**St James Park (Long Ditton) Estate Co. Ltd (SJPECo)**

**Appointment of Estate Company Directors**

The Board has reviewed its Memorandum of Undertaking and Articles of Association and have agreed the following process for the appointment of Directors to the Board.

* All Directors will be appointed by a simple majority vote at the Annual General Meeting (AGM)
* An individual wishing to become a director may apply using the attached nominations form
* Nominations should be endorsed by two other residents on the estate. For full director application then these should be owners (shareholders). If for an Associate Director position, then this can be any resident of the estate
* All applications will be considered by the Board, on occasions the Board may identify one or more of its members to speak with potential candidates and report to the Board.
* Where the Board determines nominees will be invited to attend a Board meeting as an observer. Following this a decision will be made by the Board on the nomination. Where selected they will be invited to attend Board meetings and be formally appointed at the next AGM
* The Board wishes to have an appropriately diverse Board that represents the different areas of the estate as well as between flats and houses
* The Board also wishes to have a range of appropriate skills and experience to ensure its effectiveness
* The Board works as a cohesive team with the best interests of the Company and related fiduciary duties at its core
* Any Director that disrupts this cohesion can be removed from the Board following a vote requiring a two thirds majority of elected Board members. Should such a situation arise legal advice will be taken to ensure due process is followed
* Recognising the ownership profile of the estate the Board encourages those renting a property on the estate to join the Board as an Associate Director. The Board seeks to have two Associate Directors
* The maximum number of Directors (full and associate) is currently agreed at 12. This may be changed at the discretion of the Board.
* Existing Directors will be re-elected on a three-year rotation
* There is no limit to the number of times a Director can be re-elected

**Nomination process**

* For those wishing to join the Board this should be done in writing
* For nominations, use the attached nominations form
* Completed nomination forms should be sent to Nicole Di Martino at Bartholomews

[E: nicoledm@bartholomews.com - Bartholomews offices are at 15 Penryn Road, Kingston upon Thames, Surrey, KT1 2BZ T: 020 85469441]

* All nominations will be reviewed by the Board, on occasions the Board may identify one or more of its members to speak with potential candidates
* Where the Board determines nominees will be invited to attend a Board meeting as an observer. Following this a decision will be made by the Board on the nomination
* Board decisions on nominations will be final
* Successful nominations will attend Board meetings as an Observer until elected at the next AGM.

Attached: Nomination form to become an Estate Company Director

Approved by SJPECo 26th August 2021 (managing agent update August 2025)

**St James Park (Long Ditton) Estate Co. Ltd (SJPECo)**

**Nomination form to become an Estate Company Director**

|  |  |
| --- | --- |
| Name |  |
| Address |  |

Nominations are encouraged from owners as well as individuals who are renting a property on the Estate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you | Own the property |  | Rent the property |  |

Please answer the following questions:

|  |  |
| --- | --- |
| Why do you want to join the Board? |  |
| Please provide a summary of your experience/skills |  |
| What do you believe you will be able to contribute to Board? |  |

Nominations should be endorsed by two other residents on the estate. For full director application then these should be owners (shareholder). If for an Associate Director position, then this can be any resident of the estate. Please provide the following:

I wish to endorse the above nomination:

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Address |  |
| Date |  |

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Address |  |
| Date |  |

Nominator declaration:

|  |  |
| --- | --- |
| Signature of nominee |  |
| Date |  |