WE, THE UNDERSIGNED, having resolved to form an Association to represent the interests of the leaseholders of the development known as RIVERGATE PE1 on matters of common interest, have further resolved to adopt the rules of the Association annexed hereto which we have signed for identification purposes.

Dated:.30/06/2020.............................................

Amended for new members:15/04/24 (see second page)

1. The Association shall be called **Rivergate Leaseholders Associati**on (“the Association”)
2. The **OBJECTS** of the Association are:
   1. to represent the leaseholders on matters of common interest;
   2. to consult with the lessor and/or its managing agent on such matters including but not limited to
      1. Formulation of strategic plans
      2. Major Projects (Capital & Maintenance)
      3. Service Charges;
   3. for the purpose of aforesaid, to engage suitably qualified persons to advise the Association;
   4. to do such other things, ancillary to the preceding objects, as may seem desirable to the Association.
3. **MEMBERSHIP** of the Association;
   1. Any leaseholder may upon application and payment of the annual subscription become a member. One vote per flat will be given in the case of joint leaseholders;
   2. A company that is a leaseholder shall also be eligible for membership;
   3. Leaseholders of more than one flat in the development shall be entitled to apply for membership for each flat and on payment of the annual subscription for each flat, shall be entitled to multiple voting rights.
4. The **COMMITTEE and OFFICERS** of the Association;
   1. The committee shall consist of not less than 3 members

who shall be elected by the members of the Association.They shall perform the duties of

* + 1. Chairperson
    2. Secretary
    3. Treasurer

At each annual general meeting (AGM) or virtual equivalent thereof, all committee members shall be deemed to have resigned and a new committee shall be elected. The resigning members may be re-elected if willing to stand for such. The committee may co-opt other members of the Association to assist them from time to time as required.

* 1. The Secretary shall keep and make available for inspection whenever requested to do so by a member;
     1. A record of the business transacted at general meetings
     2. Copies of all written and notes of all oral communications with the landlord and/or managing agent and any replies received
     3. A list of current members of the Association

The Association in general meeting or virtual equivalent thereof shall appoint a member (not part of the committee) to act as auditor.

1. **MEETINGS** of the Association;
   1. The first AGM (or virtual equivalent thereof) shall be held within 3 months of the end of the first financial year.
   2. Thereafter, an AGM (or the virtual equivalent thereof) shall be held in the month of March and 14 days notice in writing of it shall be given to every member by email. A report shall be given at the AGM (or virtual equivalent thereof) by the Chairperson indicating the Association’s work over the past year.
   3. Special general meetings (or the virtual equivalent thereof) shall be called on the requirement of the committee or of at least 10% of members of the Association. At least 14 days notice by email shall be given to every member and this notice shall indicate the principle business to be considered.
   4. At the AGM or any special general meeting, 10% of the membership shall constitute a quorum, and if not present, the meeting shall be adjourned to another day when members present shall form a quorum.
   5. Seven days notice by email must be given to the secretary of any resolution to be moved at the general meeting unless such resolution is admitted by the chairperson at the meeting.
   6. A notice containing all resolutions and nominations to be moved, with the names of those proposing and seconding each resolution or nomination, shall be kept by the secretary and available for inspection by any member for seven days before any general meeting.
   7. All members shall have the right to speak at any general meeting (subject to control of the chairperson).
   8. All members shall have the right to vote on any resolution before any general meeting.
   9. Any member entitled to vote may authorise in writing or by email (such authority to be satisfactory to the chairperson) another member to vote on his or her behalf.
   10. In the event of the equality of votes on any resolution the chairperson shall have the casting vote.
2. **ANNUAL SUBSCRIPTIONS** 
   1. Each person on applying to become a member of the Association shall pay an annual subscription. Until otherwise determined by the Association in general meeting (or virtual equivalent thereof), the fee shall be £20.
   2. Each member shall pay subscriptions in accordance with the resolution of the Association.
   3. The committee may expel any member who shall, after 14 days notice,by email, remain in default in paying the subscription.
3. **FINANCE**
   1. The treasurer shall have control of the funds of the Association and, except where required for immediate expenditure, he/she shall pay and maintain such funds in a bank or building society account as directed by the committee.
   2. The property and funds of the Association shall be held and administered by the committee and resolution of the committee shall be sufficient authority for any payments from the account.
   3. All cheques or requests for bankers’ cheques and bank transfers shall be signed by the treasurer or secretary and chairperson.
   4. The committee is not authorised to incur an overdraft or take out any loans on behalf of the Association.
   5. The financial year shall end on 31st December up to which date any annual statement of accounts and balance sheet shall be prepared for submission for approval at the subsequent AGM (or virtual equivalent thereof).
4. **INDEMNITY**

This section is no longer valid as insurance could not be found. (July’20)

1. **ALTERATION OF CONSTITUTION RULES**

These rules may be varied or added to by resolution of the Association in general meeting (or virtual equivalent thereof), passed by a majority of at least two thirds of the members, due notice under paragraph 5.5 having been given.

1. **COMPLAINTS and SUGGESTIONS**

10.1 All complaints and suggestions on matters regarding the Association shall be made to the secretary, preferrably in writing.

1. **DISSOLUTION**
   1. The Association may be dissolved if the number of members at any time falls below 30% of the number of flats in the development for a continuous period of 6 months and the committee so resolves,or if the Association in general meeting(or virtual equivalent thereof) so resolves by a majority of at least two thirds of the members, due notice under paragraph 5.5 having been given.
   2. On such dissolution, any balance of the funds of the Association shall be distributed equally between the then members (who are not in arrears with their subscriptions) or shall be paid to a suitable charity to be decided by a majority of the membership.
2. **COMMITTEE**
   1. The members of the committee at this time are:-

**Chairperson**  **...........................**

**Secretary**  **..........................**

**Member** **Jencir Lee ..............................**

**Member**  **Mark Pegler**  **.........................**

**Member** **Helen Maxfield .........................**

**Member** **Angus Wallace .........................**