

REGULATIONS
Of
WILLOWHAYNE RESIDENTS ASSOCIATION LIMITED

Incorporated 1974
Company No. 1160296

Company Limited by guarantee and not having a share capital

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1 Introduction and Index

- 1) These regulations are to be read and interpreted in combination with the Memorandum and Articles of Association of the Willowhayne Residents Association Limited (“the Company”).
- 2) These regulations are intended to be consistent with the provisions of those Memorandum and Articles of Association, though in the event of conflict the latter will take precedence.
- 3) The regulations are set out as follows
 - 1 Introduction and Index
 - 2 AGM Proceedings
 - 3 Resolutions by Members (Non-statutory matters)
 - 4 Charges Payable by Members and Fines for Late-Payment
 - 5 Communication with Members
- 4) The regulations may be discussed and updated by resolution at the AGM.

2 AGM Proceedings

- 1) In addition to statutory business at the AGM, the Directors shall include and allow reasonable time for an informal discussion of any and all items raised by members at least 6 weeks in advance of the AGM.
- 2) Subject to time available, the Directors shall also endeavour to include time for informal discussion of any and all matters raised at the AGM itself.

3 Resolutions by Members (Non-statutory matters)

- 1) To enable and encourage the involvement of members in the running of the Company, the Directors shall endeavour to include as general resolutions at the next AGM all resolutions proposed by members concerning non-statutory matters and received prior to that AGM and since the previous AGM.
- 2) The Directors may refuse to include in the AGM proceedings any resolution which does not in their reasonable opinion meet any of the following criteria:-
 - a. received by the managing agents six weeks before the date of the AGM.
 - b. supported by ten members, all of whom are entitled to vote at the AGM.
 - c. supported by thirty members, all of whom are entitled to vote at the AGM, if it repeats the substance of a resolution, or part thereof, put to any previous meeting of members held within the preceding three years.

- d. not a repeat of the substance of another resolution, or part thereof, being put to the same AGM.
 - e. be clear and relevant to the interests of the Company.
 - 3) The Directors shall make reasonable efforts to reach agreement with the proposer(s) of a resolution over any wording which does not initially meet these criteria.
 - 4) The Chairman of the meeting at which the resolution is heard and voted on will have discretion to control all aspects of the proceedings. The Chairman will nevertheless endeavour to stick to the following suggested structure, set out only as a guideline to aid smooth running of the meeting:-
 - a. up to five minutes to propose the resolution.
 - b. up to five minutes to speak against the resolution.
 - c. contributions from the floor will be sought, time limited if necessary.
 - d. up to three minutes to sum up against.
 - e. up to three minutes to sum up in favour.
 - f. closing comments, if any, added by the Chairman before proceeding to a vote.

4 Charges Payable by Members and Fines for Late-Payment

- 1) Requests by the Company for payment of charges e.g. in respect of covenanted amounts, annual charges and payment by owners of a fair proportionate part of the costs and expenses incurred by the Company in keeping and maintaining the estate shall be made through the Company's managing agents.
- 2) The amounts requested shall be due paid within 60 days of the date of the invoice or notice from the managing agents.
- 3) The Company shall be entitled to make a fair charge in respect of late payment of the amount requested
- 4) A fair charge is 2% in addition to the Bank of England base rate, beginning at the end of the 60 day period, in respect of the unpaid amount(s) outstanding.

5 Communication with Members

- 1) The Company shall maintain a website containing information and news for members, to be periodically updated.
- 2) The website shall include a section with access reserved for members, accessed via a username and password (available from the managing agents).
- 3) The Company shall regularly prepare and distribute a newsletter updating members with news and information concerning the estate.
- 4) The Company shall endeavour to respond to written enquiries made via the managing agents within 10 days of receipt thereof.
