

**Board Meeting of the London Yard Management Company
Held at Parc Properties Management Ltd, Meridian Place, London E14 9FE
on Thursday, 13 August, 2009**

Present:

Frances McKeith (FM) – Chairman
Mark Ferris (MF) – Director
Shan Lloyd-Packer (SLP) - Director
James Rimmer (JR) – Director
Barbara Gorrie (BG) - Director
Gemma Appleby (GA) – Director
Andrew Smith (AS) - Director

In Attendance: Mark Plunkett (MP) from Parc Properties Ltd.

Apologies for Absence: N/A

Minutes of Last Meeting: Both 2nd & 22nd July minutes approved

Decision log - The Board ratified all the decisions taken since the last Board meeting on the log (see appendix 1)

Financials:

- Woods' Company Accounts

AS updated in the month that Woods' balance sheet was relatively healthy and that they were not in an insolvency position so therefore further funds should not be in doubt.

Action: **No further action required at this time.**

- Monthly Accounts

MP provided hard copies of budget vs actual. FM said that all should review this prior to asking Parc for quotations so we ensure we are aware of what expenditure is in plan and out of plan before we action. SLP said we had previously asked for these to be available electronically prior to the meeting so we could review beforehand. MP said he would ask HV to provide. SLP asked additionally for this months' to be provided electronically, MP agreed to arrange.

Action: **All to review on an ongoing basis.**

Action: **MP to send electronic copies of budget vs actual to the Board asap.**

- Funding Shortfall

SLP updated in the interim that the monies have been transferred.

Action: **No further action required at this time.**

AGM

FM updated that a complaint has been received from a shareholder indicating that the notice period had not been legally sufficient for the AGM to take place on the arranged date. MP updated that Charles Russell had provided part information but not sufficient at present to decide whether the shareholder was entirely correct or not.

The Board agreed that, as a precaution, a supplementary date should be identified and provisional venue booking made in case the shareholder was correct. Date agreed as 17th September, venue to be either Mudchute Kitchen or Café Forever, whichever was free. SAH said as both were charities, the fee would be well spent whichever we chose.

Parking

MP had sent in the interim quotations from 3 clamping companies and a recommendation on one. Board debated the issue of the process leading up to clamping and agreed that legal counsel should be sought to determine whether clamping under the new parking policy and the leases was both legal and enforceable. MP to action. Board also approved recommended clamping company ,if clamping found to be legal.

Action: MP to instruct Charles Russell to provide counsel

FM brought up the issue of the vehicle recovery firm that a commercial unit has been sub-let to, and the fact that the caretaker had reported that this firm were currently storing 21 vehicles on London Yard. The Board discussed at length which parts of the commercial leases could be used as evidence that this was not the sort of use our parking spaces should be utilised for. Agreement reached that legal counsel should be sought in order for us to proceed against this mis-use of our parking bays.

Action: MP to instruct solicitors to check unit's lease and the parking policy to see if sub-tenants are in breach, plus an opinion on our parking policy against the lease and our right to clamp/remove vehicles.

MF to draft instructions to solicitors and send to MP.

FM presented anonymous letter about the parking that has been circulated to residents of Amsterdam Road. The Board agreed no action was necessary, as a decision to amend policy to take account of residents' concerns had been taken already at the last Board meeting.

Action: No further action required at this time.

Review of Actions Log and actions arising

MF said he will review open items separately. Board agreed this no longer needed to be a standing item but would only be discussed as and when needed. Board agreed next walkabout would be 20th Aug 8am.

Action: No further action required at this time.

Review of Incident Log

MP said he had nothing to report. Board agreed this would be a standing item on the Agenda going forward to ensure they were appraised of significant incidents.

Action: No further action required at this time.

Memsahab – antisocial behaviour

SLP said that she had been working with one of the leaseholders in 65-85 Amsterdam Road on this. MP updated that the restaurant had not responded to either letter that had been sent to the service charge address, which is also the restaurant's address. MP also updated that he had visited the restaurant twice and asked to speak to the manager and, when informed he was not there, asked the staff to ensure the manager contacted him. To date, the manager has not done so. MF updated that he had spoken to the restaurant manager and informed him of the issues the Board had with his tenancy and he said that he would contact the leaseholder to discuss. MF said that as we were not aware of the terms of the sub-lease to the restaurant, it was difficult to see where the responsibility lay from the restaurant's point of view. The Board debated and agreed that, as the leaseholder had been written to twice with no response to the address where the service charge invoices when, which were

responded to, that the leaseholder had had sufficient time to both respond to our concerns, and to make a start on the necessary repairs, but had clearly chosen not to. The Board instructed MP to arrange for a letter from Charles Russell to be sent to the leaseholder setting out his obligations under the terms of his lease, where we believe he is in breach and the reparations he must make to avoid further legal action from the freeholder.

