

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY
LIMITED held at 5 Laybourne House, Admirals Way, London on 28th June 2005**

Present:

James Rimmer (JR) - Chairman
Paul Duffy (PD) – Deputy Chairman
Ron Coverson (RC) – Board Secretary
Simon Hollingworth (SH)
Paul Leech (PL)
Ray Roberts (RR)

In Attendance: Mark Tamuta (MT) and Shama Butt – Wood Management

Apologies for Absence: David Bush (DB), Mina Bowater (MB), Angela Brown (AB),
Kevin Taylor (KT)

1. Minutes of Previous Meeting. The minutes of the previous meeting held on the 24th May, 2005 were approved as an accurate record.

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

3. Bank Accounts and Company House Status. Paul Duffy reported that most of the directors' registration forms had been sent to Companies House. Paul would arrange for the few remaining to be sent. It was agreed that James Rimmer and Ron Coverson should liaise to arrange more signatures to the NatWest account.

PD
JR
RC

4. Buildings Insurance. Mark Tamuta reported that the Buildings insurance was due for renewal. The renewal premium is £58,000, which is less than last year, but that the excess for escaped water damage had been increased to £1,000. It was agreed that an additional quotation should be obtained for comparison.

MT

5. External Repairs and Redecoration. Paul Duffy reported that Bob Gould was happy that he had all the required instructions from the Board that he requires at the moment. The appropriate Section 20 Notices had been sent out in respect of the external painting of 65-85 Amsterdam Road and that work should commence in mid-July. Mark Tamuta was confident that all the requirements of the Landlord and Tenants Act had been complied with. Bob Gould was obtaining quotations for the external painting of the Van Gogh Court block and was also at an advanced stage in the creation of the documentation for the work on Frans Hals Court. Simon Hollingworth expressed concern that residents of Frans Hals Court would not have a roof in November. Paul Duffy said that Bob Gould had said that the work could be carried out satisfactorily at that time of year. Simon Hollingworth stated that a Programme of Works should be made available. It was agreed that Mark Tamuta would liaise with Bob Gould to draw up a detailed programme when the information becomes available.

MT

6. Lift Refurbishment. Quotations for the renovation of the lifts had been received, from AR Construction and Ricky Lewis. Both propose a mirror on the back wall of the lift that is said to reduce vandalism. After discussion it was considered that the AR Construction proposal was preferred because of the proposed lining material. It was noted that Ricky

Lewis could also supply the same material. It was agreed that Simon Hollingworth and James Rimmer should make the decision, on behalf of the Board, so that work could begin before the next Board Meeting. The Vermeer Court lifts should be the first to be refurbished.

SH
JR

7. Service Charge Budgets. Mark Tamuta apologised that, due to his server being down, he had not been able to forward the budgets in advance of the meeting. It was agreed that Paul Duffy and Simon Hollingworth should review the budgets prior to circulation to the Board and that the Board could, if they agree, approve the budgets before the next meeting.

MT
PD
SH

8. Company Solicitor. It was agreed that James Rimmer and Mark Tamuta should review the various legal services required by the company and make recommendations to the Board.

JR
MT

9. Service Level Agreements. Ray Roberts reported that work on drawing up service level agreements with Mark Tamuta was in progress. A separate agreement would be required for security to include parking administration. Simon Hollingworth expressed the view that vehicles stored in parking spaces on the estate (SORN) should incur a charge. Charging for the issue of parking permits should also be considered. James Rimmer asked whether these ideas could be put on the website to judge the reaction of residents.

RR
MT

10. Security and CCTV. Paul Duffy reported that he hoped to install a pilot CCTV monitoring system based at the Wood Management Security office by the end of July.

PD

11. Gardens. Ron Coverson reported that the garden enhancements, previously approved by the Board, were due to be started this month. However, David Hunwick had advised that the plants would not survive planting during the current hot weather and that the work would be done when the temperature falls.

RC

12. Satellite TV. Paul Duffy reported that the owner of the Vermeer Court property had given permission for access to allow the installation of the required satellite dish and that Paul was addressing further technical issues.

PD

13. Website Based Tracking System. Paul Duffy reported that a pilot of the proposed system would be available to be viewed by Board members on Thursday.

PD

14. Replacement Windows – Favoured Supplier. Ray Roberts agreed to progress this item.

RR

15. Window Cleaning. Angela Brown had obtained a quotation for the cleaning of windows in the communal areas. Simon Hollingworth agreed to progress this item including the number of times per year and how residents could use the same company to clean their windows at the same time.

SH

16. Filming on London Yard. James Rimmer reported that he had been asked, by a film company, for permission to complete filming it had started earlier in the year. James said that he was negotiating a fee for this, on behalf of the company, and that he would bring forward proposals for a policy on filming to a later Board meeting.

JR

17. Barrier at Entrance to ‘Mem Saheb’ Car Park. Simon Hollingworth reported that,

due to the continual nuisance caused by non-Mem Saheb customers congregating in the car park in front of the restaurant, the restaurant was prepared to operate a barrier to restrict access to customers and residents. It was agreed that this proposal should be costed and detailed proposals brought forward to a future Board meeting. SH

18. Balcony Repairs. Simon Hollingworth stated that some balconies are in need of repair and that it would be convenient if they were inspected whilst scaffolding was in place for the external redecoration of the blocks. It had been intended that Bob Gould would do this as part of the Estate Physical Audit once the other works were near completion. It was agreed that Simon Hollingworth would discuss this with Bob Gould and report back to the Board. SH

19. Internal Repairs to Frans Hals Court Properties. Simon Hollingworth raised the subject of the repairs to Frans Hals Court properties caused by the leaking roof. He wanted to know when this work would be done and the extent that the management company accepted any responsibility for the problems. It is his property most affected. He objected to the work being taken out of Bob Gould's remit. Paul Duffy stated that the work was to be treated as a small works contract so that it would not attract VAT and professional fees. As it was agreed at the meeting of Frans Hals Court owners that quotes for all the work required would be notified to them before any work was commenced the board could not authorise works on any properties until all the quotes were available, it was not, at this time, possible to say when exactly the work would take place except that there was little point in doing the remedial work prior to the problem with the roof being corrected. It would be done immediately after the roof repair. Paul Duffy also pointed out that the Board could not authorise expenditure on this work without the permission of the property owners of Frans Hals Court because they would be paying for it. PD
JR

A discussion then ensued on the potential liability of block property owners regarding the condition of window frames and any liability, under the lease, that they have to repair or replace window frames that have not been regularly painted. Paul Duffy said that advice that he had received indicated that a judge would take into account the life expectancy of the windows, the weathering as well as the maintenance of the windows. It would be unlikely to be worth the legal costs involved of a resident claiming, from fellow owners in a block, for the cost of repair or replacement of windows. It was agreed that Paul Duffy and James Rimmer should meet to form a common view of the legal situation regarding the window frames. JR

20. Miscellaneous Correspondence. During the meeting a letter, from a resident, had been received by the Chairman. The letter was copied and passed to all Board members present but not discussed. James Rimmer agreed to respond to it.

21. Date of Next Meeting. The next meeting would be held on 26th July 2005. The venue will be announced at a later date.

Ron Coverson
Board Secretary
29th June 2005