

Board Meeting of the London Yard Management Company
Held at Parc Properties Management Ltd, Meridian Place, London E14 9FE
On 5th February 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: Mark Plunkett (MP) & Hooman Vahabi (HV) from Parc Properties Ltd.

Apologies for Absence: Gemma Appleby, Barbara Gorrie

Minutes of Last Meeting: The minutes of the previous meeting held on 15th January 2009 were approved as an accurate record.

Parc Agreement Review

Firstly, FM welcomed the new agent, then JR asked for a response to his amendments previously sent to Parc. MP replied that they are happy with everything except item 8. A discussion followed, which resulted in MP to check if Peter Plunkett if item 8 is acceptable if existing contracts are excepted. JR also told him that the Board would accept a side-letter to the agreement on existing contracts.

Action: MP to check if agreement in amended form is acceptable & report back to JR.

Handover from Woods:

- Financials. HV told the Board that he had just received account balances from Woods, plus several boxes of papers, but had not yet had the time to go through them in detail

He added that Woods had sent a list of leaseholders/freeholders, which contained 308 names, instead of the 312 expected, but that returns from leaseholders showed 315 names. He said they are updating their database as they go.

JR instructed Parc to obtain details where units are sub-let in future.

MP asked for service charge accounts, and will contact the Company Secretary

SLP reported that Woods had agreed to release another £40,000 of LYMC's monies

Action: SLP to send HV the bank transfers spreadsheet
SLP to send Parc the service charge monies held in the NatWest bank accounts
MP to ensure details are collected where units are sub-let in future.

MP to contact Ron Coverson on service charge accounts

- Electricity Supply. It was agreed that MP will contact EDF to transfer the account to Parc. MF instructed him to check the current tariff, see if that was the most economical one, and if not recommend a new one to the Board. MP asked if it is a pumped system and MF confirmed that it is a mains feed.

Action: MP to transfer account & check economy of the current tariff.

- Apportionments. HV reported that he had received information on them from Woods yesterday, and was working on understanding how they were made. MP said they had received sample leases from Woods, but did not think these were reliable, and warned the Board that Parc will have to go to the source data. FM asked him to work with Wilson Stevens. JR gave Parc the leases and freeholds of commercial units for them to scan and start working on. They will also hold the paper copies. As this would take some time, he recommended they worked off the allocations as they were for now. The Board agreed.

Action: Parc to continue working on the apportionments.

- Open Evenings. It was agreed that they will be held on 25th February and 3rd March, at Parc's offices in Meridian Place. Invitations will go to leaseholders 7-10 days before with the quarterly demands.

Action: MP to send out invitations to leaseholders

- Sales of properties in Block 4. MP reported he has received request for details. FM instructed Parc that they must include that there are external works planned for the block when replying to such requests.

Priorities for the Estate:

The Board decided that the initial priorities for Parc are as follows:

1. Debtors
2. Externals
3. Lifts
4. Mandatory insurance work/trip hazard work
5. Parking/caretaking & security
6. Internals
7. Review of all contracts currently held by LYMC

1. Debtors - It was agreed that MP will contact Radcliffe's for a detailed update, and make sure proceedings are taken against outstanding debtors forthwith.

HV asked for the Board's support for any future actions. The Board agreed that, as long as any action was in line with policy, full support would be given.

Action: MP to contact Radcliffe's

2. Externals. - MP said he and Peter Plunkett will be meeting with Mr R Gould from Charles Scott next week. The Board decided that JR should also attend.

Action: MP to set-up meeting

The Board discussed the recent communication from the residents of Block 4, and it was decided that our new managing agents should take the lead in resolving the externals situation. M P was therefore instructed to contact Mina Bowater, the residents elected spokesperson, directly.

Action: MP to make contact with Mina Bowater

3. Lifts - MP reported a problem with the lift telephones. MF said that Arrow were supposed to have checked them in December 2008. MF added that the lift in Vermeer East button had wires hanging out of the control panel since before Xmas and it is still the same. MP will ring Arrow tomorrow and arrange a site visit to find out what they are doing.

Action: MP to set-up site visit with Arrow Lifts & report back

4. Legal Support - MP reported that one quote had been received from Charles Russell for the conveyancing work, and he awaiting two more quotes. SLP suggested that if time allowed, it would be a good idea to interview the contenders. The Board agreed that Radcliffes should continue carrying out the debtors work, and this would be reviewed in a few months time to see how they performed.

