

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY  
LIMITED held at 63 AMSTERDAM ROAD on 4<sup>th</sup> August 2005, 5 p.m.**

**Present:**

Paul Duffy (PD) – Deputy Chairman  
Ron Coverson (RC) – Board Secretary  
Angela Brown (AB)  
Simon Hollingworth (SH)

**In Attendance:** Mark Tamuta (MT) – Wood Management

**1. Purpose of the Meeting.** Paul Duffy announced that this “housekeeping” Board Meeting had been called in order to progress matters that need the Board’s attention due to the cancellation of the previously planned full Board meeting.

**2. Minutes of Previous Meeting.** The minutes of the previous meeting were approved as an accurate record.

**3. Matters Arising.** Paul Duffy reported that bailiffs had been sent to the offices of Magilifts on two occasions to retrieve the deposit paid for lift renovation. The outcome of the last visit is not known at present. Estate Physical Audit – It was confirmed that Bob Gould would undertake this audit when time allowed. Paul Duffy confirmed that he would contact the Frans Hals Court resident concerning his window frames.

**4. Bank Accounts and Companies House Status.** Paul Duffy reported that the Companies House documentation was now up to date and that he had also received statements of the Standard Life accounts and that they had been passed to Clive Hyman who is undertaking the Financial Audit. Mark Tamuta agreed to pass the Nat West account statements to Clive Hyman.

MT

PD

**5. Directors’ Liability Insurance.** Paul Duffy reported that this matter was in hand.

**6. Building Insurance.** Paul Duffy reported that, after some considerable work by Paul Leach, the business had been placed with Axa Insurance with a reduction of £5,000 in the premium. The Excess charge for escaping water is now £1,000 and this should be pointed out to owners.

MT

**7. External Repairs and Redecoration.** Paul Duffy reported that scaffolding should be put up at 65-85 Amsterdam Road on, or about, 15<sup>th</sup> August, in preparation for the external painting of the block. Bob Gould, the project manager, is obtaining quotations for the external painting of Van Gogh Court. Mark Tamuta will send out the required notices to owners when appropriate and also obtain a detailed programme of works from Bob Gould. Paul Duffy reported that Bob Gould had stated that if the Frans Hals Court roof works were to be done during the winter months the cost may increase by up to 15%. Paul said that, in this event, the owners of Frans Hals Court properties might be asked whether they would prefer the work to be delayed until early next year. The Board will await a recommendation from Bob Gould.

MT

**8. Lift Renovation.** After some discussion on the situation regarding the lift renovations, it was agreed that Simon Hollingworth would continue to work with the two contractors

SH

to provide a pragmatic solution to the renovation requirements.

**9. Company Solicitor.** It was agreed that, on James Rimmer's return, Paul Duffy and Ron Coverson should meet with him to draw up a list of charges that can be published on the website.

JR  
RC  
PD

**10. Gardens.** Ron Coverson reported that David Hunwick's team was working on the Manchester Road frontage and had planted a number of plants in the spaces. They are also going to clip hedges and tidy the area. David Hunwick will also survey the river front lawns in order to identify what is required to create borders around the lawns.

RC

**11. Barrier at Mem Saheb Car Park.** It was agreed that Paul Duffy would write to the owners of the Mem Saheb restaurant regarding the barrier and that Simon Hollingworth would progress its installation.

PD  
SH

**12. Window Cleaning.** It was agreed that Able Services be contracted to undertake the window cleaning of communal windows quarterly in line with their quotation and Simon Hollingworth's specification. Property owners should be informed of this contract and be given Able Services details so that they can arrange, at their cost, to have their windows cleaned at the same time as the communal windows.

MT

**13. Service Charge Budgets.** Simon Hollingworth reported that he had changed the budget to reflect a 5-year cycle of redecoration and external painting and a 6-year cycle for the replacement of carpets in the communal areas. The budget was approved subject to any comments that Paul Duffy may have. Paul Duffy agreed to finalise the budget by Friday 12<sup>th</sup> August 2005. A covering letter to the budget should be sent to owners explaining the changes to the budget.

PD  
MT

**14. Date of Next Meeting.** The next meeting will be held on 27<sup>th</sup> September 2005. The venue to be announced at a later date.

Ron Coverson  
Board Secretary  
4<sup>th</sup> August 2005