

EVERGREEN BERGVLIET

("the village")

MANAGEMENT COMMITTEE: D Walker (Chairman)

J Bester D Campbell A Case D Drew

E Diana-Oliario K Kynoch I McDonald H Poelmann C Reid M Uys

PHYSICAL ADDRESS: Evergreen Bergvliet Retirement Village

Homestead Avenue

Bergvliet Cape Town

NOTICE OF AN ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of the village will be held in Sonnenhof Manor House of Evergreen Bergvliet, 30 Homestead Avenue, Bergvliet on Monday, 5 September 2016 at 15:00.

This notice has been sent to all the life right holders of the village who are recorded as such in the Life Right Register of the village on Friday, 19 August 2016, being the default notice record date determining which life right holders are entitled to receive notice of the Annual General Meeting.

AGENDA

- WELCOME AND INTRODUCTION
- 2. ATTENDANCE AND APOLOGIES
- 3. ACCEPTANCE OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES
- 4. ANNUAL REPORT BY THE CHAIRMAN OF THE MANAGEMENT COMMITTEE
- 5. PROPOSAL TO REDUCE THE SIZE OF THE MANAGEMENT COMMITTEE
- 6. EVERGREEN BERGVLIET VILLAGE MANAGEMENT REPORT
- 7. **ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS** (Refer to Note One)
- 8. CONFIRMATION OF APPOINTMENT OF MANAGING AGENT
- 9. **GENERAL**
- 10. CLOSURE OF MEETING
- 11. SNACKS AND DRINKS

NOTE ONE

The management committee members of the village shall retire at the Annual General Meeting and shall upon retirement be eligible for re-election.

Additional information in respect of Ordinary Resolution Number 1

The reason for and the effect of Ordinary Resolution Number 1 is to elect a management committee that will hold office until the next Annual General Meeting.

The Management Committee will consist of eight members of which two will be representatives from the Managing Agent and six will be representatives from the village. Four of the current members, have made themselves available for re-election as management committee members at the Annual General Meeting. Residents are therefore requested to nominate new management committee members by completing the Nomination Form for Election to the Management Committee (attached herewith). Should more than two nominations be received, an election will be held at the Annual General Meeting. The nominees with the most votes will appointed as management committee members at the Annual General Meeting and will hold office until the next Annual General Meeting. The existing members, who have offered themselves available for re-election, Messrs D Walker, J Bester, H Poelmann and Ms E Diana-Oliario, will form part of the management committee candidate list that will be voted upon at the Annual General Meeting, should more than two nominations be received.

Please hand-deliver the Nomination Form for Election to the Management Committee to the village management offices or email it to the Company Secretary, Chantal Human at chantalh@amdec.co.za by not later than **Monday, 29 August 2016** by 16:00.

ATTENDANCE AND VOTING BY LIFE RIGHT HOLDERS OR PROXIES

The record date on which life right holder(s) must be registered as such in the Life Right Register of the village, to determine which life right holder(s) are entitled to attend the Annual General Meeting, is **Monday**, **29 August 2016**.

Life right holder(s) are entitled to attend and vote at the Annual General Meeting or to appoint a proxy or proxies to attend, speak and vote in their stead. The person so appointed need not be a life right holder of the village. Proxy forms must be hand-delivered to the village management offices or e-mailed to the Company Secretary, Chantal Human at chantalh@amdec.co.za by not later than **Friday**, **2 September 2016** by 16:00.

If there are two residents occupying a unit in the village, they will each have one vote.

PROOF OF IDENTIFICATION REQUIRED

Any proxy of a life right holder appointed to attend, vote and participate at the Annual General Meeting must be able to present reasonably satisfactory identification at the meeting for such proxy to attend, vote and participate at the meeting. A green bar-coded identification document / new Smart identification card issued by the South African Department of Home Affairs, a driver's license or a valid passport will be accepted as sufficient identification.

For catering purposes, kindly RSVP to Christine Dempers at 021 713 7860 on or before Monday 29 August 2016 by 16:00.

By order of the Management Committee.

C HUMAN TOKAI

Company Secretary of Evergreen Lifestyle Villages (Pty) Ltd

19 August 2016



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PROXY FORM

This proxy form is only for use by registered life right holders recorded in the Life Right Register as at the record date, being Monday, 15 August 2016, which life right holders are entitled to attend and vote the Annual General Meeting.

For use by registered life right holders of the village at the Annual General Meeting to be held at Sonnenhof Manor House of Evergreen Bergvliet, 30 Homestead Avenue, Bergvliet on **Monday**, **5 September 2016** at **15:00**.

I/We (please print)		(name)
of		(unit number)
being the holder of a life right in the vil	lage, hereby appoint (see inst	ruction overleaf):
1		or failing him/her,
2		or failing him/her,
3. the chairman of the Annual Genera	l Meeting,	
as my/our proxy to attend, speak a Meeting of the village to be held on M		- -
SIGNED AT	ON	2016.
SIGNATURE/S		
ASSISTED BY ME (WHERE APPLICA Please read the notes and instructions		

Instructions on signing and lodging the proxy form:

- 1. A life right holder may insert the name of a proxy or the names of two alternative proxies of the life right holder's choice in the space/s provided overleaf, with or without deleting "the chairman of the Annual General Meeting", but any such deletion must be initialled by the life right holder. Should this space be left blank, the chairman of the Annual General Meeting will exercise the proxy. The person whose name appears first on the proxy form and who is present at the Annual General Meeting will be entitled to act as proxy to the exclusion of those whose names follow.
- 2. To be valid the completed proxy forms must be hand-delivered to the village management offices or e-mailed to the Company Secretary, Chantal Human at chantalh@amdec.co.za by not later than Friday, 2 September 2016 by 16:00.
- 3. Documentary evidence establishing the authority of a person signing this proxy form in a representative capacity must be attached to this proxy form unless previously recorded by the Company Secretary or waived by the chairman of the Annual General Meeting.
- 4. The completion and lodging of this proxy form shall not preclude the relevant life right holder from attending the Annual General Meeting and speaking in person thereat to the exclusion of any proxy appointed in terms hereof, should such life right holder wish to do so.
- 5. The completion of any blank spaces overleaf need not be initialled. Any alterations or corrections to this proxy form must be initialled by the signatory/ies.
- 6. The chairman of the Annual General Meeting may reject or accept any proxy form which is completed other than in accordance with these instructions.



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NOMINATION FORM FOR ELECTION TO THE MANAGEMENT COMMITTEE

I/We (print)		
Of (unit)		
Or being the proxy of (name of life right holder) _		_ hereby nominate:
	a brief CV of whom is attach eral Meeting on Monday,5 Se	ned hereto), for election to ptember 2016.
I hereby confirm that the person nominated about	ve is a life right holder of the v	rillage.
SIGNED AT	ON	2016.
SIGNATURE OF PROPOSER		
ASSISTED BY (WHERE APPLICABLE)		
CONSENT BY NOMINEE		
I (print)	(ID number)	
of (unit)		
hereby accept the nomination to be appointed a	s Management Committee m	nember of the village.
SIGNED AT	ON	2016.
SIGNATURE OF NOMINEE		

KINDLY NOTE: To be valid the completed Nomination form for Election to the Management Committee together with the Brief CV of the nominee must be hand-delivered to the village management offices or e-mailed to the Company Secretary, Chantal Human at chantalh@amdec.co.za by not later than **Monday, 29 August 2016** by 16:00.