



OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

6 June 2017

The Member
Phase 1 – Extension Proper
Elisenheim Owners Association

Dear member,

**CIRCULAR 4
NOTICE OF THE ANNUAL GENERAL APPROVED EXTENSION MEETING
ELISENHEIM PHASE 1 - EXTENSION PROPER**

Members are herewith informed of the Annual General Approved Extension Meeting of members for Elisenheim Extension “1” is scheduled as follows:

Date 10 July 2017
Time 17h30 Registrations
18h00 start of meeting – If not a quorum at 18:00 meeting will be postponed
Venue Christian Family Centre, Next to the Bowls Club at the Windhoek Country Club
(Members must use the gravel road entrance at the end of Sean Mc Bride Street to reach the venue)

PLEASE NOTE THAT OWNERS OF SECTIONAL UNITS ARE REGARDED AS INDIVIDUAL MEMBERS – MEANING THAT EVERY POWNER OF A UNIT IN A BODY CORPORATE IS ALSO INVITED AND HAS ONE VOTE!

This also means that in order to achieve a quorum – 207 members must be present

In terms of the Articles of Association the purpose of the meeting:

1. Chairperson to table his/her report to reflect on the past financial year
2. Election of Representatives in terms of the Articles:

15A.1.1	<i>There shall be a Board of Representatives of each approved extension consisting of <u>5 (five) Representatives</u> to fill the portfolios of: Chairperson Vice-Chairperson Finances Security Environment/Building Standards</i>
15A.2	<i>During the development period <u>2 (two) Representatives</u> shall be Member Representatives appointed by the members of an approved extension concerned and the remaining <u>3 (three) Representatives</u> shall be DEVELOPER Representatives appointed by the DEVELOPER: provided that a DEVELOPER Representative does not necessarily have to be a homeowner.</i>

3. Formulation or amendment of the Extension Rules
4. Other relevant business
 - a. Nomination and election Sub Committee members
 - i. Disciplinary Committee
 - ii. Security Committee
 - iii. Finance Committee
 - iv. DRC & Building Committee

We herewith attach the following documents for the AGM meeting:

Circular 4	Notice of AGAEM
Circular 4.1	Agenda AGAEM
Circular 4.1.1	Representative Nomination
Circular 4.1.2	Proxy Form
Circular 4.2	Chairperson's report
Circular 4.2.1	AFS 28 February 2017
Circular 4.2.2	Budget
Circular 4.2.3	Notes to the budget
Circular 4.3	Map to Meeting Site

At the meeting we will assume that you have studied the documents and that you will bring your own copies along – there will not be duplicate copies at the meeting

If you cannot attend we will appreciate if you can issue the attached proxy in favor of someone that you know will attend, alternatively to issue the proxy in favor of the “Chairperson” and mail to us.

PROCEEDINGS AT THE MEETING

In terms of the Articles of Association:

AGENDA MATTERS

The Articles of Association is specific as to which matters must be dealt with and we refer you to the following Article:

16.1.1.2 Annual General Approved Extension Meeting (AGAEM):

16.1.1.2.2 The notice convening an AGAEM shall be delivered to the members of the approved extension concerned and shall contain an agenda of the business to be conducted as follows:

- *tabling of the report of the chairperson of the extension;*
- *if applicable, the election, subject to Article 15A.2, of Representatives to fill the portfolios of the Board of Representatives concerned as contemplated in Article 15A.1;*

- *if applicable, the election, subject to the proviso to Article 15C1.1, of 3 (three) Representatives to represent the approved extension concerned at AGM's and EGM's;*
- *subject to Article 15C1.2, the formulation or amendment of Extension Rules;*
- **Report of the Chairperson**
- **Election of Representatives**

At the meeting the following procedures will be followed:

- Nominations received by the Board of Representatives before the meeting will be announced and the members introduced to the meeting with a short résumé
- The meeting will call for further nominations of members present at the meeting
- Persons nominated will be requested to give a brief résumé to the members present
- Once all the nominated members are introduced we will call for the meeting to start with the voting process
 - Voting for members will be by a show of hands
 - If there are more than two nominations:
 - Vote to determine who the elected two members will be

There is a provision that a “poll” may be called, we do not believe that it will be necessary but should it be necessary:

- Members will be issued with blank ballot papers
- Members must write the erf number(s) that they represent on the ballot paper
- Nominees will be allocated a number
- In order of preference the member numbers must be written on the ballot paper
- Ballot papers will be deposited into the ballot box
- After voting is complete and depending on the number of votes:
 - The votes will be counted at the meeting
 - The boxes sealed and the voting done the next day and the outcome announced
- **Amendment of Rules**

The formulation or amendment of the Rules for the approved extension is an agenda point in terms of the articles.

Members will hold an informal meeting soon and any recommendations at this meeting will be included on the agenda for this meeting.

- **Other Relevant Business**

Various sub committees assist the Board of Trustees with the management of the Estate. The current members of the sub committees are from the Board of Trustees and the Board of Representatives of Phase 1 & 2.

We would like to appoint members onto these sub committees in order to have transparent and collective participation in the aspects discussed. At the meeting we will request nominations of one person to each of the sub committees. It will be appreciated if members with a specific background in these matters make themselves available to serve on these committees:

- **Sub Committee Members**

- DRC, Environment and the Building control and Management
- Disciplinary committee
- Security Committee
- Finance Committee

Please note that the date is set. It is possible that we may have amendments to some of the circulars but these changes will be mailed to the members ASAP.

The AGAEM meeting is the forum where members must elect representatives that will be appointed to the Board of Representatives to represent the interests of the owners in Extension 7 – meaning that it is at this meeting that members can raise matters that concern all the members (not individual items these must be raised with the estate manager during the normal course of business).

The representatives elected will represent the owners at the Elisenheim Owners Association Annual General Meeting and they will be available to be elected onto the EOA Board of Trustees

We look forward to meet with you.

Kind Regards,

By order of the Trustees
Elisenheim Owners Association

“PROXY FORM

I/We, the undersigned and the registered owner of (or duly authorised by the registered owner of, in which event a copy of the authorising power of attorney and where relevant, authorising resolution shall be attached to this proxy form) being a Member of the ELISENHEIM Owners Association / the approved extension of **ELISENHEIM PROPER** do hereby appoint:

..... of or failing him
..... of or failing him
..... of

as my proxy to vote for me and on my behalf at the AGAEM of the approved extension of ELISENHEIM to be held on the **10 July 2017**, and at any adjournment thereof as follows:

1. On all matters discussed
2. Limited to the following matters:

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.....
.....

If no indication has been made above as to how the proxy may vote, the proxy may vote as he thinks fit.

Signed this ____ day of _____ 20____

SIGNATURE