

London Yard Management Company Limited
Board Meeting to be held on Wednesday 14th December 2011 at 6.00p.m.
Parc Properties Ltd, 6 Cairngorm House, Meridian Gate,
203 Marsh Wall, London, E14 9YT



Agenda

1.	Apologies for Absence	Gemma Appleby, Mark Ferris, Jane Miller
2.	Approval of Minutes of Last Board meeting	All Board
3.	Potential new Board members	All Board
4.	Updates on Actions	JM
5.	Financials	JM/FM
6.	Legal	All
7.	Externals	FM/MF
8.	Internals	MF/RM
9.	Parking	MF/FM
10.	General Estate: Matters Arising	MP
11.	Rubbish & Recycling	TBD
12.	Gardens	MF/FM/RM
13.	Decision Log	GA/FM
14.	Action Log	MF/RM
15.	Security Incident Log	MP/RM
16.	Licensed and non-Licensed works	Parc, FM/MF:
17.	Communications	GA/FM/RM
18.	Community	RM/NW
19.	AOB	All
20.	Date of Next Meeting	25 th January 2012

Apologies for absence should be notified to Nicola Wildman, alternate Mark Ferris.

Actions from Previous Board Meeting

(all actions will stay on Minutes for one Board meeting after closure and then be removed).

Item No.	Agenda Item:	Action:	Owner	Update	Status
2011-01	Financials	Progress adoption of Amsterdam Rd.	HV	31/08/11. Re-opened. Awaiting completion doc from CR for evidence to shareholders. 28/09/11. No changes. 26/10/11. Correspondence received from two leaseholders involved. Spoke to CR, awaiting doc. 30/11/11. No change. 14/12/11. Update from CR expected 20/12/11.	Open
2011-01	Parking	MP to update on bollard	MP	02/08/11. Water level increased from previous when road opened up. Further investigations by Thames Water proved inconclusive, independent water testing investigated but advised results would not ascertain whether a pipe leak or ground water and if a leak could not be accessed to fix. Quotes under way for two solutions: create soakaway or barrier type installation. Costs at next Board meeting or earlier. 31/08/11. Costs of circa £6k received, alternate being sought. Difficulty is another supplier trying to connect to controllers. 28/09/11. Alternate quote received, MP checking as spec not same. 26/09/11. Confirmed spec not the same. Will look to resell bollard if we go ahead. Review next Board meeting. 30/11/11. MP arranging with caretaker to sink bore holes to determine extent of water under road. Agreed hostile environment barrier last resort. 14/12/11. Bore holes showed no water, two more to be drilled closer to bollard position. Weather dependent.	Open
2011-01	Legal	Tenancy agreement with solicitors re Memsahab	MP	29/06/11. Lease again unreadable, CR to escalate. 02/08/11. Parc sent copy of lease to CR for review and progress. More complaints received. 31/08/11. Progressing. 28/09/11. Much work been done with planning and	Open Priority

