

## Directors Meeting

<b>Date</b>	16/05/2022	<b>Time</b>	18h00	<b>Venue</b>	Zoom
<b>Present</b>		<b>In attendance</b>		<b>Absent / Apologies</b>	
<ul style="list-style-type: none"> <li>• Stewart Smart</li> <li>• Martin Edge</li> <li>• Jaz Parmar</li> <li>• Serif Omar</li> <li>• Wayne Buckley</li> <li>• Matt Garvey</li> <li>• Oliver Kirkham</li> </ul>		<ul style="list-style-type: none"> <li>• Sarah Morrisen (Chaneys)</li> <li>• Lucy Broadfoote- Brown (Chaneys)</li> </ul>		<ul style="list-style-type: none"> <li>• James Buckley (Chaneys)</li> <li>• Richard Duncan (Chaneys)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Minutes of Last Meeting</b></li> <li>• Action points of last meeting all carried out.</li> <li>• Amma Nsiah-Ababio does not wish to become a director.</li> <li>• Second Invoices for Balconies will go out this week.</li> <li>• March 2022 Minutes agreed</li> </ul>					
<b>Action Items</b>					
<b>No.</b>	<b>Description</b>	<b>Action</b>	<b>Due</b>		
1	James to finish re-set document and update everyone at the next meeting in June 2022	JB	01/09/22		

### 1. Cladding update

#### PROGRESS AND PROGRAMME

- ME -New program drawn up by Stanlil forecast completion February 2023.
- All cladding has been stripped out on Elm, but works have uncovered various defects in the fabric behind the cladding. Subsequent repairs have been approved by Vemco, materials have been sourced by Stanlil and they are actively doing the repairs. There is a cost for all the works and Stanlil have been able to estimate the extra time they will need, they have assumed that similar kinds of defects will be found on the other 2 blocks, so their program includes this unforeseen extra work. Because of the extra work the fixing of new cladding has not started yet. Stanlil have completed a trial area of cladding on one flat and Vemco have approved the works. We are currently working to program revision number 8 which Ridge have approved, however authorisation to proceed is pending until clarification is provided by Stanlil re justification of costs. Program 8 allows for an accelerated program, which includes the scaffolding of Cherry whilst Elm is still scaffolded. For scaffolding works to proceed, we are awaiting confirmation of the costing associated with the 12 weeks additional costs of scaffolding. The current program costing allows for a building and a half of scaffolding, so for now we have authorised for half of Cherry to have the scaffolding erected.
- ME - We are having to rely on Ridges recommendation as to whether we should allow Stanlil to accelerate at a cost of approximately £400,000.00 but we have not had Ridges assessment or opinion on this and that's what we need. We are struggling to get the assessment and advice we need from Ridge to supply to Homes England
- WB – worried about the impact on Residents having so much scaffolding up for so long. If something goes wrong with the progress of the building works, we will be stuck with a lot of scaffolding for a long time.
- ME - We asked Ridge and Stanlil to give us the cost for accelerating works or letting the program run longer one estimate is a bit more than £400,000.00 and one is a bit less than £400,000.00.
- ME – The extra £400,000.00 would be a one off in the whole project. At this point we are looking into getting this funded by Homes England, but it is not easy dealing with Homes England, and we are not getting very clear advice from Ridge at this stage. This also depends on Homes England's independent quantity surveyor (Cushmans) as to whether they fund it or not.
- MG – Will the blocks be signed off from the EWS1 forms once they are completed or will Leaseholders have to wait until all blocks are finished as this will stop people being able to sell their properties immediately and they have had to wait a long to time so far. If flats are released when each block is finished, we need to make

sure that when legal enquiries are raised re a sale, we stipulate there is an unquantifiable financial liability which we will not know until the end of the project. This will need to be investigated prior to the Elm EWS1 form being signed off.

- SS - By putting the scaffolding up on Cherry this allows for continuity as otherwise we may lose the trades we have on site if works are delayed.
- SM- Stanlil do not directly employ their own Contractors, instead they employ subcontractors. Maybe we should look at having a face-to-face meeting with Leaseholders to update them on the cladding works.
- SM – 11 properties have reported leaks over the weekend with the heavy rains photos and videos will be uploaded to the portal for Directors to view. Some of Stanlils work has been below standard. We have recourse contractually and commercially but pinning down and proving they have caused this water ingress is very difficult, so we are sending our own Contractors in to take photographic evidence.
- SM - Ridge have asked for a meeting with just Chaney's to discuss problems on site on Wednesday 18<sup>th</sup> May 2022. Works on Elm have been a learning curve. SM to feedback how meeting goes to all Board Members.
- WB – Has requested a copy of the contract between Chaney's and Ridge and the contract between VHMC and Stanlil.
- WB – The level of service from Ridge is not what we expect we should not be chasing them so not keen to accelerate any further works at this stage as working with these partners presently has shown a lack of confidence in the teams on site. Jaz and Serif also have the same concerns.
- ME – It is Ridges role to check on the standard and quality of work that is being carried out. We need a positive response from Ridge instead of always pushing back on the leaks implying they are historical.
- SO – Stanlil and Ridge are not reporting problems that they have uncovered and are just leaving them when the cladding was removed you could see a big hole in the wall, but they did nothing to remedy the problem it was left.
- MG – We must not act in a way that it damages the overall aspect of the project because there is so much at stake here. We need to tackle the poor workmanship, but we also need to keep the momentum of the project going. We cannot allow all the problems that come along to derail the work they must be addressed and sorted out along the way.
- SM – Had a meeting with Tom Birch last week they still owe us about £39,000.00 we have now had to apply for a variation as this money has not come through even though it was promised, we are waiting for Tom Birch to tell us when we are going to receive this money. Homes England are tightening up on their policies and procedures and becoming more streamlined. We are now moving over to the stage 3 team who deal with cases that have 20% or less funding due to them. So, we are moving away from Tom Birch but are awaiting to see who our new case handler will be.
- SM- Billing to Leaseholders. the £500.00 demand will be going out this week,
- SM – Update to Leaseholders is vital, we should consider a meeting ASAP. Agreed that we would hold the meeting over Zoom for Leaseholders only.
- JP – would like a Directors meeting prior to this meeting.
- WB – would like to make sure that there is total transparency from Stanlil and Ridge before the meeting.

