

No: 1032387

The Companies Acts 1948 - 2006

**COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL**

*MEMORANDUM
AND
ARTICLES OF ASSOCIATION
OF*
**CORDOVA COURT (FOLKESTONE)
MANAGEMENT COMPANY LIMITED**

Incorporated the 24th day of November 1971

Amended by Special Resolutions of

7th April 2006

And

28th May 2020



As altered 31st July 2006

The Companies Acts 1948 to 1967

COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL

Memorandum of Association

OF

CORDOVA COURT (FOLKESTONE) MANAGEMENT COMPANY LIMITED

1. The name of the Company (hereinafter called "the Association") is "CORDOVA COURT (FOLKESTONE) MANAGEMENT COMPANY LIMITED."
2. The registered office of the Association will be situate in England.
3. The objects for which the Association is established are—
 - (A) To manage the property known as Cordova Court, Folkestone, in the County of Kent, comprising flats, garages and/or parking areas, ^{and the lodge} and to supply to the lessees and occupiers of the flats, garages and/or parking areas ^{and the lodge} ~~aforsaid~~ such services as are defined in the respective leases.
 - (B) To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings and effects of every description necessary or convenient in connection with any of the objects of the Association.
 - (C) To retain or employ professional, technical or other advisers or workers in connection with the objects of the Association and to pay such remuneration for their services as may be thought expedient.
 - (D) To borrow and raise money and to secure or discharge any debt or obligation of or binding on the Association in such manner as may be thought fit.

As altered 31st July 2006

2

- (E) To draw, make, accept, endorse, discount, negotiate, execute and issue bills of exchange, promissory notes and other negotiable and transferable instruments.
- (F) To subscribe or guarantee money for any national, local, charitable, benevolent, public, general or useful object.
- (G) To receive money on deposit or loan upon such terms as the Association may approve and to give such guarantees and indemnities as the Association may think fit.
- (H) To grant pensions or gratuities to any employees or ex-employees or officers and ex-officers of the Association or the relations or dependants of any such persons.
- (I) To do such other things as are incidental or conducive to the attainment of the above objects or as are calculated to enhance the value and beneficial advantage of Cordova Court, Folkestone aforesaid, and the flats, garages and/or parking areas ^{and the terrace} comprised therein.

4. The liability of the members is limited.

5. Every member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

ASHER FISHMAN,
26-28 City Road,
Finsbury Square, E.C.1,
Solicitor.

MARTIN RICKMAN,
26-28 City Road,
Finsbury Square, E.C.1,
Solicitor.

Dated this 16th day of November, 1971.

Witness to the above Signatures—

M. D. KAYE,
26-28 City Road,
Finsbury Square, E.C.1,
Solicitors Articled Clerk.

COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL

Articles of Association

OF

CORDOVA COURT (FOLKESTONE) MANAGEMENT COMPANY LIMITED

GENERAL.

1. In these presents the words standing in the first column of the Table next hereinafter contained shall bear the meanings set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context—

WORDS	MEANINGS
The Act	The Companies Act 1948.
These presents	These Articles of Association, and the regulations of the Association from time to time in force.
The Association	The above-named Company.
The Council	The Council of Management for the time being of the Association.
The Office.	The registered office of the Association.
The Seal	The common seal of the Association.
The United Kingdom	Great Britain and Northern Ireland.
Month	Calendar month.
In writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or reproducing words in a visible form.

WORDS	MEANINGS
Buildings	The buildings or blocks of flats and garages <i>and The Lodge</i> known as Cordova Court, Folkestone in the County of Kent, including any altered or additional buildings for the time being erected upon any part of the land within the curtilage of the said Cordova Court.
Flat	Any flat in the buildings.
<i>The Lodge</i>	<i>The building known as The Lodge Cordova Court in the County of Kent.</i>
Maintenance expenses	Any expenses of maintaining, repairing, decorating or renewing the external walls, structure, roof, chimney stacks, gutters, pipes, sewers, drains, cables, wires, entrances, passages, landings, staircases and common parts of the buildings or of insuring the buildings.
Owner	Any owner (whether in fee simple or for a term of more than ninety-nine years from the granting thereof, and not being a lessee as hereinafter defined) of a flat which for the time being is unlet or is let on terms under which the tenant thereof is not liable to contribute to the Association towards any maintenance expenses.
Lessee	Any person for the time being entitled (whether by original term, assignment or devolution) to a lease of a flat derived immediately out of the freehold interest therein under which such person is liable to contribute to the Association towards any maintenance expenses.

