	SMA	01/07/21
2	Chaneys to investigate the planting of a tree for the Queen's Jubilee	SMA	ASAP
3	SMA to arrange meeting with PPS, JP & OK regarding lobby refurbishment snags	SMA	21/06/21
4	SH & PBS to be removed from Companies House	Chaneys	ASAP

Meeting ended: 8pm

