

Directors Meeting

Date	21/02/2022	Time	18.30	Venue	Zoom
Present		In attendance		Absent / Apologies	
<ul style="list-style-type: none"> Stuart Smart Martin Edge Jaz Parmar Serif Omar Wayne Buckley Matt Garvey 		<ul style="list-style-type: none"> Sarah Morrisen (Chaneys) Richard Duncan (Chaneys) James Buckley (Chaneys) 		<ul style="list-style-type: none"> Lucy Broadfoote Brown (Chaneys) Oliver Kirkham 	
1. Minutes of Last Meeting					
<ul style="list-style-type: none"> Richard Duncan and James Buckley from Chaneys in attendance as requested by VHMC Minutes from last meeting agreed. 					
Action Items					
No.	Description	Action	Due		

2. Colin Davison			
<ul style="list-style-type: none"> The tribunal ruled in favour of VHMC against Colin Davison's claims A big thank you was extended to everyone involved in this time-consuming case. The judge's verdict concluded that everything Chaneys and VHMC had done was reasonable, appropriate and correct It was agreed that the verdict from the tribunal should be communicated to Leaseholders as soon as possible via Facebook with a link to the web page with all the information. 			
Action Items			
No.	Description	Action	Due
1	It was suggested that we check with the Court Clerk if there any restrictions on how applicants use the result.	SM	

3. Cladding Works			
<ul style="list-style-type: none"> Upon removal of the cladding, Stanlil are finding additional works (as detailed in Ridge's site progress reports) The areas of concern have been inspected by Naseer from Vemco and suggested remedial works have been proposed and require approval (by Vemco). Chris Kensett, Ridge is actioning this. As a result of the above, additional works will be required of which there will be associated costs. Once required works have been agreed costs covered by Homes England will be determined. There is a strong possibility that the additional works will extend the programme. Stanlil have submitted a claim for additional cost which includes a sum resulting from the delayed start onsite. This is being dealt with by QS, Alistair Starnes, Ridge. Ridge to look at an alternative to the ply boards that are being put over the doors and windows to prevent Residents climbing onto the scaffolding. Chaneys to store all Ridge reports on new teams' site for Director access. 			
Action Items			
No.	Description	Action	Due
1	Confirm height of Birch & Fir	SM	
2	Alternative to secure balcony doors	Ridge /SM	

4. 2022 1st Half demands

- The budget was finalized with Sarah Morrisen and Martin Edge and demands were sent out on 21st February 2022.
- Sarah Morrisen to circulate new budget to all Directors.
- Wayne Buckley enquired if everything had been done to reduce the cost of energy levels as they are extremely high
- SM informed that Lobbies now have locks on the heaters to keep them on a lower temperature and that they will be turned off from end of May to beginning of Sept.
- SM is meeting with an energy assessor to see if we can lower energy costs ahead of the predicted increases.
- Lights that fail are being replaced with LED bulbs as they are more cost effective.

Action Items

No.	Description	Action	Due
1	Budget to be sent to Directors	SM	

5. VHMC Financials

- It was decided that as soon as the 21 days are up from the demands being sent out that a final reminder would be sent giving 7 days to pay after which all cases of arrears will be passed to Boyes Turners.
- If Leaseholders do not pay their service charge arrears as per the 7 day reminder letter, the full amount for the year will become due immediately and the 2nd half demand will be issue in advance of the planned 1st July 2022 demand.
- It was also decided that going forward one invoice for the Service Charge would be sent out to cover the whole year in future starting in January 2023.
- Financial control needs to be tightened up with the cladding works taking place.
- The second cladding charge for £500 needs to be sent to all Leaseholders immediately with a covering letter as additional sums may be required in the future.
- Budget to be circulated to Directors

Action Items

No.	Description	Action	Due
1	Covering letter to Leaseholders re changes in arrears recovery	SM/ME	
2	Distribute 2022 budget to all Directors	SM	

6. Site Update

- It was agreed to a pay increase for the 2 onsite cleaners. The new current rate will be £11.00 per hour to be back dated to January 2022.
- They are to be given 10 days paid sick leave a year in a rolling year.
- 24 days holiday with an extra day after 5 years.
- An annual bonus will be determined annually

Action Items

No.	Description	Action	Due
1	Sue Costello to confirm the above to both cleaning staff by letter	SC	01/04/22
2			

7. Chaney's report on Management

- Richard Duncan introduced James Buckley who is the new Head of Estate Management. James has been with Chaney's for the past 10 years and is a qualified Chartered Surveyor.
- James will give additional Support to all Senior Property Manager when required.
- Chaney's will provide a new cloud-based reporting system with all documents and information available to all Directors.
- This will be updated every month with all relevant information.
- There will be cladding file and we will put the Ridge report in there when received.
- We will also put arrears updates and financials in the file in time for Director's meetings.
- Site inspections will continue to be undertaken and put on the cloud base file.
- Richard Duncan also said he will arrange better communication with everyone with regards to Chaney's accounts department.

- A 'Reset' update will be provided again at the next Directors meeting

Action Items

No.	Description	Action	Due
1	Reset update	SM/RD/J B	18/03/22
2			

8. Any Other Business

- Wayne Buckley – Would like to thank everyone involved with the tribunal case and the progress we are making.

Action Items

No.	Description	Action	Due
1			
2			

Meeting ended: 20.15pm

Signed by Client: _____

Date: _____