

London Yard Management Company Ltd Board Meeting held on 8th July 2015 at 6.00pm

Minutes

PRESENT

Claire Easley (CE)
Ujas Patel (UP) - Chairperson
Deepak Rai (DR) – via telephone
Giuseppe Caldararo (GC)
Chris Parkes (CP)

Parc: Mark Plunkett (MP)
Hooman Vahabi (HV)

APOLOGIES

Richard Deogun (RD)
Jenni Kurinczuk (JK)
Giulio Ventura (GV)
Louise Demarco (LD)
Hannah Lewis (HL)

1. **Apologies** received from above.

It was noted that HL is still to provide information for Directorship and MP will follow up.

2. **Minutes.** Board meeting minutes of 13th May were approved. CE to send a copy of this meeting to GC for website and MP for files once complete.

Date of the next meeting was confirmed for 12th August. It was discussed moving meetings to a different day for members that are unable to attend on Wednesday. Board will consider following attendance at subsequent meetings.

3. Chris Parks is a new owner on London Yard. He introduced himself to the Board and was co-opted. MP to send plan of estate and obtain relevant details. Chris to write a bio for the website.
4. **Action Points from previous Board meetings** were reviewed and progress reported and noted accordingly.

AGM – Date confirmed and advised with Service Charge Demands. Venues reviewed and it was agreed to host at Parc's new offices, as they will have moved to new premises by then and have a room large enough to accommodate. Will need to hire extra chairs and projector.

Contractor contact details on website are to be reviewed. UP and MP to advise.

Tender for new Managing agents. MP to send S20 document to CE to prepare and distribute to invite people to nominate agents.

5. **Financials.** The Audited Accounts are complete. HV to confirm requirement in the lease regarding how soon we need to distribute following approval. To save on printing costs, we do not want to have to issue again prior to the AGM in October when these will be discussed. It was agreed we will not be providing a detailed breakdown commentary this year. Leaseholders are free to attend at Parc's office to review in more detail if required.

Wilson Stevens advised that a note in the accounts regarding the £97K is not relevant to the past or present financial year. In addition, they also advised that the financial years in question do not contain specific lines which can be referenced. The Board agreed not to place a note in the accounts.

Reviewed block by block financials. Increased pest control costs were discussed as this is over budget and queried by CP. This is due to preventative measures and proofing. The Board agreed we have done all we can to prevent this and it is now up to leaseholders to take responsibility for their property.

Lighting costs will be reviewed in detail in September. Currently replacing light fittings with LED to save costs in the future. This is increasing amount spent.

Increased insurance costs were discussed. This is due to water ingress claims. CP suggested it is the leaseholders responsibility to ensure their pipe work is in good working order. With increased excess, any water ingress will be charged back to the blocks, which could be a good incentive for leaseholders as will result in increased service charges.

6. **Legal** - Problems with access to a property for works to be carried out was discussed and explained to CP. This has been referred to Charles Russell. There was a brief discussion on how to proceed with gaining access and this was taken off line.

Owner of garage 41 has been located through tracing and now collecting ground rent. This was an easy process as we had an indication of ownership. Agreed we will now try to trace another garage owner where we do not have any idea. MP to obtain a cost estimate for this.

7. **Mechanical and Electrical**. Any tweaks following installation of lifts have now been completed.
8. **Externals** – All block front doors to be replaced on development. Explained that some doors need repair and are not closing properly, so this is for increased security. It is good to have continuity and cannot replace some without others, so whole development needs to be completed. S20s to be sent where relevant. This has been brought forward in the Major Works plan.

Major Works Plan - External LED lights were discussed. Could we bring forward works budgeted for later date? HV and MP to review plan with potential to add a line, rework numbers and revert.

9. **Parking** Chris advised he had a problem with the uploading document facility on the parking company's website and MP will follow up on this.
10. **General Estate** - MP to ask Richard to take down the BBQ flyers and put up Tower Hamlets noise number.

MP explained what Richard and Simon have been working on around the estate.

11. **Security** - A small fire was lit near the Memshahb restaurant. Fire Brigade called and extinguished quickly. This lead to a discussion around gating the riverside.

Licences and non licenced works - request for Dry Cleaners on Amsterdam Road. Exploring the contamination questions raised by Hannah.

12. **AOB** - Riverside Gating was discussed. It was noted that we need to check the lease. This will be discussed and presented at AGM. MP to obtain quotes from contractors and options for type (height / style etc).