



THE OWNER  
AMBERFIELD VALLEY HOMEOWNERS ASSOCIATION NPC  
CAPENSIS ROAD  
ROOIHUISKRAAL NOORD EXT 24  
CENTURION  
GAUTENG  
0157

11 March 2022

Dear Sir/Madam

**NOTICE OF THE ADJOURNED ANNUAL 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 NPC, give notice of the adjourned Annual General Meeting of the Owners for the Financial Year of 2020/21 to be held:

**DATE:** SATURDAY, APRIL 9, 2022

**TIME:** 10H00

**VENUE:** KERK-IN-SUID (NG WIERDAPARK-SUID)  
306 COTIE AVE  
WIERDAPARK  
CENTURION

**MESSAGE:** **A quorum has not been present on Saturday, 02 April 2022. Owners with a levy account not in good standing will not be allowed to attend the meeting.**

**\*NB NOTE:** In terms of Section 63 (1a&b) of the Companies Act 71 of 2008 satisfactory identification must be provided to participate in the meeting. Where a member is representing a legal entity; ie. a Trust, Close Corporation/Company, a resolution from the entity confirming that an individual is duly authorised to represent the entity must be provided.

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**

**Directors** GO von Broembsen BA (LLB) (Managing), DO Weir Bcomm (Hons) CA (SA) (Financial), BN Cowie Bcomm.  
**Reg No** 1960/000260/07 **Vat No** 4920102888 **Registered Debt Collector** Reg No 0037104/09

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Email: pretor@pretor.co.za • www.pretor.co.za

**NOTICE OF ADJOURNED MEETING**  
**AMBERFIELD VALLEY HOME OWNERS ASSOCIATION NPC**  
**REGISTRATION NUMBER: 2005/023582/08**

At the request of the Directors, notice is hereby given of the adjourned **Annual General Meeting** of the Home Owners Association, to be held:

**DATE:** SATURDAY, APRIL 9, 2022

**TIME:** 10H00

**VENUE:** KERK-IN-SUID (NG WIERDAPARK-SUID)  
306 COTIE AVE  
WIERDAPARK  
CENTURION

**MESSAGE:** **A quorum has not been present on Saturday, 02 April 2022. Owners with a levy account not in good standing will not be allowed to attend the meeting.**

**AGENDA**

- 1 Confirmation of Notice of the Annual General Meeting
- 2 Determination of the Quorum and Confirmation of Proxies
- 3 Welcome and election of Chairman
- 4 Acceptance of the Minutes of Previous Meeting held in March 2021
- 5 Matters Arising form Minutes of Previous Meeting held in March 2021
- 6 Presentation of Chairman's Report
- 7 Consideration of the Audited Financial Statements (AFS)
- 8 Ratification of Estimate of Income and Expenditure Statement for Financial Year 2021/22
- 9 Amendments, Substitutions, Additions or Repeal of Memorandum of Instruction (MOI) and Rules
  - 9.1 Resolution for the Amendment of the MOI to add Schedule C (v) and Article 4.1(1)(a)(iv), which make Provision for Nomination of the Trustee of Riverside Body Corporate for Directorship of the HOA.
  - 9.2 Approval of the revised Estate Rules that were updated wholistically.
- 10 Standard Resolutions for Approval of:
  - 10.1 Fidelity Cover
  - 10.2 Levy Payment in Advance
  - 10.3 Arrear Levy: Action Taken
  - 10.4 Allocation of Payments
- 11 Resolutions for Approval of:

- 11.1 Upgrade of Security Surveillance System
- 11.2 Feasibility Study for the Establishment of Multi-Purpose Sports Facility at Riverside
- 11.3 Upgrade of the Main Entrance Gate
  
- 12 Appointment of Auditor
- 13 Election of two additional Directors
- 14 Appointment of Company Secretary
- 15 Appointment of Public Officer
- 16 Dispute Resolution Process in respect of disputed contributions & charges
- 17 Confirmation of the Registered Address of the Company
- 18 Closure

## **APPENDICES**

- 1. Minutes of the Previous Meeting held in March 2021
- 2. Chairman's Report
- 3. Audited Financial Statements for Financial Year End June 2021
- 4. Estimate of Income and Expenditure for Financial Year 2021/22
- 5. Proposed Amendments to the MOI to Nominate a Trustee of River Corporate for Directorship of Amberfield Valley HOA.
- 6. Revised Estate Rules
  - 6.1 Revised Estate Rules with markups (Appendix 6.1)
  - 6.2 Revised Estate Rules clean version (Appendix 6.2)
- 7. Proposed Resolutions
  - 7.1 Upgrade of Security Surveillance System (Appendix 7.1)
  - 7.2 Feasibility Study for the Establishment of Multi-Purpose Sports Facility at Riverside (Appendix 7.2)
  - 7.3 Upgrade of the Main Entrance Gate (Appendix 7.3)
- 8. Nomination Form
- 9. Proxy Form

**NOTE: Record date for voting: In terms of Section 59 of the Companies Act, the record date determined by the Directors shall be 24 hours prior to 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.**

**Owners are requested to submit any queries regarding the Audited Financial Statements to the office of the Managing Agent at least 48 hours prior to the meeting, in order for the Directors to have sufficient time to investigate and prepare a response.**

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

**NOMINATION FORM**

I, \_\_\_\_\_ the undersigned, being the registered owner of stand \_\_\_\_\_ and being a member of **Amberfield Valley Home Owners Association NPC**, do hereby nominate the following person(s) as directors (s) of **Amberfield Valley Home Owners Association NPC** at the adjourned Annual General Meeting to be held on **Saturday, 9 April, 2022 at 10h00**

Name of Nominee	Signature of Nominee	Stand Number	Telephone Number
1.			
2.			
3.			
4.			
5.			
6.			

