

## BOARD MEETING FOR LONDON YARD MANAGEMENT COMPANY LIMITED

HELD AT 63 AMSTERDAM ROAD at 18.30 on 14/03/2005

### 1. PRESENT

James Rimmer JR  
Ron Coverson RC  
Paul Duffy PD  
Simon Hollingworth SH

The directors elected on March 10<sup>th</sup>, 2005 were welcomed

### 2a. ELECTION OF CHAIRMAN

DB, KT, MB and the directors present wish to appoint James Rimmer as chairman. PC proposed, RC seconded. Vote unanimous. -

### 2b. ELECTION OF DEPUTY CHAIRMAN

Deputy chairman is to be appointed. Proposed as Paul Duffy by RC, seconded JR. Vote unanimous. -

### 3. BANK ACCOUNT

Notice to be sent to company's bankers advising them of change of directors and requesting all details and statements on bank accounts. New bank mandates to be raised. Deputy chairman to resolve. Signatories to be the following present directors, JR, RC, PD and SH plus Mina Bowater. There are to be three signatories required at any time. PD

### 4. COMPANIES HOUSE

Notices to be sent to Companies House advising of change of directors and resignation of existing directors. PD

### 5. MEETING WITH WOOD MANAGEMENT

A request for a meeting with Wood Management for review of current projects and any work in progress is to be arranged. This has been scheduled for Wednesday March 16<sup>th</sup> at 3.30pm at SH's offices. PD

It was agreed at least three directors are present at the meeting. PD, SH and JR to attend. -

### 6. AOB

AGM meeting minutes. These need to be progressed. Tim Burton took these. RC to chase issue of these. RC

Service agreement with Wood Group to be progressed. SH

Gardening – proposals for new initiatives to be progressed. RC

Signage – Barry Morgan to progress a schedule in order to obtain a quotation. BM

A paper on CCTV and satellite to be progressed for the next meeting. PD

A paper on the redecorating contract is to be prepared for the next site meeting. SH to meet with the Wood Group to discuss. SH

A summary of the Management Company's obligations is to be produced for publication to all directors. SH

SH raised that the service charge budgets and service charge statements need to be progressed. It was agreed that this would need to be done as soon as possible after the review audit process. ALL

Audit of the present situation is to be for shareholder only purposes. A quotation of £2,000.00 plus VAT has been obtained. PD to progress. PD

Existing records – MB confirmed Clive Hawkes has the records. JR to write to CH to ask for all of the records including previous Serv Estate records not previously provided to the Wood Group. JR

Directors and Officers Liability Insurance – PD to talk to Sally Anne Otten to obtain a quotation. PD

SH to obtain a quotation from Charles Scott and Partners to carry out a schedule of condition of the estate. SH

## **7. NEXT MEETING**

It was agreed that the next board meeting will be held on Tuesday March 22<sup>nd</sup>, 2005 at 7.00pm.

## **8. DISTRIBUTION**

All present plus apologies.

## **9. APOLOGIES WERE RECEIVED FROM**

Mark Tamuta	MT
Mina Bowater	MB
Angela Brown	AB
Dr David Bush	DB
Paul Leech	PL
Ray Roberts	RR
Kevin Taylor	KT