



FILE COPY

**CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY**

Company No. 6614050

The Registrar of Companies for England and Wales hereby certifies that

1-4 SWINNOW LANE MANAGEMENT LIMITED

is this day incorporated under the Companies Act 1985 as a private company and that the company is limited.

Given at Companies House on **6th June 2008**



N066140509



Companies House
— for the record —



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES

The Companies Act 1985

Company Limited by Guarantee and not having a share capital

MEMORANDUM OF ASSOCIATION

of **1-4 SWINNOW LANE MANAGEMENT LIMITED**

162470/20

THURSDAY



A15 *AZ91Y0B9* 05/06/2008 52
COMPANIES HOUSE

- 1 The Company's name is 1-4 Swinnow Lane Management Limited ✓
- 2 The Company's registered office is to be situated in England & Wales ✓
- 3 The Company's objects are -
 - (a) To manage the Leasehold interest in the property consisting of 4 flats (hereinafter referred to as 'Dwellings') being flats 1-4, 260 Swinnow Lane Leeds LS13 4HP including common parts, parking spaces, access areas, gardens, grounds, footpaths and all service installations (hereinafter together called "the Property") for the benefit of the Dwellingholders which expression means the registered proprietors for the time being of each of the Dwellings or a purchaser of a dwelling who has applied to H M Land Registry for registration of the transfer to him provided that where two or more persons are the registered proprietors of a flat they will for all the purposes of this Memorandum be deemed jointly to constitute one Dwellingholder
 - (b) To provide all manner of services in connection with the management insurance maintenance repair upkeep and cleaning (together hereinafter referred to as "the Management") of the Property and to perform the obligations undertaken by the landlord in the leases of the Dwellings comprising the Property and to provide services for the Dwellingholders as may be necessary and in connection therewith .
 - (i) To enter into such agreements deeds or instruments containing provisions and conditions as may be requisite to secure the full enjoyment of the Property to the Dwellingholders and to provide for the Management of the Property and services for the Dwellingholders
 - (ii) To estimate the costs of the Management of the Property and the provision of services for the Dwellingholders
 - (iii) To collect all charges other income and such sums due to the Company from the Dwellingholders under the provisions of the leases of the Property as applicable
 - (iv) To engage and employ professional and business persons such as managers, managers' agents, accountants, solicitors, architects, surveyors and main contractors and sub-contractors and retainers of all kinds necessary to the management of the Property
 - (v) To pay out of the funds of the Company all costs and expenses salaries wages and commissions of any person or persons engaged or employed by the

Company and all rates taxes premiums and outgoings in respect of the Property and all other expenses incurred by the Company

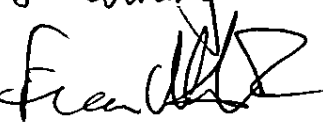
- (vi) To pay out of the funds of the Company all costs and expenses of or incidental to the promotion formation and incorporation of the Company, or to contract with any person firm or company to pay the same
- (vii) To improve manage cultivate construct repair develop exchange let on lease or otherwise mortgage charge sell dispose of turn to account grant rights and privileges in respect of or otherwise deal with all or any part of the property and rights of the Company
- (viii) To enter into any arrangements with any government or authority (supreme municipal local or otherwise) or any corporations, companies or persons that may seem conducive to the attainment of the Company's objects or any of them and to obtain from any such government or authority corporation company or person any charters contracts decrees rights privileges or concessions which the Company may think desirable and to carry out exercise and comply with any such charters contracts decrees rights privileges and concessions
- (ix) To insure the Property or any other property of the Company or in which it has an interest against damage or destruction and such other risks as may be considered necessary appropriate or desirable and to insure the Company against public liability and any other risks which it may consider prudent or desirable to insure against
- (x) To establish and maintain capital reserves management funds and any form of sinking fund in order to pay or contribute towards all fees, costs and other expenses incurred in the implementation of the Company's objects and to require the Dwellingholders to contribute towards such reserves or funds at such times, in such amounts and in such manner as the Company may think fit
- (c) To purchase take on lease or otherwise acquire grant or sell hold or dispose of any estate or interest in any real or personal property or rights whatsoever which may be necessary for or may be conveniently used with or may enhance the value of any other property of the Company
- (d) To draw make accept endorse discount execute and issue cheques bills of exchange promissory notes warrants debentures and other negotiable instruments
- (e) To invest and deal with any of the monies of the Company not immediately required in any investment from time to time authorised by law for the investment of trust funds and to hold sell or otherwise deal with any investments made
- (f) To borrow and raise money in any manner as the Company shall think fit and in particular by the issue of debentures or debenture stock and to secure the repayment of any money borrowed raised or owing by mortgage charge standard security lien or

other security upon the whole or any part of the Company's property or assets (whether present or future) and also by a similar mortgage charge lien or security to secure and guarantee the performance by the Company of any obligation or liability it may undertake or which may become binding on it

