

BRENTFORD DOCK LTD

Minutes of 587th Board Meeting

9th March 2017 @ 7.00 pm

PRESENT: Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Roy Swainston (RS), Katherine Baxter (KB), Chris Birch (CB), Charles Kraus (CK), Paul Booth (PB), Karen Kemble (KK)

IN ATTENDANCE FROM MR&CO: Carol Cherriman (CC), John Antrobus (JA)

IN ATTENDANCE Minutes Secretary, Joanna Houghton

587/1 New Director Numa Court - Karen Kemble attended her first meeting as the new director for Nero Court and was introduced to Directors and the Managing Agent representatives.

587/2 Apologies for Absence - Leslie Ferber sent apologies and gave her proxy vote to ME. Phil Stephenson and Ade Greenhalgh sent apologies and gave their proxy votes to VW.

587/3 Minutes of Previous Meeting (586 9th February 2017) Proposal: To accept the Minutes of Meeting 586 held on 9th February 2017 as a true record. All in favour, including 3 proxy votes.

Matters Arising Meeting 586 – Action Points

Meeting 580/7A Company Secretarial Work – VW/CC had had a meeting with Jordan's Solicitors regarding the need for company secretarial work but they were disappointed to report that Jordan's had not responded since this meeting. As a result of their silence VW had concerns over their ability to provide this work and felt that the delay in doing so was very unprofessional. Board agreed and suggested that she and CC investigate other options for this support. However, CC informed directors that as this is a very specialist role BDL needs a company that can provide independent advice, be willing to hold the company papers, the share register and provide corporate governance for both BDL and BDEL. The Board had pursued this previously, had interviewed 3 companies and had 'triallyed' one of these companies to provide some specialist Company Secretarial support. But this company had turned out to be very expensive, so she reiterated that it would not be an easy task to find a suitable organisation to fill this need. **Action:** CC/VW will research other providers for the Company Secretary role.

Meeting 583 Bulk Waste Centre – S.20 Notices will be sent out w/c 13th March 2017.

Meeting 586 Data Control Project – CC informed Directors that it has now been agreed how best to set-up and access the data storage files and the next stage will be the scanning of all documents. It had been agreed to offer this to a student/intern

during a holiday period. VW knew several graduates who would probably have the time in the University holidays to help. **Action:** VW to follow up.

Meeting 586 – 2017/18 Service Charge Notification – this letter will be redrafted and once agreed, sent out to all leaseholders by the end of March. **Action:** CC to complete the letter and its distribution.

Meeting 586 – Investing Flat Sale Proceeds – CC gave Directors the current rates from NatWest and told them that they could decide where to invest/place this BDEL money for maximum return; it could be moved away from current bankers, if Board wanted to, although this would mean a great deal of administration. High interest accounts would also incur early withdrawal penalties if the money were needed and at current interest rates, for little return. Also moving away from our current account provision could affect any future borrowing requests., i.e. credit ratings are in part related to how well customers maintain and pay back their current borrowing.

Meeting 586 Gardening Group – VW had emailed BSB and there are no planned meetings until her return at the beginning of April. KB requested that the plant container in front of the map (in Augustus Close) should be planted as soon as possible to stop drivers moving it in order to park their cars.

Meeting 586 Satellite TV Provision – PB updated the meeting on the latest events regarding this provision. AHG and PB had consulted with engineers and the technical manual for the equipment and all that was required was to move the TV leads from the old equipment to the new boxes. Then once switched on in-flat, provision should be up and running on SkyQ and Sky+. Further engineers are due on 14th March and JW will supervise works and confirm that all external dishes can now be removed.

587/4 To Agree Any Other Business Items

- a) Map Lighting - KB
- b) Insurance Process – CC

587/5 To Dispose of Business if any remaining from last Meeting
None.

587/6 To receive such communications as the person presiding may wish to lay before the Board. None.

587/7 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

MR&Co Management Report

Item 1. KBI Flexipave - JA had attached copies of his email exchange with KBI Flexipave regarding the extended warranty for their product. They are able to provide an underwritten guarantee but this would be at a cost. Any type of underwritten

guarantee has loop-holes as one cannot insure against unknown usage and wear and tear. JA felt that KBI have offered all they could and they are now offering a 15-year guarantee. Bearing in mind that the company has only been trading in the UK for 7 years and 15 in USA he felt that this was a generous offer.

Directors agreed but reiterated that they are obliged to protect any expenditure to the fullest extent and always obtain the very best terms/conditions. The Chair agreed but pointed out that this should not stop a decision being made on using Flexipave especially as all agreed that this was a very good deal now being offered.

Directors wanted to know more about testing the product and JA stated that as the paving replacement was to be carried out in phases anyway and the project could take 2/3 years to complete across the Estate, this would give BDL an ideal period to test the product's suitability in the short term.

