

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY held  
at 63 Amsterdam Road on 28<sup>th</sup> February 2006**

**Present:**

Kevin Taylor (KT) - Acting Chairman  
Ron Coverson (RC) – Board Secretary  
Catherine Hareb (CH)  
Simon Hollingworth (SH)  
Ray Roberts (RR)

**In Attendance:** Mark Tamuta (MT), Shama Butt (SB) – Wood Management

**Apologies for Absence:** David Bush (DB), James Rimmer (JR), Paul Duffy (PD)

**1. Minutes of Previous Meeting.** The minutes of the previous meeting, held on 10<sup>th</sup> January 2006, were approved as an accurate record.

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

**3. Board Membership.** Kevin Taylor reported the resignation, through health and family problems, of Mina Bowater. The Board unanimously thanked Mina for her contribution to the Board since joining it in 1988 and wished her well for the future. The Board also welcomed Catherine Hareb to her first meeting.

**4. External Repairs and Redecoration Status Report.** Mark Tamuta and Simon Hollingworth reported that the original external painting contract had been completed. They also reported that the go-ahead had been given for the repair of the roof lead work and capping repairs. Costs are being agreed with the contractor and that Mark would send out the notice, containing the total figures, to leaseholders. It was agreed that the Van Gogh Court leaseholders would be charged for the additional repairs over the period of the next financial year. The report on the condition of the balconies was discussed and it was agreed that no action was required immediately and repairs could be carried out at the next painting cycle. The costs should be estimated and including in the sinking funds for collection over the five year period. Simon Hollingworth noted that some repairs to individual balconies might be required during that period.

MT

The request from Bob Gould, Charles Scott and Partners, for an increase in fees to reflect the increased workload experienced as a result of the work added to the original contract as well as the additional work generated by a few leaseholders was discussed. Simon Hollingworth agreed to discuss the level of fees with Mr Gould.

SH

**5. Service Charge and Budget 2006/2007.** Mark Tamuta reported that a draft budget would be sent to Board members by Thursday of this week for comment. It was agreed that the Board would aim to approve the budget during the following week.

MT  
ALL

**6. Minutes of the Annual General Meeting held on 6<sup>th</sup> December 2005.** Ron Coverson presented the minutes of the Annual General Meeting. There were no comments on the minutes so it was agreed that they would be presented to the next AGM.

**7. General Estate Maintenance.** Simon Hollingworth asked about the planned Estate Survey. It was agreed that this should be carried out and that Mark Tamuta would ask Bob Gould to make it a priority. It was also agreed that the parking barrier at the rear of Frans Hals Court should be replaced. Mark Tamuta agreed to arrange this. MT

**8. Security and CCTV.** Simon Hollingworth reported that there had been a number of attempted burglaries at the rear of the business premises in Amsterdam Road and that the first question asked by the police was where was the CCTV. It was agreed that the consultation meeting agreed at the AGM should be held as soon as possible. PD

The pilot of the key fob entry system had been installed in Frans Hals Court and initial reaction had been good.

**9. Service Level Agreement.** It was agreed that the Service Level Agreement with Wood Management should be created as soon as possible. Mark Tamuta reported that Wood Management were writing a document setting out the levels of service available and that this document would be available in the next month. Mark agreed to forward a draft of the document to Board Members who would comment on it to Ray Roberts. MT  
ALL  
RR

**10. Yardy Events.** Catherine Hereb reported that the Events Group had drawn up a diary of social events for the coming year. It was agreed that a letter from the group could be included in a future routine mailing to leaseholders sent out by Wood Management and that leaflets, concerning the events, could be distributed by security staff. It was also agreed that small amounts to cover the up front costs of events could be loaned to the group when requested. Such loans should be paid back from the receipts of the event. Catherine Hareb should liaise with Mark Tamuta to work out how this could be done. CH  
MT

**11. Frans Hals Court Roof – Leaseholder Query.** Simon Hollingworth reported that a leaseholder of Frans Hals Court was concerned that he was not given correct information when his solicitor, prior to his purchase, asked if there were major works expected to be carried out on Frans Hals Court. He is concerned that the negative answer he received may not have been accurate and asked that the directors at the time should be asked what instructions they had given to Wood Management regarding these requests for information. It was agreed that James Rimmer would write to some of the previous directors to ascertain what, if any, instructions were given to Wood Management. JR

**12. Date of Next Meeting.** 28<sup>th</sup> March 2006.

Ron Coverson  
Board Secretary  
1<sup>st</sup> March 2006