

Directors Meeting

| | | | | | |
|--|------------|--|-------|---------------------------|------|
| Date | 21/03/2022 | Time | 18h00 | Venue | Zoom |
| Present | | In attendance | | Absent / Apologies | |
| <ul style="list-style-type: none"> • Jaz Parmer • Martin Edge • Stewart Smart • Serif Omar • Oliver Kirkham • Wayne Buckley • Matt Garvey | | <ul style="list-style-type: none"> • Sarah Morrisen (Chaneys) • James Buckley (Chaneys) • Lucy Broadfoote-Brown (Chaneys) | | | |

1. Minutes of Last Meeting

- Minutes from previous meeting agreed

Action Items

| No. | Description | Action | Due |
|-----|--|--------|----------|
| 1 | Covering letter sent to leaseholders re changes in service charge payment for 2023 and arrears collection. | SM/ME | 17/03/22 |
| 2 | Tribunal Court Clerk informed SM that the proceedings are public record so can be published. | | |
| 3 | VHMC are trailing a Mesh alternative to the boards across doors and windows. | | |
| 4 | Budget sent to Directors. | | |
| 5 | Cleaning staff pay increase implemented. | | |
| 6 | Re-set James to update later at the meeting | | |

2. Court proceedings against leaseholders – update

- We went back to court two weeks ago for the disposal hearing for arrears, the Judge wants more specific dates and paperwork summarized. Was postponed until 7th April 2022. CD owes on the six cases being heard £1,100.00 from April 2020. CD has paid £17,000.00 prior to the last hearing.
- JP asked if we could claim fees incurred. ME informed JP that we can and will.
- Another leaseholder is disputing some of the aspects of the service charge, but this will be put on hold until CD case is fully completed as the court will use decisions made against CD to apply to other cases raised unless there are different points. Boyes Turner to officially respond to her.

Action Items

| No. | Description | Action | Due |
|-----|-------------|--------|-----|
| 1 | | | |
| 2 | | | |

3. Cladding works

Progress and Program

- Vemco reported today that the steel up stands need to be reviewed, Vemco have given permission to proceed. Stanlil to complete the cladding panels and Vemco need to give approval.
- Olivier asked about balcony replacements and was informed they are currently underway as nothing unexpected was found to delay the work.

Financing, costs, and billing to Leaseholders

Everything has been submitted to Homes England for next payment to be released but Homes England always seem to be running a payment behind. It was decided we need to try and go above Tom Birch as they keep delaying in making payments. VHMC will try to claim for any delays from Homes England as this has caused us a crisis with late payment and made finances critical and we should not be in this position. Due to late payment from Homes England, we do not have enough money in the account to pay everything on time and that is why ME insisted on transparency of the VHMC accounts as the £192,000.00 reserve dedicated to the

MSCP has had to be used during this period until the money comes through from Homes England. Finance reports need to be adapted.

- Chaney's are sharing VPMC Bank statements on a shared platform for Directors.
- Matt Garvey said the next invoice of £500.00, Leaseholder contribution for balconies is due. We have waited to send this out until we send the second half demands which will be sent shortly.
- JP asked if the mesh would cost more than the ply board for the doors and windows and the answer is yes about £20.00 per lease holder.
- Flat 333 Does not want mesh and is happy with the ply board. Going forward on the next blocks, mesh will be used. Stanlil should have foreseen this problem before starting work.
- Scaffolders have put a huge advertising sign up with no permission, they are sub-contractors, and the sign is to be taken down.
- It was decided to adhere to what the lease states which is one payment for service charges which is a collective feeling as members who fail to pay are driving the decision as they are causing a cash flow problem. If everyone paid on time, there would not be a problem but currently the rest of the leaseholders are paying for them. We are trying to invest in the Company. All agreed on the change.
- ME suggested offering Amma to become a director which everyone agreed was a good idea.

