

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY held  
at 12 Beaufort Court, Admirals Way, London E14 on 29<sup>th</sup> April 2008**

**Present:**

Frances McKeith (FM) - Chairman  
James Rimmer (JR)  
Shan Lloyd-Packer (SL-P)  
Barbara Gorrie (BG)

**In Attendance:** Maresa Collins (MC), Jim Preece (JP) – Wood Management, Bob Gould (BG) – Charles Scott & Partners (Item 3 only), Ron Coverson – Company Secretary.

**Apologies for Absence:** None received.

Action

**1. Minutes of Previous Meeting.** The minutes of the previous meeting of 25<sup>th</sup> March 2008, were approved as an accurate record.

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

**3. External Repairs and Redecoration.**

**a. Frans Hals Court.** Bob Gould reported that the work on Frans Hals Court had been completed and a final account received.

**b. Vermeer Court.** Bob Gould reported that the contractor had performed well and that an handover meeting would take place on 14<sup>th</sup> May. He recommended that the Board should consider upgrading the loft insulation in the block at a future date.

BG

**c. 14-96 Amsterdam Road.** Bob Gould reported that the tenders had been returned for this block and that the second Section 20 notice should be sent out. It was agreed that the cost should be included in the budget for this financial year. Bob also reported that a contractor, suggested by a leaseholder, had failed the pre-qualification questionnaire procedure and did not submit a quotation.

BG  
MC

**d. 13-63 Amsterdam Road.** It was agreed that Bob would complete the tender document for the required works for inclusion in the budget of 2008/9.

BG

**e. General Estate Requirements.** Bob Gould agreed to update a document, previously issued, containing a matrix of the remaining works to be carried out. He also recommended that a topographical survey of the estate be undertaken and also a CCTV inspection of the drains on the estate before work on paving is contemplated.

BG

**4. General Estate Maintenance.**

