

**Board Meeting of the London Yard Management Company**  
**Held at 12 Beaufort Court, Admirals Way, London E14 on 24<sup>th</sup> September 2008**

**Present:**

Frances McKeith (FM) – Chairman  
James Rimmer (JR)  
Mark Ferris (MF)  
Barbara Gorrie (BG)  
Shan Lloyd-Packer (SLP)

**In Attendance:** Maresa Collins (MC), Jim Preece (JP) from Wood Management.

**1. Apologies for Absence:** Ron Coverson – Company Secretary. Nicola Wildman, Sally-Anne Hill

**2. Minutes of Last Meeting:** The minutes of the previous meeting held on 21<sup>st</sup> August 2008 were approved as an accurate record.

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

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

FM asked Woods for the schedule of events and their legal opinion as per the last Board meeting.

MC explained they had not produced anything yet and FM pointed out this placed the Board in a compromising position. MC and JP will ensure we have this info by 3<sup>rd</sup> Oct. FM said she is concerned about this drifting on and putting the Board into an illegal position. JP explained that as we have gone out to tender, we are covered.

b. Frans Hals Court and Vermeer Court:

FM asked for quotes for the internals for Frans Hals and quotes for Vermeer and Van Gogh as per last meeting. MC explained they had only received one quote as yet. The quote from DRH had been received (and forwarded to FM earlier in the day) and there was another one on the way. FM said we need three quotes. JP undertook to get the 3<sup>rd</sup> one.

There then followed a discussion on what form the internal renovation should take.

BG then asked what colour the front doors in Frans Hals would be. It was discovered that all the front doors in Frans Halls were the same colour, but those in Vermeer Court were different colours. FM and SLP said they were under the impression that it was the owner/shareholder's responsibility/decision, but BG thought this was incorrect. It was agreed that the leases for these blocks need to be checked.

**Action: JP will check the leases and come back to us.**

**FM will ask Ron what happened last time**

Lighting - MC explained that upgrading the lighting in these blocks was not originally included in the schedule of works, but now Health & Safety says we must update the lighting if we're doing the internals. She had 3 quotes as per the standard process. FM asked to see the cost/benefit she had requested at the last board meeting. JP said he'd do it as soon we have decided which lighting we want to use.

As this item of the renovations has not been budgeted for, FM asked MC if it was legal to use money from last year's reserve to pay for it. MC said she wanted to wait for the accounts before answering that question. FM pointed out that work will have to start with the lighting. MC said we could use the money already collected for the lighting, then collect the balance later via the service charging mechanism. JP suggested we carry out the lighting upgrade and redecorate the common areas only, and do the fire stairs later, as a way of being able to

