

**Board Meeting of the London Yard Management Company**  
**Held at Parc Properties Management Ltd, Meridian Place, London E14 9FE**  
**on Thursday, 27 August, 2009**

**Present:**

Frances McKeith (FM) – Chairman  
Mark Ferris (MF) – Director  
Shan Lloyd-Packer (SLP) - Director  
Andrew Smith (AS) – Director (part)  
Gemma Appleby (GA) Director

**In Attendance:** Mark Plunkett (MP) & Hooman Vahabi (HV) from Parc Properties Ltd. (part)

**Apologies for Absence:** Sally Anne Hill (SAH)

**Minutes of Last Meeting:** to be approved at next meeting

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

**Financials:****- Woods' Company Accounts**

SLP updated that AS has reviewed Woods' accounts and they were in funds. The Board were reassured that in principle Woods would be able to repay funds paid by shareholders to Woods which were not transferred to Parc or LYMC post termination of contract.

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

**- Shareholder account balances**

HV updated that he had provided Woods with complete documentation. Woods had come back with an inappropriate response requesting more data and it was clear they had not read any of the documentation that had been couriered to them. SLP said she would contact head of RMG Finance and expedite.

**- Statutory Accounts 2007/08**

HV told the Board request for reimbursement for fees incurred to Companies House from Woods late provision of Accounts remains unresponded to. SLP said she would contact head of RMG's Finance Department on this also to expedite.

**Action:**           **SLP to contact RMG and expedite transfer of monies.**

**- Statutory Accounts 2008/09**

Board had reviewed and approved above in the interim and despatched as part of the AGM package.

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

**- Debtors**

HV said that a number of requests for deferred payments had been passed to the Board for review. The Board debated what the correct process should be to handle these requests and agreed that Parc would make recommendations to the Board on each for the Board to review and action.

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

**Externals**

FM updated that she had written to CSPLL to terminate contract with them, which CSPLL had responded to indicating they would review their files once a letter terminating their contract had been received and provide final invoices. FM said The Board should take legal advice as to whether LYMC had a case for mitigating the fees charged by CSPLL given the type of contract that had been entered into. The Board agreed and FM will provide documentation to Parc received previously for the solicitors to review and provide costing for an opinion.

**Action: FM to provide documentation to Parc.**

**Lifts**

FM said given how much trouble the lifts in Vermeer have caused recently and the distress caused to an elderly resident on the 6<sup>th</sup> Floor when both were out of action, what would be the potential cost of replacement. MP updated that circa £60,000 with the cab being replaced with an additional £20,000 if cab was included. MP said lifts were beyond their serviceable life and MF commented that the wait on parts was largely due to the fact that these type of lifts were not normally installed in the UK so parts usually had to come from Germany. FM said this should be reviewed at budget time to see if we need to make provision for this expenditure.

**Action: Board to review end Q3.**

**Parking**

Board reviewed changes proposed by MF and debated. Board agreed legal advice would be taken regarding clamping and agreed choice of clamping company. MP said waiting for a price on a 30-day recorded for the CCTV over barrier. Board requested cost for additional lighting and fencing around car park by Memsahab.

**Action: MP to obtain quotations.**

**Review of Actions Log & actions arising**

MF said there were approx 20 actions outstanding.

**Next walkabout on Action Log - tba due to holidays**

**Action: MP to update list and circulate.**

**Insurance mandatory works****- Methane Monitoring**

MP said he had not been able to find a contractor yet. FM said she'd heard that no provision was made originally for methane gas under the pond, and that taps had to be installed. MP will check this with the caretaker.

**Action: MP to check if caretaker knows about methane taps .**

**- Bins on Amsterdam Road**

Board instructed MP to obtain 3 quotes for building proper bin stores at each of the block, at the end of the parking bays.

**Action: MP to obtain 3 quotes for bin stores**

**Emergency Lighting & General Estate Lighting**

MP said he was awaiting a 3<sup>rd</sup> quote re emergency lighting and other internal lighting for indicative costs.

**Action: MP to continue to chase third quote**

**Internals**

MF gave MP a list of queries regarding the specification MP had sent. JR queried the high level of insurance, but said £1,000 indemnity was not sufficient. MP offered to have a sample board available at the AGM .

