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CONTROLLING BODY OF KNIGHTSBRIDGE MANSIONS BODY CORPORATE

NOTICE TO ALL OWNERS

**Notice is hereby given of the Annual General Meeting for
KNIGHTSBRIDGE MANSIONS Body Corporate**

VENUE: WINCHESTER MANSIONS,
Beach Rd,
Sea Point

DATE: 07 JULY 2016

TIME: 18h00

A quorum of 35% is required for the AGM to take place. If you are unable to make it, please ensure that you complete a proxy in favour of someone (NOT the Managing Agent) to represent you.

MEETING NOTES

In order to facilitate an orderly meeting with minimal time wastage please note the following:

1. Please ensure that you bring this notice with you to the meeting.
2. Any queries regarding the **Financial Statements** must be in writing and addressed to the Managing Agents on or before 25 June 2016. **Only** queries lodged by this date will be dealt with at the A.G.M.
3. Any comments on the **Insurance Schedule** or proposed change to the insurance policy must lodged with the Managing Agent before 25 June 2016.
4. **Nomination for the Trustees** must be lodged with the Managing Agent no less than **5 days** before the meeting. Nomination forms must be signed by the candidate as acceptance of his/her nomination. Attention is drawn to PMR7 whereby a candidate for election as Trustee shall be nominated by the Owner in writing, which nomination shall not be valid unless the candidate has duly endorsed his/her acceptance thereon. A Nomination Form is attached to this Notice for completion by Owners and endorsement by candidates.
5. **Proxy Forms** are to be lodged NOT LESS THAN 48 HOURS before the time of the meeting with IHFM (Pty) Ltd. A Proxy Form is attached to this Notice for completion by Owners in accordance with such provision where applicable.
6. **Special Business:** Any items to be discussed must be lodged with the Managing Agents for trustee approval on or before 25 June 2016. Only items lodged on or before this date will be discussed if approved. No items will be added to the Agenda at the meeting. Owners can email the portfolio manager, fiona@ihfm.co.za

A G E N D A

1. Welcome and apologies.
2. Confirmation of Minutes of the Annual General Meeting held on 27 July 2015
3. Consideration and confirmation of the Chairperson's report
4. The consideration of the financial statement and report for the FYE December 2015
5. The approval with or without amendment of the insurance replacement schedule.
6. The approval with or without amendment of income and expenditure budget for the financial year ending December 2016.
7. The appointment of an auditor or accounting officer.
8. The determination of the number of trustees of the ensuing year.
9. The election of Trustees for the ensuing year.
- 10. Any special business of which due notice has been given in terms of rule 54 or as stipulated elsewhere in this notice.**
 - 1 Stilus Insurance Policy – Additional Insurance Cover in the event that owners are in arrears
 - 2 Levies to automatically increase 8% effective 01 Jan of every year (beginning of new Financial year)
 - 3 Trustees to be advised of family members/friends who are to use/stay in your apartment while you are not resident there prior to their arrival for security purpose
 - 4 Conduct Rules – change wording fines to “service fee”
 - 5 Parking Bays – charges for parking bays and tandem garage to be charged at a market related rental/levy
11. The giving of directions or the imposing of restrictions on trustees
12. The determination of the “*domicilium citandi et executandi*” of the body corporate.
13. The confirmation by the auditor or accounting officer that any amendment, substitution, addition or repeal of the scheme's rules have been submitted to the Registrar of Deeds for filing.

Please Note:

Any member entitled to vote at this meeting may appoint a proxy to attend and speak and vote in his stead. The person so appointed need not be an owner. Proxy forms can be faxed to 021-9090304.

Any owner who has not paid his levies up to date at the time of the Annual General Meeting shall not be entitled to vote.

TRUSTEE NOMINATION FORM

BODY CORPORATE OF KNIGHTSBRIDGE MANSIONS

I/We _____

of _____

being a registered member of the Body Corporate of KNIGHTSBRIDGE MANSIONS, hereby nominate

NOMINEE NAME	NOMINEE ADDRESS	NOMINEE SIGNATURE

to the position of Trustee/s and to be voted at the Annual General Meeting of the KNIGHTSBRIDGE MANSIONS Body Corporate on 07 July 2016 at any adjournment thereof.

The Nominee/s, by signing this form indicate their acceptance to such nomination/s.

Signed this _____ day of _____ 2016

OWNERS NAME

OWNERS SIGNATURE

UNIT NUMBER

Nominations

7. Nominations by owners for the election of trustees at any annual general meeting shall be given in writing, accompanied by the written consent of the person nominated, so as to be received at the domicile of the body corporate not later than 48 hours before the meeting: Provided that trustees are also capable of being elected by way of nominations with the consent of the nominee given at the meeting itself should insufficient written nominations be received to comply with rule 4 (1). **Trustees nominated must comply with the legal requirement for holding a position of trust as indicated in the Sectional Titles Act.**

PROXY

BODY CORPORATE OF KNIGHTSBRIDGE MANSIONS

I/We _____

of _____

being a registered member of the KNIGHTSBRIDGE MANSIONS Body Corporate hereby appoint

of _____

or failing them, **THE CHAIRPERSON** as my Proxy, to be present on my behalf, to speak and vote as indicated on a poll or show of hands at the Annual General Meeting of the Body Corporate to be held 07 July 2016 and at any adjournment thereof. Unless otherwise instructed, my Proxy may vote as they think fit.

Signed this _____ day of _____ 2016

OWNERS NAME

OWNERS SIGNATURE

UNIT NUMBER

Proxies

- (2) A proxy shall be appointed in writing under the hand of the appointer, or his agent duly appointed in writing, and shall be handed to the Chairman prior to the commencement of the meeting: Provided that the afore going provisions shall not apply in the case of any proxy created and contained in any registered mortgage bond, if such mortgage bond is produced at the meeting.
- (3) A proxy need not be an owner, but shall not be the managing agent or any of his or her employees, or an employee of the body corporate.

PLEASE NOTE

In the case of a trust, the proxy form must be accompanied by a resolution of the trustees attached and a copy of the trust deed.

In the case of a company, the proxy form must be accompanied by a resolution of the directors with an attached copy of the CM22 form listing the directors of the company.

In the case of a close corporation, the proxy form must be accompanied by a resolution of the members with an attached a copy of the CK1 and CK2 forms of the close corporation.