



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 Thursday, 24 August 2017 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 Monday, 7 August 2017, being the default notice record date determining which life right holders are entitled to receive notice of the Annual General Meeting.

AGENDA

1. WELCOME AND INTRODUCTION
2. CONFIRMATION OF NOTICE
3. ATTENDANCE AND APOLOGIES
4. ACCEPTANCE OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES (As attached)
5. ANNUAL REPORT BY THE CHAIRMAN OF THE MANAGEMENT COMMITTEE (Attached)
6. EVERGREEN BERGVLIET VILLAGE MANAGER'S REPORT (Attached)
7. ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS (See Note One)
8. CONFIRMATION OF THE APPOINTMENT OF MANAGING AGENT
9. GENERAL
10. CLOSURE OF MEETING
11. SNACKS AND REFRESHMENTS

NOTE ONE

ELECTION OF THE MANAGEMENT COMMITTEE MEMBERS

(Ordinary Resolution Number 1)

Composition and nomination

The Management Committee members of the village shall retire at the Annual General Meeting and shall upon retirement be eligible for re-election. Life right holders are hereby requested to nominate 6 (six) Management Committee members, by completing the Nomination Form for Election to the Management Committee (attached herewith). Should more than 6 (six) nominations and / or any nominations apart from those for the existing Management Committee who have offered themselves available for re-election be received, an election will be held at the Annual General Meeting by way of ballot. The 6 (six) nominees with the most votes will be appointed as Management Committee members, and will hold office until the next Annual General Meeting.

Existing candidates

Kindly note that Mss E Diana-Oliaro and J Misplon and Messrs J Bester, H Poelmann and D Walker have offered themselves available for re-election and will be included in the list of nominees that will be voted upon at the Annual General meeting, should any nominations, apart from theirs be received and / or more than 6 (six) nominations.

Instructions

Please hand-deliver the Nomination Form for Election to the Management Committee to the village management offices by no later than 16:00 on **Thursday 17 August 2017**.

ATTENDANCE AND VOTING BY LIFE RIGHT HOLDERS OR PROXIES

The Record Date on which life right holder(s) must be registered 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, 7 August 2017** ("Record Date").

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 by no later than 16:00 on **Wednesday, 23 August 2017**.

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, participate and vote at the Annual General Meeting must be able to present reasonably satisfactory identification at the meeting for such proxy to attend, participate and vote at the meeting. A green bar-coded identification document / 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.

IMPORTANT NOTE

Life right holders will receive a complete Annual General Meeting ("AGM") document pack via the email address listed for their unit. Life right holders are encouraged to bring the AGM document pack along to the AGM for discussion.

In an attempt to reduce our carbon footprint and save on paper wastage and cost, village management will only have printed copies of the first 2 (two) pages of the AGM notice on hand for life right holders who are unable to or do not have access to printing facilities. The following attachments and forms will only be printed for and on request from a life right holder:

1. Proxy form;
2. Nomination Form for Election to the Management Committee;
3. Minutes of the previous AGM;
4. Annual report by the Chairman of the Management Committee;
5. Evergreen Bergvliet village manager's report.

For catering purposes, kindly RSVP to Christine Dempers at 021 713 7860 by no later than 16:00 on Thursday 17 August 2017.

By order of the Management Committee.

C HUMAN
Company Secretary of Evergreen Lifestyle Villages (Pty) Ltd

TOKAI
7 August 2017

EVERGREEN BERGVLIET

(*"the village"*)

PROXY FORM

For use by registered life right holders of the village, recorded in the Life Right Register as at the Record Date, to be used at the Annual General Meeting to be held in the Sonnenhof Manor House of Evergreen Bergvliet, 30 Homestead Avenue, Bergvliet on **Thursday, 24 August 2017** at **15:00**.

I/We (please print name) _____ of _____ (unit number)

being the holder of a life right in the village, hereby appoint (see instruction overleaf):

1. _____ or failing him/her,
2. _____ or failing him/her,
3. the chairman of the Annual General Meeting (Mr D Walker)

as my/our proxy to attend, speak and vote for me/us and on my/our behalf at the Annual General Meeting of the village to be held on Thursday, 24 August 2017 or at any adjournment thereof,

SIGNATURE/S _____ DATE: _____

ASSISTED BY ME (WHERE APPLICABLE) _____

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 (Mr D Walker) 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 by no later than 16:00 on **Wednesday, 23 August 2017**.
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.

EVERGREEN BERGVLIET
(*"the village"*)

NOMINATION FORM FOR ELECTION TO THE MANAGEMENT COMMITTEE

I/We hereby nominate _____, a life right holder of the village, to be appointed as a Management Committee member, which appointment will be confirmed at the Annual General Meeting on Thursday, 24 August 2017;

NAME AND SIGNATURE OF PROPOSER _____ DATE: _____

NAME AND SIGNATURE OF SECONDER _____ DATE: _____

CONSENT BY NOMINEE

I (print name) _____

hereby accept the nomination to be appointed as Management Committee member of the village.

SIGNATURE OF NOMINEE _____ DATE: _____

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 by no later than 16:00 on **Thursday, 17 August 2017**.

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I/We hereby nominate _____, a life right holder of the village, to be appointed as a Management Committee member, which appointment will be confirmed at the Annual General Meeting on Thursday, 24 August 2017;

NAME AND SIGNATURE OF PROPOSER _____ DATE: _____

NAME AND SIGNATURE OF SECONDER _____ DATE: _____

CONSENT BY NOMINEE

I (print name) _____

hereby accept the nomination to be appointed as Management Committee member of the village.

SIGNATURE OF NOMINEE _____ DATE: _____

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 by no later than 16:00 on **Thursday, 17 August 2017**.