And words importing the singular number only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender ; and

Words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Act or any statutory modification thereof in force at the date on which these presents become binding on the Association shall, if not inconsistent with the subject or context, bear the same meanings in these presents.

2. The number of members with which the Association proposes to be registered is ~~twenty~~^{twenty-five}, but the Council may from time to time register an increase of members. Provided that the number of members for the time being shall not exceed fifty.

3. The provisions of section 110 of the Act shall be observed by the Association, and every member of the Association shall either sign a written consent to become a member or sign the register of members on becoming a member.

4. The Association is established for the purposes expressed in the Memorandum of Association.

5. The subscribers to the Memorandum of Association and such other persons as the Council shall admit to membership in accordance with the provisions hereinafter contained shall be members of the Association.

6. The Association is a Private Company and accordingly :—

(A) The number of members for the time being of the Association is not to exceed fifty.

(B) The Association shall not offer any of its shares (if and so long as the Association shall have any share capital) or any of its debentures to the public for subscription.

(C) If and so long as the Association shall at any time have any share capital, the Council may in their absolute discretion and without assigning any reason therefor, decline to register any transfer of any share of the Association.

MEMBERSHIP.

7. The subscribers to the Memorandum of Association and all owners or lessees who apply in writing for membership shall be members of the Association.

8. Where two or more persons jointly are the owners or lessees of one flat ^{or of the Lodge} they shall together constitute one member.

9. The subscribers to the Memorandum of Association shall cease to be members as soon as the lessees of all the flats have become members. A member shall cease to be such on ceasing to be an owner or lessee (as the case may be) and on the registration as a member of his successor in title.

10. The trustee in bankruptcy of any bankrupt member or the personal representative of any deceased member shall be entitled to become a member if, at the time of his application for membership, he is a lessee.

GENERAL MEETINGS.

11. The Association shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Council, and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the Association holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.

12. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.

13. The Council may whenever they think fit convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened on such requisition, or in default may be convened by such requisitionists, as provided by section 132 of the Act.

14. Twenty-one days' notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a Special Resolution, and fourteen days' notice in writing at the least of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given), specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these presents or under the Act entitled to receive such notices from the Association; but with the consent of all the members having the right to attend and vote thereat, or of such proportion of them as is prescribed by the Act in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those members may think fit.

15. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.

PROCEEDINGS AT GENERAL MEETINGS.

16. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the income and expenditure account and

balance sheet, and the reports of the Council and of the Auditors, the election of members of the Council in the place of those retiring, and the appointment of, and the fixing of the remuneration of, the Auditors.

17. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided, three members personally present shall be a quorum.

18. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Council may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.

19. The Chairman (if any) of the Council shall preside as Chairman at every General Meeting, but if there be no such Chairman, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the members present shall choose some member of the Council, or if no such member be present, or if all the members of the Council present decline to take the chair, they shall choose some member of the Association who shall be present to preside.

20. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

21. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chairman or by at least three members present in person or by proxy, or by a member or members present in person or by proxy and representing one-tenth of the total voting rights of all the members having the right to vote at the meeting, and unless a poll be so demanded a declaration by the Chairman of the meeting that a

resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.

22. Subject to the provisions of Article 23, if a poll be demanded in a manner aforesaid, it shall be taken at such time and place, and in such a manner, as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

23. No poll shall be demanded on the election of a Chairman of a meeting, or on any question of adjournment.

24. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a second or casting vote.

25. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

VOTES OF MEMBERS

26. On a show of hands every member present in person shall have one vote. On a poll every member being an owner or lessee shall have one vote in respect of each flat of which he is the owner or lessee and every other member shall have one vote.

27. In the case of two or more persons together constituting one member the vote of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other or others; and for this purpose seniority shall be determined by the order in which the names stand in the register of members.

28. No member shall be entitled to vote at any General Meeting unless all moneys presently payable by him to the Association under the terms of the lease or underlease under which he holds any flat shall have been paid.

