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Dear (Salutation)

ANNUAL GENERAL MEETING - 10th November, 2020
To be held virtually by the CMMC Webinar at 19.00
CHOLSEY MEADOWS MANAGEMENT COMPANY (CMMC)

We are writing to advise you of the upcoming Annual General Meeting (AGM) of Cholsey Meadows Management Company.

Please find enclosed documents for the meeting.

1. Notice and agenda
2. Proxy voting form
3. Question form.

The AGM will be held using webinar software, therefore any questions for the Directors must be submitted in advance. Please complete and return the enclosed question form by **Friday 30th October 2020**.

If you wish to appoint a proxy, please return your proxy voting form by **8th November 2020**.

The purpose of the AGM is to update residents of Cholsey Meadows on how CMMC has been managing the development on your behalf.

We will be using your email address that is currently held on our files to invite you to this meeting.

If you have not registered your email address with us and would like to attend the AGM, please contact us with your details at companysecretarialhelp@firstport.co.uk **before 4pm on Friday 30th October**.

We will send an invitation to join the meeting to the email address you have supplied.

Yours sincerely

Company Secretary (First Port Property Management Limited)

For and on behalf of

Liz Irving

Chairman, Cholsey Meadows Management Company