

Directors Meeting

Date	20 th March 2023	Time	18h00	Venue	Chaneys Head Office - Reading
Present		In attendance		Absent / Apologies	
<ul style="list-style-type: none"> • Martin Edge – (ME) Chairman • Stewart Smart – (SS) Vice Chairman • Oliver Kirkham – (OK) Director • Wayne Buckley –(WB) Director • Matt Garvey – (MG) Director Via Zoom 		<ul style="list-style-type: none"> • Sarah Morrisen (SM) Senior Property Manager Chaneys • James Buckley (JB) HE Chaneys • Gary Tarrant (GT) COO TPG • Lucy Broadfoote- Brown (LBB) Assistant Property Manager (Chaneys) Via Zoom 		<ul style="list-style-type: none"> • Serif Omar – (SO) Director • Jaz Parmer – (JP) Director 	

1. Minutes of Last Meeting

- Face-to-face meeting with Gary Tarrant as requested in the last Director's meeting.
- Update regarding Fairview on web page and the Facebook page. Another update will be published after the meeting with Fairview on Thursday 23rd March 2023.
- Chaneys to draft a procedure letter how LPE1S for Cherry, Holly and Elm to be managed.
- Date for completion of reconciliation of bank accounts due end of March.
- Minutes from last meeting approved.

Action Items

No.	Description	Action	Due
1	Chaneys to draft a procedure letter as to how LPE1 to be managed.	JB	22.03.23
2	Date for completion of reconciliation of bank accounts.	JB/GT	31.03.23

2. Cladding Update

- **Financials** – ME StanLil are not insolvent. We have one for the two small amounts from the last valuation certificates. The amount is just under £4,000, contractually, and legally we are obliged to pay the amount, it is overdue.
- A majority decision to pay the outstanding amount to Stanlil.
- We are holding money from variations that were submitted to Homes England which needs to be reconciled.
- Fairview have signed a contract with The Department of Leveling Up, whereby the Winterthur Way project is taken out of the building safety fund and hand over to Fairview to complete.
- Currently scaffolders have not been paid by StanLil and we do not have access to the scaffolding. Scaffolders are starting legal action against StanLil for outstanding monies.
- It is our understanding that Homes England has closed our account and handed it over to Fairview, but we have received nothing in writing.
- The website and Facebook page will be updated after the meeting with Fairview.
- Fairview need a formal agreement with VHMC to access the site.

Action Items

No.	Description	Action	Due
1	Update for Residents on website and Facebook page	ME / SM	
2			

3. Day to Day Site Update

- The embankment has been cleared of undergrowth and temporary fencing erected to deter drug users. 3 boxes of sharps /needles were collected.
- Agreed that the embankment would be cleared every 6 months

- **WB** requested that unless it is a preprogrammed spend it does not get done unless brought to the board for approval. **GT** confirmed Sarah must send an e-mail to all 7 Directors and needs a majority approval prior to carrying out any works.
- **WB** asked if the embankment clearance could be programmed into the budget going forward.
- Proposal required of number of embankment clearances per year and costs.
- Fixed wire testing has been completed.
- We had an incident at the weekend when someone smashed the front door of Holly, broke two car windscreens, broke the glass on the fire hydrant in the block and pulled a sign off. The culprit did come forward and go to the police, all parties involved notified the police and we all have case numbers. This has now been handed over to the police. We also have the whole event on CCTV.
- **ME** Lamp post lights down to the embankment are on all day. It seems the scaffolding is affecting the sensors.
- **ME** Any heater in the lobbies that is on needs to have the fuse removed as residents keep turning them on.
- **SM** We have received a £23,000 credit on the electricity for Elm.
- **SM** We will be carrying out a sweep of the bike stores to remove abandoned bikes, Andrew the cleaner is now helping with small handy man jobs.
- The intercom system is on a 20-year contract with Modtec and is coming to an end this year. Review the contract to look at the break clause as it might be worth looking at a new contractor.

Action Items

No.	Description	Action	Due
1	Proposal of number of embankment clearances and costs for the year.	SM	
2	Arrange for electrician to check lights on embankment.	LBB	
3	Arrange for heaters in lobbies that are on to have fuses removed	LBB	
4	Send Modtec contract to GT	LBB/SM	

4. Elm Water Penetration Insurance Claim

- The flooring contractor produced an original quote IRO £6,000 but the specification did not match what was in the flat, the revised quote increased the IRO £10,000 which is not justified.
- **ME** All original flooring was laminate and none of that was replaced. I personally at my cost overlaid some of it with vinyl tiles about 6 square meters out of 48 square meters. Laminate was not available, and another flooring material proposed. We suspect the original quote was done without looking at the flooring then when he saw the schedule of patterns price was increased. Due to this error by the flooring company **ME** and **Chaney's** are happy to contribute something to this discrepancy.
- **SM** We need to get 2 quotes for the flooring at today's prices to compare the cost, one from the same contractor and another quote from a new contractor.
- Going forward all quotes must be like for like cannot be improved/ upgraded.

Action Items

No.	Description	Action	Due
1	Flooring quotes	SM	

5. Monthly Financial Reporting

- 2022 accounts allocations prior to submission (Sarah & Martin) to look at this.
- There was a mis posting for estate repairs which has been corrected, there has been a meeting with accounts to make sure this does not happen again.
- 377 Wastewater issue is an Insurance Claim. Blockage happened two days before Christmas.
- All insurance premiums for all blocks are paid.
- Leaseholder has advised us that when she reads the lease, the freeholder is entitled to a commission – **SM** will make the relevant enquiries to the Freeholder. **GT** - It is about to go to parliament about insurance commissions which will be replaced with reasonable charges.

Action Items

No.	Description	Action	Due
1	Enquire about insurance commissions with Freeholder	SM	

6. Debtors

- **WB** illegible costs cannot be charged back to leaseholders and what is our intention to manage this. **GT** this is a grey area and is open for challenge, it is about when the charge was demanded, if it was demanded prior to the change in legislation, it is payable, anything after the change is not chargeable.
- All arrears from 2022 are with J B Leitch going through the court system.
- 43 Cases are in the court system.
- Okeneme 2021 arrears Court hearing is August 2023. JB Leitch are pursuing from 2021 onwards.
- If a leaseholder has debt from 2022 then their current amount that is outstanding is passed to J B Leitch immediately.
- Stuart Gentry has no lender we have a CCJ so do we now go for forfeiture or High Court endorsement. For any of these processes there is an initial £2,000 fee. **GT** said he will speak to J B Leitch regarding this.

Action Items

No.	Description	Action	Due
1	GT to speak to J B Leitch	GT	

7. Any Other Business

All Directors - Nothing

Action Items

No.	Description	Action	Due
1			
2			