

**Board Meeting of the London Yard Management Company**  
**Held at 12 Beaufort Court, Admirals Way, London E14 on 30<sup>th</sup> October 2008**

**Present:**

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

**In Attendance:** Maresa Collins (MC) from Wood Management.

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

**2. Minutes of Last Meeting:** The minutes of the previous meeting held on 25<sup>th</sup> September 2008 were approved as an accurate record.

**3. Actions from Last Meeting – update.**

Change to Woods Contact Details

As an action from the last board meeting, JP was to circulate their new contact details to residents. MC said she did not know if this had been done.

As an action from the last board meeting, JP was to Ron Coverson a copy so he could update the website. MC said she did not know if this had been done.

As an action from the last board meeting, JP was to the call centre the director's names so at least they will be put through. MC said she did not know if this had been done.

As an action from the last board meeting, MC was to distribute JR's details around Woods legal dept. MC said this had been done.

**Action: JP will circulate the new contact details to residents if not already done.**

**JP will send Ron a copy to put on the LYMC website if not already done.**

**JP will give the call centre the Board director's names so that they will be put through if not already done.**

The remaining actions appear under the appropriate headings.

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

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

MC said she had instructed Woods' account to adjust the figure charged for block reserves back to last year's level, plus a 5% uplift, and that this will be reflected in the December quarter.

MC told the Board that the schedule of events and Woods' legal opinion, which she was due to deliver by 3<sup>rd</sup> October, had not been done.

