

17 September 2024

Dear Member

**Annual General Meeting (AGM) 2nd October 2024**

We are writing to invite you to our next Annual General Meeting. The AGM will receive a report on the previous year's work and vote on the annual accounts and a number of other matters. Members will be able to ask questions about these reports and propose priorities for the coming year. It is also where new Board members are elected.

The meeting has been scheduled for: **Wednesday 2nd October 2024 at 6:30pm, in the Arden Community Hall**

All TMO members (shareholders) are invited to this meeting. The maximum capacity for the hall is 60 people which will include staff, Committee members and guest speakers, and there will be **refreshments** after the meeting.

**Please contact the Estate Office on 020 7739 7075 or via email, to confirm your attendance.**

Copies of the Annual Accounts which will be voted on is available from the estate office, so please get in touch if you would like a copy to be emailed to you, or arrange to pick one up from the office.

We currently have some vacancies to fill on the Board, which is an opportunity to get new people involved. It is important that the Board membership is representative of all the people who live on this estate, and we would like to particularly encourage residents of Aske House, Cordelia, Sebastian and Hathaway House to sign up. If you have a relevant work background or experience which could contribute to the running of the estate, e.g. property management, finance, procurement, health & safety or human resources, then please consider joining. Roles of a board member includes, making decisions about expenditure, prioritising works on the estate, monitoring performance in areas like cleaning or repairs, and overseeing the functioning of the estate office.

Please find attached a nomination form to use if you are interested in joining the TMO Board or will like to nominate another resident.

Thank you, and we look forward to seeing you on the 2nd of October 2024.

Yours sincerely

Isaac Essuman  
**TMO Manager**  
**(On Behalf of The Board)**

## Nomination Form

### for Board Member of North and South Arden TMO

Nominations can only be accepted by individuals who are willing to stand for the election of Board member to North and South Arden Tenant Management Organisation. If you know someone who wishes to be elected to the Board please complete the form below. The person nominated (called the nominee) must sign in the space provided.

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Statement of nominee: I, the undersigned, am willing to stand for the post of Board member for North and South Arden Tenant Management Organisation.

Signature of nominee

Date

.....

Name of person  
Making nomination:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature:

Date

*The completed form must be returned to the TMO office, at 16a Malcolm House, by 1pm on Wednesday, 2nd October 2024*