



OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

16 May 2016

The Member
Elisenheim Owners Association

Dear member,

CIRCULAR 29

NOTICE OF THE ANNUAL GENERAL APPROVED EXTENSION MEETING

ELISENHEIM PROPER – EXTENSION 1

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

Date 7 June 2016
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)

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 3 (three) Representatives 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

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.

This 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 Proper – meaning that 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

Members can forward matters to be added to the Agenda up to 31 May 2016

We attach a proxy form should you not be able to attend the meeting in person.

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 24TH day of AUGUST 2015, 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

