

**London Yard Management Company Limited**  
**Interim Board Meeting held at Parc Properties Ltd, Meridian Place E14**  
**On Thursday, 21st May 2009 at 6.00p.m.**

**Present:**

Frances McKeith (FM) – Chairman  
Mark Ferris (MF) – Director  
Sally Anne Hill (SAH) - Director  
Shan Lloyd-Packer (SLP) - Director  
James Rimmer (JR) – Director  
Gemma Appleby (GA) - Director  
Barbara Gorrie (BG)- Director

**In Attendance:** Mark Plunkett (MP) from Parc Properties Ltd.

**Apologies for Absence:** There were no absences.

**Charles Scott & Ptnrs' demands for payment**

These refer to Blocks 4 & 13. The Board were unhappy about the amount of money outstanding to CS for works that have not been progressed and noted that CSPLL were taking legal action for recovery against LYMC. MP was asked to prepare a schedule showing the level of fees per block for works not progressed to date. The Board will review and seek an acceptable way forward.

**Action:** MP to prepare schedule

**Mobile phone**

FM said this no longer needed discussion.

**Potential new Board member**

FM told the meeting that 4 members of the Board had interviewed Andrew Smith . She outlined the skills and experience he could bring to the Board, and proposed that he be co-opted. The motion was carried.

**Update on surveyors.**

MF presented the scoring document he had drawn up in order to compare the companies. The Board agreed this should be used and that MP will complete the missing details. Several points in Parc's report were discussed and amendments requested.

**Action:** MP to supply missing information

**Arrangement of meeting with Block 4**

MP was asked to find the dates Peter Plunkett would be available FM said the meeting would be an extraordinary Board meeting for the sole purpose of discussing Block 4's external works which would be minuted and the minutes published. FM explained the Block have been offered 3 places in the meeting which they have agreed and accepted.

**Action:** MP to ascertain PP's availability

**AOB**

JR handed MP list of the commercial units showing the difference between the units as they are on the freehold and how they are actually being used today. Review ongoing.

**Decision log**

The Board ratified all the decisions on the log (see appendix 1)

**Newsletter**

GA suggested there should be communication to tenants in addition to shareholders. It was agreed to look at this once the current work outstanding had been reduced. It was also noted that there is a need to review and communicate the Code of Conduct.

**Recycling signs**

BG asked for an update. MP said he was waiting for quotes and asked for confirmation from MF of the times for the signs in front of the commercial units.

**Action: MF to send details to MP**

**Rising Bollards**

MP reported that the costs for installing the bollards would be in the region of £18,000. The Board noted that the cost of repairing and replacing the existing barriers was running at approx £3,000 p.a., so the bollards will have paid for themselves in 5 years' time. The Board agreed to install the bollards as part of the new parking policy works.

**Action: MP to proceed with installation as per lowest quote**

**Water seepage under arch in Block 4**

MF reported this was getting steadily worse. MP instructed to investigate urgently.

**Action: MP to investigate**

**New Parking Permits**

MP presented the designs for the new permits, which will be printed with sequential numbers. The Board approved the designs with amendments.

**Action: MP to progress with printers**

**Post Boxes**

MP instructed to contact the contractors to investigate what can be done to ensure post cannot be taken out. Also to find out if larger boxes can be supplied.

**Action: FM to send MP contractor's details**

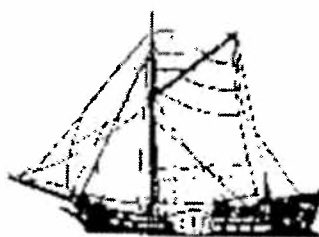
MP to also investigate feasibility of putting bins in the lobbies for residents to dispose of junk mail as they collect their post. These will be emptied by the caretaker.

Action: **MP to look at installation of bins**

Next Board meeting: Thursday, 4<sup>th</sup> June at 6.00 pm

 .....	<u>Frances McKeith</u>	<u>04/06/09</u> .....	<u>Chairman</u>
Signed	Name	Date	Position

Minutes prepared by: Shân Lloyd-Packer, Director. 3/6/09..... 2009



## DECISION LOG 2009

This document details decisions taken by the LYMC board outside of the official monthly Board Meeting.