- (g) To do all such other things as may be deemed incidental or conducive to the attainment of the Company's objects or any of them
 - (h) To distribute any property of the Company in specie among the Members
- 4 The income and property of the Company howsoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the Members of the Company Provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any Officer or retainer or instrument of the Company or to any Member of the Company in return for any services actually rendered to the Company nor prevent the payment of interest on money lent or reasonable and proper re-payment of out of pocket expenses or reasonable and proper rent for any premises demised or let to the Company or the repayment by the Company to the Members of monies paid by the Members to the Company in excess of the monies required by the Company
- 5 The liability of the Members is limited
- 6 Every Member of the Company undertakes to contribute to the Company's assets in the event of its being wound up while he is a Member or within one year afterwards for payment of the Company's debts and liabilities contracted before he ceases to be a Member and the costs charges and expenses of winding up and for the adjustment of the rights of contributories among themselves such amount as may be required not exceeding £1
- 7 (a) Except as provided in the Articles of Association no person shall be admitted to Membership of the company other than the subscribers hereto and the Dwellingholders
- (b) The Company shall not trade and any funds not required for the purposes of the objects of the Company as set out in Clause 3 above shall be returned to the Members Section 17 of the Companies Act 1985 shall not apply to this paragraph

NAMES AND ADDRESSES OF SUBSCRIBERS

DUNCAN COWLING
1 Hall Garth Mews
Sherburn-in-Elmet
Leeds LS25 6BF

D Cowling


17.5.8

WITNESS - FIONA McMILLAN
601 TRINITY ONE
EAST STREET
LEEDS
LS9 8AF

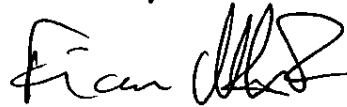
17/05/08

CLAIRE MARIE MORRIS
Flat 2 260 Swinnow Lane
Leeds
LS13 4HP



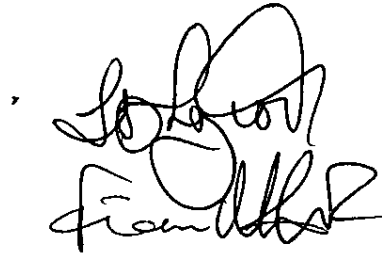
* 17/05/08.

WITNESS - FIONA McMILLAN
601 TRINITY ONE
EAST STREET
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LS9 8AF



17/05/08

JOHN DAVID LAYCOCK
24 Kent Close
Pudsey Leeds LS28 9EY



* 12/5/2008

WITNESS FIONA McMILLAN
601 TRINITY ONE
EAST STREET
LEEDS
LS9 8AF

12/05/08

DAVID WAINWRIGHT
62 Harley Drive
Leeds LS13 4QZ



* 12/5/08.

WITNESS FIONA McMILLAN
601 TRINITY ONE
EAST STREET
LEEDS
LS9 8AF



12/05/08

Company Limited by Guarantee and not having a share capital

Articles of Association of

1-4 SWINNOW LANE MANAGEMENT LIMITED

Preliminary

1 (a) The Regulations contained in Table A in the Schedule to the Companies (Tables A to F) Regulations 1985 as amended by the Companies (Tables A to F) (Amendment) Regulations 1985 (such Table being hereinafter called "Table A") shall apply to the Company save in so far as they are excluded or varied hereby and such Regulations (save as so excluded or varied) and the Articles hereinafter contained shall be the regulations of the Company

(b) Clauses 2 to 35 inclusive, 41, 44, 54, 55, 57, 59, 64, 73 to 80, inclusive 102 to 108 inclusive 110, 114 and 116 in Table A shall not apply to the Company

2 In these Articles:

"the Act" means the Companies Act 1985 but so that any reference in these Articles to any provision of the Act shall be deemed to include a reference to any statutory modification or reenactment of that provision for the time being in force

"Dwelling" means each of the Apartments comprised in the Development

"the Dwellingholder" means the registered proprietor for the time being of a Dwelling or a purchaser of a dwelling who has applied to H M Land Registry for registration of the Transfer to him provided that where two or more persons are the transferees of a Dwelling they shall for all purposes of these Articles be deemed to jointly constitute one Dwellingholder and the expression "Dwellingholder" shall be read and construed accordingly

