

**Board Meeting of the London Yard Management Company**  
**Held at Parc Properties Management Ltd, Meridian Place, London E14 9FE**  
**on Wednesday, 1<sup>st</sup> April 2009**

**Present:**

Frances McKeith (FM) – Chairman  
Mark Ferris (MF) – Director  
Sally Anne Hill (SAH) - Director  
Shan Lloyd-Packer (SLP) - Director  
James Rimmer (JR) – Director

**In Attendance:** Peter Plunkett (PP) & Hooman Vahabi (HV) from Park Properties Ltd.

**Apologies for Absence:** Barbara Gorrie (BG) & Gemma Appleby (GA)

**Minutes of Last Meeting:** The minutes of the previous meeting held on 5<sup>th</sup> February 2009 were approved in principle, with some small spelling corrections, as an accurate record.

The Board discussed where the paper records of the Company should be held, and it was agreed that Parc will purchase a 4-drawer metal filing cabinet.

**Parc Agreement Review**

SLP confirmed that the agreement had been signed by her, with JR and MF as witnesses. The agreement is for 12 months, and it was decided that the agreement would be reviewed in December 2009.

**Action:**           **No further action required.**

**Handover from Woods:**

- Financials.

HV reported he had spoken with Kevin Rist of WilsonStevens who said the 2007/08 accounts should be with us by 7<sup>th</sup> April. FM expressed concern over late filing penalties from Companies House, notification of which had been received. SLP said the Company Secretary had contacted Companies House and agreed an extension to 20<sup>th</sup> April. HV said this could be extended if necessary. SLP said Woods had agreed in writing to meet any late filing penalties. It was agreed that it was more important to have accurate accounts, especially as Woods were meeting any penalty costs.

The three-month deadline that Woods had imposed when their contract was terminated was discussed. As the deadline had now passed, it was agreed that they should be chased for outstanding documentation and monies.

**Action:**           **SLP to chase Woods for outstanding documentation and monies.**

- Ground Rents

SLP reported Woods used part of the ground rent monies to pay last year's insurance premium. She is still waiting for an explanation on what happened to the rest of the monies.

**Action:**           **SLP to chase RMG for explanation and/or missing monies.**

- Electricity Supply.

HV reported that a new contract the supply had been agreed with EDF and that our new tariff will be approximately 32% cheaper than the one we were previously on.

**Action:**           **No further action required**

- Apportionments.

SLP told the Board that she had spoken to Nigel Wilson of Wilson Stevens, and he confirmed they had started looking at how Woods had been applying the apportionments.

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

- Open Evenings.

- MP reported four people had attended the open evening on 18<sup>th</sup> March

**Action: No further action required**

**AGM**

Date – the Board agreed the delay with the accounts meant the AGM would have to be put back to the end of June

Venue - SAH reported she had found 3 venues that might be suitable: the Island centre, but this would not be available until 7pm and was on the first floor; St Johns, but not available on Thursdays; and the Café, which is available from 5pm and is £60 for the whole evening.

Shareholder Pack - GA had forwarded a suggested agenda and outstanding questions list. The Board agreed to review these at the next meeting. HV to send standard AGM forms to us

Memo & Articles – Board agreed the M&AA needed reviewing against the Companies Act 2006, and see if current ones are still fit for purpose. This should be done as soon as possible, so that any changes found to be necessary can be ratified at the upcoming AGM, rather than go to the extra expense of an EGM. JR will look at them and present his findings to the Board.

**Action: Board to finalise date & review venue findings**  
**JR to review M&AA and present findings.**  
**HV to forward forms.**

**Debtors**

- HV told the Board that Radcliffe's were ignoring his requests for information/updates on the cases they were handling. The Board decided that these historical cases should be transferred to Charles Russell.

**Action: Parc to transfer all work with Radcliffes to Charles Russell**

**Externals.**

- PP told the Board that they had received Archers' report, and after reading it, his recommendation was to have a third surveyor study the two reports and make recommendations. As this was in line with what had been agreed by the Board with the residents of block 4 in the consultation meeting last July, the Board approved fee of £350 for chartered building surveyor to examine both reports and make recommendations.

**Action: Parc to instruct chartered building surveyor.**

- MF raised a concern about peeling paint on the balcony railings on Vermeer Court. As this block was only redecorated last year, the Board felt faulty workmanship could be the cause and the contractor should be contacted and asked to rectify the fault. Parc were to contact Charles Scott & Partners to investigate having the faults rectified under guarantee

**Action: HV said they have spoken to Charles Scott & Partners who are investigating a claim under the guarantee.**

- MF raised a concern about the standard of making good when water meters have been installed. It was decided that such installations should be added to the action log and monitored.

**Action:** Included water meter installations to action log for monitoring

**Lifts.**

- HV reported that the report had been found, and the faults identified in it had been rectified. However, Parc are not impressed with the contractors. It was decided that Parc should look at the contract and see what break clauses there are.

**Action:** Parc to investigate break clauses in current provider's contract.

**Fire brigade report**

- HV reported that all risers and common areas had been cleared and Parc were negotiating with the Fire Brigade on the other items i.e. Ground floor entrances: remove any tables and free paper as it constitutes an arson risk; access for fire fighters; marking of dry riser inlets

**Action:** Parc to continue working with Fire Brigade and report back to the Board on any actions needed.

**Legal Support**

- JR reported that Parc had supplied the detail he had asked for, and recommended the Board approve Charles Russell handle LYMC's legal matters. The Board accepted his recommendation

**Action:** Parc to inform Charles Russell that they have been appointed, and write to other firms that tendered, informing them of the Board's decision.

