



Borkwood Park Management Ltd 112a Sevenoaks Road, Orpington, Kent BR6 9JZ 01689 855 073

NOTICE OF AGM

1st August 2015 2:30pm

This is to advise the shareholders of Borkwood Park Management Limited that the AGM has now been fixed. It will take place on Saturday 1st August at 2:30pm. The venue will be the covered area between numbers 106 and 110. Please bring a chair to sit on if you are able to.

The Agenda will be as follows:-

A – to accept the resignation of the current directors and committee members (*all of which can stand again*).

B – To appoint new directors and committee members to serve for the next period. Those shareholders who wish to apply in either capacity should make themselves known at this time. Those shareholders who have already made a representation to serve will also be made known at this time.

Other major points for discussion:-

- 1 – Finances (including new proposals)
- 2 – Exterior Decorating
- 3 – Exterior Maintenance
- 4 – Up to date balcony position
- 5 – Roofing
- 6 – Letting of properties
- 7 - Staircases, exterior lighting, CCTV
- 8 – Doing your own conveyancing
- 9 – What constitutes a communal garden?

Any other business

NOTE – any major changes to the main or sub-leases can only be changed by a majority shareholder vote, which can be amended by the company solicitor.

Borkwood Park management Limited is a company registered in the UK and have to act under the relevant small companies guidelines.

Any shareholder who cannot attend the meeting can express their wishes in writing on any point in the agenda. This will then be read out at the appropriate time and noted for the minutes. This should be sent to David (in writing to 112a or via email to david@borkwoodpark.info) two weeks before the AGM.

Shareholders who neither turn up or write in will be deemed to agree to the decisions made on this date.