



**EVERGREEN**  
Lifestyle Villages  
**EVERGREEN MUIZENBERG**  
*("the village")*

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**NOTICE OF ANNUAL GENERAL MEETING OF  
EVERGREEN MUIZENBERG MANAGEMENT ASSOCIATION**

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Notice is hereby given that an Annual General Meeting of the Management Association of the village ("the Annual General Meeting") will be held in the **Bistro of Evergreen Muizenberg, Sunrise Boulevard, Muizenberg on Tuesday, 30 August 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 Monday, 15 August 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. **CONFIRMATION OF NOTICE**
3. **ATTENDANCE AND APOLOGIES**
4. **ACCEPTANCE OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES** (Attached)
5. **ELECTION OF RESIDENTS' COMMITTEE MEMBERS** (See Note One)
6. **ANNUAL REPORT BY THE CHAIRMAN OF THE RESIDENTS' COMMITTEE** (Attached)
7. **EVERGREEN MUIZENBERG VILLAGE MANAGEMENT REPORT** (Attached)
8. **ADDRESS BY THE MANAGEMENT COMMITTEE CHAIRMAN** (Mr D C Drew)
9. **ANNUAL FINANCIAL REPORT FOR THE 2016 / 2017 FINANCIAL YEAR** (Attached)
10. **GENERAL**

Life right holders are invited to submit any questions that they wish to be discussed at the Annual General Meeting by completing the attached questionnaire form.

Please hand-deliver the questionnaire form to the village management offices by not later than **Tuesday, 23 August 2016** by 16:00.

**NOTE ONE**

**ELECTION OF RESIDENTS' COMMITTEE MEMBERS**

*The residents' committee members of the village shall retire at the Annual General Meeting and shall upon retirement be eligible for re-election provided that they have not served as such for 2 (two) consecutive years in any 3 (three) year period. The Managing Agent hereby waives the said 2 (two) year restriction for a 1 (one) year period, in writing therefore residents are allowed to nominate any resident committee member already serving a second consecutive year.*

*The residents' committee will consist of 6 (six) members. Residents are therefore requested to nominate residents' committee members by completing the Nomination of Residents' Committee Form (attached herewith). The nominees with the most votes will be appointed as residents' committee members at the Annual General Meeting and will hold office until the next Annual General Meeting.*

*Please hand-deliver the Residents' Committee Nomination Form to the village management offices by not later than **Tuesday, 23 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 **Tuesday, 23 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 by not later than **Friday, 26 August 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. Voting will take place by ballot at the Annual General Meeting.

## **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 Glynis Smith at 021 709 8100 on or before Tuesday 23 August 2016 by 16:00.

By order of the Management Committee.

**C HUMAN**

Company Secretary of Evergreen Lifestyle Villages (Pty) Ltd

**TOKAI**

15 August 2016



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**PROXY FORM**

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**This proxy form is only for use by registered life right holders recorded in the Life Right Register as at the record date, being Tuesday, 23 August 2016, which life right holders are entitled to attend and vote at the Annual General Meeting.**

For use by registered life right holders of the village at the Annual General Meeting of the village to be held in the Bistro of Evergreen Muizenberg, Sunrise Boulevard, Muizenberg on **Tuesday, 30 August 2016 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 C Drew will be acting as chairman of the Annual General Meeting),

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 Tuesday, 30 August 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 by not later than **Friday, 26 August 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 OF RESIDENTS' COMMITTEE MEMBER FORM**

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I/We (print) hereby nominate \_\_\_\_\_, a life right holder of the village, to be appointed as a Residents' Committee member, which appointment will be confirmed at the Annual General Meeting on Tuesday, 30 August 2016;

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 Residents' Committee member of the village.

SIGNATURE OF NOMINEE \_\_\_\_\_ DATE: \_\_\_\_\_

**KINDLY NOTE:** To be valid the completed Residents' Committee member nomination forms must be hand-delivered to the village management offices by not later than **Tuesday, 23 August 2016** by 16:00.



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**NOMINATION OF RESIDENTS' COMMITTEE MEMBER FORM**

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I/We (print) hereby nominate \_\_\_\_\_, a life right holder of the village, to be appointed as a Residents' Committee member, which appointment will be confirmed at the Annual General Meeting on Tuesday, 30 August 2016;

Name and signature of **proposer** \_\_\_\_\_ Date: \_\_\_\_\_

Name and signature of **second**er \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT BY NOMINEE**

I (print name) \_\_\_\_\_

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

SIGNATURE OF NOMINEE \_\_\_\_\_ DATE: \_\_\_\_\_

**KINDLY NOTE:** To be valid the completed Residents' Committee member nomination forms must be hand-delivered to the village management offices by not later than **Tuesday, 23 August 2016** by 16:00.



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**QUESTIONNAIRE FORM**

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**This questionnaire form is only for use by registered life right holders recorded in the Life Right Register as at the record date, being Tuesday, 23 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 of the village to be held in the Bistro of Evergreen Muizenberg, Sunrise Boulevard, Muizenberg on **Tuesday, 30 August 2016 at 15:00.**

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 by not later than **Tuesday, 23 August 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 by not later than **Tuesday, 23 August 2016** by 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.