



Deben House, 8A Church Street, Woodbridge, Suffolk IP12 1DH  
Telephone (0394) 380218 Fax (0394) 380508

# MINUTES OF EXTRAORDINARY GENERAL MEETING

HELD AT: 49 Everitt Court, Swonnells Maltings,  
Oulton Broad, Lowestoft

ON: Wednesday, 3rd August 1994 - 4.30pm

|          |                  |       |
|----------|------------------|-------|
| Present: | Jane Podd        | No 49 |
|          | Peter Gouldby    | No 49 |
|          | Mr & Mrs Tempest | No 55 |
|          | Mrs F Simkins    | No 46 |
|          | David Bower      | JSM   |

## 1 PURPOSE OF MEETING

1.1 The purpose of the meeting was the transaction of the following business:

- a To appoint officers of the company and confirm the resignation of the previous officers of the company
- b To appoint the managing agent
- c To appoint auditors for the company
- d To agree upon the level of service charge for the current year

2 A motion for the resignation of the existing officers, Messrs Hornby and Lever was put forward and agreed by all members present representing all the share holders.

## 3 APPOINTMENT OF OFFICERS

David Bower proposed the appointment of Chairman/Chairwoman and Secretary

Mr Jeremy Prior (Jillian Stephens Management) would act as Secretary - Agreed

Jane Podd would act as Chairwoman - Agreed

4 APPOINTMENT OF MANAGING AGENT

David Bower formally proposed Jillian Stephens Management as managing agent for the development. - Agreed

5 APPOINTMENT OF AUDITORS

David Bower proposed Binders & Hamlin as Auditors for the company. A fee quotation would be obtained but should be in the region of £250.00. Agreed

6 SERVICE CHARGE

The service charge budget was reviewed and a revised service charge of £480 per annum was agreed commencing from June 1994.

It was also agreed that Jillian Stephens Management would collect the ground rent of £100 per annum which would be included on the first invoice. This is payable on 25th March each year to Oulton Broad Limited, 23 Peterborough Road, Harrow, Middx

7 ANY OTHER BUSINESS

7.1 Mr Tempest raised a point about garden tools insurance. David Bower to contact insurance company and request cover to the value of £2,000.

7.2 Some personal effects are stored in the laundry room which should be removed. David Bower to send a circular to residents. If not removed then they should be disposed of.

7.3 David Bower to ascertain key holder for tenant residents in case of emergency such as fire.  
P Pitcher

7.4 Fire alarm panel to be recalibrated.

7.5 External flood light at front of building to be replaced.

7.6 Mr Simkins paid £280 for hedge cutting which would be reimbursed by Everitt Court Limited on presentation of receipt.

7.7 It was considered desirable to set up an account with a local supplier for Mr S Shaw (cleaner and gardener) to obtain supplies as required. Jane Podd will make enquiries and send details.

7.8 Bicycles are still being brought into the laundry room.

No other business - meeting closed at 6.30 pm.