

BRENTFORD DOCK LIMITED

**Minutes of the 546th Board Meeting held in the Directors' Meeting Room
on 13th February 2014 at 6:30 pm**

Summary

PRESENT: Charles Kraus (CK), Ann Howe (AH), Veronica Wray (VW), Mike Edwards (ME), Paul Booth (PB), Leslie Ferber (LF), Chris Birch (CB), Elizabeth Campbell Bevan (ECB) arrived at 19:00, Sheenagh Thomas (ST) arrived at 19:28

IN ATTENDANCE FROM MR&Co: John Antrobus (JA), Adam Goldwater (AG), Carol Cherriman (CC)

IN ATTENDANCE: Malcolm Chumbley (MC) – Cluttons; Nicky Plant (NP) – minutes Secretary

Apologies for Absence

Katherine Baxter (KB) – Proxy vested in CB
Helen Randall (HR) – proxy vested in ST
Pat Monro (PM) – proxy vested in CB
Roger Smith (RS) from MR&Co
Alishcia Campbell (AC) from MR&Co

Dock Road Update

The meeting convened early to allow Malcolm Chumbley, head of the agency & capital markets division of Cluttons (chartered surveyors and property consultants) to report to Board.

[MC left the meeting at 19:20. CC & AG joined the meeting at 19:20]

546/2 Minutes of Previous Meetings

545th (January) meeting minutes were approved with one amendment.

Proposal: That the minutes, once amended as agreed, are accepted as a true record of the meeting. Proposed CK, seconded LF. Votes in favour: unanimous

[ST joined the meeting at 19:28]

Matters Arising:

CC pointed out that it was important for Directors to attend both the BDEL and BDL Board meetings as many important decisions are made at these. The next BDEL meeting is Thursday 20th February at 7pm. The BDEL Committee will meet beforehand at 5pm to discuss development potential across the Estate, in particular the warehouses and defunct Marina Club.

Preparation of Handbooks. JA will inform residents in the Newsletter that handbooks are available from the office with the caveat that they are in the process of being updated. The updated versions will be available later this year. Current versions issued should include a note in the front to say they are in the process of being updated.

Michael Richards & Co Reports

Service Provider KPIs

Facilicom KPIs (Cleaning)

AG reported further improvement in the service due to the efforts of the new supervisor. VW offered the Board's thanks for the improvements that have been made. ECB reported that some yellow 'slippery surface' signs have been left out over the weekend and have been blown around in the high winds. AG will report this to Facilicom.

PROPOSAL: to pass Facilicom's KPIs for January as Green

Proposed – MR&Co. Votes in favour, unanimous.

Trigion KPIs (Security)

ECB reported the problem of ladders being left up against the Nationwide scaffolding and asked why the Security team had not noticed them when they did their rounds. ECB also reported a problem with one of the communal balcony doors banging in the high winds. AG said Security were now aware of the problem with ladders but that he would let them know about the balcony door.

PROPOSAL: to pass Trigion's KPIs for January as Green

Proposed MR&Co. 11 Votes in favour and 1 against.

Ginkgo KPIs (Gardening)

AH commented on the problems in Ginkgo's report regarding the amount of dog fouling on the Estate and asked if there was anything further the Board could do to alleviate the situation. ST pointed out that one area that seems to be abused is the grass area at the end of Dock Road, behind the wall. Although the dog poo bins have helped AH asked if perhaps there are some areas of grass that could be marked as no dogs allowed or perhaps small signs could be pushed into the grass to remind dog walkers to remove their dogs' mess. CB suggested putting a reminder in the Newsletter. VW suggested that for now reminders in the Newsletter should be tried and asked AG to let Ginkgo know that the Board is aware of the issue.

PROPOSAL: to pass Ginkgo's KPIs for January as Green

Proposed: MR&Co. Votes in favour unanimous

CC to inform the service providers of the results of their KPIs.

MR&Co KPIs

Note: MR&Co KPIs are discussed and voted on during the latter part of Board Meetings after MR&Co staff have left.

PROPOSAL: to pass MR&Co's KPIs for January as green.

Proposed CK, seconded AH, 11 votes in favour, 0 votes against and 1 abstention. VW to inform MR&Co of the results of their KPIs. **Action VW**

VW to inform MR&Co of the results of their KPIs.

ITT for Gardening Contract

ECB queried whether a proper process had been undertaken. CC & VW confirmed that the ITT this time contained a much tighter brief and that this ITT had been available for inspection in the Office for many weeks. PB asked if the scope of the ITT was the same as previously. CC confirmed that everything that was included before was still included plus a number of additional services. CC explained that the reason Ginkgo's quote is lower than the competition is because they are in situ and know the site and the requirements. Additionally the site is now in a much better condition after 3 years of Ginkgo's work so maintenance for them is much easier. Ginkgo have also been doing many of the additional activities now covered in the ITT, free-of-charge.