#### Action Items

No.	Description	Action	Due
1	Copy of contract between Ridge and Chaney's to WB	SM	20/05/22
2	SM to give board members feedback from Ridge meeting	SM	20/05/22

## 2. VHMC Service Charge

- 2022 Billing to Leaseholders, second half demand has been sent out to all those in arrears along with 7-day arrears letter.
- Last week Colin Davison paid another £17,000.00 towards his service charges. For the 2021 period we have £66,560.29 in arrears, for the 2022 period we have £112,369.82 and of the cladding payments, 24 Leaseholders have not paid their £1,000.00 contribution.
- Relating to the last tribunal with Colin Davison, he cleared his outstanding arrears liability up to June 2020. The Tribunal Judge suggested that both parties have a discussion regarding any further outstanding amounts. Colin Davison proposed he pay £200.00 per month per property going forward to clear his arrears and because he is an investment landlord, we should continue with this arrange going forward, SM & ME declined this proposal and stipulated that this would only be a one-off arrangement and if we were to enter into this, an official legal document would need to be drawn up. This is a difficult situation as we cannot just do this for

Colin Davison it would have to be offered to everyone. ME will contact Colin Davison to see if a deal can be set up.

- Colin Davison parking space in the under-croft car park has been compromised so we have provisionally agreed that we will offer him a visitor's space on the outside, but it needs to be discussed whether we would vary the lease or not.
- There was a telephone hearing set up for the Okaneme dispute and the Court thought we had not paid the fee and withdrew the hearing. The fee had been paid and proof was sent to the Court, we have reapplied for reinstatement of the hearing and are awaiting a date.
- Dispute with Des O'Neal. Arose because they had no TV signal in their flat, we asked them to check their TV equipment in their flat as no one else was having problems. We then sent an aerial contractor out to identify the problem and a fault was found on the communal ariel. We paid the aerial contractor. Des O'Neal & Anne McCabe then sent us an invoice (from their company Lynx Property Solutions) for the time of their staff to attend to their flat. Mediation did not work so now going to court

#### Action Items

No.	Description	Action	Due
1	Contact Colin Davison regarding setting up a payment plan	ME	05/22

### 3. VHMC Financial

- ME – I have been asking to view all banks account statements and requested that they are uploaded to the Director's portal. We have opened a new bank account purely for the funds from Homes England, we have another account which is for the MSCP reserve fund, another account, the VHMC reserve account for general reserves and we have a current account which is the operational account so 4 in total. Chaney's need to ensure that all account statements are put on the shared portal and updated monthly.
- ME - where are we with the annual accounts for 2021.
- SM- The 2021 Accounts are with Fortus. Chaney's need to answer all the questions in the working file for so the accounts should be ready in about a month.
- SM – Would like to build a structured asset register for anything fixed and functioning on site, lifts, pumps anything mechanical with potential for failure as we are seeing increasing costs with lift repairs. This would help us be pro-active instead of re-active.
- WB- what are we doing regarding energy and utility costs. SM we applied a substantial uplift in this budget, and we have instructed a new energy broker to look at our energy prices

#### Action Items

No.	Description	Action	Due
1	SM – To follow up regarding the accounts for 2021 extremely urgent report back to Directors must be ready by end of June 2022.	SM	05/22

### 4. Any Other Business

- WB – Asked for the Information portal to be shared again so all can access the information.
- Colin Davison runs Air B & B called Basing lets.
- SM - Freehold Managers have sold the Freehold to Willow and Oak and seem to be retaining all the other blocks. we have received an e-mail informing us that they will be carrying out an Insurance Audit on 30<sup>th</sup> June 2022. We have all paperwork they may ask for and we are fully compliant.
- JP – Would like fortnightly cladding update meetings
- OK- What is happening with the lights on the stairs on the back path.
- SM – We will no longer be replacing these lights as they are being broken weekly.
- SM We have had installed Amazon Key for residents which is a free installation and service from Amazon.

#### Action Items

No.	Description	Action	Due
1	Information portal to be shared	SM	05/22
2	SM to share schedule of Insurance audit	SM	05/22
3	SM to into fortnightly cladding update meetings	SM	05/22

