

## ANNUAL GENERAL MEETING NOTICE

### PEZULA HOTEL BODY CORPORATES NO. 598/2004

**DATE:** Wednesday, 24<sup>th</sup> October 2018

**TIME:** 14H00

**VENUE:** The Bay Hotel Conference Room  
Camps Bay

Included with this notice is the following documentation:

Agenda

Important Note

Proxy Form

***If you are unable to attend the AGM please complete the proxy form and return to us 48 hours before the date of the meeting.***

Trustee Nomination

***All Trustee Nominations are to reach the office of the Managing agent no later than 48 hours before the scheduled time of the meeting.***

Minutes of the previous years AGM (point 2 of the Agenda)

Trustees Report (point 3 of the Agenda)

Insurance Schedule (point 4 of the Agenda)

Budgets (point 5 of the Agenda)

***Please note, that all Budget queries/comments are to reach the office of the Managing agent no later than 48 hours before the scheduled time of the meeting.***

Financial Statements (point 6 of the Agenda)

***Please note, that all financial queries are to reach the offices of the Managing Agent no later than 48 hours before the scheduled time of the meeting.***

DATED 04<sup>th</sup> OCTOBER 2018 ON BEHALF OF THE BOARD OF TRUSTEES:

**SANDAK-LEWIN TRUST**



**CARL SMIT**  
**MANAGING DIRECTOR**

## AGENDA

### PEZULA HOTEL COURT BODY CORPORATE SS NO. 598/2004

1. Opening of Meeting
  - 1.1 Confirmation/Election of Chairperson
  - 1.2 Confirmation of Proxies
  - 1.3 Confirmation of Quorum
  - 1.4 Recording of Apologies
  - 1.5 Presentation of Proof of Notice of the meeting.
    - 1.6 Approve the Agenda for the meeting
    - 1.7 Distribution of Voting slips
2. Minutes of the previous meeting
  - 2.1 To approve the Minutes of the Annual General Meeting held on 22<sup>nd</sup> January 2018.
  - 2.2 Unresolved issues from the previous general meeting
3. To receive the Report of the Trustees for the period from the previous general meeting to date and the Ten (10) year Maintenance, Repair and Replacement Plan.
4. Insurance
  - 4.1 To approve with or without amendment, the Schedule of Replacement Values
  - 4.2 To determine the extent of the insurance cover by the Body Corporate in respect of:  
Public Liability Cover,  
Loss of Income (Fidelity Fund Cover)  
Any additional insurable interest the members have approved by Special Resolution
5. To approve the budgets for the Administrative and Reserve Funds for the period 1 March 2018 to 28th February 2019
6. To consider the Audited Financial Statements of the Body Corporate for the year ended 28th February 2018
  - 6.1 To note the opinion of the auditor in terms of their report included in the financial statements
  - 6.2 To confirm any amendment, substitution, addition, or repeal of the rules
7. To appoint Auditors for the ensuing Financial Year
8. To determine the number of Trustees for the ensuing year
9. Election of Trustees for the ensuing year
10. Giving of Directions or Imposing of Restrictions referred to in Section 7(1) of the Act
11. Closure

## PLEASE NOTE

### 1. Proxies

1 member (irrespective of the number of sections owned) can be represented by 1 proxy. A person can not hold more than 2 proxies (for 2 members). A person is either a member or a non-member. A member could then hold their own vote as member, and 2 proxies for 2 other members.

However, if 2 or more persons (eg. spouses) are entitled to exercise a joint vote, the vote can only be exercised by 1 person (which can be either one of them), jointly appointed by them as their proxy - which means that only 1 other proxy can be held if the vote is exercised by 1 of them as member. A non-member could then only hold 2 proxies for 2 members.

A members appointment of a proxy and the proxies acceptance of the mandate must be in the prescribed format and must be delivered to the Body Corporate 48 hours before the time of the meeting or handed to the Chairperson before or at the start of the meeting.

### 2. Quorum

A quorum for a general meeting for a scheme with less than 4 primary sections or less than four members is two thirds of the total votes of members in value and who are entitled to vote.

A quorum for any other scheme is members holding one third of the total votes of members in value and who are entitled to vote.

### 3. Voting

Except in cases where a special resolution or unanimous resolution is required, a motion must be adopted by resolution of the majority of the votes, calculated in value of the members present and voting.

