

London Yard Management Company Limited
Interim Board Meeting held at Parc Properties Ltd, Meridian Place E14
On Thursday, 21st May 2009 at 6.00p.m.

Present:

Frances McKeith (FM) – Chairman
Mark Ferris (MF) – Director
Sally Anne Hill (SAH) - Director
Shan Lloyd-Packer (SLP) - Director
James Rimmer (JR) – Director
Gemma Appleby (GA) - Director
Barbara Gorrie (BG)- Director

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

Apologies for Absence: There were no absences.

Charles Scott & Ptnrs' demands for payment

These refer to Blocks 4 & 13. The Board were unhappy about the amount of money outstanding to CS for works that have not been progressed and noted that CSPLL were taking legal action for recovery against LYMC. MP was asked to prepare a schedule showing the level of fees per block for works not progressed to date. The Board will review and seek an acceptable way forward.

Action: MP to prepare schedule

Mobile phone

FM said this no longer needed discussion.

Potential new Board member

FM told the meeting that 4 members of the Board had interviewed Andrew Smith . She outlined the skills and experience he could bring to the Board, and proposed that he be co-opted. The motion was carried.

Update on surveyors.

MF presented the scoring document he had drawn up in order to compare the companies. The Board agreed this should be used and that MP will complete the missing details. Several points in Parc's report were discussed and amendments requested.

Action: MP to supply missing information

Arrangement of meeting with Block 4

MP was asked to find the dates Peter Plunkett would be available FM said the meeting would be an extraordinary Board meeting for the sole purpose of discussing Block 4's external works which would be minuted and the minutes published. FM explained the Block have been offered 3 places in the meeting which they have agreed and accepted.

Action: MP to ascertain PP's availability

AOB

JR handed MP list of the commercial units showing the difference between the units as they are on the freehold and how they are actually being used today. Review ongoing.

Decision log

The Board ratified all the decisions on the log (see appendix 1)

Newsletter

GA suggested there should be communication to tenants in addition to shareholders. It was agreed to look at this once the current work outstanding had been reduced. It was also noted that there is a need to review and communicate the Code of Conduct.

Recycling signs

BG asked for an update. MP said he was waiting for quotes and asked for confirmation from MF of the times for the signs in front of the commercial units.

Action: MF to send details to MP

Rising Bollards

MP reported that the costs for installing the bollards would be in the region of £18,000. The Board noted that the cost of repairing and replacing the existing barriers was running at approx £3,000 p.a., so the bollards will have paid for themselves in 5 years' time. The Board agreed to install the bollards as part of the new parking policy works.

Action: MP to proceed with installation as per lowest quote

Water seepage under arch in Block 4

MF reported this was getting steadily worse. MP instructed to investigate urgently.

Action: MP to investigate

New Parking Permits

MP presented the designs for the new permits, which will be printed with sequential numbers. The Board approved the designs with amendments.

Action: MP to progress with printers

Post Boxes

MP instructed to contact the contractors to investigate what can be done to ensure post cannot be taken out. Also to find out if larger boxes can be supplied.

Action: FM to send MP contractor's details

MP to also investigate feasibility of putting bins in the lobbies for residents to dispose of junk mail as they collect their post. These will be emptied by the caretaker.

Action: MP to look at installation of bins

Next Board meeting: Thursday, 4th June at 6.00 pm

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

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