

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY  
LIMITED held at 12 Beaufort Court on 27<sup>th</sup> September 2005**

**Present:**

James Rimmer (JR) - Chairman  
Paul Duffy (PD) – Deputy Chairman  
Ron Coverson (RC) – Board Secretary  
Mina Bowater (MB)  
Ray Roberts (RR)

**In Attendance:** Mark Tamuta (MT), Shama Butt – Wood Management. Kevin Maple – LBTH (item 3 only).

**Apologies for Absence:** David Bush (DB), Kevin Taylor, Simon Hollingworth, Paul Leech

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

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

**3. Rubbish Recycling.** Kevin Maple explained the circumstances and policy of the London Borough of Tower Hamlets regarding its soon to be introduced Recycling Scheme. He explained that all recyclable material would be put in one reusable sack delivered to residents. Weekly doorstep collection could be arranged for the houses on the estate but the provision for the residents of the blocks was more difficult. Members of the Board expressed the view any paladins for recyclable rubbish should not be easily visible in the communal areas. It was agreed that Kevin Maple should liaise with Mark Tamuta to see if an agreed arrangement could be made.

MT

**4. Resignation of Director.** Ron Coverson reported that Angela Brown had sold her property and had, therefore, resigned as a director. Ron Coverson was asked to write to Angela and express the Board's thanks for the work that she has done on behalf of the company.

RC

**5. Bank Account Status.** Mark Tamuta explained the new banking arrangements for the London Yard service charge funds. Service Charge receipts would be paid into client accounts for each block held by Wood Management. After discussion it was agreed that Wood Management should not hold more than £30,000, in total, of London Yard funds and that a sweep arrangement should be set up to move any excess funds to the Nat West Account. Ron Coverson and Mark Tamuta were asked to work out a monitoring system to ensure that this works successfully. It was also agreed that Ron Coverson and Paul Duffy should cancel the existing standing order to Wood Management.

RC  
PD  
MT

**6. Directors Liability Insurance.** Ron Coverson reported that Directors Liability Insurance was now in place.

**7. Financial Audit.** Paul Duffy reported that he expected the Financial Audit Report would be available at the next meeting.

PD

**8. External Repairs and Redecoration.** Mark Tamuta reported that the external painting of 65-85 Amsterdam Road had been completed and that the external painting of Van Gogh Court was expected to start in the second week of October. Bob Gould has said that if the repairs to Frans Hals Court roof were to be done during the winter months a temporary roof would be needed at an additional cost of 15 percent of the budget. It was agreed that owners of Frans Hals Court properties should be written to giving them the option of delaying the repair until early next year. MT

**9. Lift Renovation.** Members of the Board expressed their discontent at the lack of action on this matter. Mark Tamuta reported that one of the suppliers had dropped out. It was agreed that Ricky Lewis be told that the Board desired action on the Vermeer Court lift by the next Board Meeting. James Rimmer reported that we had, so far, been unable to obtain the return of the deposit paid to Magilift a year ago. Further action was intended. A letter "before action" has been sent to the operators. Failing a response before 3rd October 2005 further action will taken. James also will have a word with Clive Hawkes as it was he who placed the contract. MT  
JR

**10. Company Solicitor.** James Rimmer agreed to meet with Ron Coverson and Paul Duffy to agree a list of charges to be published on the website. RC  
PD  
JR

**11. Service Level Agreements.** Ray Roberts reported that progress was being made on the Service Level Agreements. RR

**12. Security and CCTV.** It was unanimously agreed that Wood Management Security would be employed to monitor the CCTV cameras, soon to be installed on the estate, at a cost of [Amount withheld] per month. It was also agreed unanimously that a contract be produced to transfer the estate security to Wood Management's mobile security service at an annual cost of [Amount withheld]. This is a reduction from the present £32,000 per annum. The mobile service would include 120 visits to the estate each month plus emergency calls from residents. The visits would also include foot patrolling. Our present security guard had been offered a new contract with the mobile service. Paul Duffy and Ron Coverson agreed to finalise a contract with Mark Tamuta. PD  
MT  
RC

**13. Satellite TV.** Paul Duffy reported that the installation of the pilot satellite TV system would begin to be installed next week. PD

**14. Barrier at the 'Memsahab' Car Park.** Mark Tamuta reported that the barrier had been installed and that it was proving successful in keeping down the noise from that part of the estate. Other Board members reported that they had received good reports from residents. It was agreed that a sign be installed giving residents and restaurant customers instructions on how to obtain admission to the car park. MT

**15. Replacement Windows – Favoured Supplier.** Ray Roberts demonstrated a suitable window design from the supplier intended to be the favoured supplier. It was agreed that the window design was suitable and that Ray would arrange with the supplier to inform residents of the supplier and the special prices that he had arranged. RR

**16. Bicycle Storage.** The provision of bicycle storage facilities for the estate had been requested by a number of residents. After discussion on the possible storage facilities that could be installed and the likely take-up of each method, it was decided that none was

likely to succeed. The matter could be revived if a practical solution was suggested.

**17. Filming on London Yard.** James Rimmer reported that charges for filming on London Yard property would have to be set dependant on who, and for what purpose, filming was to take place. He also reported that the last company allowed to film had not yet paid its bill.

JR

**18. Annual General Meeting.** Paul Duffy said that at the last AGM he had said that an EGM would take place in order that members could comment on the performance of the new Board of Directors. After some discussion it was agreed that this separate meeting should not be called and that the Annual General Meeting should be held on its normal date of early December. Mark Tamuta was asked to ensure that the audited accounts were available for such a meeting and that he plan to send out notices at the appropriate time. Possible changes to the company's Articles of Association may be included on the agenda.

MT

**19. Display of Board Minutes.** Ray Roberts suggested that the minutes of the Board Meeting be displayed on the notice board on the security hut. This was agreed.

RC

Ron Coverson  
Board Secretary  
28<sup>th</sup> September 2005