



Our Ref: HSO/NSB/LMK076WINT

14th April 2008

Mr G G Winter
Apartment 76 Landmark Place
Churchill Way
Cardiff
CF10 2HR

Dear Mr Winter

RE: HANDOVER OF MANAGEMENT COMPANY

Thank you for attending our recent meeting, or noting your intentions for Directorship previous to the meeting.

Please find a list bellow of all names that will be put forward as Directors:

Mr Robert Hopkins
Mr Andrew Crossey
Mr Micheal Johnson
Mr Robin Alldred
Dr Dennis D'Auria
Mr Graham Winter
Mr John Jones
Ms Teresa Dominguez.

Please find enclosed your form 288a's for completion. Please return to myself at our head office address. You will need the Company Number of 04063969 to insert on the form. The start date is the 01st May 2008.

The process now is that the current Directors sign a 288b and resign and Companies House register yourselves as the new Directors.

I suggest a meeting on Tuesday 29th April at some time in the evening to discuss how we get things moving etc. I will wait until we have this meeting before I send the newsletter confirming names so that we can work on a script together during our meeting. I will also bring a copy of the newsletter as it is for you to proof.

I have taken the liberty of setting up an email address for displaying in the communal areas, in order for residents to contact you. We will discuss the best use for this when we meet.

..... continued

Mainstay Residential Limited

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In the meantime, can you please all email (or write) to me the following details,

Contact Numbers
Email Address.

Can you please confirm if you are able to make it on Tuesday 29th April and I will sort a venue out after. I am open to times in the evening.

Should you have any queries, please do not hesitate to contact me on 07791 885540 or email on helensolsberg@mainstaygroup.co.uk.

Yours sincerely

A handwritten signature in black ink, appearing to be 'H. Solsberg', written in a cursive style.

Helen Solsberg
Property Manager

Head Office Tel: 01905 362 824