

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY
LIMITED held at 63 AMSTERDAM ROAD on 19th April 2005 at 7 p.m.**

PRESENT:

Paul Duffy – Deputy Chairman	PD
Ron Coverson – Board Secretary	RC
Mina Bowater	MB
Angela Brown	AB
Paul Leech	PL
Ray Roberts	RR
Kevin Taylor	KT

In Attendance: Jo O'Connor – Wood Management

Apologies for Absence: James Rimmer, Simon Hollingworth, David Bush,
Mark Tamuta (Wood Management)

1. Minutes of Previous Meeting. The minutes of the previous meeting were approved as an accurate record except that the notation of “In Attendance” missing from next to Mark Tamuta’s name.

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

3. Bank Account and Company House Status. Paul Duffy reported that he had the Nat West mandate forms for the appropriate directors to sign. He has not yet been able to obtain statements for the Standard Life accounts. PD

4. Procedures Review. Paul Duffy apologised for the late distribution of his papers and proposed to improve the efficiency of keeping Board members informed by formalising the responsibilities for some of the Board’s activities. It was agreed that Ron Coverson be appointed Board Secretary charged with the timely distribution of Board papers and emails. Other responsibilities would be Simon Hollingworth – the physical audit of the estate and Frans Hals Court roof; Paul Duffy – Technical issues such as CCTV and Ray Roberts – Service Level Agreements. This was agreed. PD
RC
SH
RR

5. Lift Renovation. The company appointed by the previous Board to renovate the lifts has emailed the managing agent saying that they could not, now, undertake the work. A deposit of £5,500 had been paid to them in August 2004 which must be returned. An alternative supplier should now be found and Ricky Lewis has indicated that he would quote for the work. Wood Management should obtain a quotation and details from Ricky. Angela Brown suggested that the design work done by Sandra da Silva should be used if possible. Angela agreed to obtain the design from Sandra da Silva. MT
AB

6. Garden Plan. Ron Coverson had previously distributed a proposal from David Hunwick for creating a planted border around the riverside lawn in front of Frans Hals Court and for additional planting in the other riverside borders. The cost would be £4,800. RC

The expenditure was agreed. Ron Coverson said that the fencing of these areas should be addressed and he would bring forward proposals at a later date.

7. Directors Liability Insurance. Paul Duffy stated that the insurance company needs details of any other directorships held by Board members. Details should be sent to Paul directly as soon as possible.

8. Estate Physical Audit. Bob Gould was awaiting payment of about £3,000 due to him for previous work before beginning the audit. It was agreed that this should be paid. Paul Duffy confirmed that the audit would include the creation of an Asset Register and that the audit should be completed in about six weeks.

9. Service Charge Budget. Paul Duffy reported that Simon Hollingworth had this in hand and that it was expected to be the same as last year plus an amount based on the Retail Price Index.

10. CCTV Installation. Paul Duffy presented his proposal for the installation of CCTV. He went through the details of his proposal which would have an eventual total cost of £16,500 plus VAT. Due to the late distribution of the paper he suggested that the Board approve the expenditure subject to there being no objections from Board members in the next five days. This was agreed.

11. Satellite TV Installation. Paul Duffy presented his proposal for the installation of a Satellite TV pilot based in Vermeer Court. The hardware costs would be about £2,430. Bob Gould would recommend a wiring plan. Due to the late distribution of the paper he suggested that the Board approve the expenditure subject to there being no objections from Board members in the next five days. This was agreed.

12. External Redecoration Works Status. Paul Duffy reported that Simon Hollingworth had the redecoration of the flat blocks in hand and would report at the next meeting. Fencing and general estate presentation would be the responsibility of Ron Coverson.

13. Website Based Complaints Tracking System. Paul Duffy reported that a system, based on the website, was being designed to allow residents to track their complaints and requests for works to be carried out. The design is being undertaken by Zoe Abbott. The cost would be £3,000. The cost was agreed.

14. Meeting of Frans Hals Court Owners. It was agreed that Mark Tamuta should book a room for the meeting at the Pier Tavern on 27th or 28th of April. Notices should be sent to owners either by post or delivered to the flats of resident owners as soon as the room is booked and Bob Gould has confirmed that he is available.

15. Service Level Agreements. Ray Roberts agreed to progress the writing of SLAs.

16. Any Other Business. Ron Coverson formally tabled the minutes of the Annual General Meeting written by Tim Burton. These would be approved at the next AGM. Ray Roberts and Angela Brown offered to contact window replacement companies with a view to obtaining a bulk price for the replacement of windows when owners decide that it is necessary.

Angela Brown expressed the view that the estate's presentation would be improved if the windows were clean. Angela agreed to see if a window cleaning company could be found

ALL

MT
SH

SH

PD

ALL

PD

ALL

SH
RC

RC
SH

MT

SH

RR

AB

RR

AB

that would charge a reasonable price for cleaning the windows of properties and also do the communal areas for free. Such an arrangement, like the windows arrangement, could be publicised and promoted on the website and by letter from the managing agent.

17. Date of Next Meeting. The next meeting would be at 7 p.m. Tuesday 24th May 2005.

Ron Coverson
Board Secretary
20th April 2005