



Notice of General Meeting

NOTICE IS HEREBY GIVEN that the Annual General Meeting of St Benedicts (Tooting) Management Company Limited will be held in **St Nicholas Church Hall**, Church Lane, Tooting, London SW17 9PP on **30th November 2011** at **7.00pm** when the following ordinary business will be considered:

1. To receive and approve the Minutes of the AGM held on 1st December 2010.
2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30th June 2011.
3. To provide an update on recent maintenance work including work behind 31-36 Abbey Drive and sewer work and also on the detailed investigation of two blocks in St Benedicts Close and the binocular survey of other blocks.
4. To authorise the Directors to allow loans between reserve funds as required to make payments, the loans to be interest free or at a rate of interest not exceeding the bank rate from time to time, provided that any such loan must be repaid by the end of the third company financial year following that in which the loan is made. To authorise the Directors to set service charge contributions in respect of any reserve fund receiving such a loan so as to allow repayment by the date required.
5. To authorise the Directors to defer periodic redecoration of Estate facilities and the exteriors and common areas of blocks of flats that would otherwise be due in 2014 by one year until 2015. To authorise the Directors to levy reduced service charge contributions to reserve funds accordingly.
6. To cancel all existing permissions granted to owners to sub-let flats on the Estate with effect from 29th February 2012. To require the Directors in future to grant permission for sub-letting as required by the lease only if the flat owner has signed an indemnity for the cost of repairing any damage caused by their tenant or tenants and to require renewal of permission on change of tenant and annually. To require owners currently sub-letting their flats to re-apply for permission on the new terms by 31st January 2012.
7. To present the result of the investigation by Ms Jacqui Kelly concerning rubbish and recycling.
8. To deal with the election of Directors.
9. To deal with any other business.

By Order of the Directors.

Dated 24th October 2011

Notes

Any Member entitled to attend, speak and vote at the above mentioned meeting may appoint a Proxy to attend, speak and on a poll, vote instead of that member. A Proxy need not be a member of the Company. The enclosed form may be used for the purpose of appointing a Proxy and should be returned to Rendall & Rittner Limited, Portsoken House, 155-157 Minories, London, EC3N 1LJ **to arrive not less than seven days before the meeting**. You may instruct your proxy how to vote.

The Directors strongly recommend that shareholders pass resolutions 4 and 5 so that repairs can go ahead as soon as possible.