

## **Pinner Hill Residents Association - Rules**

**Adopted 22nd November 1999  
as amended 26<sup>th</sup> October 2000  
as re-amended 7<sup>th</sup> October 2002  
as re-amended 9<sup>th</sup> October 2003  
as re-amended 11<sup>th</sup> October 2005**

### 1. NAME

The Association is called Pinner Hill Residents Association (PHRA).

### 2. DEFINITIONS

2.1 “Roads” means Pinner Hill, Hillside Road, South View Road and Park View Road, Pinner.

2.2 “Pinner Hill Estate” means those houses in (i) the Roads (ii) Potters Heights Close (iii) 125, 127, 129 and 131 Potter Street and (iv) East Side of Potter Street Hill.

2.3 “Members” means the owners of the respective freehold interests in the houses in Pinner Hill Estate (other than Gillan and the Golf Club) and their respective spouses.

2.4 “Internal Members” means Members who are the owners of the said houses in the Roads.

2.5 “External Members” means Members who are the owners of the said houses in Pinner Hill Estate outside the Roads.

2.6 “Association Funds” means the funds and incorporeal assets held from time to time by PHRA.

2.7 “Estate Property” means the Roads together with:- (i) their respective verges (ii) all sewers, drains and watercourses passing along or under any of the roads and which belong to Pinner Hill Estate Limited (iii) all gates and other street furniture on the Roads and said verges.

2.8 “Objects” means those objects described in paragraph 3.

### 3. OBJECTS

The objects of PHRA are:-

- (i) to represent Members in relation to their common interests
- (ii) to keep Members informed on all matters likely to affect their interests as residents of Pinner Hill Estate and to take such action as may be necessary to protect such interests
- (iii) to take such action as may be necessary to ensure that the Estate Property is maintained in good repair and condition including payment of contributions towards the expenses legitimately incurred or anticipated to be incurred by Pinner Hill Estate Limited.

### 4. COMMITTEE

4.1 The business of PHRA shall be conducted by a Committee which shall consist of not

more than nine Internal Members (including the Chairman) and not more than two External Members who shall respectively be elected at Annual General Meeting by ballot if the number of candidates exceeds the number of vacancies the ballot papers to be dispatched by the Chairman not later than seven days before the Annual General Meeting.

4.2 Nominations for membership of the Committee must be submitted in writing to the Chairman with the written consent of the nominee and signed by the proposer and seconder at least fourteen days before the Annual General Meeting. In the case of a nominee being an External Member the relative proposer and seconder shall each be an External Member.

4.3 Save for the Chairman each member of the Committee shall formally retire before the vote at each Annual General Meeting and may offer him/ herself for reelection without nomination such offer to be made in writing to the Chairman at least fourteen days before the Annual General Meeting.

4.5 The Chairman shall be appointed by the Committee for a term not exceeding five years

4.6 The Committee shall have the power to remove the Chairman from office by resolution of the Committee on a three fifths majority vote the Chairman being disqualified from voting on his removal.

4.7 Subject to 4.6 and 4.12 all decisions of the Committee shall be decided by majority vote and in the event of equality the Chairman shall have the casting vote.

4.8 The Committee shall have power to co-opt up to three non-voting Members who shall serve until the next Annual General Meeting.

4.9 The quorum for a Committee meeting shall be five excluding co-opted Members.

4.10 The Committee shall meet at such times as the Chairman or at least three other Members of the Committee shall determine but in any case at least three times in each year.

4.11 Not more than one Member from each house may be a voting Member of the Committee.

4.12 If any complaint is made to the Committee by any Member that a Committee member ("the named member") shall either have done or have omitted to have done anything which is incompatible with his/her responsibilities as a Committee member the Chairman shall convene a committee meeting to consider the complaint and shall invite the named member to answer it. If after due consideration of all matters put before the Committee it shall by a majority of not less than three quarters uphold the complaint the Committee shall be entitled to suspend the named member from the Committee until the next Annual General Meeting.

