



Channels (Chelmsford) Management Company Limited  
C/O Pod Group Services Limited  
2 Angel Square  
London  
EC1V 1NY  
www.CCMC-Ltd.uk

Monday 20<sup>th</sup> July, 2020

Dear Member,

### **Residents Management Company: Appointment of Directors**

Further to the resignation of one of our directors, and after board discussion, the decision has been taken to increase the number of directors. This will facilitate the sharing of responsibilities and will in turn improve governance and transparency for members.

In line with the company Articles of Association a member can be appointed to be a director either at a general meeting by ordinary resolution or by a decision by directors to fill a vacancy or to appoint an additional director. As there is no general meeting scheduled, the latter shall apply.

To ensure there is sensible and practical governance in relation to the running of the Management Company, the number of directors will be limited to 7, each director will be assigned specific roles and dedicated 'task and finish groups' will be used where necessary. As such there are three (3) vacant positions that members can apply for.

If you wish to stand it is important to understand that as a director of a limited company, you must:

- Follow the company's rules, shown in its Articles of Association;
- Keep company records and report changes;
- File your accounts and your Company Tax Return;
- Tell other shareholders if you might personally benefit from a transaction the company makes;

Directors can hire other people to manage some of these things day-to-day (for example, POD Management or an accountant) *however it is the directors that remain legally responsible for the company's records, accounts and performance.*

Each Director is expected to be up to date with their service charge payments and regular attendance at director meetings and board meetings is mandatory.

If you would like to join the board of the Management Company as a director, please submit an expression of interest statement outlining how you would work with the current board and POD to fulfil the legal obligations as set out in the Articles of Association.

*Working together for residents of Eagle Rise & Aqua Verde*





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**Please ensure your expression of interest statements are submitted via the website by completing the form at [www.ccmc-ltd.uk/director-appointments](http://www.ccmc-ltd.uk/director-appointments) no later than midday on Friday 14<sup>th</sup> August for consideration by directors. Any statements received after this time will not be considered.**

All of the key information about the Management Company, including the Articles of Association, is available on the website at [www.ccmc-ltd.uk](http://www.ccmc-ltd.uk) and prospective directors are asked to familiarise themselves to assist in submission of expression of interest statements.



*Please note that you can only apply to be a director if you are listed on the register of members. Every Unitholder, with the exception of Housing Association Tenants, should be listed however where a Unitholder comprises two or more persons only one will be listed as the member. The term of office will run from 1<sup>st</sup> September and continue until the next Annual General Meeting in January 2021.*

If you require confirmation as to who is listed on the Register of Members, please contact POD Management via [channels@podmanagement.co.uk](mailto:channels@podmanagement.co.uk).

Directors very much look forward to receiving your expression of interest statements.

Andrew Wright

For and on behalf of the following directors of Chelmsford (Chelmsford) Management Company Ltd:

Tom Butler, Chloe Tron, Temitope Akinyemi

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