

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

Company Number: 1008511 in England & Wales
Registered Office: 164 Cranbrook Road, Ilford, Essex, IG1 4NR

ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of Queenswood Management Association Limited will be held at The Aldersbrook Tennis Club, Blake Hall Crescent, Blake hall Road, Wanstead, London E11 3RH on Monday 23rd March 2015 at 8.30 p.m. for the following purposes:

To receive any apologies for absence.

Resolution

1. To approve the minutes of the Annual General Meeting held on 13th January 2014.
2. To receive and adopt the Directors' Report and Accounts for the year ended 31st March 2014.
3. To elect up to three Directors to act on behalf of the Company.
4. To authorise the Directors to appoint Auditors to the Company and to the fix the remuneration of the Auditors.

To transact any other ordinary business of the Company.

By order of the Board of Directors



Griff Griffith
Company Secretary

Note

Any member of the Company entitled to attend and vote at this meeting, is also entitled to appoint one or more proxies to attend and vote in his/her stead; a proxy need not be a member. A form of proxy is enclosed that, to be effective, must be deposited with the Company Secretary at the registered office by 8.30 p.m. on Saturday 21st March 2015.

Queenswood Management Association Limited

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ANNUAL GENERAL MEETING – 23RD MARCH 2015

EXPLANATORY NOTES

ACCOUNTS FOR FINANCIAL YEAR 2013- 2014

You may be wondering why it has taken so long to arrange the AGM following the end of the last financial year. The simple answer is that the date for the AGM could not be set until the accounts had been agreed and signed off, and that did not occur until 22nd January 2015. However, there is obviously more to it than that.

Over the past few years, we have worked to an agreed timetable with the Kings Mill Partnership (“KMP”), our accountants and auditors, on production of the accounts, and that has broadly worked reasonably well. This year was not so good. Firstly, we were notified at the end of March 2014 that the partner who had dealt with our accounts for over ten years was retiring at the end of that month. We were notified that the work would be taken over by another accountant, who was familiar with the company’s details. Not having heard anything from the new accountant, we emailed him in April and promised to send the working papers to him by the agreed date of end of May – only to learn that he had already left KMP, and that another partner would be taking over our accounts.

The new partner dealing with our affairs promised that we would have a first draft of the accounts by the end of July, as set out in our agreed timetable. In the event, this deadline was missed, as were others. The treasurer and secretary arranged to meet with KMP in early August to discuss the way forward.

At the August meeting, the KMP partner dealing with our accounts said that he not seen any of the papers relating to the accounts. He subsequently reiterated this in emails, but then said he was waiting for information from Hull & Co, and that they needed the papers back from KMP before they could answer his queries. It seemed that in fact the papers had been seen by KMP, just not by the responsible partner, and that progress was in fact being made. Then we were advised that the partner now dealing with our affairs was in hospital and in a coma following surgery and that yet another partner would be dealing with us.

We finally received the first draft of the 2013-2014 accounts on 29th October, with the comment that they were subject to change; we obviously could not approve them in that state, but did send our comments back to KMP the following day. Another draft stating that there was small chance that they would change significantly after auditing was received on 11 December 2014. The final draft was emailed to us on 23rd December 2014 – that is the version that was approved by the directors and is included in these AGM papers.

APPOINTMENT OF AUDITORS

Under normal circumstances, shareholders are asked at the AGM to vote on a resolution to appoint a firm of auditors and authorise the directors to set their remuneration. This year, you will see that you are being asked to authorise the board to appoint auditors and fix their remuneration, without any details of the firm to be appointed.

The directors have come to the conclusion that it is time to change our auditors. There are a number of reasons for this. Firstly, the partner who had been dealing with our accounts for over ten years has retired, and we can no longer rely on his availability to answer queries from his long experience of our affairs.

Secondly, it has been increasingly difficult to deal with KMP over this past year. As noted above, draft and final accounts were very tardy in being presented to the company. Whilst we accept that changes in staff for reasons of retirement, health and leaving employment are not wholly controllable, KMP's response to events over the year has been very poor; we have only received proper attention to our affairs by making a fuss, which we should not have to do. However, we do not think it is reasonable to present us with the final draft accounts for board approval and signature on the afternoon of 23rd December, when they have to be filed at Companies House by 31st December.