4.13 External Members of the Committee shall not be entitled to vote on any issue concerning the appropriation of Association Funds towards the expenditure incurred or to be incurred by Pinner Hill Estate Limited or any sum which it is proposed be called to be paid by any Internal Member under its covenant to contribute towards the cost of maintaining Estate Property.

4.14 Each Internal Member of the Committee shall be appointed a director of Pinner Hill Estate Limited.

4.15 Unless specifically authorised by PHRA in general meeting no Committee member shall be entitled to charge for any services rendered by him/her or any firm or company of which he/she shall be a member partner director or employee but this rule shall not prevent such member from being reimbursed any expenses properly incurred on behalf of PHRA.

4.16 PHRA shall indemnify any Committee member against all liabilities claims costs and expenses which such member shall incur in or arising out of his /her membership of the Committee or in the proper performance of his/her duties on behalf of PHRA

4.17 The Committee shall be entitled to disclose to the Members full particulars of any failure by any Member to pay any sum properly requested or demanded by the Committee or any person acting on its behalf

## 5. GENERAL MEETINGS

5.1 At least twenty one days' notice shall be given of any General meeting except in the case of emergency.

5.2 The Annual General Meeting shall be held within seven months after the end of PHRA's financial year end, that is to say 5th April, the date, time and venue to be fixed by the Committee.

5.3 Other General meetings may be held at such times as the Committee decide or within twenty eight days after the Chairman shall have received a requisition signed by Members representing at least twelve different houses.

5.4 A quorum at a General meeting shall consist of Members representing fifteen houses.

5.5 Voting and balloting at General meetings shall be on the basis of one vote per house and any resolution shall be passed by a simple majority. In the event of a tie the Chairman shall have a casting vote.

5.6 Members present at a General meeting may resolve that any matter to be determined before them should be put to a ballot of that meeting or of all Members.

5.7 No External Member may vote at a General meeting on any matter concerning the appropriation of Association Funds towards the expenditure incurred or to be incurred by Pinner Hill Estate Limited or any sum which PHRA may propose be called to be paid by any Internal Member under its covenant to contribute towards the cost of maintaining the Estate Property.

## 6. SUBSCRIPTIONS

6.1 The Members shall pay a subscription of ten pounds per house by 1st July each year as a contribution to the costs and expenses incurred or to be incurred by PHRA in pursuance of

the Objects

6.2 Any increase in subscription must be approved by the Members in General meeting.

## 7. ASSOCIATION FUNDS

7.1 The Association Funds shall be under the control of the Committee.

7.2 The Committee shall be entitled to appropriate the Association Funds towards expenditure incurred in furtherance of the Objects but not otherwise.

7.3 The Committee shall have the power to apply the Association Funds to such investments of a nature authorised by the Trustee Acts from time to time in force as it shall in its discretion think fit without being liable for loss and shall be entitled to take and where appropriate pay for professional advice in connection therewith.

7.4 Other than such part of the Association Funds as shall consist of Subscriptions (as defined in paragraph six) and income earned on the Association Funds and other income or receipts of whatever nature not more than five per cent of the remaining balance of the Association Funds may be appropriated in any one year ended 5th April without a resolution of PHRA.

## 8. FINANCIAL

8.1 PHRA shall have no power to borrow.

8.2 The annual accounts of PHRA shall be certified by an independent firm of accountants (to be appointed by the Committee) not less than twenty one days before the Annual General Meeting and a copy of those accounts shall accompany the notice of the Annual General Meeting which is sent to each Member.

## 9. RECORDS

The Chairman shall be responsible for maintaining a register (insofar as he/ she reasonably can) of the names, addresses and telephone numbers of all Members and for the preparation of minutes of all Committee Meetings and General Meetings.

## 10. INTERPRETATION AND AMENDMENT

10.1 Any question or dispute arising out of these rules or the interpretation of them shall be determined by the Committee.

10.2 No alteration or addition to these rules may be made otherwise than by a resolution of PHRA passed in General Meeting by a majority of not less than seventy five per cent.