

# Landmark Place (Management) Limited

31<sup>st</sup> January 2009

Dear Leaseholder

Please find enclosed a copy Notice of Meeting and Form of Proxy for an Extraordinary General Meeting of the Company which is to take place on Monday 16<sup>th</sup> February at a local church hall.

(Please email me if you require precise details of the location.)

Contrary to information previously distributed by the Landmark Place managing agent – Mainstay – there are presently only five directors of the company, as the forms of three other volunteers seemingly went astray in Mainstay's Worcester office. As a result they were frustratingly *not* appointed during the subsequent 10<sup>th</sup> July 2008 "hand over" administered by Shoosmiths – i.e. Crosby Lend Lease's solicitor. In consequence, the five appointed directors would now like to rectify their omission, as well as seeking re-affirmation of their own appointment. Hence the meeting.

(If any other leaseholder would like to act as a director, then please do email me in advance of the meeting, my email address being as below.)

In addition to the main issue of the company appointments, the directors would like to take the opportunity to seek your frank opinions on the general management of the development. To this end, the directors have decided that a representative of the managing agent will not be invited to attend on this occasion.

Should you personally be unable to attend the meeting and do not wish to appoint a proxy on your behalf, then do feel free to email with any specific issue/s you might have or would like addressed. Please, though, do bear in mind that any such emails will routinely be copied on to the other directors, unless you specifically request for them not to be.

Finally, if any leaseholder would like a ".pdf" copy of the company's Memorandum & Articles of Association in advance of the meeting, then do please let me know.

*N.B: Any completed proxy forms should be sent to Landmark Place c/o Concierge desk.*

Best wishes.

**Graham Winter**  
**Chair**  
**Landmark Place (Management) Limited**

# NOTICE OF MEETING

## Landmark Place (Management) Limited

NOTICE is hereby given that an Extraordinary General Meeting of the above-named company will be held at the City United Reformed Church Hall, Windsor Place, Cardiff on Monday 16<sup>th</sup> February 2009 at 7:00pm to consider and, if thought fit, pass the following resolutions:-

- 1. To ratify the appointment of five current Directors.*
- 2. To appoint additional Directors.*

A member entitled to attend and vote at the meeting convened by this Notice is entitled to appoint a proxy to attend and vote in his/her place. A proxy need not be a member of the company.

Dated: 30<sup>th</sup> January 2009

**Graham Winter**  
**Chair**  
**Landmark Place (Management) Limited**

# Landmark Place (Management) Limited

## FORM OF PROXY FOR USE BY ORDINARY SHAREHOLDERS

(For the Extraordinary General Meeting to be held on Monday 16<sup>th</sup> February 2009)

I \_\_\_\_\_ of \_\_\_\_\_ being a member of the above-named company, hereby appoint:

\_\_\_\_\_ of \_\_\_\_\_ or, failing him/her

the duly appointed Chairman of the meeting as my proxy at the Extraordinary General Meeting of the company to be held at City United Reform Church Hall, Windsor Place, Cardiff at 7:00pm on Monday 16<sup>th</sup> February 2009 and at any adjournment thereof and to vote on my behalf as directed below:-

(Please indicate how you wish your proxy to vote by placing an 'X' in the appropriate box. Unless otherwise indicated the proxy will exercise his/her discretion as to how he/she votes and whether he/she abstains from voting.)

### RESOLUTIONS:

**FOR**      **AGAINST**

1. *To ratify the appointment of five current Directors.*

<input type="checkbox"/>	<input type="checkbox"/>
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2. *To appoint additional Directors.*

<input type="checkbox"/>	<input type="checkbox"/>
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Dated:

Signature:

### Notes:

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- This form of proxy, together with the power of attorney or other authority (if any) under which it was signed, or an office or notarially certified copy thereof, must be lodged at the Concierge Desk, Landmark Place not later than 48 hours before the meeting.
- A proxy need not be a member of the company.
- In the case of joint holders the signature of the first-named will be accepted to the exclusion of all others.
- In the case of a corporation this form of proxy should be under its common seal or under the hand of an officer or attorney duly authorised.
- Any alterations to this form of proxy should be initialled.
- The completion of this form of proxy will not preclude the member from attending and voting in person if he/she so wishes.