

## **BRENTFORD DOCK LTD**

### **Minutes of 593<sup>rd</sup> Board Meeting**

12<sup>th</sup> October 2017 @ 7.00 pm

**PRESENT:** Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Paul Booth (PB), Leslie Ferber (LF), Karen Kemble (KK), Charles Kraus (CK), Brigid Scott-Baker (BSB), Adrian Greenhalgh (AHG), Aneeta Cameron (AC), Chris Birch via video link (CB).

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

**593/1 Apologies for Absence** - Katherine Baxter, proxy given to VW.

**New Director:** VW introduced and welcomed the new Director for Section 5, Numa Court West, Dr Aneeta Cameron.

**593/2 Minutes of Previous Meeting (592<sup>nd</sup> 12<sup>th</sup> September 2017)** The Minutes of Meeting 592 held on 12<sup>th</sup> September 2017 were accepted as a true record.

#### **593/3 To Agree Any Other Business Item**

- A) Footpaths - KK
- B) Inappropriate use of Security Service by external agencies – PB

#### **593/4 To Dispose of any Business remaining from last Meeting**

- a) **Main Entrance Gardens - Augustus Close** – KB had re-drawn the proposed design of the main entrance flower bed to better show the use of the stepped flowerbeds, using wooden ‘sleepers.’ VW suggested using large stones as an added feature and also asked for larger plants to be used in the replanting, particularly on the top flower bed, to provide more of an impact. But BSB pointed out that if larger plants were used they would cost more and probably require more maintenance. Directors agreed for the groundworks to be completed on the main entrance garden, commencing 31st October 2017. VW to arrange a meeting with Gingko (the gardening contractors) to discuss the re-planting plan and costings.
- b) **Artificial Grass on Estate** – CB raised the issue of poor grass in some areas on the Estate, in particular in shady parts, where it didn’t grow well. He suggested replacing these areas with artificial grass as he considered this would be a good investment. However, it was felt that this issue was more appropriate to discuss at the Operations Support Committee and it was agreed to add it to the next OSC agenda.

**593/5 To receive such communications as the person presiding may wish to lay before the Board** - None.

**592/6 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** – Full Board needed to ratify the Operations Support Committee's recommendation to pass all KPI's as green. All agreed.

**Item 2. Timber Windows/External Redecorations** – JA had carried out a complete survey of inaccessible timber windows on the Estate. MR&Co. felt that the best way forward on this issue would be to write to leaseholders again to ask them if they would be prepared to upgrade to UPVC windows.

It was suggested that leaseholders who have inaccessible timber windows, which will need scaffolding to reach, should replace them with UPVC windows. However, if cost was an issue, and to incentivise reluctant leaseholders, then they may be interested in being offered an interest free-loan, which could be added to their service charge account and paid off over a specific number of years.

CC offered to work out the cost comparison of redecorating timber windows versus UPVC maintenance. And JA pointed out that the Lease specified that replacing and repairing windows was leaseholders' responsibility but any redecoration of (timber) windows was BDL's responsibility. But factoring in the vast cost of scaffolding to reach a reducing number of inaccessible timber windows could eventually become economically prohibitive.

BSB thought that the new glazing/insulation regulations would require those with timber windows to meet the new legislation but, although JA agreed, he informed the meeting that this legislation had now been pushed back.

Board agreed 'in principle' to offer those leaseholders with inaccessible timber windows the option to upgrade to UPVC windows on an interest-free loan from BDL on a fixed term repayment, subject to meeting agreed criteria. This offer would be time-sensitive, until the proposed start of external redecorations in 2018. If leaseholders required this option then it would be added to their individual service charge accounts and would be required to be repaid within an agreed timescale.

Board agreed that JA will acquire provisional quotes from window companies and CC will draft individual contracts per flat including an indemnity clause on repayments. A letter to Shareholders will be circulated to Directors and agreed in due course.

**Item 3 – Awnings/External Blinds** - PB proposed that the current policy giving consent for awnings/external blinds should be scrapped. He considered that unacceptable design issues were arising and he proposed that any current awnings should be removed once flats were sold.

Directors discussed the benefits of external sun awnings/blinds and agreed that, in many locations, they are necessary all year round. It was also felt that the blinds looked worse when not in use and when the storage boxes were visible.