The third reason that the board feels it appropriate to change auditors is purely practical. KMP are based in Croydon. It is not easy to meet with them – directors cannot just pop in to see the accountant, but have to travel across London, typically for three or more hours. In the directors' opinion, this remoteness does not help manage the process effectively or efficiently.

Under the circumstances, the board would like to find and appoint a local firm of accountants who will be responsive to our requirements and be accessible should the need arise to meet with them. Time pressures on dealing with the last financial year's accounts and arranging for the AGM has not allowed the directors to search for and get proposals from suitable local firms of accountants prior to the AGM. They are therefore asking shareholders to authorise them to appoint auditors in due course. The choice would, of course, be subject to review by shareholders at the next AGM.

Queenswood Management Association Limited

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MINUTES OF THE ANNUAL GENERAL MEETING HELD AT THE ALDERSBROOK TENNIS CLUB, BLAKE HALL CRESCENT, BLAKE HALL ROAD, WANSTEAD, LONDON, E11 3RH AT 8PM ON MONDAY 13TH JANUARY 2014

Present:

Griff Griffith (Company Secretary)
Bob Haswell (Treasurer)
Pauline Thurman
Mike Thompson
Gerry Cox

In Attendance:

Steve Barrable (Hull & Co.)

There were 22 shareholders present. Apologies had been received from Derek Mitchell (Auditor - The Kings Mill Partnership), Len Kerridge (Director, flat 135), Mr J Mulrooney (flat 9), Ms K Roddy (flat 14), Mrs J C Welham (flat 21) and Mr B Living (flat 117).

Agenda

Item

- 1 To approve the Minutes of the Annual General Meeting held on 21st November 2012:**

Approval was proposed by Miss McEwen (flat 8) and seconded by Miss Kelly (flat 49).

Vote: Unanimous in favour – the Minutes were agreed.

- 2 To receive and adopt the Directors' Report and Accounts for the year ended 31st March 2013:**

Mr Penny (flat 59) queried the fact that the General Expenses were approximately £2,000 different to the previous year. Griff Griffith advised him that the difference probably reflected how charges had been classified by Hull & Co. or the accountants. Griff Griffith agreed to look into this and get back to Mr Penny with the answer.

Miss Beasley (flat 88) asked what the Major Works covered and Steve Barrable said that this entry related to both the interior and exterior decoration work.

Approval was proposed by Mr Harrison (flat 52) and seconded by Mr Mullan (flat 69).

Vote: Unanimous in favour – the Report and Accounts were adopted.

- 3 To elect up to three Directors to act on behalf of the Company:**

Only two candidates had been proposed for election to the board.

To re-elect Griff Griffith

Vote: Unanimous in favour – Griff Griffith was re-elected to the Board.

To re-elect Mike Thompson

Vote: Unanimous in favour – Mike Thompson was re-elected to the Board.

- 4 To re-appoint the Kings Mill Partnership as Auditors to the Company and to authorise the Directors to fix the remuneration of the Auditors:

Vote: Unanimous in favour – the Kings Mill Partnership was reappointed as Auditors and Directors of Queenswood Gardens Ltd authorised to fix the remuneration of said Auditors.

The formal part of the AGM then closed, and the floor was opened for questions from lessees.

- a Mr Harrison (flat 52) said that he was concerned about the dangerous parking around the sharp bend of Queenswood Gardens. He suggested that L B Redbridge be requested to paint yellow lines just around that particular bend. Griff Griffith said that Queenswood Gardens is a public road and the board are concerned that if yellow lining is requested then much more that the sharp bend could be involved. Mr Harrison felt that L B Redbridge would only do what was requested because of costs.

Mr Canetti (flat 33) said that it would be possible to call the police if cars were causing an obstruction or parked dangerously. There was general discussion on parking.

