

# INTERNAL VCL WORKS STRATEGY MEETING MINUTES

<b>SUBJECT:</b>	20:20 BUILDING ACM REMEDIATION WORKS – INTERNAL VCL WOKS STRATEGY MEETING		
<b>MEETING NO:</b>	1		
<b>DATE OF MEETING:</b>	02/03/2021	<b>REF:</b>	11741
<b>VENUE AND TIME:</b>	SITE MEETING @ 9.30hrs		
<b>PRESENT:</b>			
Initials	Name	Company	Role
NM	Nick Massingham	20:20 Residential Management	Client
PT	Phil Timms	Habito Living	Lettings Agent
AM	Anthony Marley	Ballymore	Principal Contractor
CC	Conor Cusack	Ballymore	Principal Contractor
JP	Jo Pearson	Cardoe Martin	Employers Agent
<b>DISTRIBUTION: ALL ABOVE PLUS</b>			
JM	James McCallan	Ballymore	Principal contractor
RM	Rory McCallan	Ballymore	Principal Contractor
LR	Lee Rhodes	Cardoe Martin	Employers Agent
MB	Martin Burke	Faithful & Gould	Homes England Project Manager

		<b>ACTIONS</b>
<b>1.0</b>	<b>GENERAL INTRODUCTIONS</b>	
1.1	General introductions by all were made.	
<b>2.0</b>	<b>APOLOGIES</b>	
2.1	Apologies were received from those unable to attend and a copy of the meeting minutes will be provided to all.	
<b>3.0</b>	<b>INTERNAL VCL WORKS STRATEGY</b>	
3.1	LR was on leave and unable to attend the meeting but had provided the <i>2020, Skinner Lane – ACM Remediation Works and Required Internal Works</i> document to all parties in advance detailing the required works.	

3.2	<p>JP &amp; AM briefly summarised the reason the works are required, and the proposed strategy as follows:</p> <ul style="list-style-type: none"> <li>• During ACM cladding removal it has been identified a vapour control layer (VCL) is required by building control to reduce the risk of internal condensation and damp occurring following completion of works</li> <li>• The VCL needs to be installed internally within 17no. affected apartments to the upper most floors</li> <li>• Works comprise installing a VCL membrane to the existing internal plasterboard finish of the external wall within those 17no. apartments, applying new plasterboard and redecorating</li> <li>• Any fixtures to affected walls such as skirting boards, electrical switches, and sockets etc will need to be removed and refixed following installation of VCL and new plasterboard finish</li> <li>• Kitchen units, worktops and fittings will need to be removed and re-fitted in some apartments where they are fixed to an external wall to allow installation of VCL and new plasterboard behind</li> <li>• Residents in affected apartments will need to be temporarily re-housed whilst the work is undertaken</li> <li>• It is proposed works will be undertaken to 2no. apartments at a time on a rotational basis</li> <li>• The project team would like PT's assistance with managing communications to tenants and facilitating temporary re-housing of tenants to enable the works to be completed</li> </ul>	
<b>4.0</b>	<b>VOID APARTMENTS</b>	
4.1	<p>PT advised that apartments 239 &amp; 240 have given notice to end their tenancy agreements at the end of this month, March 2021.</p> <p>CC queried whether it may be possible to access the apartments prior to the end of March if tenants vacate earlier noting that no. 239 appears to already be empty and the date of 15<sup>th</sup> March was suggested.</p> <p>PT advised he would need to confirm this directly with tenants and revert following the meeting.</p> <p>Addendum : PT confirmed following the meeting access can be provided to nos. 239 &amp; 240 following completion of his rent deposit inspections which are scheduled three days after associated tenancy agreements end as follows:</p> <ul style="list-style-type: none"> <li>• Apartment 239 – available on 18<sup>th</sup> March 2021</li> <li>• Apartment 240 – available on 27<sup>th</sup> March 2021</li> </ul>	
4.2	<p>It was agreed by all that works to apartments 239 &amp; 240 will be undertaken first to prior to scheduling works to the other occupied apartments.</p>	