Current awnings/blinds had been approved by the Office, in accordance with the BDL policy and agreed on an individual basis. But it was suggested that the wording in the

current Policy could be changed to include the wording; *'the box or store point should be made of aluminium and match the colour of the fascia that it is attached to.'* This would mean that any future awnings would blend in more appropriately with the buildings.

AC asked Directors if they wished to keep the current Policy and just change the wording, or discard it completely and not allow any further awnings. VW directed them to vote on the options a) to keep the current BDL External Awnings & Window Blinds Policy and to change the wording or b) to discard it completely. A majority of Directors voted to re-word the current Policy and it will be circulated to Directors for final approval.

**Item 4 – Parking Policy / Enforcement** – Directors were happy with the Policy as circulated. ME offered to colour-code the map to show the roads' ownership more clearly. CC informed Board that with regard to any commercial vehicle permission, these would come to Board for approval. VW asked MR&Co. to ensure that Security Officers were fully informed of the new Policy.

**Item 5 – Re-development Projects** - VW asked if all the Directors had managed to read this lengthy document. CC explained that the legal rights of financing these projects are complex and she felt that it would be useful for Directors to read the lengthy explanation as to how the new leases were generated. She will circulate a full detailed explanation, as to the redevelopment decisions made so far and how these have been financed. These include: part of the old shop made into the new office and the old office turned into a new flat etc.

The Finance Committee had discussed the issues of financing these projects and had taken advice from Counsel. Final financial decisions will be made in due course. VW stated that these will be time-sensitive as the forced sale of Dock Road was currently being negotiated and solicitors instructed.

It was also agreed to organise interviews with the 2 shortlisted quantity surveyor/architect companies who have been selected to carry out the feasibility study on our two under-used warehouses with a view to producing options for their future use, thus enabling funding options to then be considered.

**593/7 To receive and consider any other reports, including those from committees.**

**A) Minutes from other Committees** - 3 sets of Finance Committee minutes were distributed - July, September and October. PB took the meeting through the bullet points from each meeting and mentioned the historical loan showing on the balance sheet of £33,00 from BDL to BDEL.

MR&Co had tried to research this matter but it dated back to the previous accountants, Shipleys, and no paperwork matching this amount had been found. ME suggested trying to find mention of this transaction in historic Board minutes, but if no invoice/receipt could be found for this amount then it could not be allocated and evidenced. But PB informed directors that BDEL could clear this

amount with a Board decision. Directors agreed to clear this amount from the balance sheet and BDEL should transfer this amount back to BDL. PB announced that the next Finance meeting date is 4<sup>th</sup> December when the committee will be focusing on the 10-year plan. All Directors are welcome.

**593/8 Any other Business (agreed at start of meeting)**

- a) **Footpaths** – KK raised awareness of the poor quality of the public footpaths along Augustus Close. The paving stones were cracked and broken and she felt that inappropriate parking of large vehicles was causing the damage. She had difficulty walking around when on crutches and felt that the uneven pavements were dangerous. MR&Co advised her to complain directly to LBH as it was felt that it would be more effective if residents complained directly to them rather than one complaint coming from BDL. Residents should perhaps suggest more regular visits from their traffic wardens too, in order to 'ticket' vehicles parked on the pavements and residents should send photos of these vehicles to the Council's website.
- b) **Inappropriate use of Security Service by External Agencies** - this issue had initially been raised at the last Finance Committee meeting and PB wanted to bring to Board.

Elderly residents who have care packages with private companies are being asked for 3 contact numbers (in the case of an emergency) and they appear to be giving the Security Office number as one of the contact numbers. This has resulted in Security being called out to check on elderly residents. It was agreed that this was an inappropriate use of Security personnel and not part of their contract/work remit, neither were they specifically trained to deal with this scenario. It is also wholly inappropriate for a Security officer on their own to enter any flat, let alone an elderly residents', as it lays them open to all sorts of risk. It was agreed to raise this at the next OSC meeting and to make Security aware of their boundaries.

On a separate issue, VW informed Directors that over the past few weeks there had been 3 elderly residents who had been victims of a bank 'scam' with 2 of them losing considerable amounts of money. AHG agreed to mention this on his website and it was suggested to provide details of agencies that could give further information, such as the Metropolitan Police and Age Concern. It was also agreed to send a letter to all Residents warning them of the dangers. Warnings could also be put in the next Newsletter.

**The meeting finished at 10pm**

**Date of Next Meeting:**

**9th November 2017 - BDL at 7.00pm**