**An owner shall not be entitled to vote or form part of the quorum at any general meeting if:-**

{a} a member fails or refuse to pay the body corporate an amount due by that member after a court or adjudicator has given a judgment or order for payment of that amount; **or**

{b} a member persists in breach of any of the conduct rules, after a court or adjudicator has ordered that the member refrain from breaching such rule.

### 4. Trustee nominations

Nominations by members for the election of Trustees at any annual general meeting shall be given in writing, accompanied by the written consent of the person nominated, so as to be received at the domicilium of the body corporate not later than 48 hours before the meeting. If an insufficient number of nominations are received, further nominations may be called for with the consent of the persons nominated.

**PROXY FORM \_\_\_\_\_ BODY CORPORATE**

**Note**

**In terms of section 6(5) of the Sectional Titles Schemes Management Act 2011 a member must be represented in person or by proxy at meetings of the Body Corporate and a person may not act as a proxy for more than two members of the body corporate. A proxy need not be a member of the Body Corporate. Proxy Forms to be valid, should be returned to 48 hours before the date of the Meeting to: Sandak Lewin Trust, 64 Roeland Square, Drury Lane, Gardens, 8001 or email to [info@sltrust.co.za](mailto:info@sltrust.co.za) Proxies can also be handed to the Chairman before or at the start of the meeting.**

**Scheme Details:**

Name of Scheme: \_\_\_\_\_

SS Number/Year: \_\_\_\_\_

**To:** The Body Corporate

I/we the undersigned owner(s) and member(s) give notice to the body corporate of the above scheme that I/we appoint a proxy to speak and vote at the general meetings (including adjournments) and on the terms set out below.

Members name(s) \_\_\_\_\_

Unit numbers: \_\_\_\_\_

Proxy Name: \_\_\_\_\_

This appointment applies to: (tick one of the following and complete as necessary)

The general meeting to be held on \_\_\_\_\_ (DD/MM/YYYY)

All general meetings held before \_\_\_\_\_ (DD/MM/YYYY)

All general meetings until and including the body corporate's next annual general meeting.

**PROXY FORM \_\_\_\_\_ BODY CORPORATE**

**Specific Conditions or instructions to proxy: (if left blank, the appointment is unconditional)**

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\_\_\_\_\_  
**Signature(s) of the member(s) giving mandate**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of person accepting mandate**

\_\_\_\_\_  
**Date**

**If the property is registered in the name of a CC, Company or Trust, then a special resolution is required from the CC or Trust appointing their representative/proxy.**

**ANNUAL GENERAL MEETING NOTICE – VOTING SLIP**

\_\_\_\_\_ **BODY CORPORATE**

**DATE:**

**TIME:**

**VENUE:**

**Unit No.** \_\_\_\_\_

**Name:** \_\_\_\_\_

		In Favour	Against
1	Election of Chairperson		
2	Minutes of the previous meeting		
3	10 Year Maintenance Plan		
4	Insurance To approve with or without amendment, the Schedule of Replacement Values Replacement Value Loss of Funds Value Other		
5	To approve the budgets for the Administrative and Reserve Funds for the period ending		
7	To appoint Auditors for the ensuing Financial Year		
8	To determine the number of Trustees for the ensuing year		

## TRUSTEE NOMINATION FORM

I, the undersigned, \_\_\_\_\_ (Full Names)

of (Unit No.) \_\_\_\_\_ of \_\_\_\_\_ Body Corporate hereby nominate

\_\_\_\_\_ (Full Names)

for election to the Board of Trustees of the \_\_\_\_\_ Body Corporate at the Annual  
General Meeting to be held at the \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
MEMBER

I, the undersigned, \_\_\_\_\_ (Full Names)

accept the nomination proposed above. **(If you accept the nomination you are required to complete the attached Trustees detail form)**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOMINEE

Nominations for the position of Trustee should be received forty-eight (48) hours prior to the starting time of the Annual General Meeting at the Domicilium of the Body Corporate:

**Sandak Lewin Trust**  
**64 Roeland Square, Drury Lane, Gardens, 8001**  
**Fax Number (021) 421 5657**  
**Email: [info@sltrust.co.za](mailto:info@sltrust.co.za)**

## DIRECTORS / TRUSTEES DETAILS FOR CSOS

I, the undersigned :

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Home Address :

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\_\_\_\_\_ Code \_\_\_\_\_

Home phone number :

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Office phone number :

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Cell phone number :

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Email address :

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Identity Number :

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Date of Appointment :

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Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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