The board was asked if further legitimate parking bays could be created but Griff Griffith said that a lot of the existing bays are part of the adopted roadway and we cannot touch them. He said that the problem concerns the board and is regularly discussed but the directors want to do what is best for Queenswood Gardens as a whole.

Mr Harrison (flat 52) commented that some cars have been damaged due to bad parking.

- b Mr Penny (flat 59) asked about the Estate's Parking Control Company as he had heard that the firm had gone into liquidation. Mike Thompson confirmed that this was the case but that a new Company had been sourced. UKPC were a nationwide organisation and should be starting at Queenswood Gardens shortly. Mr Penny felt that the parking permit scheme should be restarted before any request for yellow lining submitted. Ms Portman (flat 134) asked if parking on the roadway without a permit was permitted and Griff Griffith said that it was.

It was suggested that CCTV could be used to cover the estate; Griff Griffith explained the many hoops of legislation that the estate would have to go through to do this. He felt that no-one had enough time to cover this. The system would also be expensive to install and equally expensive to run.

Mr Harrison (flat 52) was also concerned about the level of vandalism occurring in his block which also had an extremely untidy bin cupboard. Griff Griffith thought that if the block were to be covered with CCTV inside then twelve cameras, approximately, would be required for each block. The recordings from each camera would need to be recorded and stored. Mr Harrison quoted from a Maplin's catalogue that a recording unit and four cameras could be purchased for £500. Miss Machin (flat 24) commented that she didn't think that CCTV cameras would stop problems occurring and Steve Barrable agreed with this point.

Mr Penny (flat 59) said that he agreed with the comments made. He also said that he didn't want to have cameras pointing at him everywhere. It was agreed that a scheme of this size would need the agreement of all residents. A concierge in each block was suggested but everyone agreed that this would be far too expensive.

- c Mr Penny (flat 59) mentioned that a portion of the wall in block A had been repaired and redecorated after a water leak – he said that the skirting board should also be replaced as it was in a bad condition. Steve Barrable will look into this.
- d Steve Barrable was asked if all the decoration work had been completed and he confirmed that it had.
- e Miss Beasley (flat 88) asked about the new doors. She said that she understood that the block A doors had been installed first and been satisfactory and wondered why the installation of new doors in the other blocks had caused so many problems. She wondered if a different firm of contractor had been used. Steve Barrable and Bob Haswell assured her that it was the same firm but maybe different fitters. They confirmed that all doors had been adjusted correctly now and were, hopefully, quieter.
- f Steve Barrable advised that the bathrooms in the split level flats extended across the corridors and this was the main cause of the water leaks. He said that he would like residents to take more care with the plumbing in the bathrooms.

The Meeting closed at 9.15 pm

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

Company number 01008511

FINANCIAL STATEMENTS

for the year ended
31st March 2014



**Kings Mill Partnership
Chartered Accountants
Statutory Auditors**

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED
DIRECTORS' REPORT
for the year ended 31st March 2014

Directors:	E K Griffith (Secretary) R J Haswell (Treasurer) G L Kerridge	M J Thompson P A Thurman G J Cox
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The directors present their annual report and the financial statements of the company for the period ended 31st March 2014.

PRINCIPAL ACTIVITIES

The Company's principal activity during the year continued to be that of the administration of the maintenance, enhancement and general running of the property known as "Queenswood Gardens", Wanstead, London E11.

RESIDENTS' FUNDS

In order to assist the management of expenditure on the property, the Directors have decided to divide Residents' Funds between a Contingency Fund and a Major Works Fund.

The Contingency Fund was established with a balance of £10,000; the remaining funds at 31 March 2014 are held in the Major Works Fund. Any future surplus arising will first be applied to maintaining the Contingency Fund at £10,000, or such other sum as the Board may decide, the balance being transferred to the Major Works Fund.

Whilst the actual percentage of the Major Works Fund to be applied against any one project will remain at the Directors' discretion, it will not exceed two thirds of the total in the Fund.

DIRECTORS' INTERESTS

The directors who held office during the period are shown below.