"the Property" shall have the meaning assigned to it in the Memorandum of Association but shall also include any other land or premises for the time being also owned managed by the Company

"the Management" means the management insurance maintenance repair upkeep improvement and cleaning of the Property and the performance of the obligations undertaken by the landlord in the leases of the Dwellings and the provision of such other services in connection with the Property as the Board of Directors of the Company shall determine

3 The Company is established for the purposes expressed in the Memorandum of Association

MEMBERSHIP

4 The subscribers to the Memorandum of Association shall be Members of the Company. No person shall be admitted as a Member of the Company other than a Dwellingholder and the subscribers to the Memorandum of Association but every Dwellingholder for the time being shall be entitled to be admitted as a Member of the Company. The Company shall accept as a Member every person who is or who shall have become entitled to be admitted as a Member and shall have complied with either of the signature provisions set out in Article 5.

5 The provisions of Section 352 of the Act shall be observed by the Company and every Member of the Company other than the subscribers to the Memorandum of Association shall either sign a written consent to become a Member or sign the Register of Members on becoming a Member. If two or more persons are together a Dwellingholder each shall so comply, they shall together constitute one Member and when more than one attends a meeting that one whose name first appears in the Register of Members shall exercise the voting powers vested in such Member.

6 A Dwellingholder shall cease to be a Member on the registration as a Member of the successor to his Dwelling but shall not resign as a Member while holding whether alone or jointly with others a legal estate in a Dwelling. The successor to a Member's dwelling shall automatically become a Member on delivering to the Secretary evidence of the transfer of the dwelling to him, a duly executed deed of covenant in the form from time to time reasonably required by the Company and a signed written consent to become a Member which may be incorporated in the deed of covenant.

7 If a Member shall die or be adjudged bankrupt or if a Court Order for possession of his Dwelling shall have been obtained by his Mortgagee, his legal personal representative or trustee in his bankruptcy or Mortgagee shall be entitled to be registered as a Member in his place provided that he or they shall deliver to the Secretary of the Company the grant of representation or Court Order and the other documents required by regulation 6.

GENERAL MEETINGS

8 The Company shall hold a General Meeting every year as its Annual General Meeting in addition to any other Meetings in that year and shall specify the Meeting as such in the Notice calling it, and not more than 15 months shall elapse between the date of one Annual General Meeting of the Company and that of the next, provided that so long as the Company holds its first Annual General Meeting within 18 months of its incorporation it need not hold it in the year of its incorporation or in the following year. The Annual General Meeting shall be held at such time and place as the Directors shall appoint.

9 The Directors may whenever they think fit convene a General Meeting and General Meetings shall also be convened on such requisition or in default may be convened by such requisitionists, as provided by Section 368 of the Act.

- 10 An Annual General Meeting and a Meeting called for the passing of a Special Resolution shall be called by at least 21 clear days notice in writing and a Meeting of the Company other than an Annual General Meeting or a Meeting for the passing of a Special Resolution shall be called by at least fourteen clear days' notice in writing. The notice shall specify the time and place of the Meeting and in case of special business, the general nature of that business to be transacted and in the case of an Annual General Meeting shall specify the Meeting as such. The notice shall be given to all the Members who are entitled to attend and vote at the meeting and, to the Auditors **PROVIDED THAT** a Meeting of the Company shall, notwithstanding that it is called by a shorter notice than that specified in these articles, be deemed to have been duly called if it is so agreed.
- (a) in the case of an Annual General Meeting by all the Members entitled to attend and vote thereat, and
 - (b) in the case of any other Meeting by a majority in number of the Members having a right to attend and vote at the Meeting, being a majority representing not less than three quarters of all the Members entitled to vote at that Meeting

PROCEEDINGS AT GENERAL MEETINGS

- 11 All business shall be deemed special that is transacted at a General Meeting and also all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts and balance sheets and the reports of the Directors and Auditors and the appointment and fixing of the remuneration of the Auditors
- 12 No business shall be transacted at any General Meeting unless a quorum of the Members is present at the time when the Meeting proceeds to business, save as herein otherwise provided. 2 Members present in person or by proxy shall be a quorum
- 13 If a quorum is not present within half an hour from the time appointed for a General Meeting the Meeting shall be dissolved
- 14 Subject to the provisions of the Act, a Resolution in writing signed by all the Members for the time being entitled to receive Notice of and to attend and vote at a General Meeting of the Company shall be as valid and effective as if the same had been passed at a General Meeting of the Company duly convened and held

