

THE OWNER
RIETVLEI RIDGE HOME OWNERS ASSOCIATION NPC
GOEDEHOOP STREET
RIETVLEI
PRETORIA
GAUTENG
1739



03 August 2017

Dear Sir/Madam

NOTICE OF THE ANNUAL GENERAL MEETING OF RIETVLEI RIDGE HOME OWNERS ASSOCIATION NPC

As duly appointed agents, we hereby on behalf of the Directors of Rietvlei Ridge Home Owners Association NPC, give notice of the Annual General Meeting of the Owners to be held:

DATE: WEDNESDAY, AUGUST 23, 2017
TIME: 18H15
VENUE: THE OFFICES OF PRETOR GROUP
RIVER FALLS OFFICE PARK
262 ROSE AVENUE
DORINGKLOOF

*** 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,

DHIVYA NAIDOO
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, H Potgieter CIS
Reg No 1960/000260/07 **Vat No** 4920102888 **Registered Debt Collector** Reg No 0037104/09
Tel: +27 (0) 12 001 9000 • Fax: +27 (0) 86 502 9999 • River Falls Office Park, 262 Rose Avenue, Doringkloof, 0157 • Private Bag X115, Centurion, 0046
Email: pretor@pretor.co.za • www.pretor.co.za

NOTICE OF MEETING
RIETVLEI RIDGE HOME OWNERS ASSOCIATION NPC
REGISTRATION NUMBER: 2004/027446/08

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

DATE: WEDNESDAY, AUGUST 23, 2017
TIME: 18H15
VENUE: THE OFFICES OF PRETOR GROUP
RIVER FALLS OFFICE PARK
262 ROSE AVENUE
DORINGKLOOF

AGENDA

- 1 Notice of the Meeting
- 2 Welcome and confirmation or election of Chairman
- 3 Attendance and Apologies
- 4 Confirmation of the previous minutes
- 5 Chairmans Report
- 6 Ratification of amended rules
- 7 Consideration of Audited Financial Statements
- 8 Presentation of:
 - 8.1 Estimate of Income and Expenditure
 - 8.2 Special levy
- 9 Approval of:
 - 9.1 Levy Payment in Advance
 - 9.2 Arrear Levy : Action Taken
 - 9.3 Allocation of Payments
- 10 Appointment of Auditor
- 11 Removal & Election of Directors:
 - 11.1 Determination of Number
 - 11.2 Election of Directors
- 12 Appointment of Company Secretary
- 13 Appointment of Public Officer
- 14 Confirmation of the Registered Address of the Company
- 15 Closing

APPENDICES

- 1 Minutes of the previous meeting
- 2 Chairmans Report
- 3 Revised Conduct Rules/fines and Penalties
- 4 Audited Financial Statements
- 5 Estimate of Income and Expenditure

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.

RIETVLEI RIDGE HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2004/027446/08

NOMINATION FORM

I, _____ the undersigned, being the registered owner of stand _____ and being a member of **Rietvlei Ridge Home Owners Association NPC**, do hereby nominate the following person(s) as directors (s) of **Rietvlei Ridge Home Owners Association NPC** at the Annual General Meeting to be held on **Wednesday, 23 August, 2017 at 18h15**

| 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: Jolene Janse van Rensburg
Fax nr: 0865025207
E-mail: JoleneJ@pretor.co.za

RIETVLEI RIDGE HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2004/027446/08

PROXY FORM

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

_____ ID Number _____ or failing him/her

_____ ID Number _____ or failing him/her

attending the meeting, the Chairman of the meeting is appointed 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 **Wednesday, 23 August, 2017 at 18h15** or at any adjournment thereof.

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 on this _____ day of _____ 20 ____

SIGNATURE OF OWNER

Please sign and return this form to:

For Attention: Jolene Janse van Rensburg
Fax no: 0865025207
E-mail: JoleneJ@pretor.co.za
Post: Pretor Group, Private Bag X115, Centurion, 0046

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.

RIETVLEI RIDGE HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2004/027446/08

APPOINTMENT AS DIRECTOR

To Whom It May Concern:

I, _____ ID: _____

Residential address: _____

Postal address: _____

Email: _____

Cell phone: _____

Hereby accept my appointment as Director of **Rietvlei Ridge Home Owners Association NPC, (Registration number: 2004/027446/08)**, 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.

RIETVLEI RIDGE HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2004/027446/08

RESIGNATION AS DIRECTOR

To Whom It May Concern:

I, _____ ID: _____

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 **Rietvlei Ridge Home Owners Association NPC, (Registration Number: 2004/027446/08)**, 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.