Action: MP to instruct Charles Russell to prepare a letter to be sent to the Memsahab.

Recycling

BG updated that after speaking to the caretaker, 8 additional signs were needed for rubbish and recycling housings. MP updated that the approximate cost of this would be circa £350. The Board approved this expenditure.

Action: MP to add 8 signs to signage order

Externals

FM told the meeting she had written to Block 4 with the contents of the recommendation received from Peter Plunkett of Parc, and that Mina Bowater had now cascaded that information to Block 4. FM also updated that she had written to CSPLL to terminate our contract with them. CSPLL indicated that when they received formal termination that they would review their records with a view to seeing what potential additional charges were due them. The Board debated and agreed that that was not satisfactory and that legal advice should be taken from Charles Russell as to whether the contract was indeed fair and reasonable from our perspective.

Action: FM to re-provide Parc with copies of the de facto contract and narrative explaining our position.

MP to send this to Charles Russell for their review.

- Schedule of payment demands from Charles Scott & Ptnrs

AS mentioned that if LYMC wished to have the CCJ that CSPLL had obtained against us set aside, we would need to settle the circa £12,000 invoice tomorrow, 14th August by CHAPS transfer. Board debated whether the payment was necessary but agreed that it was. AS to obtain bank details from Sheriff's office and MP to arrange funds transfer

Action: AS to provide banking details

MP to arrange funds transfer

Internals

MF updated that he and SLP were to meet on Monday to finalise colour scheme and carpeting as the original spec has proven to be not in keeping with the building. MF will update on Tuesday regarding the materials and colour schemes so that MP can prepare the sample boards for the AGM.

Action: MF and SLP to review materials and scheme

MP to update MP shortly thereafter

MP to prepare sample board for AGM

Signage

MP handed over the proofs for checking and sign-off by the Board. GA agreed to proofread signs and specs and confirm or otherwise to Parc that the proofs were ready for printing

Action: GA to review proofs and provide feedback to MP

Insurance Works – Siting of Bins on Amsterdam Road

GA updated that the current proposed location of the bin store between Block 13 and Block 5a would be highly detrimental to the leaseholders in Block 5a. Board agreed that GA, SLP and FM would work together to find a more acceptable solution to all. MP and BG updated that they had different recommendations from the caretaker regarding the number and siting of the bins at both end of Block 13 and that MP would re-review with caretaker.

**Action: GA, SLP and FM to review and propose better siting for remaining bins.
MP to re-review bin requirements with caretaker.**

Website

FM reported that domain names had been purchased and building work is underway. MP said he is still waiting for the ship logo from the sign company.

Action: MP to send ship logo from signage company to FM

AOB

FM said that, post Mina Bowater’s attendance on our behalf at the recent Police Open Evening, Mina had updated FM to say that we were not on the police “radar” and that Sgt Carl Peacock would be our contact and suggested we meet with him and his team to talk about our issues of security on the Estate; what we were doing to help ourselves; and what the police could do to assist us and recommend further security enhancements. FM drew the Board’s attention to the mail she had sent round prior to the meeting saying that she had arranged for Sgt Peacock and his team to attend on site on Friday, 21st August to discuss our issues and had asked for volunteers and attendance by our security contractors. MP said he will be attending with our security guard and a senior manager from our security firm. SLP, MF, SAH and GA all volunteered to attend and FM added that Mina Bowater would also be in attendance. BG apologised that she was unable to attend but would provide a document highlighting all the issues that she has been aware of over previous years, in order that we could fully brief the police on our issues.

Action: BG to provide list of issues

Pond Lighting

MF told the meeting that he and SLP would be reviewing the pond lighting funding on Monday evening and revert to the Board shortly thereafter with a recommendation as to whether funding was available for this necessary upgrade.

Date for Next Board Meeting 27th August 2009

.....	<u>Frances McKeith</u>	<u>2009.. Chairman</u>
Signed	Name	Date	Position

Minutes prepared by: Shân Lloyd-Packer, Director. 14th August 2009