VOTES OF MEMBERS

- 15 (a) Until the date six months after the date the Dwellingholders of all the Dwellings comprised in the Property have become Members no Member shall be entitled to vote except the Subscribers to the Memorandum of Association and the freeholder of the Development (or any person nominated to succeed them pursuant to Article 4) who shall have one vote

(b) As from the date six months after the Dwellingholders of all Dwellings comprised in the Property have become Members (subject as herein otherwise provided) every Member present in person or by proxy shall have one vote

- 16 On a show of hands every Member present in person shall have one vote On a poll every Member present in person or by Proxy shall have one vote

APPOINTMENT OF DIRECTORS

- 17 The first directors of the Company shall be the Subscribers to the Memorandum of Association
- 18 The maximum number and minimum number respectively of the Directors may be determined from time to time by Special Resolution of the Company Subject to and in default of such determination the minimum number of Directors shall be two and the maximum shall be four and the Company may by Special Resolution appoint a person who is willing to act to be a Director either to fill a vacancy or as an additional Director
- 19 No Director shall be liable to retire by rotation and clauses 73 to 80 inclusive in Table A shall not apply to the Company

DISQUALIFICATION OF DIRECTORS

- 21 A Director if appointed by Special Resolution in accordance with Article 18 ceases to be a director if he ceases to be a Member and shall be required to vacate his office if he becomes incapable by reason of illness or injury of managing and administering his property and affairs and Clause 81 in Table A shall be modified accordingly

PROCEEDINGS OF DIRECTORS

- 22 At any meeting of the Directors or of any committee of the Directors subject to disclosing his interest therein a Director may vote on any resolution notwithstanding that it in anyway concerns or relates to a matter in which he has, directly or indirectly any kind of interest whatsoever, and if he shall vote on any such resolution as aforesaid his vote shall be counted, and in relation to any such resolution as aforesaid he shall (whether or not he shall vote on the same) be taken into account in calculating the quorum present at the meeting Regulations 94 to 98 in Table A shall be construed accordingly
- 23 The Directors shall cause minutes to be made in books kept for the purpose
- (a) of all appointments of officers made by the Directors, and
 - (b) of all proceedings at Meetings of the Company and of the Directors and of committees of Directors including the names of the Directors present at each such meeting

- 24 The Company may give any notice to a Member either personally or by sending it by post in a prepaid envelope addressed to the Member at his registered address or by leaving it at that address which shall be the address of the Dwelling unless the Company agrees otherwise
- 25 A Member present either in person or by proxy at any Meeting of the Company shall be deemed to have received notice of the Meeting and where requisite of the purposes for which it was called

BORROWING POWERS

- 26 The Directors may exercise all the powers of the Company to borrow money without limit and upon such terms and in such manner as they think fit and to grant any mortgage charge or security over its undertaking and property and to issue debentures debenture stock and other securities whether outright or as security for any debt liability or obligation of the Company or of any third party

INDEMNITY

- 27 Subject to Section 310 of the Companies Act 1985 and in addition to such indemnity as is contained in Clause 118 of Table A every Director, officer or official of the Company shall be indemnified out of the funds of the Company against all costs charges losses expenses and liabilities incurred by him in the execution and discharge of his duties or in relation thereto

NAMES AND ADDRESSES OF SUBSCRIBERS

DUNCAN COWLING
1 Hall Garth Mews
Sherburn-in-Elmet
Leeds LS25 6BF

D Cowling

17.5.8

WITNESS - FIONA McMILLAN
601 TRINITY ONE
EAST STREET
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LS9 8AF



17/05/08

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Flat 2 260 Swinnow Lane
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*17/05/08.

