

Directors Meeting

Date	18/10/2021	Time	18h00	Venue	Zoom
Present	In attendance			Absent / Apologies	
<ul style="list-style-type: none"> • Matt Garvey • Serif Omar • Martin Edge • Stuart Smart • Oliver Kirkham • Amma Nsiah-Ababio - Guest 	<ul style="list-style-type: none"> • Sarah Morrisen – Chaney's • Lucy Broadfoote-Brown Chaney's 			<ul style="list-style-type: none"> • Jaz Parmar • Wayne Buckley 	

1. Cladding update

- **ANA** – Met with Maria Millar local MP in September to discuss Birch and Fir EWS1 forms but more about Birch as she is a lease holder in Birch.
- **ANA** – Would like to hi-light her concerns as she feels it is not easy to contact the Directors directly which makes it feel like a lack of transparency between Leaseholders, Residents and Directors. ANA has previously sent e-mails to help@winterthurway but did not realize they come directly to Chaney's and unless she requests a Director to contact her this will not happen **SM** deals with the post on that site but **ANA** does come to the office if necessary. **ANA** said the Directors were invited to come to the meeting she set up with Maria Millar. **ANA** would like more cladding updates on Birch and since getting the EWS1 assessment back in July she has had no communication on Birch and feels the Website cladding updates are only on the larger blocks.
- **ME** has said he will address the problem with Leaseholders or Residents not being able to contact Directors easily. **ME** agreed that the cladding updates have been focused on the larger blocks and that is because we have had some meaningful information to pass on whereas with the smaller blocks it is muddled information we are getting and inconclusive so there has not been a positive message to give but a message should still be put on the site giving an update. **ME** confirmed regarding Maria Millar the past Chairman **MG** and **ME** both had separate contact with Maria Millar and in both cases, she referred their questions upwards to the Ministry and they both heard back "we hear your problem we are addressing it".
- **ANA** – met in September with Maria and said Maria was surprised no one had been in contact with her about Birch and Fir specifically and she is not familiar with the specific challenges around these blocks regarding the funding because these two buildings are less than 18 meters and if there would be the same funding available, Maria Millar did inform **ANA** that she is the chair of the building safety bill but unfortunately because of this she cannot speak on our behalf in Parliament. Maria Millar is happy to attend a Leaseholders /residents meeting to discuss this further and is happy to arrange for the Fire Brigade to attend to help reassure some residents. In terms of Birch and Fir regarding the funding specifically she thinks it will be to hard to change the policy so need to look at options around it. Birch could use the slope to help it appear to be more than 18 meters even though its not. Maria Millar also suggest maybe getting legal advice. **ANA** will send a copy of her meeting notes with Maria Millar to **SM** for distribution to the Directors.
- **MG** When he was Chairman wrote to Maria back in March about the smaller blocks and she did responded The view of the board was having a loan system would be burdensome because it would make those flats unsellable, so the 18 meter rule needs to be dropped and it has also been the case that the Directors have pushed Hampshire Fire Service on this issue as the smaller blocks are not dangerous **ME** the issue is whether we can get an EWS1 form signed off and it is not the Fire Service that does this it is a Competition Fire Officer which in our case is Vemco and we did try twice to get this done with regards to the Balconies in Holly, Cherry & Elm and Vemco said they would not sign off the EWS1 form with the existing balconies. We have now agreed to proceed with an aerial survey on Birch and Fir in order to produce proper dimensional elevational drawings and then in tern we can invite quotations for what the cost of remediation will be, we have not informed the leaseholders of this yet as it is about to be done.

- **SM** – The Fire Service are going to carry out an audit of Birch and Fir as they are of the opinion that there might be alternative measures we can put in place rather than replace the cladding i.e a link fire system and if they are satisfied with that along with Environmental Health and the other agencies then it might appease our fire consultant.
- **ANA** – can this information be passed onto leaseholders and residents. It was agreed to amend the website so that Leaseholders do not think they are messaging the Directors when they message Winterthur Way.
- **ME** - we have invited Ridge to give us their proposal for how to manage procurement of contract to address remedial works on Birch & Fir as far as remedial work has been identified from the surveys so they are going to go ahead with aerial survey and production of CAD drawings which would be circulated to contractors to get an indicative price as we believe unless we have some realistic idea of the cost its difficult to comprehend the gravity of the burden on the effected leaseholders.

