

BRENTFORD DOCK LTD

Minutes of 578th Board Meeting

12th May 2016 @ 7.00 pm

PRESENT: Veronica Wray (Chair VW), Mike Edwards (Deputy Chair ME), Brigid Scott Baker (BSB), Roy Swainston (RS), Leslie Ferber (LF), Paul Booth (PB), Chris Birch (CB), Caroline Turner (CT) arrived 7.30 pm

IN ATTENDANCE: from Michael Richards & Co; Carol Cherriman (CC), John Antrobus (JA)

IN ATTENDANCE: Joanna Houghton (Minutes Secretary).

578/1 Apologies for Absence

Phil Stephenson, Katherine Baxter.

578/2 Minutes of Previous Meeting (577 7th April 2016)

Minutes of Meeting 577 held on 7th April 2016 agreed as true record.

578/3 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

MR&Co Management Report

Fee Scheme for Sub Let Properties

The Board received an excellent report produced by JA, which set out Q&As on the subject and comments received from shareholders. Out of a total of 155 shareholders who let their properties, there had been 24 objections.

Directors discussed the scheme and were pleased with its initial success. It was agreed that the 'breakdown' report should be sent to all shareholders, thanking all those who had already paid this fee.

BDL hoped to add this fee to the *Book of Rules* at a later date, and it was felt that eventually there would be total acceptance of this fee.

Access Audit

The Board set a further meeting to consider the actions that should be taken from the Evans-Jones LLP audit report, under the Equality Act 2010. However, Evans-Jones LLP had already reported that BDL's obligations under Part 4 of the Act were relatively limited and that their recommendations were generally for information only. However, having said this, the Board agreed that it would be sensible to discuss this audit in more detail and implement any changes as part of the on-going Dock maintenance, refurbishment and redevelopment works,

especially where it was likely that changes could be implemented at little to no additional cost.

BDL Insurance

The Board agreed that this insurance document was well presented and appreciated that a great deal of hard work had gone into producing it.

Directors wanted to raise the issue of high-spec kitchens/bathrooms installed by leaseholders and their insurance cover. CC had had long, in-depth discussions with the insurance people and they advised that if there was an up-to-date valuation then the whole apartment would be deemed as covered by the BDL policy, which is what we have now. We have a current, up-to-date valuation of all Estate buildings, and the insurers had taken all upgrade/changes into consideration and based valuation on set of averages. One director was concerned that the level of specialist sound-proofing installed in her apartment may not be covered. However, CC informed her that if it formed part of the main fabric of the building, then it would be covered.

BDL had a good claim history with insurers and CC reviews any claims before referring on. CC always notifies any claimants of situation after initial inspection.

Board suggested that it would be useful for this document to be made available to all leaseholders. CC agreed but that she was waiting for ratification from the insurance brokers on several issues first. Currently claims against wooden floors are allowed, but not for carpets. Directors asked if the wooden floor issue could be challenged under reasonableness of lease – but CC acknowledged that such a challenge would have to go before a Tribunal. Kitchen appliances are not part of buildings insurance but as most kitchen appliances are now built-in they could be seen as part of the building. It was agreed that once CC has received clarification on these issues (from the brokers) then the document could be distributed.

Timber Windows

The draft letter to be sent to residents was discussed.

Directors felt that more could be done to encourage owners to change from timber to PVC windows and felt that if some ballpark prices were included in the letter for new windows this might encourage change. However, JA stated that prices could only be estimated in this way once take-up numbers were known and a possible contractor had been identified. Once a contractor had been identified for the communal windows project, they could then be asked to consider sending out flyers with prices for replacement windows.

It was agreed that the letter should be updated and then sent to all leaseholders.

Mooring Agreement Pack

Technically this was BDEL business but as there wasn't another BDEL Board until June, it was agreed that the matter should be resolved at a BDL meeting.

Directors commented that this document was extremely well-written by CC and should be sent out to boat owners as soon as possible to include the new mooring rates.