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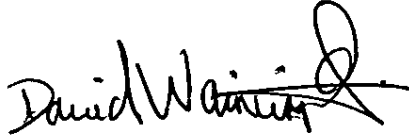
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12/05/08

LS9 8AF
DAVID WAINWRIGHT
62 Harley Drive
Leeds LS13 4QZ



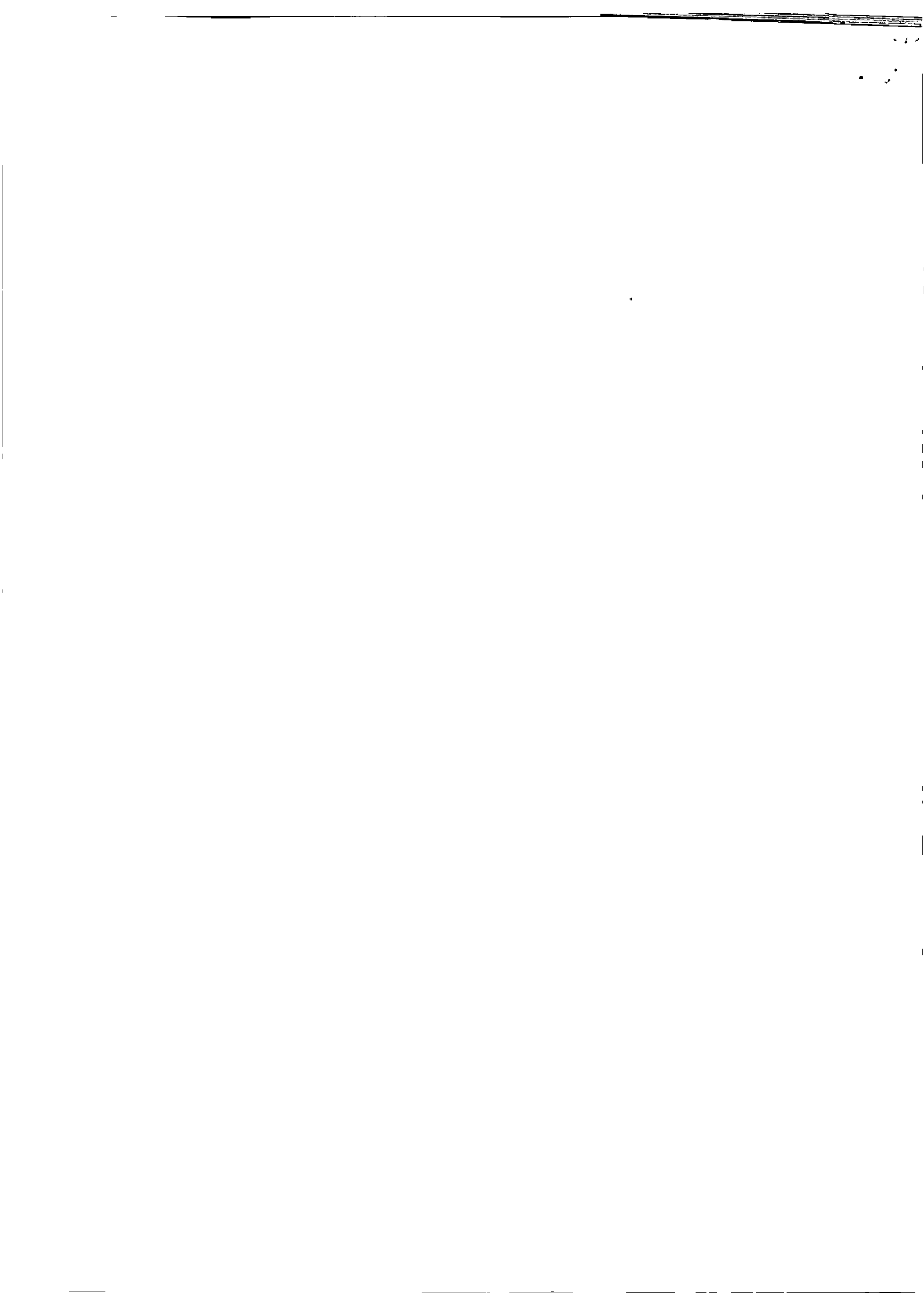
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WITNESS FIONA McMILLAN
601 TRINITY ONE
EAST STREET
LEEDS



12/05/08

LS9 8AF



Please complete in typescript,
or in bold black capitals

CHFP041

Declaration on application for registration

Company Name in full

1-4 Swinnow Management Limited

I, Andrew Mark Phener
of 16/17 East Parade Leeds LS1 2BR

† Please delete as appropriate

do solemnly and sincerely declare that I am a (Solicitor engaged in the formation of the company) ~~person named as director or secretary of the company in the statement delivered to the Registrar under section 10 of the Companies Act 1985~~ and that all the requirements of the Companies Act 1985 in respect of the registration of the above company and of matters precedent and incidental to it have been complied with

