

ANNUAL GENERAL MEETING NOTICE MOUNT OAKHURST ESTATE HOME OWNERS ASSOCIATION

DATE: 31st May 2018 (Thursday)
TIME: 18:00 (6:00pm)
VENUE: HOUT BAY GALLERY, 71 VICTORIA AVENUE, HOUT 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)

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 10th May 2018 ON BEHALF OF THE BOARD OF TRUSTEES:

SANDAK-LEWIN TRUST

Christina Giacchetta
PORTFOLIO MANAGER

AGENDA

MOUNT OAKHURST ESTATE HOME OWNERS ASSOCIATION

1. Opening of Meeting
 - 1.1 Confirmation of Proxies
 - 1.2 Confirmation of Quorum
 - 1.3 Recording of Apologies
2. Minutes of the previous meeting
 - 2.1 To approve the Minutes of the Annual General Meeting held on 25th May 2017
3. To receive the Report of the Trustees for the period from the previous general meeting to date.
4. Insurance
 - 4.1 To determine the extent of the insurance cover by the Estate in respect of:
Public Liability Cover,
Loss of Income (Fidelity Fund Cover)
5. To approve the budget for the period 1st March 2019 to 29th February 2020
6. To consider the Audited Financial Statements of the Estate for the year ended 28th February 2018.
7. To appoint auditors for the ensuing year.
8. To elect trustees in accordance with the rules of the Home Owners Association. Completed nomination forms are to be returned to the Managing Agents at the registered office by no later than noon on **TUESDAY THE 29th May 2018.**
9. To confirm the domicilium of the Home Owners Association.
10. Closure

PLEASE NOTE

1. Proxies

A member entitled to attend and vote at the meeting is entitled to appoint a proxy, who need not also be a member of the Home Owners Association to attend, speak and on poll, vote in his/her stead.

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 Estate 48 hours before the time of the meeting or handed to the Chairperson before or at the start of the meeting.

Should you not be able to attend the meeting please complete the attached proxy form so as to ensure a quorum at the meeting.

2. 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 Estate 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 MOUNT OAKHURST ESTATE HOME OWNERS ASSOCIATION

Note

A proxy need not be a member of the Estate. Proxy Forms to be valid, should be returned to 48 hours before the date of the Meeting to:

Sandak Lewin Trust, 36 Albert Road, Hout Bay or email to christina.giacchetta@sltrust.co.za
Proxies can also be handed to the Chairman before or at the start of the meeting.

Scheme Details:

Name of Scheme: **Mount Oakhurst Estate Home Owners Association**

To: Mount Oakhurst Estate Home Owners Association

I/we the undersigned owner(s) and member(s) give notice to the Estate of the above scheme that I/we appoint a proxy to speak and vote at the annual general meeting to be held on the 31st May 2018 (including adjournments) and on the terms set out below.

Members name(s) _____

Unit numbers/Erf no.: _____

Proxy Name: _____

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

☐

The general meeting to be held on 31st May 2018

☐

All general meetings held before _____ (DD/MM/YYYY)

☐

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

PROXY FORM MOUNT OAKHURST ESTATE HOME OWNERS ASSOCIATION

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

Signature(s) of the member(s) giving mandate

Date

Signature of person accepting mandate

Date

TRUSTEE NOMINATION FORM

I, the undersigned, _____ (Full Names)

of (Unit No./Erf No.) _____ of Mount Oakhurst Home Owners Association
hereby nominate

_____ (Full Names)

for election to the Board of Trustees of the Mount Oakhurst Estate Home Owners Association
at the Annual General Meeting held at the Hout Bay Gallery, 71 Victoria Avenue, Hout Bay on
the 31st May 2018 at 18:00

MEMBER

I, the undersigned, _____ (Full Names)

accept the nomination proposed above.

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
36 Albert Road, Hout Bay, 7806
Fax Number (021) 790 4477
Email: christina.giacchetta@sltrust.co.za

RETIRING TRUSTEES

Mr F Holland
Mrs M. McGregor
Mr R Marshall