

TO: All leaseholders

NOTICE OF MEETING

Leaseholders' forum meeting

Date: Tuesday, July 13, 2010

Venue: Head office, Shrewsbury Avenue

Time: 6.30 pm

AGENDA

1. Apologies
2. Minutes of last meeting
3. Matters arising
 - Boiler controls at Grove and Tower Court
 - No smoking signs
 - Painting at Crowhurst
 - Keystone information
 - Cumberland House lifts
4. Repair and maintenance issues
 - Improvement programme
 - Repainting programme
5. Leasehold issues
 - Consultation
 - Invoicing 2010-11
6. Any other business
7. Date and time of next meetings
 - November 16, 2010 - AGM followed by forum meeting

Please note: it was agreed at the last AGM that in order to reduce the cost to leaseholders, the notice of meeting, agenda and minutes will now be published on the website and not automatically posted to leaseholders. Regular attendees and leaseholders without internet access will still receive a copy. Meeting dates will also appear in the regular newsletter together with any items of particular interest that were discussed. If you do not have internet access and wish to receive a paper copy please call us on: **01733 385035**.