

**Board Meeting of the London Yard Management Company**  
**Held at 12 Beaufort Court, Admirals Way, London E14 on 2<sup>nd</sup> December 2008**

**Present:**

Frances McKeith (FM) – Chairman  
James Rimmer (JR)  
Mark Ferris (MF)  
Adam Tanner (AT)  
Shan Lloyd-Packer (SLP)

**In Attendance:** Maresa Collins (MC) from Wood Management.

**1. Apologies for Absence:** Ron Coverson – Company Secretary. Sally Anne Hill, Gemma Appleby, Barbara Gorrie, Jim Preece

**Introduction of new directors:** FM introduced Adam Tanner to the Board informing them he is co-opted as of today. FM also said a second Board director, Gemma Appleby, also joined the Board today, but is unable to attend due to illness.

**2. Minutes of Last Meeting:** The minutes of the previous meeting held on 30<sup>th</sup> October 2008 were approved as an accurate record.

**3. Actions from Last Meeting – update.**

Change to Woods Contact Details

As an action from the last board meeting, JP was to circulate their new contact details to residents. MC confirmed this has been done.

As an action from the last board meeting, JP was to send Ron Coverson a copy so he could update the website. MC will check if this has been done.

As an action from the last board meeting, JP was to give the call centre the director's names so at least they will be put through. MC said that JR's name has been given, but will check if this has been done for the rest of the Board and add the names of the two new directors.

**Action: MC to check if copy sent to Ron to put on the LYMC website if not already done.**

**MC to check if call centre has been given Board director's names.**

The remaining actions appear under the appropriate headings.

**4. External Repairs and Redecoration Status Report.**

a. 13-63 and 14-96 Amsterdam Road:

MC confirmed the service charges for these blocks had been reset and will be reflected in December's demands.

As an action from the last board meeting, MC was to deliver a schedule of events and legal opinion. MC said Woods do not have a legal department, so this has not been done. However, she will confirm in writing that the legal process was followed.

