

Board Meeting of the London Yard Management Company
Held at Parc Properties Management Ltd, Meridian Place, London E14 9FE
on Thursday, 29th October, 2009

Present:

Frances McKeith (FM) – Chairman
 Mark Ferris (MF) – Director
 Shan Lloyd-Packer (SLP) - Director
 Gemma Appleby (GA) - Director
 James Rimmer (JR) - Director

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

Apologies for Absence: Barbara Gorrie (BG)

Minutes of Last Meeting: 13th & 27th August 2009 approved & signed

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

Appointment of new Company Secretary & share certificate issue:

The Board approved the appointment of SLP as the new Company Secretary, and Parc as nominated agent to assist her in the work.

Update of actions from last Board meeting's minutes:**Financials:****- Shareholder account balances & fines for late filings**

SLP confirmed she had chased Woods. HV reported that some outstanding shareholder monies had been received from Woods, and the balance owing is now £14,000. However, no reimbursement of the late fines LYMC suffered because of Woods lateness in producing the accounts has been received to date.

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

- Debtors

HV presented the latest debtors report showing

Debts 1-3 months old	£45,593
Debts 4-6 months old	£ 7,955 in credit
Debts 7-9 months old	£16,363
Debts 10-12 months old	£21,828
Debts 12 & above	£76,162

He confirmed that 14 of the cases had been passed to solicitors for legal action, but added that several of the long-term debtors had evidenced having paid Woods (see above) and so no action is being taken against them.

Action: HV to continue to chase debtors.

Externals

MP confirmed that Charles Russell have been asked to quote on giving an opinion on possible fee mitigation as instructed at the last Board Meeting.

Action: MP to chase CR for a response

The Board then approved Parc's recommendation that Archers be appointed as surveyors in place of Charles Scott & Ptrns.

Action: MP to inform Archers and Barkers of the Board's decision

Lifts

Action: Board to review at budget time i.e. Jan/Feb 2010. No further action required at this time.

Parking

MP updated that the 30day recorder on the Memsahab barrier had been installed.

MP showed the Board his recommended light fitting for providing more lighting in the Memsahab car park. Board instructed him to obtain quotes for four more lights and fencing. Board also agreed to ask our crime prevention officer for any other advice on making this area more secure.

**Action: MP to obtain quotations for lighting and fencing.
GA to contact crime prevention officer & arrange a site visit.**

Review of Actions Log & actions arising

Next walkabout on Action Log - tba

Action: MF to arrange next walkabout

Insurance mandatory works:**- Methane Monitoring**

MP reported that this had now been attended to

Action: No further action at this time

- Bins on Amsterdam Road

FM updated that this had been attended to on the recent Rubbish & Recycling walkabout

Action: No further action at this time

Emergency Lighting & General Estate Lighting

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

Action: MP to continue to chase third quote

Internals

The Board approved the replacement light fitting MP showed them as the previous fitting was no longer available. The sample board for the wall, tile and carpet colours was also approved, but the Board stipulated the paint had to be in a diamond finish to resist marking as much as possible. Board instructed MP to send the list of contractors to be invited to tender for the works to Board for approval.

Action: MP to send list of contractors to Board.

30 Frans Hals Court update

MP reported that the leaseholder surveyor had quoted in excess of £5,000 to re-tender and supervise the works. He advised the Board that Parc considered this excessive for the amount of work that was required. The Board agreed this would be improper use of the service charges the shareholders of this block had paid. The Board agreed that Peter Plunkett of Parc should be asked to inspect and make the leaseholder a reasonable offer.

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

Action: MP to ask PP to inspect & report back to the Board.

JR to establish exact payment requirements & report back to the Board

Website

FM updated that she had not been able to do this yet, but would endeavour to do so as soon as possible.

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

- Noise from MemSaheb

MP updated he had written to the leaseholder as per the Board's instruction. SLP asked him to confirm the date this was done

Action: MP to confirm date leaseholder was written to

- Memsahab Gardens

MP updated that the caretaker has been instructed to start cleaning this area again, and that the railings have been redecorated with the standard colour

Action: No further action required

- Security

MP updated that he had made the security guard aware that there was a mobile back-up unit available for him to call on..

Action: No further action required

- Rubbish Chutes

MP said this was still a problem which he was working with the caretaker on

Action: MP to continue to work with caretaker

- Badge for caretaker

MP updated that the badge had been produced and issued to the caretaker

Action: No further action required

- General rubbish on the Estate

MP updated this had been done.