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835

Declarant's signature



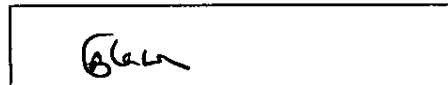
Declared at 10-12 East Parade Leeds LS1 2AS
Day Month Year

on 04 06 20 98

Ⓞ Please print name

before me[Ⓞ] ANDREW JOHN LAWSON

Signed



Date

4/6/2008

† A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Keeble Hawson
Protection House, 16-17 East Parade, Leeds
LS1 2BR Tel 0113 2443121
DX number 12043 DX exchange LEEDS 1

When you have completed and signed the form please send it to the Registrar of Companies at
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
for companies registered in England and Wales or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland **DX 235 Edinburgh**
or LP - 4 Edinburgh 2

Companies House receipt date barcode

10/03



Please complete in typescript, or in bold black capitals.

First directors and secretary and intended situation of registered office

CHFP041

Notes on completion appear on final page

Company Name in full

1-4 Swinnow Management Limited

Proposed Registered Office

(PO Box numbers only, are not acceptable)

24 Kent Close	
Pudsey	
Post town Leeds	
County / Region West Yorkshire	Postcode LS28 9EY

If the memorandum is delivered by an agent for the subscriber(s) of the memorandum mark the box opposite and give the agent's name and address

<input checked="" type="checkbox"/>	Agent's Name Keeble Hawson	
	Address 16-17 East Parade	
	Post town Leeds	
	County / Region West Yorkshire	Postcode LS1 2BR

Number of continuation sheets attached

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Keeble Hawson	
Protection House, 16-17 East Parade, Leeds	
LS1 2BR	Tel 0113 2443121
DX number 12043	DX exchange LEEDS 1

Companies House receipt date barcode

When you have completed and signed the form please send it to the Registrar of Companies at Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff for companies registered in England and Wales or Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh or LP - 4 Edinburgh 2

Form revised December 2003

Company Secretary (see notes 1-5)

Company name

NAME *Style / Title *Honours etc

*Voluntary details

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address In the case of a corporation or Scottish firm, give the registered or principal office address

Address ††

Post town

County / Region Postcode

Country

I consent to act as secretary of the company named on page 1

Consent signature Date

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title *Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address In the case of a corporation or Scottish firm, give the registered or principal office address

Address ††

Post town

County / Region Postcode

Country

Day Month Year

Date of birth Nationality

Business occupation

Other directorships

I consent to act as director of the company named on page 1

Consent signature Date

Company Secretary (see notes 1-5)

Form 10 Continuation Sheet



CHFP041

*Voluntary details

Company Name

NAME *Style / Title *Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

Address †

Post town

County / Region Postcode

Country

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

I consent to act as secretary of the company named on page 1

Consent signature Date

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title *Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

Address †

Post town

County / Region Postcode

Country

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

Date of birth Day Month Year Nationality

Business occupation

Other directorships

I consent to act as director of the company named on page 1

Consent signature Date

Company Secretary (see notes 1-5)

NAME *Style / Title *Honours etc

*Voluntary details

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

Address †

Post town

County / Region Postcode

Country

I consent to act as secretary of the company named on page 1

Consent signature

Date

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME *Style / Title *Honours etc

Forename(s)

Surname

Previous forename(s)

Previous surname(s)

† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address

Address †

Post town

County / Region Postcode

Country

Day Month Year

Date of birth

X

Nationality

Business occupation

Other directorships

X

I consent to act as director of the company named on page 1

Consent signature

Date

Directors (see notes 1-5)

Please list directors in alphabetical order

NAME	*Style / Title	Ms	*Honours etc.	
*Voluntary details	Forename(s)	Claire Marie		
	Surname	Morris		
	Previous forename(s)			
	Previous surname(s)			
†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation or Scottish firm, give the registered or principal office address	Address ††	Flat 2 260 Swinnow Lane		
	Post town	Leeds		
	County / Region	West Yorkshire	Postcode	LS13 4HP
	Country	England		
	Date of birth	X	Day Month Year	01 4 06 19 79
Nationality	British			
Business occupation	BUSINESS DEVELOPMENT MANAGER			
Other directorships	None			
I consent to act as director of the company named on page 1				
Consent signature	X			Date
				X 18/05/08.

This section must be signed by either an agent on behalf of all subscribers or the subscribers (i.e those who signed as members on the memorandum of association).	Signed	X	Date	17/5/08.
	Signed	X	Date	12/5/08
	Signed	X	Date	12/05/2008
	Signed	X D. Cowling	Date	X 17.5.8
	Signed		Date	
	Signed		Date	
	Signed		Date	