PROPOSAL: That a contract be entered into with Ginkgo Landscape Contractors Limited in the sum of £75,121.11 + VAT (£15,024.22), making a total payable of £90,142.22*, to include the main contract, the "Specified Areas", re-planting and maintenance of the slopes at the rear of Galba 1a and Julius Court canal side & watering as necessary.

***This sum will be adjusted to take into consideration the additional part-time gardener to be used seasonally. The contract sum stated is therefore the maximum payable over the course of the year.**

11 votes in favour and 1 against.

PROPOSAL: In view of the reduction in the basic sum, commence the new contract with effect from 1st March 2014 (assuming Ginkgo are agreeable) to enable maintenance of the additional areas to commence sooner, whilst achieving a saving on the current contract sum of approximately £185 per month + VAT (£222).

11 votes in favour and 1 against.

CC will put together a proposal regarding the installation of hanging baskets for the Board's consideration.

VW asked for volunteers interested in participating in the Gardening Group to let ST (chair) know of their interest.

Otho Court Storage/Bike Stores

AH asked if it is OK to change the usage of the Directors' Meeting Room to a welfare area with toilets without obtaining planning permission, or whether it is just a matter of complying with current building regulations. AG said it is OK to change the use of a room without planning permission but that building regulations will have to be complied with for the installation of the toilets. JA will inform the insurers.

6 Heathrow/Nationwide windows Replacement

ECB asked why the prices have been increased so much between the initial and final quotes to residents. ECB has already established that the specification of the windows to be supplied has not altered. JA will ask the question of Nationwide at the next progress meeting.

ECB asked if the windows are to be manufactured at Nationwide's northern factory as she had heard that they may be produced locally and asked how this may affect the quality of the product. JA said this was news to him and would ask Nationwide. VW offered to attend the next meeting with Nationwide.

Reports, including those of Committees:

VW offered a vote of thanks to MR&Co on behalf of the Board for supporting them at the recent AGM.

Reports from Committees.

Finance Committee

The report that was circulated was noted.

Maintenance Committee

AH confirmed that the next Maintenance Committee meeting will be at 9:30am on Wednesday 26th February. A separate meeting to discuss the redecoration ITT will be held at 9:30am on Monday 3rd March. AH will email the details of these meeting to HR, who is currently on vacation.

Parking Group

ME confirmed that he had a number of new volunteers to participate in the Parking Group and VW has the names of the original participants. There is therefore no need to further advertise for participants. VW will circulate the original TOR for the Group to the Board and convene the first meeting within which the Chair will be confirmed (a Director) as well as the TOR.

Any Other Business:

Julius and Marcus Court Lifts

PB explained that there is a strong desire amongst a small group of both Marcus and Julius Court residents to install lifts in the two blocks. The five shareholders on the top floor of Marcus Court have offered to pay for the lift for Marcus between them. Julius residents would like to do the same for Julius court where 20 out of the 30 shareholders will benefit. PB is strongly supportive of the initiative and advised looking carefully at the legal implications regarding leases and on-going maintenance. So far all discussions have been verbal, no written proposal has been formulated.

It was noted that BDL may need to take legal advice regarding the lease once the residents come forward with their written proposal.

AG advised that it would be worth getting an independent lift consultant to advise on what is technically viable and what isn't. AG will email LF & PB with the name of the recommended lift specialists.

LF said an alternative option for Julius Court would be to install a ramp up to the top walkway level.

AG offered that MR&Co can explore the legal issues pertaining to the lease and ongoing maintenance costs in-house and make suggestions on how to proceed but legal advice will need to be sought.

Estate Flood Plan

ME noted that the Environment Agency website flood alert map currently indicated that the Marina area up to, but not including, the building line was – due to the unusually high level of the Thames - currently considered ‘at risk’.

JA said a flood risk assessment had been carried out by BDL 2 years ago and he will circulate this to the Board for information.

Communication with Residents

CB said that Block meetings were often infrequent and not well attended and suggested that email addresses for constituents be held centrally so they can be passed on from one director to the next more easily. VW said it would be necessary to speak to Ibi Eso from Bridge House company secretaries to obtain advice from the data protection point of view for holding this sort of data.

AH suggested the situation will be improved once the BDL website is live and CC agreed.

VW warned that some shareholders had complained about detailed personal comments being recorded in block meeting minutes and advised all directors to exercise extreme caution regarding what they minute. ME commented that it was simply a matter of not including the names of those residents making comments.

Next meeting: Thursday 13th March 2014 at 7:00pm

The Meeting closed at 10:15pm