**A message to our property owners from Olivers Mill Residents Society Ltd. (OMRS)**

Dear Members of Olivers Mill Residents Society Ltd,

At the Annual General Meeting (AGM)on Wednesday 11th December 2024, the traditional role of ‘Secretary’ was divided as per the agenda. One resident who attended, called for the Committee to make these roles available to all property owners on Olivers Mill. It is important to mention that none of the items on the agenda were queried ahead of the AGM.

The roles described below are currently being covered by existing committee members and much of this work is being carried out free of charge, saving the residents over £1500 in 2024. Those committee members do not wish to give up these roles, however, if a more suitable candidate is found, they will step aside from that role. Please understand that if candidates are not willing or are unable to work free of charge, it will likely mean an increase in subscription fees to help cover the additional costs of paying for these services.

The roles open to member residents and Olivers Mill landlords are:

1. Property Transfer Officer – £150 per transaction.This is a complex role requiring some knowledge of and/or experience in conveyancing. It also requires a good understanding of the Village Association administration practice, (in particular, property transfers), and the requirements for transferring Shares from one Shareholder to another. Knowledge of Title Deed administration is required or needs to be learned, as does a good understanding of the Village Agreement and Covenants and Bylaws in place. This is a self-taught role with no experienced support available and you will be required to create template and ad-hoc letters to cover all processes required as well as unforeseen matters arising. You will also need to securely store current and historical records (dating back several decades). This is a self-employed position, and you may also be required to attend committee meetings and the AGM to report on the work for the year at no further charge. Please note that this role is currently covered by a resident committee member, free of charge, saving residents around £1500 in 2024.
2. MailBox Admin – no payment. Currently covered by resident committee members free of charge. You will be required to keep the key to the mailbox safe and surrender it to committee members if required. Regular emptying of the box is essential, as is keeping secure records of letters and documents received. You will also be required to deliver relevant documents to committee members or other post-holders working for the Residents Society (who all, currently live within the village), in a timely manner. This is a self-employed position, and you will not be a voting committee member.
3. Organiser and Administration for the AGM (AGM Officer) – £150.This role will be in effect up to 3 months ahead of the AGM, during the AGM and follow up administration required. This is a self-employed position, and you may also be required to attend committee meetings and the AGM to report on the work for the year at no further charge. This is a self-taught role.
4. Signatory as Secretary – £15 per month payment. This role is currently covered by an existing committee member who is non-resident on Olivers Mill but has secure connections and interest in the neighbourhood. As part of covering this role, they also take on additional responsibilities free of charge, interested candidates should note that this role can be expanded at short notice to cover unforeseen events or additional work required. This is a self-employed position, and you may also be required to attend committee meetings and the AGM to report on the work for the year at no further charge. You will also be required to register as the Secretary of Olivers Mill Residents Society Ltd.
5. Minute taker for the AGM – £30 **–** This role requires attendance at the AGM and includes sharing the minutes with the committee and making any relevant changes before sharing a final draft. This is a self-employed, self-taught position.
6. Maintenance Guardian - £20 per month. This role requires a walk-around assessment of Olivers Mill once a month. A report must be made and shared by email to the committee. The report should include highlighting any areas of concern such as damage or wear and tear to Hardlands or Greenlands, or breaches of covenants etc. You will also need to make note of any lights out and report them to the Village Association. This is a self-employed position, and you may also be required to attend committee meetings and the AGM to report on the work for the year at no further charge. This role is in addition to the regular assessments of our Greenland areas that currently takes place. We have an existing committee member who is willing and able to take on this role.
7. **Repaint Officer - £700 payment** - This is a role that is required before, during and after the repaint project which is carried out every 4-7 years (depending on funds available and/or any changes to the repaint project that may be voted upon at AGMs or Special General Meetings (SGMs). The role may include arranging quotations and negotiating costs, writing to residents and following up on any actions required. It may also require regular liaison with contractors and residents during the repaint project (which is typically around 6 months). It will require an inspection of each property prior to and following the repaint. The role will require a report to the committee following the assessment and correction of any finishing issues or breaches to be recorded. This is a self-taught, self-employed role, and you may also be required to attend committee meetings and the AGM to report on the work for the year at no further charge. We have an exiting committee member who is willing to take on this role.

Interested candidates should note that (aside roles 6 and 7) these tasks and roles are already being successfully covered by existing committee members. All the above roles are offered on a self-employed basis. More information regarding the roles can be provided following your registration of interest. The Registration of Interest reply slips are available to print from our website www.oliversmill.org.uk

The closing date for registration of interest is 8th January 2025. Reply slips can be placed in our mailbox or emailed to enquiry@oliversmill.org.uk by the closing date. The VA offices are closed between 4pm on 24th December 2024 and 9am on 2nd January 2025, so you will not be able to post in our mailbox during this time.

Kind regards, OMRS