

## Victory Hill Management Company Ltd

### Board Meeting

Monday 21<sup>st</sup> August 2023, 6.00pm – via Teams

#### **Attended by:**

- Martin Edge – Chairman VHMC
- Matt Garvey – Director VHMC
- Stewart Smart – Director VHMC
- Oliver Kirkham – Director VHMC
- Sarah Morrisen – SPM, Chaney's
- James Buckley – HEM, Chaney's

#### **Apologies:**

- Jaz Parmer – Director VHMC
- Lucy BB – APM, Chaney's
- Serif Omar – Director VHMC
- Wayne Buckley – Director VHMC

#### **Minutes of last meeting – 17<sup>th</sup> July 2023**

##### Action Points

- contact Maria Miller MP about the drug use in the bin stores on site – on hold as all activity has stopped since the intervention of the Community Safety officers. We also previously discussed contacting Maria Miller MP regarding the outstanding V3 claim to Homes England – agreed that we would put this on hold until we receive an update from HE
- JB Leitch – SM confirmed she had asked for confirmation from JB Leitch regarding the arrears process for Leaseholders with multiple properties. JBL have confirmed that they follow the arrears collection process per property as per the lease; therefore, a Leaseholder, with for example four properties, would receive four separate letters before action and subsequently 4 separate Court proceedings.
- Waking Watch – Birch – Fairview Homes have confirmed that the waking watch for Birch will stop from Tuesday 22<sup>nd</sup> August 2023. SM is still in the process of investigating the installation of a linked fire system to the areas affected by cladding. Also, SM is arranging a meeting with Hampshire Fire Service re their view on the requirements of a waking watch in Birch.  
ME – Agreed that remain without the waking watch until we get confirmation from Hampshire Fire Service. All Directors present at the meeting agreed.

##### Action Points

- SM to meet Hampshire Fire Service regarding waking watch for Birch

*Minutes meeting 21<sup>st</sup> August 2023 agreed.*

#### **Financials & Arrears**

##### Arrears

- JB Leitch Solicitors have confirmed that we can now proceed with collection of any outstanding first fire remedial demands of £1000. SM will write a letter in the first instance to all applicable Leaseholders to explain the current position and to allow an opportunity for payment.

- Current service charge arrears were discussed – current arrears are at 12% of the overall budget.

#### 2021 Accounts

- SM confirmed that the VHMC 2021 finalised accounts has been distributed to all Directors, no queries have been received back.  
ME confirmed that he was happy for the balancing charges to be issued to Leaseholders.

#### Action Points

- Distribution of balancing charges to Leaseholders

#### Cladding Update

- **SM - Holly Block** – On track for completion at the end of August. Scaffolding has started to be dismantled.
- **SM – Fir Block** – Upon inspection, it has transpired that the roof of Fir is a cassette system which is not compliant and requires more remediation than first anticipated. Currently, Fairview have provided us with limited information. Chris Kensett of Ridge is investigating and will feedback accordingly.  
The scaffolding on Fir is being erected in line with the programme of works.
- **SM – Pre-inspections of Birch & Fir** - Chaney's alongside LCS have carried these out.
- **SM – Internal inspections of Birch/Cherry/Holly/Elm/Fir** – Miller Knight have started works onsite today (21<sup>st</sup> August 2023), whereby we have arranged access to each of the top floor flats of the 5 blocks. Miller Knight arrange for areas to be opened in the flats to allow for BB& Fire Consultants to inspect the areas behind. Miller Knight then return to make good the areas afterwards.  
These investigations will determine if internal essential fire related remedials are required to the flats. Fairview Homes are funding these works.
- **OK – scaffolding erected on Cherry** - Is there an update?
- **SM** – Yes, they have completed the external works and the scaffolding is due to be dismantled. We will then obtain quotes to complete the internal remedial works to the affected flat.
- **SM – Registration of high-rise buildings** – It is now a requirement to register all high-rise buildings (Over 18m) through the Government portal by 1<sup>st</sup> October 2023, for VHMC this means that Cherry, Holly & Elm will require registering. Chaney's will charge a fee of £650.00 + VAT to carry out this process, there will also be a fee of £251 that is payable to the Govt to register the buildings. There will be further works required later to maintain the building safety case and obtain the building safety certificate. It will be a case of continuously maintaining the safety of the building.  
**ME** – Are you asking for approval of a one-off action or are we delegating the whole management to Chaney's?  
**JB** – VHMC will always be the accountable/responsible person. VHMC will delegate the responsibility of registering the buildings to Chaney's. Chaney's will charge a fee as this is outside our usual scope of works. We need the okay from Directors to file the necessary paperwork on your behalf.  
It is worth noting that when we come to draft the 2024 budget, we need to include additional cost lines to account for the additional cost related to this.  
**ME** – That is what I understood, that confirms that the costs related to registration is the first tranche of costs and there could be more, however, in the first instance you are asking the Directors to approve the first tranche of costs.  
**SM** – Yes that is correct  
**ME** – Will the costs be spread amongst all Leaseholders of just those of Cherry, Holly & Elm?  
**JB** – The costs only apply to Leaseholders of Cherry, Holly & Elm  
**SM** – Are the Board happy for us to proceed with the registration?

