

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY
LIMITED held at 17 Frans Hals Court on 24th May 2005**

Present:

James Rimmer (JR) - Chairman
Paul Duffy (PD) – Deputy Chairman
Ron Coverson (RC) – Board Secretary
Kevin Taylor (KT)

In Attendance: Mark Tamuta (MT) – Wood Management, Bob Gould – Charles Scott and Partners (Item 5. only).

Apologies for Absence: David Bush (DB), Mina Bowater (MB), Angela Brown (AB), Simon Hollingworth (SH), Paul Leech (PL), Ray Roberts (RR)

1. Minutes of Previous Meeting. The minutes of the previous meeting (19th April 2005) were approved as an accurate record.

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

3. Bank Account and Companies House Status. Paul Duffy reported the approximate amounts in the Nat West and Standard Life accounts [*Amount withheld*] but said that, in order to gain full control of the latter, the Companies House registrations must be completed. Paul apologised for being remiss in not being able to allocate time to this task and proposed that Ron Coverson should be appointed as acting Company Secretary in order to complete the Companies House registrations and also to press the appropriate directors to complete their bank mandate forms. This was agreed.

RC

4. Outstanding Service Charge Debts. Mark Tamuta presented a list of leaseholders whose service charge payments were overdue. The policy regarding debtors was discussed and it was agreed that the present policy should remain in place for the time being. Mark Tamuta agreed to add the date of instigation for late payment to future spreadsheets. It was agreed that cheques received from a particular debtor should be banked and the leaseholder written to stating that the payments had been accepted only as part payment for the outstanding debt.

MT

5. External Repairs and Redecoration. Bob Gould, of Charles Scott and Partners, joined the meeting and advised the Board on aspects of the external painting of the blocks and the repairs required to the roof of Frans Hals Court. It was agreed that the painting contractors would report any window frames requiring repair. Such repairs would be authorised by the Project Manager and subsequently charged to the leaseholder. The leaseholder would also be told, beforehand, of any agreement the Board had been able to negotiate with a replacement window supplier. It was also agreed that the repairs required as a result of water ingress into properties in Frans Hals Court would be treated as a separate project. It was agreed that Mark Tamuta should write to Bob Gould authorising him to start work on Stage One of the project. The first stage is the painting of the block 65 – 85 Amsterdam Road. The painting contractor would be chosen by negotiation based on two suppliers. Mark Tamuta would ensure that the appropriate Section 20 Notices are sent out. The order of works will be 65-85 Amsterdam Road, Van Gogh Court and then

MT

Frans Hals Court. Bob Gould would produce specifications and Tender documents for further stages when the first stage is underway.

6. Lift Renovation. Paul Duffy agreed to obtain a quotation for the work from Ricky Lewis. PD

7. Estate Physical Audit. Paul Duffy reported that Bob Gould would undertake the Estate Physical Audit when his time allowed. Mark Tamuta agreed to discuss any asbestos presence with Bob Gould. PD
MT

8. Service Charge Budgets. Mark Tamuta presented a draft Budget for the financial year 2005/2006. After some discussion Mark agreed to make some revisions and distribute it to the Board by email in a spreadsheet file format. It is intended to publish the Block accounts and reserves as soon as possible. MT

9. Gardens. Ron Coverson reported that the borders to be added to the lawns on the riverside are scheduled to be done in June. He asked that a further £2,500 be authorised for work on the frontage of Manchester Road and, if possible, this would be done before the work on the riverside lawns. This was agreed. RC

10. Security. Mark Tamuta reported that Wood Management had set up a mobile security unit operating for 24 hours per day for neighbouring estates. He said that if London Yard took part in the scheme its security cover would increase from the present 10 hours per day and save about 30 per cent of the current security costs. The planned CCTV service would be monitored at Wood's security office in Heron Quays (saving an additional £4,000 in the cost of a server for the CCTV system) and regular mobile patrols around London Yard would give the estate an improved coverage. Antony (the security guard) would join the mobile unit based at Heron Quays. This proposal was agreed in principle subject to a Service Level Agreement and contract being agreed. Paul Duffy demonstrated the cameras intended for use on London Yard. MT
RR
PD

11. Website Based Tracking System. Paul Duffy reported that the development software had been purchased.

12. Proposed Loft Extension – [Address withheld]. The leaseholder had asked permission to erect a loft extension on this property. It was pointed out that similar proposals had been made before but proved uneconomic considering the cost of architects, engineers and roofing alterations. A payment to the management company for the extension of the flat's floor space would also be required. Mark Tamuta was asked to talk to the leaseholder to determine whether they wished to progress this matter considering the potential costs involved. MT

13. Date of Next Meeting. The next meeting will be held on Tuesday 28th June 2005 at a location to be announced.

Ron Coverson
Board Secretary
25th May 2005