



JM/SP

8th September 2020

TO ALL ASSOCIATION TENANTS

Dear Tenant

Notice is hereby given that there will be a Special General Meeting of Trafalgar Housing Association Limited held immediately before the AGM on **22nd September 2020 at 7.00pm using 'Zoom'**. Please note that due to the Covid-19 Pandemic it has been recognised that there is no safe way to have physical meetings for shareholders and residents, and that both meetings will be **held online only**.

The purpose of the Special General Meeting is for Shareholders to formally approve our new rules, which allow for online committee meetings, special general meetings etc during these exceptional circumstances. This rule is being introduced widely in Scotland because of health concerns, our solicitor will be available online to answer any questions you may have.

We are asking all Shareholders or tenants to let us know if they wish to attend virtually, and we will offer assistance if required. It would also be helpful if you could provide us with an up to date e-mail address and/or mobile number so that we can communicate with you effectively.

Unfortunately, this year there will be no prize bingo. The prize draw will have 5 prizes, however only those who are already Shareholders attending virtually will be entered in the draw. We will however be hoping for a good attendance and hope you will come along.

Once again, awards will be presented for the best gardens. This year there will be prizes for the top 4 gardens in our housing stock overall which will be announced at the meeting.

If you are a Shareholder of the Association you are entitled to stand for election to the Management Committee. If there are more candidates than places available an election will take place at the AGM but before this you must complete the attached nomination form. Please remember that these forms have to be completed by the Shareholder standing for election to the Committee and they have to be agreed by a Shareholder making a nomination and returned to our office by **Tuesday 15th**

September 2020 at 4.00pm. If you require assistance in identifying other Shareholders to nominate you please contact the office for advice.

A member who for whatever reason cannot attend the AGM can appoint a person to vote on their behalf. This person is known as a proxy and need not be a member of the Association. If a member wishes to appoint a proxy then the attached form must be completed and returned to our office by **Tuesday 15th September 2020 at 4.00pm.**

A revocation form would be used to cancel a form of proxy and this form must be completed and returned to the office by **Wednesday 16th September 2020 at 4.00pm.**

All of these forms are available to download on our website and you can e-mail them to us at the link in the address below, if you have any problems with completing these forms or require further clarification please contact staff at the main office

If you are a Shareholder and are unable to attend for any reason, it is in your interest to contact the office and let us know you will not be able to attend. In this way we can submit your apologies. If a shareholder fails to attend an AGM for 5 consecutive years without submitting apologies the Association will cancel the share. We would encourage all tenants to remain Shareholders so that they are entitled to vote on any resolution at an SGM or AGM, or to nominate another person, or stand themselves for election to our management committee. You can submit your apologies by simply emailing katy.turnbull@trafalgarha.co.uk

If you do wish to attend you can simply download the Zoom app on your mobile from the App Store on iPhones, and from Google Play on Androids, or by going to the website www.zoom.us The day before the meeting we will contact you via our new text messaging service with an invite and instructions on how to attend the virtual meeting.

I hope that you will be able to attend and look forward to seeing you on the night.

Yours sincerely

John Munro

John Munro
SECRETARY

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