### February

Item	Directors vote	Decision
<b>Pest Control contract</b> Decision between EBS (current contractor), Rentokil and Integrated Pest Management (IPM) Parc recommended IPM	4 Directors voted to accept the tender from IPM	Award the pest control contract to IPM
<b>Security Guard contract</b> Decision between CIS Security Ltd, Brooknight Guarding and ISC Guarding Ltd. Parc recommended CIS	4 Directors voted to accept the tender from CIS	Award the Security contract to CIS

### March

Item	Directors vote	Decision
<b>Item Removal from common areas and risers</b> Parc recommendation was one skip and two labourers to move items from the common areas. Large items such as bicycles would be moved to a safe storage area and notes would be left in each door of that floor	5 Directors voted to go with recommendation from Parc Properties Mark suggested that any costs of storage should be passed to the owner and the items sold/scrapped after 6 months.	Go with Parc recommendation
<b>Security checkpoints</b> Parc sent an estate plan with suggested call point locations marked.	4 Directors agreed that the locations marked were correct after some minor adjustments	Go ahead with checkpoints in line with amended plan
<b>Cleaning contract</b> Decision between Beechwood, K&R Cleaning Services and Mayors Ltd (broken out into 2 options for 1 or 2 staff) Parc recommended Mayors Ltd option one for 1 staff	4 Directors voted to accept the Option one tender from Mayors Ltd	Award the Cleaning contract to Mayors Ltd

**April**

Item	Directors vote	Decision
<b>Window cleaning contract.</b> Decision between London Cleaning Service (current contract), Rope Tech and Rocket Window Cleaning Ltd	4 Directors voted to accept the tender from Rope Tech.	Award the window cleaning contract to Rope Tech.

**May**

Item	Directors vote	Decision
<b>Lift repair work</b> From a list of 'Required' and 'Recommended' lift items, all 'required' lift work was agreed at 7 <sup>th</sup> May board meeting. However, Arrow then again highly recommended the replacement of the car top controllers to bring them to current standards as the current set up does prove an increased risk to engineers working on the plant and also may result in the insurers refusing to carry out inspections in the future. Cost - £665 + VAT per lift.	5 Directors voted that if this work was indeed necessary at the current time then it should be carried out. The rest of the 'Recommended' items on the list will go into this year budget and should be progressed before year end	Instruct Arrow Lifts to carry out this work.
<b>Internal Decorations</b> Following the 7 <sup>th</sup> May board meeting, Parc prepared a fixed price of £3,500 to prepare the tender documents for internal decoration work in Vermeer, Van Gogh, Frans Hal & 65-85 Amsterdam Road. They also agreed to reduce their percentage from 12.5% to 10% for the remainder of the project (should it go ahead)	5 Directors voted to approve both the fixed price for preparing the tender documents and the reduced percentage rate for the project	Parc to begin preparing tender documents for this work.
<b>1 Van Gogh Court</b> A leak occurred from no. 1 Van Gogh into no. 2, and Woods attempted to recover the costs from no. 1 but they have never responded and contractors are getting impatient. It was suggested that no. 2 be reimbursed the excess from management accounts, then the Boards will discuss and decide how to recover the excess.	4 Directors voted to approve the reimbursement of the excess from management funds.	Reimburse excess cost to no. 2 Van Gogh Court and agree via a board meeting how we will recover this cost.

<p><b>External Decoration – Garages</b>          Parc sought approval of expenditure of £3,950 plus VAT for painting the garage doors (exc. No. 33 which is with solicitors re. ownership) with an additional saving of 5% as they will be commissioned with the rest of the estate external works.</p>	<p>After some questioning by the board regarding exactly how many garages this involved and if the freestanding garages near Vermeer Court would be included, Parc confirmed that all the detached garage blocks are included (9 in total) plus all other garages on the estate (38 in total) 4 Directors voted to approve this expenditure</p>	<p>Instruct Coldstream to commence this work as part of the original commissioning for estate externals to acquire 5% cost reduction.</p>
<p><b>Squirrel Infestation 13-55 Amsterdam Road</b>          Leaseholders have been experiencing problems with squirrels who are chewing through electric cables. The trees are not on London Yard property but Tower Hamlets council are not responding. The gardeners quoted £130 to trim the trees.</p>	<p>4 Directors agreed that London Yard should cover this cost. 2 Directors argued that this isn't our responsibility and the leaseholders should be chasing the council themselves, not expecting us to pay for it.</p>	<p>Pay the cost of getting the trees trimmed as a temporary solution and seek to recoup from the council.</p>
<p><b>Signage List</b>          On 28<sup>th</sup> May, a quorum of Directors walked the estate and made a list of all signage needed, including repairs, replacements and new signs.</p>	<p>4 Directors agreed the list and sent it to Parc.</p>	<p>Parc to proceed with quotations for the agreed signage.</p>