Action: MP to obtain two more quotes for conveyancing work

5. Review of parking/caretaking & security - The Board discussed an implementation plan with MP of the approved plan. It was decided that Step 1 should be obtaining quotes for a new type of permit and MP was instructed to get 3 quotes. Step 2 will be marking parking bays and painting double lines in the main no parking areas. MP recommended T-marks in white and was instructed to get 3 quotes for the work.

A site visit with MP was arranged for 10th Feb 5.30pm

The Board also decided that news of the work should be given to residents in the next newsletter.

Action: MP to obtain 3 quotes for initial work

The Board asked MP to remind the caretaker that his hours are 8am to 2pm. MP reported that the caretaker had not been provided with any equipment to carry out any maintenance work. SLP pointed out that as LYMC did not employ him, then it was up to Able to provide him with sufficient equipment for him to carry out his duties. MP will therefore contact Able and instruct them to ensure their employee has sufficient equipment to carry out his duties. The Board decided storage space on the estate could be made available for any equipment Able wished to leave there. However, the equipment would have to be stored at their own risk. LYMC would not accept any responsibility for damage or theft.

It was also decided that MP will review the caretaking job specification and make recommendations to the Board.

**Action: MP to review caretaking job spec.
MP to contact Able about providing equipment to caretaker**

The Board decided that the security contract should go out to tender, and instructed Parc to obtain 3 quotes, based on increased hours of 2pm to 2am, seven days a week. The Board also requested quotes should be with and without a dog.

Action: MP to obtain 3 quotes for security duties

6. Review of Actions Log and actions arising – The Board decided the fortnightly walkabouts of the estate should be reinstated. Accordingly it was arranged to meet Parc on site at 8am on Wednesday 18th February.

- Trip hazards on Estate – MP informed the Board that he has arranged for contractors will be on site tomorrow, and will be meeting them to obtain a quote from them. FM asked him to discuss a topological survey with Charles Scott.

Action: MP to discuss a topological survey with Charles Scott.

- Insurance mandatory works – MP confirmed he has received the risk report from our insurance brokers and said he is treating getting quotes on outstanding works as a priority.

Action: MP to obtain 3 quotes for outstanding works

- Quarterly newsletter - FM told the Board that GA had volunteered to take this on, and that the aim was to send one out with the quarterly service charge demand. The Board agreed to print them and deliver them to Parc's offices for putting with the demands.

Action: GA to present suggested format & content to the Board

- Pest Control - MP reported that he was meeting with a contractor tomorrow and will be reporting back

Internals – Frans Hals & Vermeer Court

MP reported that he has spoken to Gary Hilton, but not had chance to get quotes yet.

Action: MP to obtain 3 quotes for the work as specified

AOB

- Board membership

The Board discussed the recent application from four of the residents of Block 4 to be co-opted to the Board. Although the Board appreciated their willingness to serve, it was decided not to progress the applications at this time.

It was felt that as the applicants were residents' spokespersons, there would be too much of a conflict of interest in the applications as the moment, and that should difficult decisions have to be made on the externals, they would be placed in an impossible situation. It was felt that they should finish serving the interests of the residents of Block 4, before taking on serving the interests of the estate as a whole. It was therefore decided that the applications should be considered again, once the current situation with the externals is resolved. Assuming, of course, that they are still willing to serve.

Action: FM to write to the applicants.

- Inappropriate use of stairwell in Vermeer Court

MF reported that someone has parked a motorbike in the stairwell. MP was instructed to start the process of having it removed.

Action: MP to have the motorcycle removed

- Inappropriate behaviour by residents of Van Gough Court

SLP told the Board that the caretaker had reported to her that a resident had defecated in the bin store of Van Gough Court. He said this was just one example of the quality of the tenants leaseholders are subletting to, in this and other blocks. It was also noted that some leaseholders are also subletting to the local council. She added that the leases contained a clause in which leaseholders are not allowed to sublet without the written permission of the Board and it was agreed that a sub-committee would be formed to work on this matter.

- Gardeners

MP asked the Board if they wanted to change contractors. The Board said they felt that the present gardeners were doing a good job, but had been hampered by the lack of communication from Woods Management. Further, the Board had always taken the view that restoring the gardens would be a 2 year project. It was decided to continue with the present gardeners for the moment, and to ask them to start looking at planting schemes.

Action: MP to make contact with the gardeners.

Date for Next Board Meeting - Tuesday 10th March 6.30pm.

Shân Lloyd-Packer
Director

11th February 2009