



OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

30 September 2014

CIRCULAR 2

**ANNUAL GENERAL MEETING
ELISENHEIM OWNERS ASSOCIATION (EOA)**

Date: 14 October 2014

Time: 17h30

Venue: Trustco House, 2 Keller Street, Windhoek

AGENDA

1) CONFIRMATION OF THE MEMBER REPRESENTATIVES OF APPROVED Phase1

2) COMPLETION OF THE ATTENDANCE REGISTER

3) SUBMISSION OF THE PROXY CERTIFICATES

4) CONSTITUTION OF THE MEETING

- a) Confirmation of the proxy certificates
- b) Apologies Received
- c) Determination of a Quorum
- d) Confirmation that the meeting can take place or that the meeting is postponed.

5) WELCOME ADDRESS BY THE CHAIRMAN

- a) Purpose of the meeting
 - i) 1st AGM of EOA

6) MATTERS PLACED ON THE AGENDA

**7) CHAIRPERSON/TRUSTEE REPORT
Invoices**

8) BUDGET FOR THE PERIOD ENDING 28 FEBRUARY 2015

9) APPOINTMENT OF THE AUDITORS

10) GENERAL MATTERS