29. On a poll votes may be given either personally or by proxy. Any corporation which is a member of the Association may vote on a show of hands or on a poll by its duly authorised representative appointed as provided by section 139 of the Act. A proxy need not be a member.

30. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing, or if such appointor is a corporation under its common seal, if any, and, if none, then under the hand of some officer duly authorised in that behalf.

31. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy thereof shall be deposited at the office not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a poll not less than twenty-four hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution.

32. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, insanity or revocation as aforesaid shall have been received at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

33. Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit—

“CORDOVA COURT (FOLKESTONE) MANAGEMENT COMPANY
“LIMITED.

“I, ,
“of ,
“a member of CORDOVA COURT (FOLKESTONE)
“MANAGEMENT COMPANY LIMITED, hereby appoint
“ ,
“of ,
“and failing him, ,
“of ,
“to vote for me and on my behalf at the [Annual or
“Extraordinary, or Adjourned, as the case may be]
“General Meeting of the Association to be held on
“the day of , and at
“every adjournment thereof.

“As witness my hand this day of , 19 .”

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

COUNCIL OF MANAGEMENT.

34. Until otherwise determined by a General Meeting, the number of the members of the Council shall not be less than two nor more than ten. A member of the Council need not be a member of the Association.

35. The first members of the Council shall be nominated in writing by the subscribers to the Memorandum of Association or by a majority of them.

36. The Council may from time to time and at any time appoint any person as a member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any person so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for re-election.

37. A member of the Council shall be eligible to hold office whatever may be his age, and no member of the Council shall be required to vacate his office by reason of his attaining or having attained the age of seventy years or any other age.

POWERS OF THE COUNCIL.

38. The business of the Association shall be managed by the Council who may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment and registration of the Association as they think fit, and may exercise all such powers of the Association, and do on behalf of the Association all such acts as may be exercised and done by the Association, and as are not by statute or by these presents required to be exercised or done by the Association in General Meeting, subject nevertheless to any regulations of these presents, to the provisions of the statutes for the time being in force and affecting the Association, and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Association in General Meeting, but no regulation made by the Association in General Meeting shall invalidate any prior act of the Council which would have been valid if such regulation had not been made.

39. The members for the time being of the Council may act notwithstanding any vacancy in their body; provided always that in case the members of the Council shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these presents, it shall be lawful for them to act as

the Council for the purpose of admitting persons to membership of the Association, filling up vacancies in their body, or of summoning a General Meeting, but not for any other purpose.

SECRETARY.

40. The Secretary shall be appointed by the Council for such time, at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them. The provisions of sections 177 and 179 of the Act shall apply and be observed. The Council may from time to time by resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

THE SEAL.

41. The seal of the Association shall not be affixed to any instrument except by the authority of a resolution of the Council, or of a committee of the Council authorised by the Council in that behalf, and every instrument to which the seal shall be affixed shall be signed by a member of the Council and shall be countersigned by the Secretary or by a second member of the Council or by some other person appointed by the Council for the purpose.

DISQUALIFICATION OF MEMBERS OF THE COUNCIL.

42. The office of a member of the Council shall be vacated—

- (A) If a receiving order is made against him or he makes any arrangement or composition with his creditors.
- (B) If he becomes of unsound mind.
- (C) If by notice in writing to the Association he resigns his office.
- (D) If he ceases to hold office by reason of any order made under section 188 of the Act.
- (E) If he is removed from office by a resolution duly passed pursuant to section 184 of the Act.

ROTATION OF MEMBERS OF THE COUNCIL.

43. At the first Annual General Meeting and at the Annual General Meeting to be held in every subsequent year, one-third of the members of the Council for the time being, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office.

44. The members of the Council to retire shall be those who have been longest in office since their last election or appointment. As between members of equal seniority, the members to retire shall in the absence of agreement be selected from among them by lot. The length of time a member has been in office shall be computed from his last election or appointment. A retiring member of the Council shall be eligible for re-election.

45. The Association may, at the meeting at which a member of the Council retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring member shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not fill such vacated office, or unless a resolution for the re-election of such member shall have been put to the meeting and lost.