				licensing depts of LBTH. Expectations set by them with Memsahab. Doc for solr's ready showing results. 26/09/11. MP to send noise complaints to planning officer. CR working on standard subletting contract for commercial units. 30/11/11. SC agreed to take over responsibility for Memsahab issues with CR and LBTH as soon as previous documents are sent to him. 14/12/11. MP to send docs to SC for review.	
2011/03	Internals	Upgrade to lobbies to be progressed	MP	31/08/11. Quotes by next Board meeting. 28/09/11. Signage quotes agreed, internal light fittings agreed, external agreed larger size. Only re-inking of door entry plates now/os. 26/09/11. Sample of external lighting provided and approved. Re-enamelling of door entry plates quoted for and approved. 30/11/11. Re-opened as door entry plates, lobby lights and signage not yet installed. 14/12/11. Lobby lights and door entry plates done. Signage due by end of week.	Open
2011/05	General Estate	Sky dish re-siting	MP	02/08/11. Sky meeting rescheduled but now held. Two dishes under review as not placed where agreed, awaiting update from installation company. Rest of installation, awaiting revised plan from Sky install co. 31/08/11. Still o/s with Sky. MP pursuing. 28/09/11. Sky committed to completion of works. Should be completed by next Board meeting. 26/09/11. Sky not fulfilling promises, no monies handed over, MP to continue to pursue Sky. 30/11/11. Ongoing, further dish to be moved on VGC plus arranging for last of the internal installs to be completed. 14/12/11. Ongoing, installers not responding, MP continues to chase. Withholding payment until project complete to LYMC's satisfaction. Communal Sky for freeholders not to be progressed until blocks satisfactorily completed.	Open
2011-08	Parking	Discuss issue of stored vehicles with SNT	RM	31/08/11. Ongoing. 28/09/11. Ongoing. 26/09/11. Ongoing. 30/11/11. Ongoing. 14/12/11. SNT can't help. Closed.	Closed
2011-08	General Estate	Traffic control in Amsterdam Road – discuss with SNT	RM	31/08/11. Ongoing. 28/09/11. Ongoing. 26/09/11. Ongoing. 30/11/11. Ongoing. 14/12/11. SNT can't help. Closed	Closed
2011/09	General Estate	Window cleaning for residents	MP	New. MP to provide details of window cleaner to JM/FM so they can progress seeing if individual arrangements can be made. 30/11/11. Awaiting details from MP. 14/12/11. Received, JM/FM to follow up.	Open
2011/09	General Estate	Notice for lobbies	MP	New. MP to arrange notices to go in lobbies regarding two free collections from LBTH 30/11/11. Ongoing. 14/12/11. Should be complete by end of week.	Open
2011/09	Parking	Red lines outside freehold	MP	New. Not sufficiently removed, MP to review. 30/11/11. Caretaker redone but lines still visible, under review. 14/12/11. Stubborn, will be redone when weather permits.	Open
2011/09	Garden	High trees in	MP	New. MP to write through to leaseholders.	Open

		leaseholder gardens		30/11/11. On hold, MP trying to arrange bulk contract to cover estate and shareholder trees to achieve all works completed soon and at lowest possible price for all. 14/12/11. Gardener to catalogue trees and instruct tree surgeons, MP to liaise with shareholders affected.	
2011/09	AOB	Smoke system in Vermeer	MP	New. Investigate and provide options. 30/11/11. Ongoing. 14/12/11. MP working on it.	Open
2011/09	General Estate	Rail and dropped kerb for Vermeer	MP	Omitted earlier. MP sourced second contractor, quotation early in new year.	Open
2011/10	AOB	Glass pane on Vermeer	MP	MP to arrange replacement. 14/12/11. MP working on it.	Open
2011/11	Financials	Key for finance summary	RM/HV	To work on a key to be added for ease of readers of Board minutes. 14/12/11. HV completed, done.	Closed
2011/11	Parking	Clamping Co and parking meeting	MP/MF	Review clamping co and provide alternates. Set new consultation meeting. 14/12/11. Bring forward to January.	Open
2011/11	Comms	Stopcock cupboards	GA	Arrange a piece on how to get cupboards open in emergency. 14/12/11. For next Quarterly Newsletter.	Open
2011/11	General Estate	Cycle store	MP	Resubmit planning app. 14/12/11. MP will do early January.	Open
2011/11	General Estate	TMS	RM	Obtain contact in City Police to follow up with. 14/12/11. RM said SNT don't know, will try elsewhere.	Open
2011/11	M&AA	Companies House and website	NW/FM	CR to submit to Companies House and FM to put on website. 14/12/11. FM will update website before Christmas, NW to chase CR for confirmation.	Open
2011/11	Parking	2 freeholder complaints	All	Board discussion 14 th Dec. 14/12/11. Due to restricted attendees, brought forward to January Board meeting.	Open

Minutes of Meeting

In Attendance:

Frances McKeith (FM) – Director & Chair	Apologies for Absence
Nicola Wildman (NW) – Director & Company Sec	Gemma Appleby (GA) - Director
Roisin Mills (RM) - Director	Mark Ferris (MF) – Director
Shelley Charik (SC) – Director	Jane Miller (JM) - Director
Norman Leader (NL) – Director	Catherine Aylward (CA) – Director
Mark Plunkett (MP)– Parc Properties	
Hooman Vahabi (HV) – Parc Properties	

- 1. Apologies for Absence.** As above.
- 2. Approval of Minutes of Last Board meeting.** Approved, signed and passed to Parc
- 3. New Board Member.** None, remove from standing agenda as not enough to warrant a permanent slot.
- 4. Updates on actions from previous Board meetings.** Done, updates as above.
- 5. Financials.** No budget stats as only 2 weeks since last Board meeting.

