



**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE GENERAL COMMUNITY OF THE HACIENDA RIQUELME GOLF RESORT, HELD ON 27<sup>th</sup> APRIL 2021 AT THE OFFICES OF THE SELF-ADMINISTRATION TEAM IN "EL TORREON".**

The meeting, chaired by Mr Gordon Hutchinson began at the offices of the self-administration team, on first call, at 9:30 with the following.

**ATTENDEES**

- Mr Gordon Hutchinson, President of the General Community and Phase 3.
- Mrs Wendy Walker, President of Phase 1.
- Mr Mike Portlock, President of Phase 2.
- Mr Rod Howarth, President of Phase 4.
- Mr Ron Locke, President of Phase 5A.
- Mrs Viv Church, President of Phase 5B.
- Mr John Barr, President of Phase 6
- Mrs. Shaneen Benson in representation of Mrs Margaret Daniels, President of Phase 7.

On behalf of the self-administration team Ms. Pepa Pérez Lozano attended.

On behalf of Imont Legal Service, as lawyers of the Community, Ms Isabel Montesinos Ramón attended.

Mr. GORDON HUTCHINSON acted as administrator-secretary.



## **AGENDA:**

### **1. Appointment of Mrs Viv Church as Vice President of the General Community of HRGR.**

It was explained at the meeting that this was a new role in the community, the purpose of which was to substitute for the president if necessary due to illness, absence or similar and as Vice-president, Mrs Viv Church she was counter signing invoices.

This agenda item was unanimously approved.

### **2. Decisions to take about the financial contribution to the General Community Budget of the buildings not joining the self-administration.**

In the report attached to the call it was stated that the board recognise that there may be some marginal "time" savings because of the buildings staying with Resortalia or other any other Administrator. Based on the historic activities, the split between central and sub community activity was estimated at 75:25 and there are now 5 out of 78 buildings not moving to the self-admin. The report also mentions that, as a goodwill gesture, the board are prepared to offer an allowance based on the new self admin costs and the building quotas for those not moving to self-admin.

Mrs Shaneen Benson says she disagrees with the 75/25 ratio and protests that the Board has not discussed cost distribution with the five buildings that have not joined the self-administration.

Mr Mike Portlock clarifies to Mrs Shaneen Benson that it is not the board, but the presidents of each phase, who must communicate to the presidents of their buildings the relevant issues about the functioning of the community.

Mrs Shaneen Benson stated that the buildings that are not part of the self-administration have received legal advice and intend to take legal action. She says that these buildings agree to pay the expenses of the General Community and the Urbanistic Entity, but that they do not accept to pay for services they do not receive. She gives as an example the lawyer's fee.

Mrs Shaneen Benson is reminded that the presence of the lawyer at the Special Meeting is for legal services to the General Community, of which all the buildings are part.



Mr Ron Locke pointed out to Mrs Shaneen Benson that she was not paying for a service they do not receive. As they are using Resortalia for this, they are not paying the self-administration team anything for it. If they were, they would have to pay approximately €400 if they wanted the service from the self-administration team. As they are currently paying approx. €1000 more to Resortalia than self-administration team will charge for the same service, it is Resortalia they should be negotiating with if they want to pay less for the admin services for her building. Mr Gordon Hutchinson re-iterated what Ron Locke had pointed out.

A vote was taken on the distribution of expenses at 75/25 between the General Community and the sub-communities, with 7 votes in favour and Mrs Shaneen Benson voting against.

### **3. Decisions to take about the new Directors & Officers policy for the Sub-community Presidents joining the self-administration.**

Together with the Call for this EGM a document produced by the self-administration team was included, explaining that when the General Community moved to the Self-administration, it was agreed to arrange a Directors & Officers policy to cover any liabilities of the Board. Following the EGMs in December 2020 and early 2021, when the Building Presidents also became Secretary-Administrators of their buildings, it was queried if it was necessary to arrange the same policy for the BPs.

A quotation and an English version of the policy was provided before the meeting.

This agenda item was unanimously approved.

### **4. Decisions to take about the employment of a new person to help with the closure of the 2020 accounts and the bank reconciliation from 2019 & 2020.**

Again, in this case, together with the Call for this EGM, a document produced by the self-administration team was included explaining the problems encountered by the self-management team in the accounts of previous years, in particular the lack of audit and bank reconciliation for 2019, as well as the lack of closure and reconciliation of the accounts for 2020.

Mrs Shaneen Benson pointed out that these claims contradict statements by Resortalia, which assures to have closed previous years' accounts. The self-administration team invited Mrs



Shaneen Benson to visit the self-administration offices and check for herself the deficiencies in the documentation provided by Resortalia.

Irrespective of this discrepancy about the documentation left by Resortalia, it is clear to all members of the board that it is beneficial for both the general community and for all the buildings to have all the documentation in order; and, therefore, once it is clarified that the person who enters to work in the reconciliation of the accountancy will do so with a temporary employment contract. The proposal was approved unanimously.

#### **5. Decisions to take related to the appointment of the Phase Presidents.**

Mr Gordon Hutchinson is concerned about a potential conflict of interest that could arise if an owner who manages or works in businesses such as real estate agencies, key holding, cleaning, construction, and renovations, or similar within Hacienda Riquelme takes on the position of President of a Phase.

To avoid this, the obligation for candidates for the position of Phase President to disclose their professional circumstances and to sign a confidentiality document was put to a vote.

This agenda item was unanimously approved.

#### **6. Any Other Business.**

There was no further business to attend, so the meeting ended at 11:10 on Tuesday April 27th. The Minutes are certified by the Secretary-Administrator and approved by the President.

ADMINISTRATOR-SECRETARY

PRESIDENT