



---

OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

---

17 May 2019

The Member  
Elisenheim Owners Association  
Phase 1 – Extension Proper  
Phase 2 – Extension 7

Dear member,

**CIRCULAR 3**

**ELISENHEIM - NOTICE OF THE ANNUAL GENERAL APPROVED EXTENSION MEETING**

**PHASE 1 - EXTENSION PROPER, PHASE 2 – EXTENSION 7 & PHASE 3 – EXTENSION 5 & 6**

---

At the AGAEM meeting of 2017 it was decided that for the time being the members of the various extensions will hold their AGAEM meetings together because all the aspects to be discussed are the same for all extensions. The “joined” meeting saves a lot of time and affords the members to interact and share their views on aspects on the Estate.

The Trustees are guided by the Articles of Association, Article 16.1.1.1.1 to call an AGAEM meeting for a new phase:

*16.1.1.1.1 Subject to Article 16.1.1.2, the Chairperson of the Trustees shall convene and hold, as soon as practicable, but not later than 1 (one) month after 50% (fifty per cent) of the erven or units in an approved extension have been transferred, a GAEM of the members of that approved extension.*

Normally we only hold the AGAEM meeting for a new extension when 50% of the erven have registered to give more representation when representatives are elected. Phase three is only 10 erven away from reaching 50% of erven registered in Phase 3 and the Trustees resolved that we should include the members of phase 3 in the meeting.

At the meeting scheduled for 11 July 2019 we have to elect Representatives for each phase. The election may require voting and in order to identify the members in the individual we will request members of each Phase to be seated together at the meeting

Members of **Extension Proper and Extension 7 and Extension 5&6** are herewith informed of the Annual General Approved Extension Meeting to be held as follows:

Date 11 July 2019  
Time 17h30 Registrations  
18h00 start of meeting – If not a quorum at 18:00 meeting will be postponed to 18 July 2019, same time, same venue  
Venue Elisenheim Community Church, Erf 93, Hebron Street

**PLEASE NOTE:**

**OWNERS OF SECTIONAL UNITS ARE REGARDED AS INDIVIDUAL MEMBERS MEANING-;**  
**every owner of a unit in a body corporate is also invited and has one vote!**

**MEMBERS THAT ARE IN ARREARS AS AT 7 JULY 2019 and cannot provide proof that their levies are paid up to date:**

**"shall not be entitled to attend any meetings of the ASSOCIATION or to exercise any voting rights"**

**QUORUM**

25% of members must be present to achieve a quorum

**Phase 1**

Residential Erven	404
General Residential units	<u>562</u>
Total	<u>966</u>

25% 242 members must be present

**Phase 2**

Residential Erven	288
General Residential units	<u>50</u>
Total	<u>338</u>

25% 85 members must be present

**Phase 3**

Residential Erven	333
General Residential units	<u>0</u>
Total	<u>333</u>

25% 84 members must be present

**PURPOSE OF THE MEETING**

In terms of the Articles of Association the purpose of the meeting:

1. Chairperson to table his/her report to reflect on the past financial year
2. Election of Representatives in terms of the Articles:

15A.1.1	<p><i>There shall be a Board of Representatives of each approved extension consisting of <u>5 (five) Representatives</u> to fill the portfolios of:</i></p> <p><i>Chairperson</i>  <i>Vice-Chairperson</i>  <i>Finances</i>  <i>Security</i>  <i>Environment/Building Standards</i></p>
15A.2	<p><i>During the development period <u>2 (two) Representatives</u> shall be Member Representatives appointed by the members of an approved extension concerned and the remaining 3 (three) Representatives shall be DEVELOPER Representatives appointed by the DEVELOPER: provided that a DEVELOPER Representative does not necessarily have to be a homeowner.</i></p>

### 3. Formulation or amendment of the Extension Rules

- a. All extensions are governed by the EOA rules and no rules have specifically been formulated for any of the extensions.
- b. No Action required

### 4. Other relevant business

- a. Nomination and election Sub Committee members
  - i. Disciplinary Committee
  - ii. Security Committee
  - iii. Finance Committee
  - iv. DRC & Building Committee

