

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY held  
at 12 Beaufort Court, Admirals Way, London E14 on 26<sup>th</sup> June 2008**

**Present:**

Frances McKeith (FM) – Chairman  
Mark Ferris  
Sally-Anne Hill  
James Rimmer (JR)  
Shan Lloyd-Packer (SL-P)  
Nicola Wildman

**In Attendance:** Maresa Collins (MC), Jim Preece (JP) – Wood Management, Ron Coverson – Company Secretary.

**Apologies for Absence:** Barbara Gorrie (BG)

**1. Minutes of Previous Meeting.** The minutes of the previous meeting held on 28<sup>th</sup> May 2008 were approved as an accurate record.

**2. Matters Arising.** There were no matters arising not dealt with elsewhere on the agenda.

**3. Co-option of Board Members.** It was agreed that Nicola Wildman should join the Board to help with the control of debtors. It was also agreed that Sally-Anne Hill be co-opted for her knowledge of the insurance industry. **Action: Ron Coverson.**

**4. Annual General Meeting.**

**a. Minutes of Meeting.** The minutes were agreed as an accurate record.

**b. Matters Arising.** Actions arising from the AGM are now included (along with the report of site walks) in the Works Log which will be updated fortnightly.

**5. External Repairs and Redecoration.**

**a. Charles Scott & Partners.** It was agreed that all communication with Charles Scott & Partners will be through Wood Management.

**b. Frans Hals Court.** Retention payment had now been released. A Water Ingress report by Bob Gould will be forwarded to Board members. **Action: Maresa Collins.**

**c. 14-96 Amsterdam Road.** Specification and Tender documents are complete and the Section 20 Notices were sent out in January. A contractor nominated by a leaseholder did not complete the pre-contract questionnaire. The Statement of Estimates will now be sent out. A leaseholders' consultation meeting will be held on 31<sup>st</sup> July 2008. **Action: Maresa Collins to organise.**

**d. 13-63 Amsterdam Road.** Specification document is now complete and a Tender