E K Griffith
 G L Kerridge
 R J Haswell
 M J Thompson
 P A Thurman
 G J Cox

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the company as at the end of the financial period and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

AUDITORS

A resolution will be put to the forthcoming Annual General Meeting for the appointment of auditors for the ensuing year.

This report was approved by the Board on 22 January 2015.

Bob Haswell **Griff Griffith**
Directors

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

We have audited the financial statements of Queenswood Management Association Limited for the year ended 31 March 2014 on pages four to six. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As explained more fully in the Directors' Responsibilities Statement set out in the Directors' Report, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON THE FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2014 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED**

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Romit Basu (Senior Statutory Auditor)
for and on behalf of Kings Mill Partnership
Chartered Accountants and Statutory Auditors
75 Park Lane
Croydon
Surrey
CR9 1XS

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QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

INCOME AND EXPENDITURE ACCOUNT
for the year ended 31st March 2014

	Notes	2014 £	2013 £
TURNOVER	1.	128,192	154,065
Cost of sales		(130,404)	(152,376)
		(2,212)	1,689
Administrative expenses		(1,470)	(1,858)
		(3,682)	(169)
Other interest receivable and similar income		103	135
EXCESS OF COSTS OVER INCOME BEFORE TAXATION		(3,579)	(34)
Taxation	5.	1,763	34
		(1,816)	-
RETAINED EXCESS OF INCOME OVER EXPENDITURE FOR THE FINANCIAL YEAR		-	-
Balance brought forward		-	-
RETAINED LOSS CARRIED FORWARD		£ (1,816)	£ -

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the loss for the above two financial years.

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED (REGISTERED NUMBER: 01008511)

BALANCE SHEET
as at 31st March 2014

	Notes	2014		2013	
		£	£	£	£
CURRENT ASSETS					
Other Debtors - Monies due from lessees		11,844		9,649	
Other Debtors - Prepayments		1,255		1,118	
Cash at bank		129,975		128,470	
			143,074		139,237
CREDITORS: amounts falling due within one year					
	3.		(13,224)		(7,571)
NET CURRENT ASSETS			129,850		131,666
TOTAL ASSETS LESS CURRENT LIABILITIES			£129,850		£131,666
PROVISION FOR LIABILITIES AND CHARGES					
Major Works Fund	6.	119,771		121,587	
Contingency Fund	6.	10,000		10,000	
Residents' Funds			129,771		131,587
CAPITAL AND RESERVES					
Called up share capital			79		79
			£129,850		£131,666

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements on pages 4 to 6 were approved by the Board on 22 January 2015.

Bob Haswell Griff Griffith
Directors

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st March 2014
1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Basis of preparation

The financial statements have been prepared under the historical cost convention.

Turnover

Income represents the amount charged to residents in respect of maintenance and insurance of the property.

Residents' Funds

As indicated in the Directors' Report, funds are transferred from income each year in order to maintain the Contingency Fund at £10,000, the balance being transferred to the Major Works Fund.

Cash flow Statements

The Directors have taken advantage of the exemption not to produce a cash flow statement on grounds that the company meets the requirements of a small company.

2. EXCESS OF COSTS OVER INCOME

	2014 £	2013 £
Excess of income over expenditure is stated after charging:		
Auditor's remuneration	860	1,560

3. CREDITORS: amounts falling due within one year

Other creditors	13,210	5,785
Taxation	14	1,786
	<u>13,224</u>	<u>7,571</u>

4. DIRECTORS' EMOLUMENTS

No remuneration was paid during the year to any of the Directors. The Directors received no consideration or benefits during the year in respect of the management of the Company either directly or from third parties

5. TAXATION

	2014 £	2013 £
Income tax charge on interest received for the year at 20% (2013-40%)	21	34
Write back of overprovision of tax in prior years	(1,784)	-
Taxation (income)/charge in the year	<u>(1,763)</u>	<u>34</u>

6. RESIDENTS' RESERVE FUND

	Major Works Fund	Contingency Fund	Total
Balance 1 April 2013	121,587	10,000	131,587
Transfer from/(to) Income and Expenditure Account	(1,816)	-	(1,816)
Balance 31 March 2014	<u>119,771</u>	<u>10,000</u>	<u>129,771</u>

