

Ryecroft Court Residents Association

Constitution

Title: The name shall be "Ryecroft Court Residents Association" (RCRA)

Objects:

1. To safeguard the amenities of the estate known as 'Ryecroft Court'
2. To arrange the sharing of all approved communal expenses. In this context it is noted that, by custom and practice extending over a decade, RCRA now perform those responsibilities reserved to the Lessor under the Lease for which 'additional rent' is payable by each Lessee. (This is more commonly known as the "Maintenance Charge" and is collected on the first day of each calendar month by standing order.) Communal expenses include those incurred in respect of gardening and estate maintenance, cleansing of gutters, maintenance of the road and pathways, maintaining communal drainage and services, buildings insurance, communal electricity and water charges and sinking fund. Excluded are expenses that the Lease provides are not deemed to be communal expenses unless the Residents in General Meeting approve otherwise.
3. To provide an advisory service for Residents
4. To engage in any other activities for the benefit of Residents.
5. To provide owners and buyers solicitors with information as required by the conveyancing process.

Membership:

6. Each flat enjoys **one** membership of RCRA. Membership rights and obligations flow from ownership as recorded at the Land Registry. Each flat is deemed to have **one** Lessee, notwithstanding the fact that more than one person may be registered at the Land Registry as an owner.

Finance:

7. An expenditure budget shall be established annually and will be basis upon how the monthly maintenance charge is calculated. Each Resident shall pay a one twenty second of the annual budget as set by the RCRA Committee and ratified at the Annual General Meeting.
8. A Bank account shall be maintained in the name of RCRA with a minimum of two signatories, each of whom shall be an Officer of the Committee
9. The accounts shall be audited annually by a competent independent person
10. The Committee shall set good governance guide lines from time to time to ensure appropriate oversight by the Committee of expenditure incurred under the budget

Financial Year:

11. The Association's Financial Year shall end on the 31st December

Officers and Committee:

12. The Association shall be represented by a Committee consisting of the following Officers: Chairman, Secretary, Treasurer and (if possible) one Resident from each of the five blocks, making up to eight in all, but with power to co-opt. It is desired that the Committee shall include several ladies
13. Minutes will be taken at each Committee Meeting and such minutes shall be approved by the Committee and saved electronically and retained in a safe place
14. In the event that the Committee is unable to directly carry out some or all of the functions set forth in the Objects, then the Officers of the Committee shall take steps to employ a suitable outside Agent to carry out such management functions as the Committee is unable to fulfil. The costs of such management shall then form part of the annual expenditure budget

Elections:

15. Elections will take place at each year at the Annual General Meeting (AGM)

Duration of Office:

16. All officers and committee members shall hold office from one Annual General Meeting to the next and will be eligible for re-election. Casual vacancies can be filled temporarily by the Committee

Committee Meetings:

17. The Committee shall meet as frequently as may be necessary (but in any event at least 4x a year). A quorum shall be four members to include two Officers. A meeting may take place by simultaneous telephony, or similar, in case of need.

General Meetings:

18. The Annual General Meeting will be held each year within two months of the end of the Financial Year. Other General Meetings may be called by the Committee or upon receipt by the Secretary of a request in writing signed by no less than three members. General Meetings require at least nine Lessees to be quorate.

Votes:

19. At General Meetings and Committee Meetings each Lessee shall have one vote.
20. A Lessee may write to the Secretary and nominate another Lessee to vote on their behalf, in which case that proxy will counted as forming part of the numbers to be quorate.

Alteration of the Constitution:

21. No alteration of this Constitution made unless passed by a simple majority at a General Meeting of which seven days' notice specifying the proposed alteration has been given