Customer ref: 11723010162

Friday, 06 August 2021



51-53 Broomfield Road Chelmsford Essex CM1 1SY

T 01245 455650 E chelmsford.admin@remusmgmt.co.uk

Re: Issue of warning notices for the Annual General Meeting (AGM) of Channels (Chelmsford)

Management Company Limited

<u>To be held on Monday 6<sup>th</sup> September 2021 at 17.30pm at Beaulieu Community Centre, 17 Centenary Way, Chelmsford CM1 6AU</u>

I am writing to formally invite you to an Annual General Meeting of Channels (Chelmsford) Management Company Limited and enclose the following documents for your kind attention:

- Notice of AGM
- Agenda
- Election of directors proposal forms

Please ensure returns for this meeting are delivered to Remus Management Ltd at the address above by

Tuesday 31<sup>st</sup> August 2021 please.

I cannot stress enough the importance of this meeting and would urge you to attend if at all possible.

Yours sincerely

M Wakeling

Marie Wakeling Senior Property Manager

Remus Management Limited

Acting as agent for and on behalf of the above mentioned property and its service charge fund





Carbon Neutrai









### ANNUAL GENERAL MEETING

of

## Channels (Chelmsford) Management Company Limited

## To be held on To be held on Monday 6<sup>th</sup> September 2021 at 17.30pm at Beaulieu Community Centre, 17 Centenary Way, Chelmsford CM1 6AU

## AGENDA

- Introductions
- Chairman's Update
- Company accounts
- Service Charge Accounts
- Election of Directors
- Future Projects
- Site Wide
- ΔΩΡ

## NOTICE OF INTENTION TO PROPOSE THE ELECTION OF A DIRECTOR OF Channels (Chelmsford) Management Company Limited

With reference to the Annual General Meeting of the company to be held on Monday 6<sup>th</sup> September 2021 at 17.30pm at Beaulieu Community Centre, 17 Centenary Way, Chelmsford CM1 6AU

l,	of
(Full name of proposer)	(Address of proposer)
HEREBY GIVE NOTICE of my intention to	propose:
***************************************	of
(Full name of proposed director)	(Address of proposed director)
For election as a director of Channels (Ch	nelmsford) Management Company Limited
/Cianatura of whom a a	/n _ + _ \
(Signature of proposer)	(Date)
NOTICE OF WILL	INGNESS TO BE ELECTED
ne above-named, confirm my willingness to be nagement Company Limited	e elected as a director of Channels (Chelmsford)
(Signature of proposed director)	(Date)

NOTE: These notices must be returned to Remus Management Ltd, 51-53 Broomfield Road, Chelmsford CM1 1SY on or before **Tuesday 31<sup>st</sup> August 2021** 

# Channels (Chelmsford) Management Company Limited c/o Remus Management Limited Fisher House, 84 Fisherton Street, Salisbury, Wiltshire, SP2 7QY Tel: 01722 328685

## NOTICE OF ANNUAL GENERAL MEETING

BY ORDER of the directors of Channels (Chelmsford) Management Company Limited

NOTICE is hereby given of the Annual General meeting of the Company To be held on Monday 6<sup>th</sup> September 2021 at 17.30pm at Beaulieu Community Centre, 17 Centenary Way, Chelmsford CM1 6AU

### PROXIES

A MEMBER of the company is entitled to appoint a proxy to attend and vote in his/her stead; the proxy need not be a member of the company. A form of the proxy appears below for completion and return to the managing agents before Tuesday 31<sup>st</sup> August 2021 by those members unable to attend.

NAME

I/WE
of
being a member of Channels (Chelmsford) Management Company Limited
Name
ofas my/our proxy to vote for me/us and on my/our behalf at the Annual General Meeting of the company held on Monday 6 <sup>th</sup> September 2021 at 17.30pm and at any adjournment thereof.
Signature(s)
Date
Return to: Remus Management Ltd 51-53 Broomfield Road, Chelmsford, Essex CM1 1SY