Action Items

| No. | Description | Action | Due |
|-----|---|--------|--------|
| 1 | Amma to be offered to become a director | | |
| 2 | Second invoices for Balconies to go out | SM | May 22 |
| 3 | Scaffolder's advertising to be taken down | | |

4. VPMC Reserve funds and Financial Cash Flow

- The accounts have been distributed.
- MG asked what the amount of the arrears service charge stands at:
2021 arrears are down to £88,374.49.
2022 arrears is - £167,624.88 but the demand has just gone out,
Cladding, we have 42 leaseholders who have not paid so cladding arrears is £42,000.00.
Total arrears combined is £297,999.37.

Action Items

| No. | Description | Action | Due |
|-----|-------------|--------|-----|
| 1 | | | |
| 2 | | | |

5. VPMC Costs report 2022

- The budget has been circulated
- A cladding contingency line has been added for the three blocks, it is a zero-cost line, but this is where all monies paid in and out for Cladding works will go to make it easier for reporting back to the Directors.
- We are also keeping a close eye on electricity.

Action Items

| No. | Description | Action | Due |
|-----|-------------|--------|-----|
| 1 | | | |
| 2 | | | |

6. VPMC Arrears Collection policy

- This was covered under site upkeep.

Action Items

| No. | Description | Action | Due |
|-----|-------------|--------|-----|
| 1 | | | |
| 2 | | | |

7. Site update

- About 5 leaseholders wrote in to complain about the change in the service charge payment structure. They thought we had to have a members vote to change the way of payment, but the lease stipulates one payment on 1st Jan.
- Amma has requested that the Board reconsiders having some form of collective consultation with Leaseholders to explain why this was done without advanced consultation. Having now been discussed the boards collective feeling is that the original decision stands. This decision has been driven by those members who have failed to pay.
- We are looking at early warning leak detection monitors being put in the service cupboards to alert us to leaks. We will need to look at how we charge this back to the leaseholder whether it is flat to flat or a communal leak.
- Martin Edge asked the board if they would like to invite Amma to become a director and it was agreed Martin would put this to her.

Action Items

| No. | Description | Action | Due |
|-----|--|--------|-----|
| 1 | Ask Amma to join the board | ME | |
| 2 | Explanation to Amma re decision held re service charge demands | ME | |

8. Chaney's report on Management Reset

- James circulated an updated reset document including additional points of reference, he is still working through some of these points. A lot of the points raised previously are now in place and working well.
- If there is anything in the document that the Directors feel should be a priority, please let James know.
- James requested that the Directors read through the new draft and give him any feedback.
- Martin Edge said that previously the feedback was that VPMC and Chaney's were not communicating effectively with leaseholders. It was felt that the directors were being too hands on and managing individual situations, that they needed to step back and let Chaney's deal with all the issues.
- Martin Edge, suggest we need a set of Rules for Chaney's that shows a leaseholder has been dealt with in a timely fashion by Chaney's.
- Jaz Parmar mentioned that there should maybe more clarity regarding tenants coming to the site office when they should be going to their landlord or rental agent.

Action Items

| No. | Description | Action | Due |
|-----|--|--------|----------|
| 1 | Any suggestions on the re-set document please send to James in the next 7 days | All | 28/03/22 |
| 2 | Martin Edge asked James to draw out the action points in the document with things that need to change or have changed. | JB | 01/05/22 |

9. Any Other Business

- Oliver Kirkham asked if the paint spillage near the estate office could be cleared off the road and if the heaters could be turned off in the communal areas.
- Jaz Parmar requested that communication and updates are made regularly
- Sarah Morrisen said we have been made aware that the Freehold Managers have sold the freehold on two of the buildings. We have not been informed directly we were informed by one of the leaseholders. We know Willow has been sold. Homeground is an agency that collect the ground rent on behalf of Adriatic Land 12 Ltd.
- Sarah Morrisen has made contact with the parties concerned but has not had a response yet.

Action Items

| No. | Description | Action | Due |
|-----|-------------------------------|--------|----------|
| 1 | Paint spillage | LBB | 28/03/22 |
| 2 | Heaters turned off all blocks | LBB | 28/03/22 |

Meeting ended: 19.30

Signed by Client: _____

Date: _____