

## Duties and Structure of Purdue Gardens Management Company Limited

### Duties

Purdue Gardens Management Company Limited (PMCL) must perform several duties for the upkeep and improvement where applicable, of the East Grove (Phase 1) Housing Development, Valsayn on behalf of the developer, the Trinidad and Tobago Housing Development Corporation (HDC). Schedule 8 of the Deed of Lease signed upon purchase outlines several of these duties:

- Article 1:** Payment of all taxes, rates, assessments and other fees in respect of common areas on the Development
- Article 2:** Procurement and maintenance of insurance for both common areas and injury to people in common areas
- Articles 3 & 5:** Maintenance and repair of common areas and all elements located therein, including painting
- Article 4:** Provision of suitable notice for repairs to be undertaken
- Article 6:** Garbage disposal
- Article 7:** Painting of all suitable surfaces located in common areas
- Articles 8, 9 & 10:** Account keeping and auditing and notification of the results of such
- Article 10:** Notification of Budgeted Service Charges on the basis of the calendar year

This list is not an exhaustive one, and the daily functioning of the Management Company is contingent upon the consistent, timely and effective performance of the duties listed below:

1. Financial
  - a. Budgeting, not just for service charges but for long term or expected costs
  - b. Administration of the Management Company's Account
  - c. Pursuit of residents with service charge accounts in arrears
2. Administrative
  - a. Review and approval of applications and requests made by residents
  - b. Review and arbitration of disputes between/among and other issues related to the Development and its residents
  - c. Payment of utility bills for common areas on the Development
  - d. Planning and execution of community meetings and the facilitation of a voting process where consensus is not forthcoming
  - e. Keeping and updating records
  - f. Production of periodic and other reports on items of interest to residents and to the Trinidad and Tobago Housing Development Corporation.
3. Legal
  - a. Procurement and administration of contracts, including coordination with contractors and their representatives/employees
  - b. Pursuit of legal action against residents in breach of rules and regulations and obligations to pay as contained in the Sub-Lease and other agreements permitting residency on the compound

4. Maintenance/Repair
  - a. Upgrading common areas and facilities, if desired
  - b. Renovations, including large-scale renovations

*Note: Many of these tasks can be delegated to contractors/service providers. In these cases, the Management Company must establish a good working relationship with these entities, demand reports and information as necessary, and ensure that services are provided in keeping with the conditions of contracts and other agreements.*

### Structure

The Articles of Incorporation of Purdue Gardens Management Company Limited state that the Company may have a minimum of two and a maximum of seven directors.

Subsequent to voting at the Annual General Meeting scheduled for August 18, 2019 the directors will be exposed to planning in this framework represented above. They will also be given charge of:

1. Prioritising and scheduling the maintenance works necessary for the upkeep of the East Grove (Phase 1) Housing Development, Valsayn;
2. Dealing with issues relating directly to residents, including their experiences of life at East Grove (Phase 1) Housing Development, Valsayn, with one another and with service providers:
  - a. When the Management Company interacts with residents directly, directors will act as a liaison between the residents and the full complement of the Board, so that decisions can be made, collectively.
3. Spending PMCL's funds: Directors will be appointed as signatories the Management Company's bank account and will be responsible for developing and implementing proper policies to govern access and use of the monies so deposited.

In addition to participating in the general decision-making process, immediately after the elections, directors will be asked to perform the following duties:

1. Coordinating the completion of Requests for Proposals for services to be performed on the compound
2. Developing a consensus process whereby resident's opinions on a matter are easily collected, collated and measured
3. Developing procedures whereby HDC recognised occupiers, who are not Shareholders are involved in the administration of affairs at East Grove (Phase 1) Housing Development, Valsayn and protected from undue exclusion on the basis of said status.