Signed by me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**SIGNATURE OF PROPOSER**

**NOTES:**

**ACCEPTANCE OR REGISTRATION OF DIRECTOR**

In terms of Section 70(6) of the Companies Act every Company must file within ten business days after a person becomes or resigns as Director a notice of such election/resignation with CIPC. To ensure timeous submission of elected/resigned directors to CIPC, persons accepting or resigning as a Director for the Home Owners Association are requested to bring the **ATTACHED COMPLETED ACCEPTANCE OR RESIGNATION FORM INCLUDING A COPY OF THEIR ID** to the meeting.

(Please note that only the original signed form will be accepted by CIPC)

Failure to comply with the above will void any election/resignation as Director

2. This nomination form must be returned to the Managing Agent at least 48 hours before the meeting.

For Attention:        Nicolene Strydom  
E-mail:                [NicoleneS@pretor.co.za](mailto:NicoleneS@pretor.co.za)

**AMBERFIELD VALLEY HOME OWNERS ASSOCIATION NPC**

**REGISTRATION NUMBER: 2005/023582/08**

**PROXY FORM**

I the undersigned, first owner (insert full names)

\_\_\_\_\_

ID number \_\_\_\_\_

Being the owner(s) of stand number(s) \_\_\_\_\_ and being member/s 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 adjourned Annual General Meeting of the Home Owners Association to be held on **Saturday, 9 April, 2022 at 10h00** or at any adjournment thereof.

**(Only to be completed by the second owner of properties jointly owned by two or more individuals where only one of the joint owners will attend the meeting OR both owners elect to appoint a proxy to attend the meeting).**

I the undersigned, second/joint owner (insert full names of joint owner) \_\_\_\_\_

ID Number \_\_\_\_\_

**In terms of Section 63 of the Companies Act, the holder of this proxy must provide satisfactory identification to participate in the meeting.**

**When two or more persons are entitled to exercise one vote jointly, that vote may be exercised only by one person, who may or may not be one of them, jointly appointed by them as their proxy.**

**Where the registered owner is a legal entity such as a Close Corporation, Company or Trust the proxy must be accompanied with a resolution from the members, directors or trustees of that legal entity, confirming the authority of the appointer.**

**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 on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF OWNER**

Please sign and return this form to:

**For Attention:** Nicolene Strydom  
**E-mail:** [NicoleneS@pretor.co.za](mailto:NicoleneS@pretor.co.za)  
**Post:** Pretor Group, Private Bag X115, Centurion, 0046

**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.**

**AMBERFIELD VALLEY HOME OWNERS ASSOCIATION NPC**

**REGISTRATION NUMBER: 2005/023582/08**

**APPOINTMENT AS DIRECTOR**

To Whom It May Concern:

I, \_\_\_\_\_ ID: \_\_\_\_\_

Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Hereby accept my appointment as Director of **Amberfield Valley Home Owners Association NPC, (Registration number: 2005/023582/08)**, with immediate effect.

I furthermore agree to the updating of the official Company Register as required by the Companies Act in this respect .

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

- (i) In accordance with the Memorandum of Incorporation of the Company any person elected as Director will hold office from date of election until the next Annual General Meeting of the Company at which time such person will by default cease to be a Director of the Company, although eligible for re-election.
- (ii) As required by Section 70(6) of the Companies Act, as well as Section 39(2) of the Companies Regulations, a notice of appointment as well as confirmation of resignation must be filed with CIPC within 10 working days from date of change.
- (iii) This form must be accompanied by a clear legible copy of the Identity Document of the person signing this form.

**RESIGNATION AS DIRECTOR**

To Whom It May Concern:

I, \_\_\_\_\_ ID: \_\_\_\_\_

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

Residential address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Hereby accept and confirm that, by default, I resign from my current term of office as Director of **Amberfield Valley Home Owners Association NPC, (Registration Number: 2005/023582/08)**, with immediate effect.

I furthermore agree to the updating of the official Company Register as required by the Companies Act in this respect .

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

- (i) In accordance with the Memorandum of Incorporation of the Company any person elected as Director will hold office from date of election until the next Annual General Meeting of the Company at which time such person will by default cease to be a Director of the Company, although eligible for re-election.
- (ii) As required by Section 70(6) of the Companies Act, as well as Section 39(2) of the Companies Regulations, a notice of appointment as well as confirmation of resignation must be filed with CIPC within 10 working days from date of change.
- (iii) This form must be accompanied by a clear legible copy of the Identity Document of the person signing this form.