

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY held
on 28th January 2008 at 12 Beaufort Court, Admirals Way, London E14**

Present:

Frances McKeith (FM) - Chairman
James Rimmer (JR)
Ron Coverson (RC) – Board Secretary
Shan Lloyd-Packer (SL-P)

In Attendance: Mark Tamuta (MT), Maresa Collins (MC) Jim Preece (JP) – Wood Management

Apologies for Absence: Barbara Gorrie (BG)

1. **Minutes of Previous Meeting.** The minutes of the previous meeting (16th October 2007) were approved as an accurate record.
2. **Matters Arising.** There were no matters arising not dealt with elsewhere on the agenda.
3. **Board Membership.** The Board wished to thank Catherine Hareb, who has resigned as a director since the last meeting, for her efforts during her time on the Board. It was agreed that Shan Lloyd-Packer be co-opted to the Board and was welcomed by all present.
4. **External Repairs and Redecoration.** Mark Tamuta introduced Jim Preece, a new member of his team, who has experience managing major contracts. He would be involved in the managing of the existing and future projects on the estate.
 - a. **Frans Hals Court.** The only outstanding issues regarding Frans Hals Court were the repair of internal decoration in two flats damaged by the faulty roof. One owner had agreed a settlement for the cost of repair and this was being paid. Another owner had failed to reach agreement and was being progressed through a complaints procedure.
 - b. **Vermeer Court.** Mark Tamuta reported that the work on Vermeer Court was progressing on time and to budget.
 - c. **14-96 Amsterdam Road.** Mark Tamuta reported that the specification and tender documents had been completed and that the Section 20 Notices were ready to send out. Frances McKeith would meet with Mark Tamuta and decide whether the work (including internal decoration) should be scheduled for this financial year. Ron Coverson pointed out that there is water ingress from the roof.
5. **General Estate Maintenance.**
 - a. **Post Boxes.** James Rimmer reported that the new post boxes installed in