Board discussed the rule of staying on boats for not more than 4 nights per week. This used to be in the General Conditions of the Mooring Agreement but had been subsequently removed. However, Board felt that it was not sufficiently highlighted in the new Mooring Agreement so it was agreed that this should be amended and included in the section of the mooring application which required a signature,. CC explained the difference between residential and non-residential moorings, the legal restrictions and how the 4-night rule could not be part of the formal conditions for using the BD Marina. However, BDEL is entitled to make its own restrictions on the length of stay permitted under the leisure moorings. It was discussed how this is monitored by the lock-keepers and if there are any contraventions then they are reported to CC.

Concerns were raised about a (current) possible violation of this rule and CC asked for more specific information i.e. if Directors could identify specific boats then she could take action. It was agreed to investigate any possible 'over stayers' and bring any evidence/findings back to Board.

578/4 To receive and consider any other reports, including those from Committees.

A) Finance Committee – PB had not yet completed latest minutes, but gave a verbal report to Board. The Committee had reviewed the end of year figures and were happy to provisionally report an underspend of £94,000 on a total budget of £1.4 million. It was felt this was due to the effective management by MR&Co. and the Board. Directors wanted it formally noted that they congratulated the whole MR&Co team for their hard work and dedication to the Estate.

B) Decisions taken out of committee – none.

C) Update on New Flat – The Chair updated directors on an offer on the flat, which had been accepted, subject to contract. However, the Agents had now informed VW that the purchaser's chain had just broken, but the offer still stood. Board agreed to wait and see what transpires, but to set a limit on how long they would be prepared to wait for the purchaser to move forward before considering putting the property back on the market. It was regarded as a good offer and the Agents were also the Agents for the purchaser's house, so it is in their interest to move quickly.

D) Chair/Deputy Chair Elections – VW and ME had both been re-elected as Directors for their respective blocks. CB would update Board on the results of the confidential Chair/Deputy Chair elections in the private part of the meeting.

E) AGM Resolutions – Postal Vote Results – The results were are follows:

	Block	Receive directors' report and FS			Re-appointment Glazers		
		FOR	AGAINST	ABSTAIN	FOR	AGAINST	ABSTAIN
Galba	1A	0	0	0	0	0	0
Galba, Numa, etc	1B - G	26	2	2	24	5	2
Otho	2	27	0	1	24	3	2
Nero	3	9	2	0	5	5	1
Servius	4	1	0	0	1	0	0
Maurice	5	6	0	1	6	0	1
Leo	6	4	0	0	4	0	0
Julius	7	7	0	0	7	0	0
Marcus	8	4	0	0	4	0	0
Augustus	9/10	4	0	0	3	0	1
Augustus	11	6	0	0	6	0	0
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		94	4	4	84	13	7
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		102			104		

578/5 Any Other Business as agreed at start of meeting

1. Heating – JA suggested switching off the heating on the 1/6/16, but in light of the current warmer weather it was agreed to lower the boilers' temperature. Residents will be notified about the heating switch-off date through the Newsletter.
2. Enforcement of Dock Rules – Directors wanted to bring to the meeting the issue of nuisance dogs, and how to enforce the rule of dogs being on leads on the whole Estate and for owners to clear up after their animals. Offending owners are approached by Security or Office staff whenever they see an incident, but meanwhile the cleaners, or sweepers have to clear up the mess left by these dogs. The Board may have to consider sanctions against dog owners.
3. Estate Map Signage – a meeting had been held to discuss the locations of signage maps. VW will send this information to all Directors and MR&Co. BDEL will cover the printing costs and these have been budgeted for in the 10-year plan. Smaller versions of the map will also be made available (A3 and A1 versions) for residents to buy, along with A5 cards and envelopes. These will be advertised to residents and 'launched' at an event later in the year.
4. Lift Failures – the lift in Nero Court had been out of action for 48 hours and JA was unhappy with the contractor's slow response. This was regarded as an unacceptable amount of time as it should be a maximum of 6 hours. This incident, along with other recent unacceptable time-lags when lifts in other blocks have failed, has meant that the current maintenance contract is being reviewed. It was also reported that, the new Security Guard had not been aware of the correct procedures for such a situation and this had caused further distress to some residents. JA acknowledged that there were some recent issues with Trigion/Security new personnel being on site without sufficient knowledge of procedures. It was confirmed that JW would be taking-up this issue with Trigion and he would report back to Board.

Date of Next Meeting:

9th June 2016, BDEL Meeting at 6.30 pm followed by BDL Meeting at 7.00 pm.