Action Items

No.	Description	Action	Due
1	ANA to send through letters from Maria Millar		
2	SM to distribute letters from ANA once received to Directors		

Minutes of Previous Meeting

- Colin Davison was invited to inspect the financial records with regards to the Tribunal at Chaney's Offices
- **SM & ME** spoke to Colin Davison regarding his parking space.
- Site Guardian was actioned

Action Items

No.	Description	Action	Due
1			
2			

2. Cladding Update

- payment contributions for the cladding collected is £174,000.00 and outstanding R74,000.00 some people have paid their R500.00 payment, we have collected R4,500.00 of this. We are much further along than we were at the last meeting when it was half and half the next stage will be to refer to legal. Reminders were sent and accounts will now be referred to legal this week Boyes Turner, once this is done we feel a lot of people will pay out of the 74 who have not yet paid, 17 are in fact Colin Davison.
- Drone survey carried out for Birch and Fir just waiting for results.
- Regarding Cherry, Holly and Elm, Ridge have been authorized to go ahead with the contractors Stanlil which they have done because in the last month we have had reconfirmation from Homes England / The Ministry confirming the amount of funding they are going to release. The amount has to be adjusted slightly so we are waiting for a second letter but we still don't know when the funds will be released but we believe by the end of the year. Today we have received via Ridge a revised work program from the contractor which shows him starting onsite next month in November and it shows completion in September 2022. They will start with Elm, Cherry then Holly.
- **ME** – we need to immediately draft a letter to leaseholders on the website for Birch and Fir.

Action Items

No.	Description	Action	Due
1	ME & SM to draft letter for website for Birch and Fir		
2			

3. Colin Davison Parking space 292 & First Tier Tribunal

- Colin's parking space is not 178 that we were first lead to believe it's a different space he is referring to. Regarding the 1st tier Tribunal, Colin has been e-mailed and reminded about the offer to come in and inspect the records with regards to financial accounting, he has yet to respond. Regarding parking space 292 **SM ME** and Colin had a zoom meeting, **ME** came to site and looked at spaces and did measurements and Colin put forward some suggestions one being that we relocate the gates to the outside of Holly which is not feasible so we have offered him upon approval of the board a visitors space as an alternative space. Some of the spaces

in Holly are actually smaller than Colin's existing space now but it does fall under the minimum width of a parking space. Colin has come back to us and is not totally happy with a visitor space but this offer was made without prejudice. Collin also wanted this confirmed through a variation to the lease and the chances of getting that through are nil. Colin only has until 22nd October 2021 to lodge his own case in detail to the court and copy us in but there is a chance he has submitted to the court and not copied us in.

Action Items

No.	Description	Action	Due
1			
2			

4. AGM

Everything has been sent out for the AGM, also links and documents put onto the website. **SM** setting meeting up as a webinar same as last time but may just need a practice run to make sure all settings are corrector. **RD & LBB** from Chaney's will be attending the meeting but need to speak to **WB** regarding the voting as he did some excellent work on the spreadsheets before of counting of votes so at this point, we are good to go. 5 Proxys have been returned so far. **MG** would like to know if there have been any other tabled resolutions. **SM** confirmed None. If we do not get more proxy's back we need to remind leaseholder prior to meeting by putting something on Facebook or notices in lobby's etc **MG** feels leaseholders need to know prior to the meeting more information on cladding and what it will be like living on site during the works as it may affect their tenancy's when they come up for renewal. We need to help manage people's expectations **ME** we should maybe arrange a cladding update meeting after the AGM as the cladding issues do not affect everyone so when we arrange the meeting we should invite the fire service and Maria Millar to this meeting. **ME** suggest that **SM SS** put together a slide show for the cladding for the AGM to show pictures of what to expect and that it will affect visitors parking. Areas will be fenced off by the contractors where there are building materials left.

OK - would like to know what is going to happen with the loss of visitors parking but **SM** informed it would not be all of them. **SM** is trying to arrange for us to utilise the Sovereign house parking in the Multi storey car park ones that are not being used, letters have been sent to the individuals and we are awaiting to hear back. The contractor has not agreed to pay for alternative parking, but we are pursuing this with the contractor.

We Need to send out invitations to Fire Officer and Maria Millar MP for cladding meeting date to be confirmed.

5. Management Company Financials

- SM has distributed the financials, very little change
- ME in terms of financial operation expenditure we seem to be in good shape, the large amounts allocated to reserves funds on Birch etc. is the fees to Ridge which will be recovered so they do not figure in the forecasting of over expenditure as they are not additional expenses.
- SM – Site Guardian has been put in place over the October half term they will be onsite as a presence they will go into blocks and walk around the estate and engage with residence and children, they have cameras on their clothing so if there is any anti-social behavior they will film this. The cost for about 10 days will be £992.20 they have also been dealing with similar problems at Crown Heights. This amount will have to go into our budgeting forecast. The company will give us daily feedback on what they find
- Premier Gardeners have been on site for 6 years and have never increased their fees but they are now going to at the moment with VAT we pay £8,364.00 per annum and he is proposing it is going to go up to £10,485.00 plus vat which would be £12,582.00 per annum. Premier Gardens come weekly during the summer and are supposed to come once a month in Winter, but he has been coming twice a month in winter. Services have not changed so we will see if he can give us a better price and we will get two other quotes.

Action Items

No.	Description	Action	Due
1			
2			

6. Any Other Business

MG – would like a draft tenant letter informing the tenants of the cladding project.

Action Items			
No.	Description	Action	Due
1			
2			

Meeting ended: 19h40

5. Projects & Board Initiatives

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