

CWG/CORRS/RA/recognition

04 February 2026

Mrs L Taylor  
Secretary COBRA  
By email

Dear Lindsey,

## Re Cotwold Gate Beechcroft Residents' Association (COBRA)

Thank you very much for sending through the minutes of your inaugural meeting in August 2025, your adopted Constitution, details of officers/committee members and membership levels. Elm appointed as managing agent (and in agreement with Beechcroft as Freeholder) is delighted to confirm that COBRA has met all the necessary criteria and is formally recognised for 2026.

I have updated our records to reflect the Residents' Association Officers and Committee members as follows:

- Chair Mr Coleman
- Secretary/Treasurer Mrs Taylor
- Committee Mrs Holloway
- Committee Mrs Smith
- Committee Mrs Tadman-Robins
- Committee Mrs La Reservee

A formally recognised Residents' Association can exercise a number of legal rights under the Landlord & Tenants Acts.

*The Secretary of a Residents' Association can*

- *Ask for a summary of service charge costs*
- *Inspect accounts and receipts in relation to service charges*
- *Ask to be consulted about the appointment or reappointment of a managing agent*
- *Ask for a summary of the insurance cover for the block*

- *Appoint a surveyor to advise on any matters relating to service charges. The surveyor will have the right to see and copy relevant documents held by the landlord. They will also be able to inspect the communal areas and appoint assistants.*

*Landlords or managing agents should also serve copies of any notices required under Section 20 consultations upon the secretary of a recognised association. Residents Associations also have the right to nominate contractors and inspect any estimates and specifications.*

We are required to retain a copy of the constitution, details of officials and levels of membership and would request details of any changes throughout the year as they occur.

The same voting is required to take place annually at your AGM and we would be grateful if you could send us a copy of the minutes confirming this procedure so that we may continue to formally recognise your Residents' Association year on year.

If you have any further queries, please come back to me directly.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gill Birch', with a small dot above the 'i' in 'Birch'.

GILL BIRCH  
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cc: ELM Area Manager / Estate Manager