46. No person, not being a member of the Council retiring at the meeting shall, unless recommended by the Council for election, be eligible for election to membership of the Council at any General Meeting, unless within the prescribed time before the day appointed for the meeting there shall have been given to the Secretary notice in writing, by some member duly qualified to be present and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing, signed by the person to be proposed, of his willingness to be elected. The prescribed time above mentioned shall be such that, between the date when the notice is served or deemed to be served, and the day appointed for the meeting there shall be not less than four nor more than twenty-eight intervening days.

47. The Association may from time to time in General Meeting increase or reduce the number of members of the Council, and determine in what rotation such increased or reduced number shall go out of office, and may make the appointments necessary for effecting any such increase.

48. In addition and without prejudice to the provisions of section 184 of the Act, the Association may by Extraordinary Resolution remove any member of the Council before the expiration of his period of office, and may by an Ordinary Resolution appoint another qualified member in his stead; but any person so appointed shall retain his office so long only as the member in whose place he is appointed would have held the same if he had not been removed.

PROCEEDINGS OF THE COUNCIL.

49. The Council may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit,

and determine the quorum necessary for the transaction of business. Unless otherwise determined, two shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.

50. A member of the Council may, and on the request of a member of the Council the Secretary shall, at any time, summon a meeting of the Council by notice served upon the several members of the Council. A member of the Council who is absent from the United Kingdom shall not be entitled to notice of a meeting.

51. The Council shall from time to time elect a Chairman who shall be entitled to preside at all meetings of the Council at which he shall be present, and may determine for what period he is to hold office, but if no such Chairman be elected, or if at any meeting the Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, the members of the Council present shall choose one of their number to be Chairman of the meeting.

52. A meeting of the Council at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Association for the time being vested in the Council generally.

53. The Council may delegate any of their powers to committees consisting of such member or members of the Council as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Council. The meetings and proceedings of any such committee shall be governed by the provisions of these presents for regulating the meetings and proceedings of the Council so far as applicable and so far as the same shall not be superseded by any regulations made by the Council.

54. All acts bona fide done by any meeting of the Council or of any committee of the Council, or by any person acting as a member of the Council shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a member of the Council.

55. The Council shall cause proper minutes to be made of all appointments of officers made by the Council and of the proceedings of all meetings of the Association and of the Council and of committees of the Council, and all business transacted at such meetings,

and any such minutes of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting shall be sufficient evidence without any further proof of the facts therein stated.

56. A resolution in writing signed by all the members for the time being of the Council, or of any committee of the Council, who are entitled to receive notice of a meeting or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Council or of such committee duly convened and constituted.

ACCOUNTS

57. The Council shall cause proper books of account to be kept with respect to ----

A) all sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place;

B) all sales and purchases of goods by the Association; and

C) the assets and liabilities of the Association.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the affairs of the Association and to explain its transactions.

58. The books of account shall be kept at the office, or, subject to section 147 (3) of the Act, at such other place or places, as the Council shall think fit, and shall always be open to the inspection of the members of the Council.

59. The books of account shall be open to the inspection of any member of the Association on reasonable notice.

60. At the Annual General Meeting in every year the Council shall lay before the Association a proper income and expenditure account for the period since the last preceding account (or in the case of the first account since the incorporation of the Association), made up to a date not more than four months before such meeting, together with a proper balance sheet made up as at the same date. Every such balance sheet shall be accompanied by proper reports of the Council, and copies of such accounts, balance sheet and reports (all of which shall be framed in accordance with any statutory requirements for the time being in force) and of any other documents required by law to be annexed or attached thereto or to accompany the same shall not less than twenty-one clear days before the date of the meeting (subject nevertheless to the provisions of any such statutory requirements), be sent to all persons entitled to receive notices of General Meetings, in the manner in which notices are hereinafter directed to be served

NOTICES

61. A notice may be served by the Association upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such member at his registered address as appearing in the register of members.

62. Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Association an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address, but, save as aforesaid, and as provided by the Act, only those members who are described in the register of members, by an address within the United Kingdom, shall be entitled to receive notices from the Association.

63. Any notice, if served by post, shall be deemed to have been served on the day, following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

Memorandum and Articles of Association amended by Special Resolution, herewith attached, on 28th May 2020