



**EVERGREEN**  
Lifestyle Villages  
**EVERGREEN MUIZENBERG**  
(“the village”)

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**NOTICE OF ANNUAL GENERAL MEETING**

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Notice is hereby given that an Annual General Meeting of the village will be held in the **Lifestyle Centre of Evergreen Muizenberg, Sunrise Boulevard, Muizenberg on Monday, 20 August 2018 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, 3 August 2018, 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. **ELECTION OF THE RESIDENTS’ COMMITTEE MEMBERS** (See Note One)
6. **ANNUAL REPORT BY THE CHAIRMAN OF THE RESIDENTS’ COMMITTEE** (Attached)
7. **EVERGREEN MUIZENBERGS’ VILLAGE MANAGER’S REPORT** (Attached)
8. **ANNUAL FINANCIAL REPORT FOR THE 2018/2019 FINANCIAL YEAR** (Attached)
9. **GENERAL**

Should life right holders wish to place additional matters on the agenda for discussion at the Annual General Meeting, the attached questionnaire form should be completed and hand-delivered to the **village management offices** by no later than 16:00 on **Monday, 13 August 2018**. Matters that are not submitted in writing, as indicated above, will not be considered for debate at the Annual General Meeting. Life right holders are requested to focus on matters that warrant discussion at an Annual General Meeting and to take up smaller and/or personal matters with the Village Manager, Melanie Carstens directly.

**NOTE ONE: ELECTION OF THE RESIDENTS’ COMMITTEE MEMBERS**

**(Ordinary Resolution Number 1)**

Composition and nomination

The Residents’ Committee members of the village shall retire at the Annual General Meeting and shall upon retirement be eligible for re-election. The Residents’ Committee consists of 6 (six) village representatives from the village. Residents are therefore requested to nominate Residents’ Committee members, by completing the Nomination of Resident’s Committee Form (attached herewith). Should more than 6 (six) nominations and/or any nominations apart from those for the existing Residents’ Committee Members 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 Residents’ Committee members, and will hold office until the next Annual General Meeting.

### Existing candidate

Kindly note that Messrs C Bennett, D D'Alton, D Rosenberg and Ms D Elkin (existing Residents' Committee Members representing the village) 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 for village representatives, apart from theirs, be received and / or more than 6 (six) nominations be received.

### Instructions

Please hand-deliver the Nomination of Residents' Committee Member Form to the village management offices by no later than 16:00 on **Monday 13 August 2018**.

## **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 **Friday, 3 August 2018** ("Record Date").

Life right holder(s) are entitled to attend and vote at the Annual General Meeting or to appoint a proxy to attend, speak and vote in their stead. The person so appointed as proxy 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 **Friday, 17 August 2018**.

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 allocated per unit in the Life Right Register of the village. Should voting be required, then 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, 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 or Smart identification card issued by the South African Department of Home Affairs, a valid 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 3 (three) 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. Questionnaire form;
3. Nomination of Resident's Committee member form;

For catering purposes, kindly RSVP to Glynis Smith at 021 709 8100 **by no later than 16:00 on Monday 13 August 2018**.

By order of the Management Committee.

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

**TOKAI**  
3 August 2018

# EVERGREEN MUIZENBERG

(“the village”)

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## PROXY FORM

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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 Lifestyle Centre of Evergreen Muizenberg, Sunrise Boulevard, Muizenberg on **Monday, 20 August 2018 at 15:00.**

I/We (please print name) \_\_\_\_\_ of \_\_\_\_\_ (unit number)

being the holder(s) 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 Monday, 20 August 2018 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 above, with or without deleting "the chairman of the Annual General Meeting", but any such deletion must be initialled by the life right holder(s). Should this space be left blank, the chairman of the Annual General Meeting (Mr D C Drew) 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. The completion of any blank spaces above need not be initialled. Any alterations or corrections to this proxy form must be initialled by the signatory/ies.
3. To be valid the completed proxy forms must be hand-delivered to the village management offices by no later than 16:00 on **Friday, 17 August 2018** and must be accompanied by a copy of the proxy's proof of identification.
4. Documentary evidence establishing the authority of a person signing this proxy form on behalf of the life right holder in a representative capacity (e.g. power of attorney or Letters of Curatorship) must be attached to this proxy form unless previously recorded by ELV's Company Secretary or waived by the chairman of the Annual General Meeting.
5. 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.
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 MUIZENBERG

*("the village")*

## QUESTIONNAIRE 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 Lifestyle Centre of Evergreen Muizenberg, Sunrise Boulevard, Muizenberg on **Monday, 20 August 2018** at **15:00**.

I/We (please print)

\_\_\_\_\_ (name) of \_\_\_\_\_ (unit number)

being the holder(s) of a life right in the village, hereby wish to raise the following matters (see instructions below):

1.

\_\_\_\_\_  
\_\_\_\_\_ (provide a brief description of the matter)

2.

\_\_\_\_\_  
\_\_\_\_\_ (provide a brief description of the matter)

SIGNATURE/S \_\_\_\_\_ DATE: \_\_\_\_\_

ASSISTED BY ME (WHERE APPLICABLE) \_\_\_\_\_

### 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 no later than 16:00 on **Monday, 13 August 2018**.
2. The completion of any blank spaces above 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 16:00 on **Monday, 13 August 2018**. 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 at the Annual General Meeting of such matters arising from the rejected document.

# EVERGREEN MUIZENBERG

*("the village")*

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## NOMINATION OF RESIDENTS' COMMITTEE MEMBER FORM

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I/We hereby nominate \_\_\_\_\_, a life right holder of the village, to be appointed as a Residents' Committee member, which appointment may (if necessary) be voted on by life right holders at the Annual General Meeting on Monday, 20 August 2018;

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 together with the Brief CV of the nominee must be hand-delivered to the village management offices by no later than 16:00 on **Monday, 13 August 2018**.

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## NOMINATION OF RESIDENTS' COMMITTEE MEMBER FORM

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I/We hereby nominate \_\_\_\_\_, a life right holder of the village, to be appointed as a Residents' Committee member, which appointment may (if necessary) be voted on by life right holders at the Annual General Meeting on Monday, 20 August 2018;

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 together with the Brief CV of the nominee must be hand-delivered to the village management offices by not later than 16:00 on **Monday, 13 August 2018**.