

BRENTFORD DOCK LTD

Minutes of 590th Board Meeting

8th June 2017 @ 7.00 pm

PRESENT: Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Roy Swainston (RS), Ade Greenhalgh (AHG), Brigid Scott Baker (BSB), Paul Booth (PB), Chris Birch (CB)

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

IN ATTENDANCE Minutes Secretary Joanna Houghton

590/2 Apologies for Absence

Leslie Ferber sent apologies and her proxy vote given to ME. Karen Kemble and Katherine Baxter sent apologies and their proxy votes to given VW. Phil Stephenson was not in attendance.

590/4 To Agree Any Other Business Items

- a) Brentford Dock in Bloom AHG
- b) CPO Letter – ME
- c) Bridge Opening – VW

590/5 To Dispose of Business if any remaining from last Meeting
None.

590/6 To receive such communications as the person presiding may wish to lay before the Board. None.

590/7 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. Service Provider KPI's – as there had not been an OSC meeting a decision on KPIs was required by Board.

Proposal: To agree KPI's for Facilicom, Trigion and Gingko as 'green' - votes were taken on all service providers and all were in favour of passing as green, including the proxy votes.

Item 2. Path Refurbishment Information Only

The meeting discussed the colour of the paths and asked JA what were the views received from residents on the 2 samples on show. JA confirmed that 'red' was the current favourite and Directors agreed to raise this subject at any of their upcoming Block meetings. Opinions need to be registered by 28th June and then once the colour has been agreed - work will start as soon as possible.

Item 3. Lift Contractor's Performance

JA reported to the meeting that the current contractors, Patron Lifts are proving to be very efficient, compared to the previous maintenance contractor. RS agreed that the communication from the company was working well.

VW asked what the schedule was for the refurbishment work. JA informed Board that there was no agreed schedule yet, but one would be produced after the next site meeting and brought to the Operations Support Committee for discussion.

RS asked if this work would include the refurbishment of the lift interiors. JA confirmed that these works would only be mechanical and any refurbishment of interiors would need discussing at a later date; Patron has given an additional, provisional figure of £3,200 for interior refurbishment of each lift.

Each mechanical refurbishment would take around 4 weeks to complete and JA confirmed that residents will be given sufficient notice and information prior to any works commencing.

Item 4 – External Refurbishment Earl Kendrick Associates

The meeting discussed the latest report from Earl Kendrick Associates (that had been circulated to Directors) and the comparative costs of scaffolding, repainting every 7 years, compared with the 'one time' cost of removal of asbestos within the walkways and facades, and replacing with low maintenance alternatives.

It was pointed out that this would be a huge project and would need a thorough assessment and discussion as to how to finance the option of replacement. CC said the Board needed to look ahead to 5-10 years time and to decide how best to raise the finances for any such project, as current Block reserves may not cover more extensive work and therefore service charges may need to be reviewed.

Directors agreed that the asbestos is not itself a problem but does require ongoing redecoration. It cannot be removed simply and would require full scaffolding, nor can it be rubbed down for frequent painting. CC informed Directors that a decision on whether to repaint was needed soon as in some instances this was overdue.

VW suggested a Working Group be set-up to look at these external refurbishments and report back to the Board. The Group could look at all options, including any new materials that could be used, any foreseen changes in asbestos regulations, financing options etc. VW thought this Group should include JA and AG of MR&Co.

Action Point: JA/AG to arrange Group meeting.

Item 5 - Tree Strategy

Directors had read the new Tree Strategy Report and felt it was an excellent document but agreed that it required a great deal more discussion and thought on whether to adopt it in its entirety and whether to ask ACS to present it at the next

AGM . JA would send out the latest version of the updated tree plan to Directors (reflecting the last round of works) and this could go live on the website. JA asked if perhaps some planting could be prioritised as this is a frequently asked question at the office and would be acceptable to many residents. **Action Point:** JA to send out latest tree plan and this point to be added to the agenda for AGM Working Group.

590/8 To receive and consider any other reports, including those from committees.

A) Minutes from other Committees

Finance Committee meeting - 1 June 2017 notes handed out. PB informed that the queries mentioned in the note box had been dealt with. ME informed that the printing of the CPO letter had been outsourced and costs will be reimbursed by LB Hounslow.

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

590/9 Any other Business (agreed at start of meeting)

- a) Brentford Dock In Bloom -** AHG informed that funds had been raised for this initiative but he felt it would be nice to have a trophy for annual presentation. CC said that MR&Co would be happy to sponsor this initiative and provide a trophy. **Action Point** AHG to liaise with CC on trophy. .
- b) CPO Letter -** ME wanted to inform the Board that this letter had his email as a contact, it was best if any queries could be directed to him as he is able to answer questions on this subject. This letter is just for Shareholders and not for the public. Letters will be hand-delivered by Security and it was felt that any International Shareholders should receive letter via email and as a PDF document.
- c) Bridge Opening –** VW informed the meeting that Councillor Steve Curran wanted to arrange this event for Saturday 8th July. BDL will fund the refreshments and the Council agreed to provide the plaque and unveiling items, etc. The Mayor, local Councillors and engineers and staff involved in the project would also be invited.

MR&Co left meeting at 9.30pm

Date of Next Meeting

13 th July 2017

BDEL Board Meeting @ 6.30 pm followed by BDL Meeting @ 7.00 pm