Additional finance meeting held on 6th December to review, understand and agree 25-year plan update. Went well, scheduling of works still valid, concern still over cash calls necessary, VGC particularly affected in next 3 years. Additional monies for door entry systems to replace as repairs to old system harder every year. Pond not added in this year for 2 reasons: liner shredded in places as its been punctured in past years because methane venting system no longer works so pond is at least partially self-bedded now and 2) ownership unclear, awaiting output from CR re Amsterdam Road. Agreed in this meeting that MP will source a pond specialist with a view to surveying the pond and provide recommendations, transferred to Board action.

6. Legal. Meeting held with Tanya Pinto from CR. FM, NW, HV and MP in attendance. Went well, TP now understands issues and is proactively working towards restoring the service back and picking up on the individual cases and the debtors. FM/NW to review in 3 months.

40 and 84 Block 4. Leaseholder not submitted defence docs, CR written asking for judgement. Agreed review with CR case for vexatious leaseholder claim. FM to progress.

Same leaseholder's view that Flat 40 has been devalued due to cycle store – MP to obtain independent valuation from firm who did LY survey for insurance purposes in 2009.

Agreed letter re 22 VGC on hold until FM speaks to leaseholder early in January.

7. Externals. Archers report produced, PIR to be completed in January.

8. Internals. Block 4 on target, resting over Christmas period and rescheduled to start 1st week in Jan. MP has weekly meetings with contractors to review.

9. Parking. Green Fiat – MP updated has instructed clampers to re-issue notice. 34 Vermeer leaseholder complaint re unfair clamping, approved as LYMC should have instructed caretaker.

10. General Estate: Matters Arising. MP updated that he had heard TMS were moving out and that the laundry business were moving across to there. MP to contact CR re leaseholder's requirement to not allow trade which shall or may be or become immoral or illegal and the separate clause which requires a leaseholder to request and obtain permission prior to subletting.

Speed bumps. MP provided plan of proposed positions, debate around noise, locations, requirement post TMS moving off site. Agreed quotation for all to be provided by MP and comms to be prepared to solicit views from surrounding blocks.

Tree surgeons instruction on Fastigate Hornbeams by electricity substation, should be completed before Christmas.

External signage in before Christmas.

11. Rubbish & Recycling. No changes required. This areas is now quite stable so agreed remove from standing agenda and deal with as and when under General Estate: Matters Arising.

12. Gardens. MP has discussed a full planting schedule for LY gardens with gardener. Plan should be available for next Board meeting.

13. Decision Log. None for this month. Agreed few decisions made outside Board meetings now so remove from standing agenda.

14. Action Log. Internal and external walkabouts completed on 13th Dec as scheduled. Internals on riverside blocks are clearly being well maintained and repaired on an ongoing basis by caretaker, much of the previous damaged noted from last walkabout attended to. Rm and FM to discuss offline how process to run regarding updating, inclusion or not of Board actions and overall ownership.

15. Security Incident Log. None of note.

16. Licence and non-Licence works. None submitted.

17. Communications. Finance comms in January.

18. Community. Christmas lights BBQ went well, lights delayed due to timer. MP had electrician on site and repaired/reset.

19. AOB

FM observed Thames Water digging up pavement with a note saying "no permit required" on board. MP to write through to ensure they contact caretaker when on site to alert and so caretaker can ensure paving etc replaced correctly.

FM asked if Board meetings last Wednesday of every month was still all right for all, only issue for RM, agreed would remain Weds as convenient for most.

FM thanked everyone on Board and at Parc for all the hard work and achievements made in 2011.

20. Date of Next Meeting

25th January 2012.

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Signed by

Nicola Wildman, Director and Company Secretary

Minutes prepared by: Frances McKeith, Director and Chair, 17th December 2011.