

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY held  
on 25<sup>th</sup> April 2006 at 12 Beaufort Court, Admirals Way, London E14**

**Present:**

Paul Duffy (PD) – Deputy Chairman  
Ron Coverson (RC) – Board Secretary  
Catherine Hareb (CH)  
Ray Roberts (RR)  
Kevin Taylor (KT)

**In Attendance:** Shama Butt (SB) – Wood Management

**Apologies for Absence:** James Rimmer (JR), Simon Hollingworth (SH), David Bush (DB), Mark Tamuta (MT).

**1. Minutes of Previous Meeting.** The minutes of the previous meeting (28<sup>th</sup> March 2006) were approved as an accurate record with the following addition: Item 3. – Add the following: “It was also agreed that at this stage that it was not necessary to appoint a Quantity Surveyor to provide cost estimates for the repairs (and incur further cost as proposed by Bob Gould). This was on the basis that generic cost data and tender prices were to be utilised.”

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

**3. Simon Arnold.** Ron Coverson reported the death of Simon Arnold who had been a member of the London Yard board almost continuously from 1988 until 2005. The Board expressed its appreciation of the service that Simon had given to the company and offers its condolences to his family.

**4. External Repairs and Redecoration Status Report.** Shama Butt reported that the work on Van Gogh Court should be completed in the next three weeks and that the scaffolding will then be taken down. It was agreed that Charles Scott & Partners should proceed with the production of the tender documents for Vermeer Court. It was also agreed that repairs to the lightning conductor on Van Gogh Court should be undertaken. Simon Hollingworth should liaise with Bob Gould on the above items. Paul Duffy reported that Bob Gould would produce a report to Van Gogh leaseholders detailing the work that has been carried out. Shama Butt agreed to send an arrears report to directors by email.

SH  
SB

**5. General Estate Maintenance.** Shama Butt reported that Ricky Lewis had completed work on some of the estates paving and had reduced the methane levels in the pond. The damaged lamppost had also been reported to Ikea. Shama also reported that part of a wall adjacent to 13 Amsterdam Road was subsiding. It was agreed that Ricky Lewis should be asked to examine the problem and report back. He should also examine the capping on bricks on the north-east corner of the pond. Shama would liaise with Ricky Lewis. The fact that the new planting on Manchester Road was not very visible was discussed. It was suggested that the area of new planting should be labelled in some way. Paul Duffy reported that Bob Gould was about to go on holiday but that he would undertake the estate survey on his return.

SB

- 6. Security and CCTV.** Paul Duffy asked Shama Butt whether the additional telephone lines had been installed in the Security Hut in preparation for the new system. Shama agreed to look into the matter. Paul Duffy reported that a consultation meeting would be held at the Pier Tavern on 4<sup>th</sup> May and that he was inviting representatives from the police and local community officers. Shama Butt reported that the notices of the meeting would be sent out tomorrow. PD  
SB
- 7. Satellite TV.** Paul Duffy reported that he had not, as yet, received a sufficient number of subscriptions from Vermeer Court residents to allow a satellite TV pilot to be viable. The matter remains under review. PD
- 8. Service Level Agreements.** Ray Roberts reported that he had received two examples of such agreements from Mark Tamuta and that a dialogue had started. RR  
MT
- 9. Yardy Events Crew.** Catherine Hareb reported that a Easter quiz had been held successfully and that an island walk and barbeque was planned for the 24<sup>th</sup> June. CH
- 10. Leaseholder Query.** Paul Duffy reported that he was looking for a copy of a report of an inspection carried out in 2002. All information would be passed to James Rimmer. PD
- 11. Water Leak – Vermeer Court.** Shama Butt reported on a water leak in Vermeer Court that had damaged properties below it. It was agreed that there may be an insurance claim although the leaseholder may have some liability. Shama should copy the papers to James Rimmer for an opinion. It was also agreed that all insurance claims should be sent through Wood Management so that some control can be exerted over claims. SB  
JR
- 12. Any Other Business.** The extent of litter on the estate was discussed and Shama Butt agreed to ask Mark Tamuta to discuss it with the caretaker. She would also look into the broken street lamps and obtain costs for new signs on the estate. SB  
MT

Ron Coverson  
Board Secretary  
26<sup>th</sup> April 2006