

Client Name: VHMC

Directors Meeting

Date	17/01/2022	Time	18h15	Venue	Zoom
Present		In attendance		Absent / Apologies	
• Martin Edge • Oliver Kirkham • Matt Garvey • Stuart Smart		• Sarah Morrisen (Chaneys) • Lucy Broadfoote-Brown (Chaneys)		• Jaz Parmar • Serif Omar • Wayne Buckley • Richard Duncan (Chaneys)	
1. Minutes of Last Meeting					
• Amma (Flat 97) sent through a letter from Maria Millar which was sent to the Directors. • Website was updated with the record of the Cladding Meeting held on 16 Nov 2021.					
Action Items					
No.	Description	Action	Due		
1	ME requested Chaneys to be in full attendance at the next Directors' meeting and to give a full update on the progress with the service delivery to VHMC.	Chaneys			

2. Colin Davison 1st Tier Tribunal Proceedings update					
• The Tribunal was over two days from 10 th to 11 th December 2021. VHMC was well prepared, Colin Davidson appeared to be unprepared for the tribunal. We are still awaiting the Judge's ruling. •					
3. Cladding Works					
• The Cladding work has started on Elm and the scaffolding is up on the 1 st elevation. A lift hoist is in place to get personnel and materials up and down the building. Materials are arriving on site daily. Stanlil have removed 7 or 8 panels and have found a few problems which require Vemco's advice to determine whether the proposed design is satisfactory or requires more work. • The Site appears to be well organized. • Balcony materials have arrived on site. • Parking arrangement and re-allocation of spaces in Elm undercroft is working fine. • First payment to Stanlil in December was made from the reserve funds, the next invoice has been submitted (IRO £190,000) but we do not have the money in reserves, however, dialogue with Homes England (Thomas Birch) is much more intense now. Paper trail slow as no documentation currently signed as no documents have been issued but we are quite confident we will receive money very soon. • Regarding Birch & Fir, no questions were sent to Maria Millar following the announcement from Michael Gove.					
Action Items					
No.	Description	Action	Due		
1	Confirm the height of Birch and Fir	SM	ASAP		

4. 2022 1st Half Demands					
• The current first half demands are late going out • SM will complete the Budget for 2022 and send to ME prior to distributing to all Directors for approval. Once Directors have approved the new budget SM will send out the demands so Leaseholders. • It was agreed that the Site Guardian cost would be taken out of the budget.					
Action Items					
No.	Description	Action	Due		
1	Budget for 2022	SM	31/01/22		

5. Site Update

- There are many leaks being reported **MG** would like to see if there is a solution to these problems before they happen to keep costs down.
- **MG** Requires **SM** to get a schedule of how long each section will take on the cladding regarding scaffolding, netting, replacement cladding and balconies to give Leaseholders a time frame of works.

Action Items

No.	Description	Action	Due
1	SM to ask Chris Kensett for schedule	SM	ASAP

6. Any Other Business

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Action Items

No.	Description	Action	Due
1	SM – Asked if it would be possible to increase the cleaning staff salaries as they have not had an increase for some time and have worked every day during COVID		
2	ME – asked that SM look to see what their salaries have been for the past 3 years and to put something together for the board.	SM	ASAP

Date of next meeting: Monday 21st February – 18:00hrs

Meeting ended: 19h04

Signed by Client: _____

Date: 25th January 2022