

Our Ref: Meetings/600101/RF2017AGM

Re: Woodilee Village Proprietors Association

We are pleased to advise you that there is an Annual General Meeting for your development.

Our representative for this meeting will be Melissa Syme, the date and venue is:

Venue Name	Lenzie Academy
Venue Address	The Assembly Hall, Lenzie Academy, 10 Myrtle Avenue, Kirkintilloch, Glasgow, G66 4HP
Date and Time	Monday, 18th September, 2017 at 7.30pm

In preparation for a committee being formed at the upcoming meeting, a steering group involving Woodilee Residents have developed the following different types of media to allow communication to be shared widely across Woodilee.

Website :- <http://www.woodilee.org.uk/>

This contains useful links and local information and can be further developed once the committee is in place. It also contains a mailing list that if people subscribe to will allow email communication going forward.

Email address :- contact@woodilee.org.uk

The steering group have set up an email address in which residents can contact with queries prior to any meetings. This will allow us to collate any common issues and address accordingly with RMG. This will be particularly helpful for the initial meeting. At this time individual emails will not be replied to until the committee is formalised. This is only to allow the steering group to facilitate RMG addressing the wider population on known issues.

Facebook Page :- **Woodilee Residents Association**

This will be developed to promote community and local activity.

The other Facebook groups that are already being used are great and allow open discussions on a non-public forum.

We would be grateful if you could advise us whether or not you will be in attendance by either completing the slip attached or by e-mailing to Melissa.Syme@rmgscotland.com. We hope that you will be able to attend and look forward to meeting you at that time.

Yours sincerely,
For and on behalf of
Woodilee Village Proprietors Association

Rebecca Forster

p.p. Melissa Syme

Property Manager
Residential Management Group Limited.

Re: Woodilee Village Proprietors Association

*I/We.....Property No.....

*Will/Will not be able to attend the Annual General Meeting on Monday, 18th September, 2017 at 7.30pm, to be held in The Assembly Hall, Lenzie Academy, 10 Myrtle Avenue, Kirkintilloch, Glasgow, G66 4HP.

Signed..... Dated.....

*Please delete where NOT applicable

**Please return this slip to: Residential Management Group Limited, RMG House,
Essex Road, Hoddesdon, Hertfordshire. EN11 0DR**

Please note, this form can be scanned and emailed to Melissa.Syme@rmgscotland.com

Ref: MS/600101

Woodilee Village Proprietors Association
Form of Proxy - Annual General Meeting

I/we, the undersigned Member(s) of **Woodilee Village Proprietors Association** appoint _____ to serve as my proxy or failing him/her, (name of owner). The Chairman of the Company, as my/our proxy to attend and vote on my/our behalf at the Annual General Meeting of the Company to be held on Monday, 18th September, 2017 at 7.30pm, to be held in The Assembly Hall, Lenzie Academy, 10 Myrtle Avenue, Kirkintilloch, Glasgow, G66 4HP.

The Proxy is valid for:

- * _____ All matters voted on at the Meeting
- * _____ Specific Issue/matter (see below)

Signed this day of

Signature

Full Name(s)
(BLOCK CAPITALS PLEASE)

Address
.....