

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 30TH DECEMBER 2024 AT 10AM

- 1. Present:** Sharon Taylor, Brian Southern, Lee Muncey, John Coveney
- 2. Apologies :** None
- 3. Minutes of Last Meeting** Presented at meeting and accepted.
- 4.** This meeting was a review of the Equal Contributions collections arrears cases and as such is minuted privately.

There was a discussion about the processes we have been through to issue this year's invoices and also statements for properties in arrears. The hybrid email, hand delivery and posting approach has been very manually intensive and timing issues have resulted in some properties receiving both an electronic and paper copy of invoices which is obviously not ideal.

It was agreed that we should move to capture a valid email address for all of the properties on the estates in order that we can issue invoices and remind owners about payments electronically. Obviously we could use email to deliver newsletters and other information although we would of course provide the ability to opt out of receiving this type of communication.

5. Date of Next Meeting

06 January 2025 at 10.30am.