

CORNER GREEN RESIDENTS SOCIETY LTD

MINUTES OF DIRECTORS' MEETING - Monday 14 June 2004

Directors Present: Rosie Hewson (21) (Chair)
Mark Helm (8) (Neighbourhood Watch)
Tim Layton (22) (Treasurer)
Simon Tilford (6)

Directors' Apologies: Mac Cochrane (10) Works

Also in attendance David Howes (7) (Company Secretary)

		Action
1.	Minutes of the last Directors' Meeting 19.04.04	
	The minutes were agreed as an accurate record.	-
2.	Matters Arising	
	RH to write outstanding letters to owners regarding unused vehicles and to No 4 Pond Road regarding new sign at junction with Pond Road.	RH
2.	Treasurer's Issues	
a)	Directors agreed the draft accounts for 2003-04 to commend to the Annual General Meeting. Tim Layton to circulate to residents with his report to the AGM.	TL
b)	Directors agreed to commend the draft budget prepared by Tim Layton for 2004-05 and subsequent years to the AGM. Tim Layton to circulate to residents with his report to the AGM.	TL
3.	Works	
a)	Directors noted correspondence between householders, Mac Cochrane/Dick Hewson and Gilbert and Caswell regarding the painting contract.	-
4.	Annual General Meeting	
a)	Directors noted that in some cases the secretary's e-mail notification of the AGM had not been delivered. David Howes to remind all residents of time, date and location. Letter to include reminder of requirement for advance written appointment of proxies, and submission of motions.	DH
b)	Directors agreed the order of business for the AGM. David	

Howes to circulate agenda and include minutes of last year's meeting.

DH

5. Date of next meeting

No date was set. Directors need to liaise with secretary.

ALL