

February 2017

Dear Owner,

Re: Sinclair Development 2017 Annual General Meeting

I write to invite you to the Sinclair Estate 2017 AGM on **Tuesday 21st March, 7pm at Gorgie Dalry Parish Church Hall** (190 Gorgie Road, EH11 2NX). This is your AGM and opportunity to directly discuss and have a say on the future management and upkeep of the development.

A proposed Agenda is enclosed with the key business item being the appointment of a new Factor. This follows extensive work by the committee since the last AGM held in June 2016 to look into options leading to the short-listing of Charles White Ltd and Myreside Management Ltd. DCPM were also invited to re-tender for the contract, but declined the invitation. Therefore, it is imperative that we appoint a new Factor from the vote at the AGM.

Enclosed with this letter is a summary of the Factoring service offered by each company along with a copy of the 2017-18 Committee Report. The full Tender submissions and supplementary information can be viewed at <https://sinclairresidents.org.uk/information/2017-factor-tendering-documents/>. If you are unable to access this information online and would like to receive a hard copy of the Tender submission, please e-mail committee@lists.sinclairresidents.org.uk with your name and address which will be passed to each respective company for follow up to issue the documentation to you by post.

As many owners as possible are encouraged to attend and a minimum quorate of 35 votes is required to vote in a new Factor. If you are unable to attend the meeting, a proxy vote can be made on your behalf by completing, signing and returning the enclosed form to your assigned proxy to bring along on the night or to the committee (please see the enclosed voting form for further details). Please note, in accordance with the Title Deeds only owners are permitted to vote and one vote per property allowed.

Another important business item at the AGM will be the election of a new resident's committee. As mentioned in various communications in recent years, the committee involves an ever dwindling pool of owners volunteering their time to represent you as an owner and work with the appointed Factor for the good of all properties in the development. To be able to continue in a functional capacity, the committee needs new volunteers this year and owners are encouraged to give some thought to making a contribution - after all it is your property and development!

The committee looks forward to seeing you on the 21st March. If you have any queries in the meantime about the forthcoming AGM and/or joining the committee, then please do not hesitate to contact the current committee at committee@lists.sinclairresidents.org.uk.

Yours faithfully

Rosina Weightman
On behalf of the Sinclair Estate Resident Committee

SINCLAIR ESTATE 2017 ANNUAL GENERAL MEETING

21st March 2017, 7pm Gorgie Church Hall

AGENDA

1. 19:00 - 19:10 Introductions
2. 19:10 - 19:30 2016/17 Factor Report
3. 19:30 - 19:50 2016/17 Committee Report
4. 19:50 - 20:40 Motion to Appoint Charles White Ltd or Myreside Management Ltd as Factor
 - a. Presentation from Charles White Ltd and Questions - 20 mins
 - b. Presentation from Myreside Management and Questions - 20 mins
 - c. Vote - 10 mins
5. 20:40 - 20:50 Appointment of 2017/18 Sinclair Estate Resident Committee
6. 20:50 - 21:00 AOB

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Factor Voting Form

In accordance with the Title Deeds, only one vote is permitted by the owner of each property. If you own more than one property please submit a separate form for each property you own.

*If you are unable to attend the AGM, but wish to vote please **use this form to nominate a proxy to vote in your place**. Your nominated proxy should bring the signed form with them to the AGM.*

*If you are unable to attend the AGM **and have no suitable proxy available**, then please contact the committee at committee@lists.sinclairresidents.org.uk or call Gill on 07966 288456, to arrange for a current committee member to be your proxy.*

I....., proprietor of..... assign the authority to vote on my behalf to..... for the 2017 Sinclair

Estate AGM taking place on 21st March 2017.

Motion to appoint a new Factor - I hereby instruct my proxy to vote as follows (please indicate your choice of Factor by ticking the appropriate box):

- A. Charles White Ltd
- B. Myreside Management Ltd

Signed:

Date: