

Deben House, 8A Church Street, Woodbridge, Suffolk IP12 1DH
3 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
- 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.

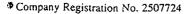
3 APPOINTMENT OF OFFICERS

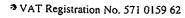
David Bower proposed the appointment of Chairman/Chairwoman and Secretary

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 <u>ANY OTHER BUSINESS</u>

- 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.