**Action:           MP to answer queries.  
                      MP to construct sample board**

**30 Frans Hals Court update**

MP reported that the leaseholder had commissioned survey and tender documents, and had asked to be reimbursed. He said these could be used as the basis to obtain quotes, and would save time. The Board agreed once the scope of work had been agreed, as this is work that would have to be done. The Board also agreed to pay for the work at the rate of the lowest quote. MF stated that Mr. Hollingworth wanted it noted that the specification as referred to in the board minutes dated 13<sup>th</sup> December 2008 were the result of a tender process draw up by an independent surveyor and relates only to remedial work caused by water ingress.

MF said the leaseholder had also told him that service charge payments are required to be made out to LYMC, not Parc. JR to investigate.

**Action:           MP to continue to work with leaseholder & report back at next Board meeting  
                      JR to establish exact payment requirements & report back at next Board meeting**

**Website**

FM reported the new website was published in time for the AGM notices, but that the process had been less collaborative than she was comfortable with. FM also updated that the website is all registered in the name of London Yard and there would therefore be no question of its ownership going forward. She asked for the website committee to reconvene and take the website forward, GA agreed to chair and take over website, with assistance from AS. FM agreed to run training course on the construction and updating of documents etc. AS commented that more pictures would be a good way of advertising London Yard as a desirable place to own property and suggested running a pictures competition amongst shareholders to generate interest in the website and enhance it. All agreed and GA will take forward. MP suggested framing the best of them to be hung in the blocks post internal refurbishments.

**Action:           GA to reconvene website committee and take over website and organise competition  
                      FM to run training courses**

**Calendar for Board Meetings**

Board agreed that as from September Board meetings will be held on the last Thursday of the month.

**AOB**

- Noise from MemSaheb

MP said he will be writing to the leaseholder this week as per the Board's instruction.

**Action:           MP to write to leaseholder**

- MemSaheb Gardens

The Board agreed to take back responsibility for this area.

**Action:           MP to have garden cleared of rubbish**

- Security

FM said the security guard seemed unaware that there was a mobile back-up unit available for him to call on, and asked MP to make sure he knows about it.

**Action: MP to make security guard aware of mobile back-up unit.**

- Board Members' Parking Permits

MP the permits have been sent out

**Action: No further action required.**

- Rubbish Chutes

MP said this seems to be an ongoing problem that will have to be monitored. SLP said the caretaker had said he felt the problem was due to the bin stores not being locked at night. MP to speak to him again about the blockage that occurred recently.

**Action: MP to speak to caretaker**

- Badge for caretaker

BG said the caretaker had asked for a badge so that residents can see he is an authorised person on the estate. Board agreed to his request.

**Action: MP to obtain badge**

- General rubbish on the Estate

BG asked MP to organise removal of rubbish left around the estate. MP said he would hire a skip to remove the rubbish collected by the caretaker.

**Action: MP to hire skip**

- Jet washer

Board agreed to purchase a jet washer for use by the caretaker

**Action: MP to purchase suitable jet washer**

- Incident Log

BG suggested having an incident log kept by the caretaker and security, and that this should be examined on a monthly basis at Board meetings. The rest of the Board agreed.

**Action: MP to put incident log in place**

- Cycles racks

MF said he had received an email from a resident asking that cycle racks be installed on the estate. The Board agreed this should be done.

**Action: MP to put cycle racks in place in designated areas**

- Streetcar

MF said the same resident had suggested offering space to Streetcar (the hire by the hour car company). The Board agreed that this suggestion should be explored and an approach to Streetcar made.

**Action: MF to contact Streetcar to see if they would be interested**

- Tree Surgeons

MP said he had still not had a response from LBTH on cutting back the trees overhanging from Samuda Estate and will chase.

SLP said she had received answers to the queries she had raised on the tree surgeon quotes, and would circulate to the rest of the Board for discussion by the end of the week.

MP said he had met with the gardeners and the extra gardening work is progressing.

**Action:           MP to chase LBTH on cutting back trees**  
**SLP to send out quotes for tree surgeons for Board discussion/approval**  
**MP to progress extra garden work.**

- Planters in Amsterdam Road

Board approved repairs.

**Action:           MP to progress repairs**

- AIC

FM updated that Mina Bowater had offered to that the issue of London Yard's security to the AIC, of which she is a member. The Board agreed this would be extremely useful and FM agreed to follow up with Mina.

- Approval for works – 2 & 3 Vermeer Court

MP said he had received an application for approval for works to change flats 2 and 3 Vermeer Court into one unit. The Board discussed the application, but decided that it would not be in the best interests of LYMC for this to happen, and therefore instructed MP to write to the applicants' agent (CS&P) informing them of the Board's decision.

**Action:           MP to write to CS&P**

**Date for Next Board Meeting:** 24<sup>th</sup> September 2009,

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