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THE ADDERLEY BODY CORPORATE

NOTICE IS HEREBY GIVEN OF THE **ANNUAL GENERAL MEETING** TO BE HELD ON

WEDNESDAY 11 MARCH 2020 AT 17H00 AT **SPEAKERS CORNER, PARLIAMENT STREET CAPE TOWN**.

1. **Opening of the meeting**
   1.1 Confirmation / Election of Chairperson
   1.2 Confirmation of proxies
   1.3 Confirmation of Quorum
   1.4 Recording of Apologies
   1.5 Presentation of Proof of Notice of the meeting
   1.6 Approval of the Agenda
   1.7 Distribution of voting slips

2. **Minutes of the previous Annual General Meeting**
   2.1 Approval of the Minutes of the Annual General Meeting held on 9 May 2018.
   2.2 Unresolved issues from the previous Minutes

3. **To receive the Report of the Trustees for the period from the previous Annual General Meeting to date**

4. **Insurance**
   4.1 To approve with or without amendments the Schedule of Replacement Values
   4.2 To determine the extent of insurance cover by the Body Corporate in respect of Public Liability cover i.t.o PMR 23(6)
   4.3 To determine the extent of insurance cover by the Body Corporate in respect of Fidelity Fund cover i.t.o PMR 23(7)
   4.4 Any additional insurable interest the members have approved by Special Resolution
   4.5 New Act Insurance valuation requirement: Valuation to be conducted every three (3) years

5. **To approve the budgets for the Administrative and Reserve Funds for the period 1 March 2020 to 31 July 2020 and 1 August 2020 to 31 July 2021.**

6. **To consider the Audited Financial Statements of the Body Corporate for the year ended 2018 and 2019.**
   6.1 To note the opinion of the auditor in terms of their report included in the financial statements
   6.2 To confirm any amendment, substitution, addition, or repeal of the rules

7. **To appoint Auditors for the ensuing Financial Year**

8. **To determine the number of Trustees for the ensuring year**

9. **Election of Trustees for the ensuing year**

10. **Giving of Directions or Imposing of Restriction referred to in Section 7(1) of the Act**

11. **Special Business:**
    11.1 To approve the repeal and replacement of the Conduct Rules of The Adderley Body Corporate, see proposed amendments attached.

    11.2 Future AGM's in accordance with legislation.

    11.3 To pass a special resolution allowing for the extension of Section 353 (HM apartment), due to the late submission of this request, supporting documentation will follow in the upcoming week and will be circulated to all owners.

12 Closure

A member who is entitled to attend and vote at the meeting is entitled to appoint a proxy to stand, vote and speak in his/her stead. A proxy form is attached hereto and must be lodged with the managing agents. Should you wish to nominate a Trustee, a nomination form is attached hereto and should be lodged with the managing agent at least 48 hours prior to the meeting.

PLEASE NOTE

1. **Proxies**

A member may be represented in person or by proxy at a general meeting, provided that a person must not act as a proxy for more than two members of the Body Corporate.

If the property is registered in the name of a CC or Trust, then a special resolution is required from the CC or Trust appointing their representative / proxy. When two or more persons are entitled to exercise one vote jointly, that vote shall be exercised by one pre-nominated person only.

A member's appointment of a proxy and the proxy's acceptance of the mandate must be in the prescribed format and must be delivered to the Body Corporate 48 hours before the time of the meeting, or handed to the Chairman before or at the start of the meeting.

2. **Quorum**

A quorum for a general meeting for a scheme with less than 4 primary sections or less than four members is two thirds of the total votes of members in value and who are entitled to vote. A quorum for any scheme is members holding one third of the total votes of members in value and who are entitled to vote.

3. **Voting**

Except in cases where a special resolution or unanimous resolution is required, a motion must be adopted by resolution of the majority of votes, calculated in value of the members present and voting.

An owner shall not be entitled to vote or form part of the quorum at any general meeting if:-

(a) A member fails or refuses to pay the Body Corporate an amount due by that member after a court or adjudicator has given a judgment or order for payment of that amount **or**
(b) A member persists in breach of any of the conduct rules, i.e. after a court of adjudicator has ordered that the member refrains from breaching such rule

4. **Trustee nominations**

Nominations by members for the election of Trustees at any Annual General Meeting shall be given in writing, accompanied by the written consent of the person nominated, so as to be received at the domicilium of the Body Corporate not later than 48 hours before the meeting. If an insufficient number of nominations are received, further nominations may be called for with the consent of the persons nominated.