The first phase area would be the replacement of the red tarmac behind Numa and up to Julius Point as it was agreed that this area was in urgent need of replacing as it had become unsightly. PB asked if a smaller initial area could be used to check the colour and aesthetics as the proposed area was a long stretch of path. JA said that the initial phase was 1,200 square metres, and there is a price break at 500 square metres. After further discussion it was agreed to go ahead with the initial/test area as proposed. JA said that the utility companies would be contacted about the work to ensure that any replacement pipework could be carried out at the same time. It is estimated that the first section will take a period of 2 weeks to complete. CC confirmed that the project could now be put out to tender and when the S.20 Notices are sent out, residents could be surveyed on their colour preferences. The Chair suggested that Directors should view other locations where Flexipave has been used to give them an informed opinion on colours. RS raised thanks to JA for the considerable hard work and research that had gone into this project.

Proposal: To agree to use KBI Flexipave as the preferred material for renewal of the 'red tarmac' paths throughout the Estate. All in favour, including 3 proxies, bar one abstention.

Item 3 – External Refurbishment - Earl Kendrick Associates

As this is a very large report Earl Kendrick would like the opportunity to present it to Directors. It was suggested to organise the presentation at the same time as the next OSC meeting, 6th April, times to be confirmed, presentation to be followed by OSC meeting. **Action Point:** Office to provide hard copies of report.

Item 4 - Renewable Energy - Water Source Heat Pump

The meeting discussed this matter fully but concluded that using the Marina as a heat source and heat metering offered by the same company was not possible. The point of current legislation on heat metering was again discussed and it was agreed that JA would send Directors a web link to the legislation details. PB suggested that

we could ask the company to present their ideas but it was not regarded as a top priority at this time. VW raised the issue of MR&Co's current resources in being able to deal with this alongside all the other current projects, and after some discussion it was agreed to ask the company to present to Board – but later in the year, then the project's viability could be better assessed. **Action Point:** JA to contact the company and agree a presentation date later in 2017.

Item 5 - Matters Arising from OSC Meeting - CC updated the meeting on the Marina issues.

i) Wood burning stoves and their pollution - It was agreed to provide one free bag of smokeless fuel to boat owners to encourage them to use this fuel instead of wood, or other fuels that they may currently be using. Boat owners will be given one month to change to smokeless fuel and thereafter the fuel will be available to buy from the lockkeepers.

ii) The discharge of effluent into Marina - All complaints had been unsubstantiated and it was suspected that the effluent was coming in from the Thames (as had been the case with the oil spill). All boat owners in the Marina had informed staff that they either had cassette toilets, or used the Marina facilities.

iii) Boat Owner Occupancy - CC has spoken to the boat owner in question regarding their occupancy and they denied that they spent more than 4 nights on board. However, it was suggested that in order to better 'police' boat occupancy a new entrance key card system could be installed with individual codes.

Currently the Marina was making a profit and CC reiterated that too many rules and regulations for boat owners might well deter them from mooring here. It was agreed that there were only a small number of complaints ever received, mostly from the same complainants. PB asked the Board if they actively supported the use of the Marina for 4 night stays on boats in accordance with the current agreement. Directors agreed that they did support this rule as it meant that the Marina was well used and provided a very lucrative income which was used to support other facilities around the Estate, for the benefit of all. PB agreed that in that case he was happy to go back to his residents and report on the new measures that will be taken to help 'police' the Marina.

587/8 To receive and consider any other reports, including those from committees.

A) Minutes from other Committees - None this month.

B) Decisions taken out-of-committee - None this month.

C) Dock Regeneration Meeting - A meeting of the Regeneration Group had been held earlier in the day, CB handed out an updated document. It had been agreed that this project would need a whole professional team including

a project co-ordinator/manager. MR&Co had put together a list of possible companies who could fulfil this role and it was agreed that they should be contacted and invited to present to the Board (by July 2017). A decision will then be taken on who to partner with on this project. **Action Point:** CB/JA to email tender shortlist documents.

587/9 Any other Business (agreed at start of meeting)

Estate Map Lighting – KB thought the current lighting of the maps was very good and it looks great, however there is still no lighting on the map at Marcus or the map at the clubhouse. JA informed that Ray would be able to sort this out. It was noted that no light is needed on the map at the Otho Court South Entrance.

Insurance Process – CC presented a copy of a draft letter which is intended to be sent to resident/leaseholders once they contacted the office regarding an insurance claim for physical damage caused to their property. This included an incident report form. The letter informs claimants that they should take every effort to limit the damage caused/being caused by any incident. This is a follow on document from the initial contact with Security/Office. CC confirmed that it could be internet based, enabling it to be emailed back to the Office, once completed. The meeting discussed the procedures for any incidents, for the benefit of the new Director, and informed that during offices hours, Ray Pocock is the lead member of the team who would visit and assess/deal with any problems. However, out of hours, residents are asked to call Security. KK asked about any call-out fees, CC informed her that in some cases the resident would have to pay, but usually it could be claimed back. RS asked if a list of approved contractors could be included in the letter. CC agreed to redraft the letter and circulate to Board for approval.

MR&Co and Minutes Secretary left meeting at 10.00pm

Date of Next Meeting

(BDEL & BDL joint Boards) - 13th April 2017 @ 6.30pm