**Review of parking/caretaking & security**

- Parking

HV reported they are waiting for the last of the quotes to come in.

**Action:** Parc to obtain remaining quotes & MP to provide update

- MF suggested that a cost/benefit study should be undertaken on replacing the barriers.

**Action:** SLP to produce cost/benefit report when actual costs are known.

- Job Spec. for Caretaker Role

- HV reported MP is still working on this with the current caretaker.

**Action:** Parc to continue review of the caretaking job spec. and report back to the Board.

- Security

- HV reported that the new contractor takes over on 3<sup>rd</sup> April

**Action:** No further action required.

**Review of Actions Log and actions arising**

- HV reported that MP had actioned all the current items on the action log. He presented a list of the quotations received so far and the Board decided the contracts should be awarded as follows:

Wooden fence posts and railings, repair and replacement: Westheath @ £5,773.00 inc VAT  
(Including installation of new posts to pergola area)

Wooden Fence Post and railing decoration:	Coldstream @ £4,312.50 inc VAT
Block Paving:	Westheath @ £5,060.00 inc VAT
Lamp Post decoration: Based on 28 counted lampposts	Coldstream @ £1,127.00 inc VAT
Rising Bollard: on hold pending budget investigations	
Vermeer Court Garage Block, gutters, fascias and roofing felt:	Westheath @ £1,644.50 inc VAT
Boundary Fence, rear of Vermeer Court Garage Block	Westheath @ £1,219.00 inc VAT
Vermeer Court Bin store door:	Westheath @ £736.00 inc VAT
Block B3a, bin store door:	Westheath @ £1,207.50 inc VAT

**Action: Parc to instruct contractors & negotiate discounts where more than one contract awarded to the same supplier.**

**MF to organise next walkabout.**

#### **Trip hazards on Estate**

– MP informed the Board that he met with various contractors on site, and is awaiting their quotes.

**Action: MP to provide 3 quotes and a recommendation by next Board meeting**

#### **Insurance mandatory works**

– SAH was to send MP the latest insurance letter for him to work on. SAH reported she could not find the letter, so MP will have to contact TL Dallas for a copy.

**Action: MP to contact TL Dallas for a copy letter.**

#### **Quarterly newsletter**

- SLP told the Board that GA had given dates for the Summer 2009 newsletter planning meeting. The Board decided on 30<sup>th</sup> April.

**Action: Board to meet on 30<sup>th</sup> April and start planning Summer 2009 newsletter**

#### **Pest Control**

- HV reported IPM had been informed their tender had been successful, and they had started work on 24<sup>th</sup> March 2009.

**Action: No further action required**

#### **Internals – Frans Hals & Vermeer Court & Van Gough**

- HV reported that they started working on obtaining quotes for this work. (See also Emergency Lighting & General Estate lighting section below)

**Action: MP to obtain a minimum of 3 quotes for the work as specified**

- Emergency Lighting & General Estate lighting (report)

HV said the inspection report had thrown up a lot of work that needed to be carried out in all the blocks to comply. The Board approved the work, but decided it should be integrated with any internal work planned, and instructed Parc to obtain quotes.

**Action: Parc to obtain at least 3 quotes.**

#### **Inappropriate use of stairwell in Vermeer Court**

HV reported that a process had been put in place whereby the caretaker reported items in any of the blocks' stairwells, so that Parc could take appropriate action, and this would be on-going.

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

#### **Canopies on Vermeer Court**

SLP reported there had been requests to reinstate these. The Board decided to look at quotes for recovering the frames, which have been stored.

**Action: Parc to obtain at least 3 quotes.**

#### **Inappropriate behaviour by residents of Van Gough Court**

As the locking of the bin stores to prevent inappropriate behaviour had been successful, the Board decided to stop doing it, and have the caretaker go back to his official hours of 8am-2pm.

**Action: MP to inform caretaker of Board's decision and ensure it is implemented**

#### **Gardens**

SLP presented the Board with the first of the suggested improvements to the gardens. The Board approved the expenditure.

**Action: SLP to instruct the gardeners to start work.**

#### **Insurance Claims**

HV said it was not viable to collect payment for excesses from individual leaseholders. The Board therefore decided that excesses should be met from each block's fund.

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

#### **Valuation of London Yard for Insurance purposes**

HV reported only 2 quotes obtained so far.

**Action: Parc to obtain third quote**

#### **AOB**

##### **- Office of Company Secretary**

SLP told the Board that Mr Ron Coverson wanted to resign as Company Secretary. The Board agreed that Gemma Appleby be appointed as the new Company Secretary. FM asked that it go on record how much work Mr Coverson had undertaken over the year on behalf of the shareholders of London Yard, and expressed the Board's gratitude for his help and support over the last 15 months.

It was agreed that GA would be assisted by Parc in the day-to-day running of the office.

- Minutes

SLP brought to the attention of the Board that the Minutes were being published before being signed off by the Board. It was agreed that Minutes will be published after signing off in future.

- Theft of paintings from Frans Hals

SLP reported all the paintings had been stolen from the ground floor of Frans Halls. It was agreed that the matter should be reported to the police. It was pointed out that they are not covered by our insurance policy, as this is for buildings only, and not contents. It was agreed to wait until the re-decoration of Frans Hals has taken place before purchasing new ones.

**Action: Parc to inform police of theft**

- Parking

SAH reported a commercial flat-bed lorry was parked in London Yard.

**Action: Parc to investigate and have it moved.**

**Next Board meeting: Thursday, 7<sup>th</sup> May 2009.**

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

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