7. SHARE CAPITAL

	2014 £	2013 £
Authorised share capital:		
200 Ordinary shares of £0.50 each	100	100
Allocated, called up and fully paid		
Ordinary share capital	<u>79</u>	<u>79</u>

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

INCOME AND EXPENDITURE ACCOUNT
for the year ended 31st March 2014

	2014		2013	
	£	£	£	£
INCOME				
Service charges - Regular		128,192		127,980
- Major Works		-		24,800
		<u>128,192</u>		<u>152,780</u>
ESTABLISHMENT AND ADMINISTRATION EXPENSES				
Window Cleaning	10,270		9,480	
Gardening	15,285		19,050	
Cleaning	12,635		13,408	
Additional Gardening costs	3,197		2,920	
Additional Cleaning costs	-		1,029	
Repairs & Maintenance	11,978		11,414	
Major Works	1,056		99,478	
Major Works - Door replacement	32,041		-	
Insurance	13,598		13,332	
Water Rates	662		647	
Electricity	4,327		2,083	
General Expenses	2,941		2,640	
Managing agents: management fees	22,166		21,253	
Secretarial Costs	610		298	
Legal & Professional Fees	315		694	
Audit and accountancy fees	860		1,560	
	<u>(131,941)</u>		<u>(199,286)</u>	
Less: Fees and charges recovered	67		848	
		<u>(131,874)</u>		<u>(198,438)</u>
		(3,682)		(45,658)
Bank Interest Received, net of income tax		46		67
Income Tax		1,763		34
Other Interest Received		57		-
		<u>(1,816)</u>		<u>(45,557)</u>
TRANSFERS TO/(FROM) RESERVE FUNDS				
Transfer (surplus)/deficit (to)/from Residents' Reserve Fund		1,816		45,557
EXCESS OF INCOME OVER EXPENDITURE BEFORE TAXATION		<u>£Nil</u>		<u>£Nil</u>

This statement does not form part of the statutory financial statements and is for the information of the Directors only.

QUEENSWOOD MANAGEMENT ASSOCIATION LIMITED

Company Number: 1008511 in England & Wales
Registered Office: 164 Cranbrook Road, Ilford, Essex, IG1 4NR

ANNUAL GENERAL MEETING

23RD MARCH 2015

ELECTION OF DIRECTORS

The company's Articles of Association require that one-third of the directors, or the number nearest one-third, shall retire from office at the Annual General Meeting each year. The directors to retire each year are those who have been longest in office, or if directors have been in office for the same length of time, by agreement amongst themselves. Accordingly, Pauline Thurman and Gerry Cox are retiring from the board and, being eligible, are offering themselves for re-election.

The company's Articles of Association allow for up to seven directors to serve on the Board. At present, there are six directors, and thus – including the two vacancies created by the two directors who are stepping down and offering themselves for election/re-election – up to three directors may be elected at the AGM. If two or more further candidates are nominated in accordance with the company's Articles of Association, a ballot will be held at the meeting for the purpose of electing a total of three directors.

Brief details about Pauline and Gerry are provided below for your information. If other candidates are put forward for election, their details will either be circulated in advance – if time permits – or be made available at the AGM.

Pauline Thurman

Pauline Thurman, a long-time resident of Queenswood Gardens, has worked in both the retail and the computer industries. At present she is, and has been for a number of years, a senior officer of a neighbouring council, with responsibilities for a large annual budget.

Pauline has been a director of Queenswood Management Association Ltd since 2003. She is responsible for the board's basic records, taking notes at all directors' and general meetings and preparing the minutes for both board meetings and the AGM.

Outside her job and her work with Queenswood Management Association Ltd she is a qualified hypnotherapist specialising in helping her clients to stop smoking, and enjoys music and the theatre – both participating and watching.

Gerry Cox

Gerry Cox has lived locally for many years, and has been a resident of Queenswood Gardens since mid-2007. He has run his own business for a number of years.

Gerry has been a committee member of the Aldersbrook Tennis Club for 38 years, and is now General Manager of the club.