We herewith attach the following documents for the AGM meeting:

Circular 3	Notice of AGAEM (this document)
Circular 3.1	Agenda AGAEM
Circular 3.1.1	Representative Nomination
Circular 3.1.2	Proxy Form
Circular 3.2	Chairperson's report (will follow soon)
Circular 3.2.1	AFS 28 February 2019 (Final Copy will follow soon)
Circular 3.2.2	Budget
Circular 3.2.3	Notes to the budget

At the meeting we will assume that you have studied the documents and that you will bring your own copies along – there will not be duplicate copies at the meeting

### PROXY

If you cannot attend we will appreciate if you can issue a proxy in favor of someone that you know will attend, alternatively to issue the proxy in favor of the "Chairperson" and mail to us.

### PROCEEDINGS AT THE MEETING

In terms of the Articles of Association:

## AGENDA MATTERS

The Articles of Association is specific as to which matters must be dealt with and we refer you to the following Article:

### *16.1.1.2 Annual General Approved Extension Meeting (AGAEM):*

*16.1.1.2.2 The notice convening an AGAEM shall be delivered to the members of the approved extension concerned and shall contain an agenda of the business to be conducted as follows:*

- tabling of the report of the chairperson of the extension;*
  - if applicable, the election, subject to Article 15A.2, of Representatives to fill the portfolios of the Board of Representatives concerned as contemplated in Article 15A.1;*
  - if applicable, the election, subject to the proviso to Article 15C1.1, of 3 (three) Representatives to represent the approved extension concerned at AGM's and EGM's;*
  - subject to Article 15C1.2, the formulation or amendment of Extension Rules;*
- **Report of the Chairperson**
    - Report
    - Budget
    - Notes to the budget
  - **Election of Representatives**

Members that wish to nominate someone before the meeting may complete the form provided

At the meeting the following procedures will be followed:

- Nominations received by the Board of Representatives before the meeting will be announced and the members introduced to the meeting with a short résumé
- The meeting will call for further nominations of members present at the meeting
- Persons nominated will be requested to give a brief résumé to the members present
- Once all the nominated members are introduced we will call for the meeting to start with the voting process
  - Voting for members will be by a show of hands
  - If there are more than two nominations:
    - Vote to determine who the elected two members will be

There is a provision that a “poll” may be called, we do not believe that it will be necessary but should it be necessary:

- Members will be issued with blank ballot papers
- Members must write the erf number(s) that they represent on the ballot paper
- Nominees will be allocated a number
- In order of preference the member numbers must be written on the ballot paper
- Ballot papers will be deposited into the ballot box
- After voting is complete and depending on the number of votes:
  - The votes will be counted at the meeting
  - The boxes sealed and the voting done the next day and the outcome announced
- **Other Relevant Business**

Various sub committees assist the Board of Trustees with the management of the Estate. The current members of the sub committees are from the Board of Trustees and the Board of Representatives of Phase 1 & 2.

We would like to appoint members onto these sub committees in order to have transparent and collective participation in the aspects discussed. At the meeting we will request nominations of one person to each of the sub committees. It will be appreciated if members with a specific background in these matters make themselves available to serve on these committees:

- **Sub Committee Members**
  - DRC, Environment and the Building control and Management
  - Disciplinary committee
  - Security Committee
  - Finance Committee

Please note that the date is set. It is possible that we may have amendments to some of the circulars but these changes will be mailed to the members ASAP.

The AGAEM meeting is the forum where members must elect representatives that will be appointed to the Board of Representatives to represent the interests of the owners in Extension Proper and Extension 7 – meaning that it is at this meeting that members can raise matters that concern all the members.

This is not a forum to deal with individual problems that members may have. Individual matters must be raised with the estate manager during the normal course of business.

The representatives elected will represent the owners at the Elisenheim Owners Association Annual General Meeting and they will be available to be elected onto the EOA Board of Trustees.

We look forward to meet with you.

Kind Regards,

---

By order of the Trustees & Extension Representatives  
Elisenheim Owners Association