

ST STEPHENS PAVILION MANAGEMENT COMPANY LIMITED

**MINUTES OF EXTRAORDINARY GENERAL MEETING
HELD ON WEDNESDAY, 11th JANUARY 2017 AT 6.30 PM
AT CHAPEL FIELD ROAD METHODIST CHURCH**

1. Members Present:

1 Alexandra House
1 The Pavilion
104 The Pavilion
108 The Pavilion
114 The Pavilion
117 The Pavilion
119 The Pavilion
12 Alexandra House
137 The Pavilion
14 Leicester House
155 The Pavilion
16 Benjamin Gooch Way
160 The Pavilion
165 The Pavilion
169 The Pavilion
174 The Pavilion
179 The Pavilion
18 Benjamin Gooch Way
18 The Pavilion
194 The Pavilion
199 The Pavilion
201 The Pavilion
207 The Pavilion
21 Benjamin Gooch Way
211 The Pavilion
216 The Pavilion
221 The Pavilion
223 The Pavilion
223 The Pavilion
244 The Pavilion
246 The Pavilion
250 The Pavilion
253 The Pavilion
254 The Pavilion
255 The Pavilion
268 The Pavilion
27 Benjamin Gooch Way
277 The Pavilion
280 The Pavilion
284 The Pavilion
287 The Pavilion
29 Benjamin Gooch Way
3 The Pavilion
33 Leicester House
34 Benjamin Gooch Way
35 Benjamin Gooch Way
4 Alexandra House
42 Benjamin Gooch Way
46 The Pavilion
47 Benjamin Gooch Way
51 The Benjamin Gooch Way
58 The Pavilion

59 The Pavilion
7 Leicester House
72 The Pavilion
74 The Pavilion
8 The Pavilion
81 The Pavilion
9 Leicester House
91 The Pavilion

The Managing Agents, Residential Management Group Limited, were represented by Michelle Ivemy Regional Manager, Lee McGregor, Property Manager, Kelly Banks, Property Manager and Andy Hart, Property Manager.

2. Apologies for Absence:

100 The Pavilion
125 The Pavilion
19 Leicester House
20 Leicester House
2 The Pavilion
24 Benjamin Gooch Way
233 The Pavilion
232 The Pavilion
225 The Pavilion
67 The Pavilion
50 The Pavilion
23 Benjamin Gooch Way
190 The Pavilion
92 The Pavilion
32 Leicester House
188 The Pavilion
45 Benjamin Gooch Way
279 The Pavilion
27 Leicester House
26 The Pavilion
71 The Pavilion
Clare Corbett of RMG

3. Introduction:

Michelle Ivemy introduced RMG to the members present and apologized for Clare Corbett's absence. She also advised the members that there was no agenda for the meeting and that the purpose of the meeting was to elect residential Directors for St Stephens Pavilion Management Company Limited. Members were told that we had received four nominations and that each nominee would introduce themselves. Members present were explained the nomination and voting process.

4. Introduction of Director Nominations :

James Rollingson introduced himself to the members present and was voted in to become Director.

James Atkinson was not present at the meeting, due to holiday which was planned months before the meeting, and Michelle Ivemy read out a statement on his behalf. Mr Atkinson was voted in to become Director.

Penelope Field introduced herself to the members present and was voted in to become Director.

Clayton Hudson introduced himself to the members present and was voted in to become Director.

This concluded the nomination of resident Directors.

5. Major Works to the Pavilion Building.

Michele Ivey updated the members present on the major works scheduled for the Pavilion building. Statements of estimates have been issued and are looking at commencing works in the summer of 2017. However, this may change depending on the new Directors decision.

6. Any Other Business:

- Questions were asked by owners of apartments within the Ivory Building about the increase in the Service Charge for 2017. It was explained that the main bulk of the increase was for Reserve fund being increased, new contracts being placed gate repairs and general repairs and maintenance. The members were advised that any questions they have with regards to the increase should contact the Property Manager.
- Michelle Ivey advised that we have no Directors who are from the Ivory Building.
- A member asked why no work has been carried out to the listed part of the Pavilion building in 9 years. Michelle Ivey that one cycle of major works had been missed and that the members affected in the Administration block have been dealt with by RMG. There were also claims that RMG have missed two cycles of major works. The works were due in 2016 but due to shortages in funding this had pushed out to 2017 and were planned for April. Michelle Ivey advised that any member with questions on this matter should contact RMG in writing. If complaints are submitted to RMG and the members are not happy with the response they can contact the Ombudsman.
- A member asked when the management contract with RMG is due to expire. This was confirmed that it is due to expire in August 2017.
- A member asked that the excellent service provided by Steve to site was noted in the minutes. It was agreed to do so.

Close of Meeting was 18.55pm.

Michelle Ivey
Regional Property Manager
Residential Management Group