

The Owner
AMBERFIELD VALLEY HOME OWNERS ASSOCIATION NPC
CAPENSIS ROAD
ROOIHUISKRAAL NOORD EXT 24
0157

25 June 2018

Dear Sir/Madam

RE: **NOTICE OF THE SPECIAL GENERAL MEETING OF AMBERFIELD VALLEY HOME OWNERS ASSOCIATION NPC**

As duly appointed agents, we hereby on behalf of the Directors of Amberfield Valley Home Owners Association, give notice of the Special General Meeting of the Owners of the Amberfield Valley Home Owners Association, to be held:

DATE: 19 July 2018
TIME: 18H00
VENUE: THE OFFICES OF PRETOR GROUP
RIVER FALLS OFFICE PARK
BUFFALO THORN BUILDING
262 ROSE AVENUE
DORINGKLOOF
0105.

Kindly find attached the Agenda together with supporting documents for your attention and information.

Yours Faithfully,



**MARIETTE DU PLOOY
PORTFOLIO MANAGER**

**Pretor Group comprising of: Sectional Title Administration • Residential Communities Administration
Home Rentals • Commercial Property Management • Financial Services**

NOTICE OF MEETING OF AMBERFIELD VALLEY HOME OWNERS ASSOCIATION NPC

At the request of the Directors, notice is hereby given of the **Special General Meeting** of the members of the company, Amberfield Valley Home Owners Association, to be held:

DATE: 19 July 2018

TIME: 18H00

VENUE: THE OFFICES OF PRETOR GROUP
RIVER FALLS OFFICE PARK
BUFFALO THORN BUILDING
262 ROSE AVENUE
DORINGKLOOF
0105

AGENDA

1. Welcome and election of Chairman, if necessary
2. Confirmation of notice
3. Confirmation of proxies & apologies
4. Determination of quorum
5. Special Business:
 - 5.1 Consideration of the Audited Financial Statements for the year ending June 2017
 - 5.2 Approval of the Estimate of Income & Expenditure 2018 – 2019
 - 5.3 Board members - Discussion and incorporation of Riverside
 - 5.4 Accelerit project - proposal presentation and decision
6. Feedback & discussion of matters arising from previous AGM:
 - 6.1 Bird and bee sanctuary
 - 6.2 Stand 4001
 - 6.3 Tower (Estate Connect)
 - 6.4 Security committee
 - 6.5 Outgoing Director's Remuneration
 - 6.6 E Y Stuart Attorneys – Arrear Levy Collections
7. Closure

APPENDICES

- Audited Financial Statements
- Estimate of Income & Expenditure
- Accelerit Project Proposal
- Proxy Form

NOTE

- If you are unable to attend the meeting, it would be appreciated if the enclosed proxy could be completed and returned as soon as possible.
- Kindly inform Pretor of all questions pertaining to the financial statements prior to the meeting to enable us to provide feedback at the meeting.
- Residents not in good standing with the estate may not attend or represent a property at the meetings as stipulated within the estate's MOI, see extract below for your ease of reference:
 - *(5.10) A Member(s) shall not have the right to attend, to vote or to speak at any General Meeting, or as contemplated in terms of the provisions of Section 60 of the Act, if:*
 - *(5.10.1) such Member is in arrears with any Levies, service costs, contributions, penalties, fines, legal costs or interest, or any other payment due to the Company in terms of this Memorandum of Incorporation or the Rules or otherwise;*

Please note that attendance is crucial as each failed meeting costs the Estate money in meeting fees instated by Pretor and these monies will be recovered from the current budget.

**AMBERFIELD VALLEY
HOME OWNERS ASSOCIATION NPC
REGISTRATION NUMBER: 2005/023582/08**

PROXY FORM

I/we _____ ID number _____ the owner of stand number(s) _____ and being a member of the above-mentioned Home Owners Association and entitled to vote, do hereby appoint:

_____ ID Number _____ or failing him/her

_____ ID Number _____ or failing him/her

to attend the meeting, the Chairman of the meeting, as my/our duly authorised representative to vote on my/our behalf at the Annual General Meeting of the Home Owners Association to be held on _____ or at any adjournment thereof.

NOTE: Unless specified differently, the holder of this proxy may vote as he/she deems fit on all resolutions tabled at the meeting, unless specifically instructed below:

- ***In terms of Section 63 of the Companies Act, the holder of this proxy must provide satisfactory identification to participate in the meeting.***
- ***In terms Section 59 of the Companies Act, the record date determined by the Directors shall be 24 hours prior to the commencement of the meeting; an owner will not be allowed to vote at the meeting if any amount due to the Company remains outstanding at this date.***

Signed at _____ on this _____ day of _____ 20_____

SIGNATURE OF OWNER

Please sign and return this form immediately to:

Pretor Group
Private Bag X115
Centurion
0046

For Attention: Jeanette van Heerden

E-mail: Jeanettevh@pretor.co.za

NOTE:

Proxies shall be in writing and handed to the Chairperson, the registered office of the HOA or the Estate office/manager prior to the commencement of the meeting at which the person named in the proxy proposes to vote. Any default of complying herewith, will result in the proxy being invalid.