

### The Exchange partnership board completed actions

Ref	Detail	Action generated date	Deadline	Status
1	Residents to continue attempts to engage an independent person to attend meetings	31 October 2022	One week before the December meeting	Complete
2a	Provide communication for Notting Hill Genesis to circulate to all residents for which they hold details	31 October 2022	25 November 2022	Complete
2b	Mass email to all residents, including TRA engagement comms	31 October 2022	2 December 2022	Complete
3	Circulate meeting notes to project board (4 Nov) and add to microsite if requested	31 October 2022	4 November 2022	Complete
4	Confirm when the six month deadline for submitting TRA document expires	30 January 2023	2 February 2023	Complete
5	Schedule site walk with SH	31 October 2022	4 November 2022	Complete
6	Provide available repairs data	31 October 2022	One week before the December meeting	Complete
7	Share the cyclical works roadmap with the project board	31 October 2022	One week before the December meeting	Complete
8	Invite guest speaker to attend next meeting to discuss the cyclical process	31 October 2022	By December meeting	Complete
9	Notting Hill Genesis to prepare list of cost commitments to project board	31 October 2022	By December meeting	Complete
10	Organise Orka presentation on heating and hot water work	31 October 2022	Before Christmas	Complete
11	Provide dates and times for Orka session, and list of questions that residents want to know the answers to	31 October 2022	25 November 2022	Complete
12	Report Ockham outlet issue to Orka, then circulate the update to the project board	31 October 2022	11 November 2022	Complete
13	Issue update to Hepburn building following dye-test	31 October 2022	11 November 2022	Complete
14	Update project board on scale of roof leak issues discussed	31 October 2022	11 November 2022	Complete
15	Provide details of the competency of the surveyors in the team	5 December 2022		Complete

16	Provide information about when a ground level survey can be carried out – targeting early in the new year	5 December 2022		Complete
17	In advance of the survey, provide written terms of reference for it	5 December 2022		Complete
19	NHG to look at identified communal doors and see if anything can be done economically to make the repair less obtrusive	5 December 2022		Complete
	Provide an update on magnetic doors and any works that can be done to improve their appearances at the next PB	30 January 2023		Complete
20	Provide KG update on queried repair	30 January 2023	14 March 2023	Complete
21	Provide escalation routes and contact details	5 December 2022		Complete
23	Forward emails notifying of last resident meeting on heating and hot water in the spring	5 December 2022		Complete
24	Clarify separation of HIU and underfloor heating responsibilities	5 December 2022	Next partnership board	Complete
25	Clarify HIU servicing programme at the next meeting	5 December 2022	Next partnership board	Complete
26	Provide information on what more can be done regarding cars parked in incorrect places, receiving and not paying tickets	5 December 2022	Next partnership board	Complete
27	Notify all residents at the end of the heating/hot water and cladding replacement programmes	5 December 2022	As applicable	Complete
28	Clarify whether EWS1s for Hepburn and Costermonger will be reissued following cladding replacement works	5 December 2022		Complete
29	NHG to provide information on the current value of the sinking fund	5 December 2022		Complete
32	NHG to confirm Fairheat have inspected plant post repair/replacement works	30 January 2023	14 March 2023	Complete
33	PB to confirm areas they would like to be covered during the planned surveys	30 January 2023	10 February 2023	Complete
34	PB to confirm attendees to join the survey 20/02/23	30 January 2023	10 February 2023	Complete
38	Send through vehicle details for cars parking illegally. NHG to provide update at next PB	30 January 2023	14 March 2023	Complete