

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY held
at 12 Beaufort Court, Admirals Way, London E14 on 29th August 2006**

Present:

James Rimmer (JR) - Chairman
Paul Duffy (PD) – Deputy Chairman
Ron Coverson (RC) – Board Secretary
Catherine Hareb (CH)

In Attendance: Mark Tamuta (MT), Shama Butt (SB) – Wood Management, Barbara Gorrie – Observer.

Apologies for Absence: David Bush (DB), Simon Hollingworth (SH), Ray Roberts (RR), Kevin Taylor (KT).

1. Minutes of Previous Meeting. The minutes of the previous meeting of 11th July 2006 were approved as an accurate record.

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

3. External Repairs and Redecoration. Mark Tamuta reported that he had a pre-works meeting concerning Frans Hals Court on Friday next. He reported that a quotation had been received for the thermal assessment of Frans Hals Court suggested at the consultation meeting. The price was £4,500. It was decided that, in view of the fact that Bob Gould had advised that undertaking the assessment would delay the works and that the local planning office would still require that the proposed installation would be done, the assessment was unnecessary. Mark Tamuta confirmed that Wood Management would vet all correspondence to residents concerning the work prior to distribution and that work should start on the 18th September. Mark also reported that tenders for the work on Vermeer Court should be received next week and that an owners consultation meeting could be arranged once they had been examined. Notice of the meeting would be sent out with the notice of tender replies.

MT

Mark Tamuta suggested that employing a decorator, for the required period, should be the method of undertaking the internal redecoration of blocks. Kate Hareb suggested that this should be piloted on the first block to be decorated, which is 65-85 Amsterdam Road. This was agreed.

4. Security, CCTV and Satellite. Paul Duffy reported that Ricky Lewis was preparing a quotation for the ducting between blocks and we were waiting on telephone lines of sufficient broadband width to be installed. Mark Tamuta reported that he had walked the estate with the Community Officers and they were interested in connecting the estate's CCTV system to the central Tower \Hamlets system. Paul Duffy confirmed that this could be achieved.

PD

5. Service Level Agreements. It was agreed that a Board Sub-Committee should be set up to draw up two service level agreements for managing agent service and also for security and CCTV. It was agreed that the sub-committee should consist of James

Rimmer, Ray Roberts and Ron Coverson. Mark Tamuta agreed to forward a sample agreement to the sub-committee members. A meeting would be arranged once this had been done. MT

6. Yardy Events Crew. Kate Hareb reported that the group's next event was a river cruise to take place on Saturday 16th September.

7. Garden Contract. Mark Tamuta reported that he had received quotations for the contract from three gardening companies including our present gardener. Paul Duffy suggested that the caretaker contract be combined with the gardening contract. Mark agreed to sound out the companies on this suggestion and also to confirm the contract details and job description with Able Services. It was noted that, at present, minor repairs and such things a light bulb replacement was not being done in a timely manner. MT

8. Accounts. Paul Duffy reported that Clive Hyman was seeking an independent auditor for the company.

9. AGM – Election of Directors. Ron Coverson reported that, in line with the Articles and Memorandum of Association of the company, three directors are required to resign in rotation and stand for re-election at the next AGM. As all of the current directors had been elected at the same time the normal 'in rotation' rule cannot apply. Therefore, he would ask for volunteers at a future Board meeting and, if less than three volunteered, names would be drawn from a hat. Paul Duffy stated that, at the AGM, only questions notified in advance would be accepted together with one supplementary question. RC
PD

10. Garages. James Rimmer and Paul Duffy reported that the management company did not know the ownership of some of the garages on the estate. The result is that the company cannot be certain that estate property owners, in all cases, own the garages. Paul Duffy said that a notice would be put on the doors of all garages requiring the owners to contact the company to establish ownership. JR
PD

11. Date of Next Meeting. 26th September 2006.

Ron Coverson
Board Secretary
30th August 2006