Action: No further action required

- Jet washer

MP updated that the jet washer had been purchased

Action: No further action required

- Incident Log

The log was reviewed and there were no outstanding items.

Action: No further action required at this time

- Cycles racks

MP updated that the installation of the racks was in progress

Action: MP to continue to progress the work & report back to the Board.

- Streetcar

MF updated that Streetcar were only interested in providing a Streetvan, which the board considered was not in line with the parking strategy.

Action: No further action required

- Tree Surgeons

MP updated that the tree surgeons have commenced work. SLP asked MP to ensure the rowan tree obstructing the view in front of Vermeer Court is cut back.

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

Action: MP to ensure tree in front of Vermeer Court is cut back

- Planters in Amsterdam Road

MP updated that repairs had been completed

Action: No further action required

- AIC

FM reported that she attended an AIC meeting on 12th August to represent London Yard, but that security was not covered as there were no suitable representatives at that meeting. She will ask to attend the next on the basis that more suitable contacts will be there then.

Action: FM to try & attend next AIC meeting

- Approval for works – 2 & 3 Vermeer Court

FM updated that she heard from the leaseholder that permission in principle had been granted in January 2008, although she had no recollection or paperwork for it. The Board agreed to start work on listing the conditions to be met before a licence could be granted.

Action: Board to start work on conditions

- M&AA

FM reported that three shareholders had sent through comments on the proposed changes, but that as the closing date for comment is 31 October, work on re-drafting them should be started next week.

Action:

- Process for non-licence works

MP presented a process for these types of work, which the Board agreed should be adopted for London Yard..

Action: FM/GA to publish policy on website & GA to publicise on the newsletter

- Rising bollard

MP reported that the bollard control box damaged by a delivery van is now repaired and an insurance claim in progress. He recommended that a static bollard be erected in front of it to protect it in future

Action: MP to obtain quote for extra bollard

- Pond lights

The Board approved MP's new lighting recommendation following a shareholder's complaint about the ones originally chosen.

Action: MP to arrange substitution & progress works

- Compensation claim

MP updated that he had had a meeting with the loss adjusters last week. They are investigating the length of time Woods took to effect the repairs to the block paving, to see if the delay has invalidated the insurance.

Action: MP to continue working with the loss adjusters

- Garage audit

SLP reported that a sub-committee had been formed to carry out an audit of the garages. She told the Board that Charles Russells have been instructed to obtain ownership details as a first step in the process.

Action: Sub-Committee to report on progress at new Board meeting.

- Rubbish & Recycling

SLP presented the notices prepared by BG on her behalf for approval. The Board decided to use the notice that is pertinent to each block on it's notice board, and a copy on the relevant bin stores.

Action: MP to erect notices

- Post box complaint

MP updated that the cost of putting in a larger box for the leaseholder in Amsterdam Road was prohibitive. The Board therefore agreed that the leaseholder be invited to go back to the previous method of receiving her post i.e. the postman should be directed to put it through the post-box in main door. A wire cage will be installed to catch the post, if the leaseholder is prepared to accept this solution.

Action: MP to write to leaseholder with the solution & install wire cage to door if required

- Licence applications received

a) MP reported he had received an application from the owner of 5 Vermeer Court to keep two cats. The application was approved.

Action: MP to write to owner with Board's decision

b) MP reported he had received an application from the owner of 3 Amsterdam Road to buy the small piece of garden adjoining the block. The Board agreed in principle to the sale, with the owner being responsible for all the costs, including but not restricted to valuations, structural surveys, obtaining necessary planning permission/building control, freeholder's legal costs and any extra works the Board deem necessary to maintain the overall appearance of the development.

Action: Applicant to be made aware of Board's decision & accompanying conditions

- AOB

MP recommended putting up warning signs around the pond to comply more fully with Health & Safety guidelines. The Board agreed this should be done.

Action: MP to obtain cost of signage for Board approval.

MP advised the Board that the costs of replacing the missing glass on the smoke vents on Vermeer Court were estimated to be £900 including VAT. The Board approved this expenditure.

Action: MP to instruct contractors to commence work.

Date for Next Board Meeting: 26th November 2009.

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

Minutes prepared by: Shân Lloyd-Packer, Director. 2nd November 2009