<b>5.0</b>	<b>REHOUSING OF TENNANTS</b>	
5.1	<p>JP asked PT if 2020 Property Management are able to take a short lease on the two vacant apartments (239 &amp; 240) in order they can be used to re-house tenants from occupied apartments whilst works are completed to theirs.</p> <p>PT advised this is not something they are able to offer and suggested utilising off-site serviced apartments or a hotel as an alternative.</p> <p>JP asked if PT could provide options of local serviced apartments along with rental costs and Habito's costs for managing tenants and their temporary re-housing to them.</p> <p><b>PT confirmed he is able to assist and will provide costs following the meeting.</b></p>	PT
5.2	<p>Ballymore advised furniture and tenants personal possessions will need to be moved from occupied apartments in locations affected by the VCL installation. In addition, food items will need to be removed from fridges and freezers in apartments where kitchens are to be temporarily removed.</p> <p>It was queried whether 1no. apartment can be kept vacant for temporary storage of said furniture and tenants' possessions and if PT could manage the moving of furniture on behalf of the tenants.</p> <p><b>PT advised it should be possible to use a vacant studio or 1 bed apartment for storage and he is able to provide a cost for use of the apartment and managing moving of furniture on the behalf of the tenants.</b></p>	PT
5.3	PT stressed that tenants do not have to comply with our request to temporarily vacate their apartments for the works to be completed and it should be noted that some tenants may request compensation to do so.	
5.4	<p>PT advised the importance of recording the condition of fixtures, fittings and finishes within occupied apartments both before and after completing the VCL works in order to mitigate against any claims for damages from tenants.</p> <p>It was agreed that both PT and Ballymore will undertake photographic schedules of condition.</p>	PT / Ballymore
5.5	<p>PT advised apartments will need to undergo a COVID compliant clean following completion of works prior to tenants moving back in.</p> <p><b>PT confirmed verbally to JP following the meeting that he is able to provide a cleaning service through his current site cleaners and will incorporate this within his costs which are to be confirmed in due course.</b></p>	PT

5.6	Ballymore are to ensure all building and waste materials are removed from apartments following completion of works and that dust prevention measures are used to keep dust within apartments to an absolute minimum. Floor surfaces are to be adequately protected with visqueen sheeting.	<b>Ballymore</b>
<b>6.0</b>	<b>PROGRAMME</b>	
6.1	It was agreed by all parties that works to apartments 239 and 240 will be used as guide to programme the duration of works to each occupied apartment and subsequently how long tenants will need to be re-housed for. It is envisaged approx. 5-7 days will be required for each apartment.	
6.2	<p>AM suggested 1<sup>st</sup> June as the start date to commence works to occupied apartments. This date is TBC and works are to commence as soon as possible following completion of works to vacant apartments.</p> <p>It is proposed that works are undertaken to 2no. apartments at a time on a rotational basis until all have been remediated.</p> <p>Ballymore are to prepare a programme of works in order that PT is able to communicate full details to affected tenants.</p>	<b>Ballymore</b>
6.3	<p>Ballymore advised that apartment no. 242 will need to be the first occupied apartment to undergo works as materials / plasterboard will have to be loaded in via the external balcony and temporarily stored in communal corridors. It is proposed works to the neighbouring apartment no. 235 are undertaken concurrently.</p> <p>NM confirmed agreement for plasterboard to be temporarily stored in communal corridors on the basis no fire escapes are blocked and the minimum required width for fire egress routes is maintained.</p>	
<b>7.0</b>	<b>ANY OTHER BUSINESS</b>	
7.1	Following the meeting PT requested that an NICEIC electrical certificate is provided for any electrical works / repositioning of sockets and switches etc within apartments and provided details of a recommended electrician to NM.	
<b>8.0</b>	<b>DATE OF NEXT MEETING</b>	
8.1	It was agreed a further meeting is to be held on site following completion of works to the two vacant apartments. The date is to be confirmed and meeting invites issued in due course.	<b>JP / LR</b>