SINCLAIR DEVELOPMENT 2021 EXTRAORDINARY GENERAL MEETING

Wednesday 17ᵗʰ November 2021, 7pm at Gorgie Dalry Church Hall

AGENDA

1. Welcome and Introductions (19:00 - 19:10)

2. Motion to appoint James Gibb or Trinity as Factor (19:10 - 20:10)
    i.   Presentation from James Gibb and Questions – 25 mins
    ii.   Presentation from Trinity and Questions – 25 mins
    iii.   Owner vote – 10 mins

3. Appointment of 2021-22 Sinclair Resident Committee (20:10 - 20:20)

4. AOB (20:20 - 20:30)

1 November 2021

Dear Owner,

Sinclair Development Extraordinary General Meeting

An Extraordinary General Meeting (EGM) of the Sinclair Development has been convened for **Wednesday 17th November, 7pm at Gorgie Dalry Parish Church Hall** (190 Gorgie Road, EH11 2NX).

An Agenda is enclosed with the key purpose of the meeting to appoint a new Factor to take over the Sinclair factoring service from Wednesday 1st December 2021 following the resignation of Myreside Management. James Gibb and Trinity have been invited to tender for the Sinclair factoring service and each company will make a short presentation at the EGM as well as answer any questions from owners.

The full Tender submissions will be available to view from Wednesday 3rd November on the development website at https://sinclairresidents.org.uk/2021-factor-tendering-documents/. If you are unable to access this information online and would like to receive a hard copy of the Tender submissions, please e-mail committee@lists.sinclairresidents.org.uk with your name and address which will be shared with each company to directly issue the documentation to you in hard copy.

If you are unable to attend the meeting, a **proxy vote** can be made on your behalf by completing the enclosed form and returning this through the door of 16 Sinclair Place (Townhouses) or via e-mail to committee@lists.sinclairresidents.org.uk **by no later than the 16th November 2021**. If you are without a proxy, please grant a 'Sinclair Resident Committee member' as your proxy on the form. 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 EGM will be the election of a new Sinclair Resident Committee. Several members of the current Committee will be standing down and the remaining Committee would welcome some new volunteers to contribute towards the running of the development alongside the new Factor.

We look forward to seeing you at the EGM on the 17th November.

Yours faithfully

Sinclair Resident Committee
committee@lists.sinclairresidents.org.uk

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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 EGM, 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 EGM.*

*If you are unable to attend the EGM **and have no suitable proxy available**, then please grant the 'Sinclair Resident Committee member' as your proxy and send the voting form to 16 Sinclair Place, Edinburgh, EH11 1AH or via e-mail to* committee@lists.sinclairresidents.org.uk ***by no later than the 16th November 2021.***

I……………………………………………., proprietor of………………………………………..

assign the authority to vote on my behalf to……………………………………………………..

for the 2021 Sinclair Development EGM taking place on Wednesday 17th November 2021.

I hereby instruct my proxy to vote as follows (please indicate your choice by ticking the appropriate box):

i) Motion to appoint a new factor:

      A. James Gibb ☐

      B. Trinity ☐

Signed: ....

Date: ....

The Committee is compiling a database of owner e-mail addresses for future owner communication purposes. If you would like to be added to the database, please provide your e-mail address below. The Committee will not use your e-mail address for any other purpose or share it with another party.

E-mail address: ....