

BRENTFORD DOCK LTD

Minutes of 576th Board Meeting

10th March 2016 @ 7.00 pm

PRESENT: Veronica Wray (Chair VW), Mike Edwards (Deputy Chair ME), Charles Kraus – Alternate for BSB (CK), Roy Swainston (RS), Leslie Ferber (LF), Paul Booth (PB), Chris Birch (CB)

IN ATTENDANCE: from Michael Richards & Co, Carol Cherriman (CC), Jonathan Wheeldon (JW)

IN ATTENDANCE: Joanna Houghton (Minutes Secretary).

576/1 Apologies for Absence

Katherine Baxter, Caroline Turner, Phil Stephenson.

576/2 Minutes of Previous Meeting (575 11 February 2016) - Minutes of meeting 575 held on 11 February 2016 were agreed as a true record.

Matters Arising on Action Points

Meeting 564/6/4 Estate Insurance – CC updated the Board. Following receipt of the insurance revaluation, the broker has been asked to provide up-to-date insurance quotes. Further information will be available at the April Board Meeting.

Meeting 575/6/a4 Timber Windows Redecoration – MR&Co are writing to residents with timber windows encouraging them to replace with UPVC windows. Board will be updated at May meeting.

Meeting 574/9/c Augustus Bridge – BDL is waiting to hear from LBH as to the start date for the planned works. JAVW will chase and report back to Board once they have a date.

Meeting 575/2 Data Control Project – CC informed Board that MR&Co. were implementing their own data control trial project using *Paper Mountains*. CC said that at the moment it seemed very easy to use, to add new search criteria at any time and fitted their needs. Once it has been running for a while she would be happy for BDL to view and see if it would work for BDL's needs.

Meeting 575/8 Director Group Emails – MR&Co. are implementing new email addresses for Directors in order that they can separate their personal email addresses from the Dock's business and also these addresses can be passed to new block directors when the current ones retire or resign. CC informed that these email addresses should be up and 'live' in 10 days. The meeting suggested extra email addresses could be added as required, such as one for the minute secretary and for the company secretary.

576/3 To Agree Any Other Business Items

- a) Acanthus Report (CB)
- b) Chair's Honorarium – Private Part of Meeting
- c) Election Process (RS) –
- d) Design Issues (RS)
- e) MR&Co KPI's

576/4 To Dispose of Business if any remaining from last Meeting
None.

576/5 To receive such communications as the person presiding may wish to lay before the Board None.

576/6 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

a) MR&Co Management Report

CC reported that this month's Management Report was for information only with no proposals requiring a vote.

The Chair informed Directors that she and JW had held an informal residents meeting (on 9/3/16) to discuss 'dogs' on the Estate. The meeting consisted of around 20 residents, half who owned dogs and the other half who didn't but had an interest in the subject. Residents suggested that all dogs should be on leads across the whole Estate. It was also felt that the BBQ area was not a suitable area for dogs. However, several residents suggested that this could be a seasonal rule, with the BBQ area being dog-free during the Spring/Summer months. The meeting also asked if the Board could give more consideration to providing a children's play area before a dog-only area was considered. **Action:** VW would email meeting notes to all Directors. The Board discussed the issue of the BBQ area being completely dog-free or the seasonal rule allowing dogs only during the winter months. The Chair also asked the Board to take a vote on the issue of dogs being on leads across the whole Estate.

Proposal – Board proposed that they would make a new rule that all dogs should be kept on a lead at all times across the whole Estate. RS proposed, LF seconded and all attending were in favour. In addition VW/JW will gauge opinion via the monthly Newsletter regarding i) Allowing dogs on the BBQ area only during the winter months and ii) whether the Board should consider a specific fenced-off area to exercise dogs on the Dock. VW will report back to the Board in due course.

OSC Minutes

PB asked about the TV improvements in Marcus. JW spoke to Sky and was assured that residents would be receiving a letter, but this has not happened so he will chase. JW informed Board that multiple cable usage/satellite would be updated in March 2016 so that residents who wished to receive upgraded Sky

coverage would be able to do so. This would then mean that residents would not need additional satellite dishes of their own. CC informed Board that as agreed, residents with satellite dishes fixed to balconies and/or brickwork (around 7 on the Estate) will receive letters informing them of their breach of the lease. However, CB felt that before enforcing this breach there should be an alternative offered for receiving digital/satellite TV. However, it was felt that this would be expensive to do as any work would involve removing the asbestos in the water tank rooms on the roofs where the TV distribution systems are located. Alternatives could be streaming TV via computer/laptops; JA was putting together a paper on the alternatives that residents could use to access digital TV and the Board suggested this information should go in the next Newsletter.

576/7 To receive and consider any other reports, including those from Committees.

- A. Finance Committee** – Minutes from February and March meetings were distributed to the meeting. VW told the meeting that the voting papers on the financial items left over from the AGM would be finalised and posted out in the next couple of weeks and there would be no charges incurred by BDL.

The Chair took this opportunity to inform the meeting that Charlie Sturt had resigned as a Director; due to personal reasons as he was finding that he didn't have enough time to do justice to his role as a director, particularly his inability to attend meetings during working hours. All the paperwork for the election in Numa Court was being processed.

VW & ME's block elections had received no other nominees and their election process would be completed in April. So until then, they would carry on in their roles as Chair and Vice Chair. The process for voting the Chair would be nominations received and then a sealed envelope vote by Board, possibly at the April meeting, CB was happy to be responsible for this.

CC asked the Chair if she could formally let her know about all elections as CC usually sends out the standard letter informing Shareholders of the nominations and the votes cast. The latest changes were RS's new constituents to be informed and then CS, VW and ME's constituents to be informed once their elections process had been completed.

RS's former Block had already been informed. Most of this information was given at block meetings but CC felt a formal letter was also needed. VW was happy for CC to do this on her behalf.

- B. Update on New Flat** - This matter was dealt with at BDEL meeting earlier that evening but VW reiterated that Xavi's sole agency would come to an end on the

24th March and then all 3 other agencies would be invited to market the flat on a multi-agency arrangement.

VW advised meeting that there was a change of date for April meeting; it would now be at **7.00 on 7th April and not the 14th**. CB gave his apologies and proxy to PB, ME and LF also gave apologies for the April meeting.

576/8 Any other business as agreed at start of meeting

a) Acanthus Report

The Board considered this report which had been provided for the Board as an internal report for their information only, to enable informed discussion on the subject of windows replacement etc. PB felt that the BD window policy needed clarifying more with regard to UPVC replacement and provide specifications required when replacing old for new UPVC, i.e. placement of mullions etc. The meeting discussed details of window replacement across the Estate with issues such as mortar colour matching, and style of new windows. The Board asked JA to provide a revised window policy capturing all the new specifications identified in the Acanthus report. CB thought that a synopsis of this report could then be put on the website covering the core information and reiterating the need to continue the visual/architectural integrity of the Estate. VW suggested CB get together with JA and decide how to distil the report and return the edited version to Board for approval before uploading to website. RS asked if there could be a new inclusion in the window policy to cover any structural damage caused by replacing windows, to be leaseholders responsibility with MR&Co having to check and sign off replacement works. **Action:** CB to liaise with JA on report précis and refer back to Board. **Action:** JA to review and update window policy.

b) Design Issue

RS questioned the style of some front doors on the Estate. He felt that some did not fit in with the Estate and possibly contravened the terms of the lease. He felt that lease contraventions should be put on file and tenants/shareholders informed that any changes should be put right before any sale could be agreed/signed off by the Board. ME was not sure how this could work but RS wanted to test the principle on lease contraventions and their enforcement. PB said the Board could not unreasonably hold up any sale. VW thought that many Shareholders/Tenants did not know the BD policies, or original lease terms and felt that BDL should be more proactive in ensuring that new residents received a copy of the Estate Handbook. **Action:** VW to meet with MR&Co to look at enforcement of lease terms/requirements and ask the Office to promote the Handbooks via the Newsletter and the website.

c) MR&Co KPIs

Proposal – to agree MR&Co KPI's as green. PB wanted to raise cleaning KPI and would return to this at next meeting, in the meantime he would discuss the cleaning issues in his block with JW in the office.

d) Board Election Process

RS wanted to open a discussion on the difficulty the Board experiences in finding nominees for block directors. He also wanted to look at the Board structure with a view to sharing the load. He felt that there needed to be some succession planning to ensure the continuation of a well-managed Estate with perhaps clear roles within the Board being defined as this may encourage 'new blood' when vacancies arise.

CB pointed out that the Estate is already managed well by the Managing Agents and the current Board but that the Board could do with a few more young people involved. He also felt that being a block director and on the Board of a multi-million pound company, albeit in a voluntary role, looked good on anyone's CV and this could be used as a marketing tool.

VW said that before any election she always asked JA/JW for any possible new candidates and if they knew of anyone interested in standing as a director, and sometimes they were able to put forward names. Potential directors were always given information about the role and once elected they were given a full induction into the workings of the Board and their responsibilities. **Action:** It was agreed that this subject was one to revisit in the future and worth further discussion.

Date of Next Meeting: 7 April 2016 at 7.00 pm.