



EVERGREEN at LAKE MICHELLE
("the village")

MANAGEMENT COMMITTEE: D C Drew (Chairman)
Dr M Cooper
Mr B Gold
Dr B Hambleton-Jones
N Matupire
K Whitworth

PHYSICAL ADDRESS: Evergreen at Lake Michelle Village
Northshore Drive
Lake Michelle
Cape Town

NOTICE OF AN ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of the village will be held in the **Lake Michelle Boat House, Northshore Drive, Lake Michelle on Monday, 26 September 2016 at 14:00.**

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 Tuesday, 7 September 2016, 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. **ATTENDANCE AND APOLOGIES**
3. **ACCEPTANCE OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES**
4. **ANNUAL REPORT BY THE CHAIRMAN OF THE MANAGEMENT COMMITTEE**
5. **ANNUAL FINANCIAL REPORT FOR THE 2016 / 2017 FINANCIAL YEAR**
6. **EVERGREEN LAKE MICHELLE VILLAGE MANAGEMENT REPORT**
7. **RATIFICATION OF THE ELECTED RESIDENTS' COMMITTEE MEMBERS**

(Ordinary Resolution Number 1)

Life right holders appointed a new Residents' Committee, at a Residents' Committee meeting held on 5 September 2016. The Residents' Committee consists of 8 (eight) members of which 2 (two) are representatives from the Managing Agent and 6 (six) are representatives from the village. Life right holders are hereby requested to ratify the appointment of the Residents' Committee village representative members as follows:

RESOLVED:

THAT the appointment of Dr M Cooper, as a Residents' Committee member with effect from 5 September 2016, hereby be ratified;

AND THAT the appointment of Mr B Gold, as a Residents' Committee member with effect from 5 September 2016, hereby be ratified;

AND THAT the appointment of Dr B Hambleton-Jones, as a Residents' Committee member with effect from 5 September 2016, hereby be ratified;

AND THAT the appointment of Ms J Niemand, as a Residents' Committee member with effect from 5 September 2016, hereby be ratified;

AND THAT the appointment of Ms M Reid, as a Residents' Committee member with effect from 5 September 2016, hereby be ratified;

AND FURTHER THAT the appointment of Ms J Venables, as a Residents' Committee member with effect from 5 September 2016, hereby be ratified.

Additional information in respect of Ordinary Resolution Number 1

The Chairman and Deputy(s) will be elected at the first Residential Committee Meeting following the Annual General Meeting.

8. GENERAL

Life right holders are invited to submit questions that they wish to be discussed at the Annual General Meeting by completing the attached questionnaire form. Residents are requested to focus on matters that warrant discussion at an Annual General Meeting and take up smaller personal matter with the Village Manager directly.

Please hand-deliver the questionnaire form to the village management offices or email it to the Company Secretary, Chantal Human at chantalh@amdec.co.za by no later than **Monday, 19 September 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 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, 12 September 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 no later than **Friday, 23 September 2016** by 16:00.

A life right holder of a unit in the village, present in person or represented by proxy, shall have one vote for the unit they reside in only. To clarify, if there are two residents occupying a unit in the village, they will have a shared vote and either of the two residents can exercise such vote. A life right is issued per unit and is recorded as such with one vote only in the Life Right Register of the village.

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 / 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 Kim Whitworth at 021 710 1100 on or before Monday 19 September 2016 by 16:00.

By order of the Management Committee.

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

TOKAI
7 September 2016



Lifestyle Villages

EVERGREEN at LAKE MICHELLE
("the village")

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, 19 September 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 in the Lake Michelle Boat House, Northshore Drive, Lake Michelle on **Monday, 26 September 2016** at **14:00**.

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 C Drew),

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 Monday, 26 September 2016 or at any adjournment thereof,

SIGNED AT _____ ON _____ 2016.

SIGNATURE/S _____

ASSISTED BY ME (WHERE APPLICABLE) _____

Please read the notes and instructions overleaf.

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 no later than **Friday, 23 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.



Lifestyle Villages

EVERGREEN at LAKE MICHELLE
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QUESTIONNAIRE FORM

This questionnaire form is only for use by registered life right holders recorded in the Life Right Register as at the record date, being Monday, 19 September 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 in the Lake Michelle Boat House , Northshore Drive, Lake Michelle on **Monday, 26 September 2016** at **14:00**.

I/We (please print) _____ (name)

of _____ (unit number)

being the holder of a life right in the village, hereby wish to raise the following questions or concerns (see instruction overleaf):

1.

_____ (provide a brief description of the question or concern)

2.

_____ (provide a brief description of the question or concern)

3.

_____ (provide a brief description of the question or concern)

SIGNED AT _____ ON _____ 2016.

SIGNATURE/S _____

Please read the notes and instructions overleaf.

Instructions on signing and lodging the questionnaire form:

1. To be valid the completed questionnaire form must be hand-delivered to the village management offices or e-mailed to the Company Secretary, Chantal Human at chantalh@amdec.co.za by no later than **Monday, 19 September 2016** by 16:00.
2. The completion of any blank spaces overleaf need not be initialled. Any alterations or corrections to this questionnaire form must be initialled by the signatory/ies.
3. The chairman of the Annual General Meeting may reject or accept any questionnaire form which is completed other than in accordance with these instructions.
4. If the spaces provided are insufficient, the life right holder is requested to continue his/her submission on a separate document and to include such document when hand-delivering to the village management offices or forwarding the completed questionnaire to the Company Secretary, Chantal Human at chantalh@amdec.co.za by not later than **Monday, 19 September 2016** at 16:00. Any additional document must be initialled by the signatory/ies. Failure to initial such additional document and/or any alterations or corrections on such document will result in the rejection of such document. There will therefore not be any discussion of such questions or concerns raised in the rejected document at the Annual General Meeting.