VHMC Directors agreed to proceed with the registration

#### Action Points

- Chaney's to register Cherry, Holly & Elm as High-Rise Buildings on the Govt portal

### Leaseholder Update Meeting

- **ME** – At last month's meeting, the VHMC Board requested Gary Tarrant's (TPG) attendance to allow the opportunity to promote TPG's excellence to Leaseholders.
- **JB** – I will confirm GT's attendance at the meeting.
- **ME** – Lets pencil in 27<sup>th</sup> September 2023 for the date of the meeting.  
A limited appearance from Gary to present TPG to Leaseholders would be fine but it is essential that we secure his availability.

#### Action Points

- Confirm date of 27<sup>th</sup> September 2023 with all Directors and Gary Tarrant
- Send letter to Leaseholders re update meeting

### Site Update

- **SM – Kone Lift Contracts** - We have fallen into a rolling 2-year contract with Kone without prior notification. This is being challenged with Kone due to their documented poor performance. We currently pay £30813 per year for nine lifts and have sought a more competitive quote of £18360 with Jackson lifts. Kone have now come to us acknowledging in writing that our contract price is too high and offering a reduced price of £17820. I am now challenging Kone and asking why we were not offered a reduced price previously if it was clear that we were being charged too much.  
I am going to request that the reduced price is applied retrospectively for the previous 2-year contract.
- **ME** – Could you share the email from Kone admitting this
- **SM** – yes that is fine
- **OK – Lighting in lobbies** – As part of energy savings could we turn off the spotlights in the lobbies of the five large blocks?
- **SM** – we will investigate if we can do this, however, the ground floor lobby lights should remain unchanged

#### Action Points

- Continue actions re lift contract
- Distribute Kone email to Directors
- Explore options re isolation of spotlights in communal areas

### A.O.B

- **SS** – None
- **JB** – None
- **ME** – Are you up to date with communications to Leaseholders of Birch & Fir re the fire remediation works?  
**SM** – Yes, we are up to date. Fairview have shared a helpful pamphlet regarding the internal investigation works which will be posted on the WW website and Facebook page. I will request the same from Fairview regarding the external works to Birch & Fir.  
**ME** – Did Fairview share a timeline for external works to Birch & Fir?  
**SM** – Yes but I need to add the dates and upload to the WW website and Facebook page  
**ME** – It is essential that we share all the information we can prior to the Leaseholder Update Meeting
- **OK** – The notice boards in the lobby still have old notices in them re the cladding – can we remove them?  
**SM** – Yes, no problem

- **MG** - Had left the meeting for a prior engagement

Action Points

- Upload information re cladding to WW website and FB page
- Remove old leaflets from notice boards

Meeting ended at 19:40 hours