

BOARD MEETING FOR LONDON YARD MANAGEMENT COMPANY LIMITED

HELD AT 63 AMSTERDAM ROAD at 18.30 on 22/03/2005

1. PRESENT

James Rimmer	JR
Ron Coverson	RC
Paul Duffy	PD
Simon Hollingworth	SH
Mark Tamuta	MT
Paul Leech	PL
Kevin Taylor	KT
Angela Brown	AB

1. MINUTES OF LAST MEETING

Last meeting minutes were approved. -

2. FORMALISING PROCEDURE FOR MINUTES APPROVAL AND DISTRIBUTION

JR or PD to approve meeting minutes. -

3. REQUESTS FOR PREVIOUS DIRECTORS TO HAND OVER ALL BANKING, CONTRACTUAL AND OTHER MATERIAL REGARDING ESTATE

JR reported that he is having difficulties in obtaining information from CH and CN including what contracts are in being. -

4. BANK ACCOUNT DETAILS

PD has frozen the Nat West account and the Standard Life account. -

MT has the feeder account cheque book but are not signatories. -

Nobody claims to have the Standard Life account. -

MT to provide a report regarding the contracts, bank statements and accounts. MT

£10k per month is transferred from feeder account to Wood Group client account. -

Auditors to be contacted regarding bank accounts. PD

Banking mandates, PD to progress. PD

5. COMPLETION OF LEGAL FORMS FOR NEW DIRECTORSHIPS AND BANKING MANDATES

288A forms need to be completed for old directors. PD

6. DIRECTORS AND OFFICERS LIABILITY INSURANCE STATUS

PD progressing. This will be circulated by PD. Cost agreed to be capped at £500.00 plus IPT and VAT. PD

7. MANAGEMENT COMPANY RESPONSIBILITIES PAPER TO BE CIRCULATED

Management Company responsibilities under the lease paper, SH to progress. SH

8. ESTATE AUDIT STATUS

Estate audit – Clive Hyman will finalise arrangements on Thursday. PD
Condition survey CS&P have provided a quote, SH to issue. SH

9. SERVICE CHARGE BUDGETS

Service charge budgets – MT to prepare draft proposals. MT
SH to issue CS&P report on Frans Hals Court. SH
SH to have input with MT. SH/MT
Service charge statements to be issued in accordance with the lease. End of April beginning of May. -
A letter is to be sent to Frans Hals Court residents, a budget cost is to be given. -
JR to draft letter SH and PD to input. JR/SH/PD

10. CCTV PAPER TO BE CIRCULATED FOR DISCUSSION

PD tabled his report. -
Cost to do the whole estate. Approximately £13k-18k. -
PD will give a more detailed analysis at the next board meeting. PD

11. SATELLITE TV PAPER CIRCULATED FOR DISCUSSION

PD tabled his report. -
PD will progress the wiring issues. PD
PD will give a more detailed analysis at the next board meeting. PD
Lease is to be checked to see if this service can be provided. SH/PD

12. GARDENING STATUS

MB reported on the history behind the gardens and reported that the soil cover was very feeble. -
Original planting had not been poorly done. -
Lavender was recommended. -
A long plan study on a cyclical area basis to be considered. -
Sue Gills plans to be provided to look at this. MB
RC approached David Hunwick who will provide plans and any undated costs. RC

13. EXTERNAL REDECORATION WORKS STATUS

Frans Hals Court to be taken out of the redecoration programme. -
Block 65-85 Amsterdam Road to be started first. -
PD explained that a more experienced contractor be approached. -
JR asked SH, KT and RC to progress matters with BG. -
Frans Hals will be a main contractor contract for roof, wall repairs and redecoration. -

14. LIFT REPAIR STATUS

If no progress on 29/03/2005 cheque is to be recovered. -
Copy of contract to be provided. MT

15. SERVICE LEVEL AGREEMENTS

PD to progress matters with MT. PD/MT
SH handed a draft SLA for the Wood Group. -

16. ANY OTHER BUSINESS

Pest control to be reconsidered. MT
RC suggested that possibly the ground floor entrance areas to be redecorated. RL to be approached. RC
RC stated that canopies over Vermeer Court have been replaced. Van Gogh and Frans Hals to be reconsidered. -
RC raised Manchester Road extension. MT advised that the chances of recovery were minimal. -
MT will forward the paperwork. MT
MB stated she was of the belief all the Serv Estate records were transferred to DGA and hence to the Wood Group. -

17. NEXT MEETING

Tuesday April 19th, 2005

