

**Associação de Proprietários da Quinta da Encosta Velha APQEV)
(Quinta da Encosta Velha Owners Association [OA])**

**Minutes of Annual General Meeting
14th May 2017**

Brown's, St.Martin's Lane, London

Attendance and apologies

The list of members attending and those who had sent apologies is attached to the minutes.

1. Welcome and Introduction

Ken Edis Chairman of the General Assembly Board welcomed those attending and referred to the apologies that had been received.

2. Annual Accounts for the year to 31st December 2015

The annual accounts for 2016 and the report of the Fiscal Board had been circulated to all members in advance of the meeting.

The Treasurer spoke briefly about the arrangements for the production of the accounts and dealt with specific questions relating to provisions for late payers of the C&U charge and the improvement in the number of owners contributing. The Finance Committee is pursuing remaining late payers and non-payers and a prudent provision had been taken against the value of non-member debts.

Philip Jordan, Chairman of the Fiscal Board referred to the written report of the Board and reported that the accounts for 2016 had been reviewed to ensure that the activities they represent are in accord with the Articles of Association and approved by meetings of the Management Board. The Board considered them to be satisfactory.

He also said that the Fiscal Board supported the efforts of the Management Board to introduce and implement a new Urbanization and Community Management Services Agreement.

The Chairman proposed the following resolution:

“That the Annual Accounts for the year to 31st December 2016 be approved.”

The resolution was passed unanimously (In Favour : 607, including 369 proxy votes; Against : 0; Abstentions : 0).

3. Management Board and Committee Reports

Tim Cooke, Chairman of the Management Board, referred to his written report and commented on developments in some specific areas including CCTV/Internet, Estate Management, and membership and financial matters.

He said that Internet project had progressed well with almost 80 properties now connected but that technical difficulties and problems with the nominated subcontractor had further delayed the implementation of the CCTV scheme. He would be meeting with senior officials at the main contractor in the near future to resolve the difficulties and to establish a new timetable for installation.

The general maintenance of the development improves steadily under the direction of the Estates Manager and particular mention was made of garden improvements (including the lawns), pool gates and signage, and the clearing of gullies and culverts.

The Chairman mentioned the changes to the Articles and Rules of the Association which are now in force and said that 160 members had registered and paid the annual subscription which is primarily used to cover the expenses of General Meetings.

4. Election of the General Assembly Board

Peter Smith explained the application of the Association's new rules to elections and referred particularly to the provision that members of Boards would now be elected for a three year term of office (subject to the normal procedures for resignation or removal). The Management Board had considered whether, in order to avoid the whole of each Board "expiring" at the end of three years, it should recommend election of some members at this meeting for less than a three year term. However, it had resolved to proceed according to the rules but would ensure through resignations during the next three years that the term of office of all the members to be elected at this meeting do not expire at the same time.

The following members, having been duly nominated for election, were unanimously elected to the General Assembly Board for a term of three years:

Chairman: Ken Edis
Vice Chairman: Tony Keck
Secretary: Peter Smith

5. Election of the Fiscal Board

The following members, having been duly nominated for election, were unanimously elected to the Fiscal Board for a term of three years:

Chairman: Philip Jordan
Secretary: Paul Mott
Reporter: Pauline Midgley

6. Election of the Management Board

The following members, having been duly nominated for election, were unanimously elected to the Management Board for a term of three years:

Chairman: Tim Cooke
Secretary: Mags Jolly
Treasurer: John Mullin
Members: Jenny Marshall, Alan Midgley, Roger Starbuck, Mike Weaver

7. Urbanisation Management Agreement and Potential Purchase of Assets

Ken Edis provided an update on progress towards the introduction of an urbanization agreement and on the potential purchase of the pools and reception block. He said that the Management Board had authorized expenditure on consulting with a firm of Lisbon lawyers experienced in matters related to tourist and residential developments. Following a meeting with the lawyers at QEV, an initial report had very recently been received. The report was based on an examination of relevant documents at the Camara in Vila do Bispo (including the original and revised licences granted for the development) and the application of Portuguese law to our current situation.

The report inevitably raises some additional questions which will require clarification in a further meeting but the advice is very helpful in further explaining and understanding the legal status of the common parts of QEV and the approach we might take to achieving our objective of ensuring that every owner who benefits from the services provided by the Association is required by law to pay for them.

The further meeting with the lawyers is expected to take place in June and will focus on resolving some of the outstanding questions concerning the introduction of a new urbanisation management agreement between the Association and owners and also the potential purchase of the pools and reception block.

8. Other Business

Members raised various matters concerning the day to day management of QEV including a request for better signage; the installation of climbing frames or other children's play equipment; and the introduction of a collection point or box for contributions to a local charity. The Estates Manager said that various signage improvements are already in train and that he would investigate the possibilities for choosing and supporting a local charity. He also commented, in response to a further question, on the state of the property market in the local area.

The Chairman noted comments made before, and at, the meeting concerning the difficulty of getting to London on a Sunday for a General Meeting starting at noon, particularly where there is also an earlier meeting for fractional owners. He said that venues in other parts of the country had been investigated but that Brown's continues to offer good value for money compared with other venues outside London. He proposed, and it was agreed by those present, that the next meeting in November should start later to allow additional time for travel. It was agreed to move the starting to 1.00pm and to hold the fractional meeting at noon.

The next General Meeting will, therefore, take place at the same venue, Brown's, on Sunday November 19th starting at 1.00pm and will be preceded by a meeting for fractional owners.

Members agreed that the Chairman could sign the Minutes on behalf of those present and the meeting concluded at 1.30pm.

Chairman..... Ken Edis Date:

Secretary..... Peter Smith Date: