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**CONTROLLING BODY OF KNIGHTSBRIDGE MANSIONS BODY CORPORATE**

**NOTICE TO ALL MEMBERS**

**In accordance with regulation 15, notice is hereby given of the Annual General Meeting for KNIGHTSBRIDGE MANSIONS Body Corporate:**

**VENUE:** Premier Hotel Cape Manor  
1 Marais Rd  
Sea Point

**DATE:** 19 APRIL 2017

**TIME:** 18H00

Please be on time and bring Identification.

In accordance with regulation 19, for a scheme less than 4 primary sections a quorum of 2/3 is required and for any other scheme **a quorum of 1/3 (based on value) of members entitled to vote** 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 attend on your behalf.

**Property Management**

**Letting**

**Sales**

**Financial Services**

## 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 15 April 2017. **Only** queries lodged by this date will be dealt with at the AGM.
3. Any comments on the **Insurance Schedule** or proposed change to the insurance policy must be lodged with the Managing Agent before 15 April 2017.
4. Referring to regulation 7 (2), **nominations for the Trustees** must be lodged with the Managing Agent no less than **48 hours** before the meeting is due to start. Nomination forms must be signed by the nominee as acceptance of his/her nomination. Attention is drawn to fact whereby a nominee for election as Trustee shall be nominated by the member in writing, which nomination shall not be valid unless the nominee has duly accepted his/her nomination. A Nomination Form is attached to this Notice for submission by members.
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 members. Only 2 proxies per member is permissible.
6. **Special Business:** Any items to be discussed must be lodged with the Managing Agents for Trustee approval on or before 15 April 2017. Only items lodged on or before this date will be discussed if approved. No items will be added to the Agenda at the meeting. Members can contact the portfolio manager directly.
7. **Voting at general meetings:** Voting is no longer by show of hands, but by voting slip. With reference to regulation 20 (1), majority resolutions, except for special and unanimous resolutions, are calculated by the majority in value of the members present and entitled to vote.

## **PRESCRIBED AGENDA AS PER REGULATION 6**

1. Confirmation of proxies, nominees, proxies, and issuing of voting cards.
2. Determine that there is a quorum.
3. Election of chairperson for the meeting.
4. Present proof of notice of the meeting or waivers of notice.
5. Approval of the agenda.
6. Approval of the minutes from the previous general meeting, - 07 July 2016
7. Deal with unfinished business, if any.
8. Trustee Reports and decisions.
9. Approve the schedule of insurance replacement values referred to in rule 23 (3), with or without amendment.
10. Determine the extent of insurance cover in terms of rule 23 (6, 7, and 8).
11. Approve budgets for administrative and reserve funds for the next financial year – Jan 2017 – Dec 2017
12. Consider the annual financial statement – AFS FYE DEC 2016
13. The appointment of an auditor to audit the financial statements for the next financial year.
14. The determination of the number of trustees of the next financial year.
15. The election of Trustees for the next financial year.
16. Report on the lodgement of any amendments to the scheme's rules adopted by the body corporate under section 10 of the Act.
17. Deal with any new or further business, if any.
18. Give directions or the impose restrictions referred to in section 7 (1) of the Act. on trustees
19. Closing.

<b>TRUSTEE NOMINATION FORM</b>
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**BODY CORPORATE OF KNIGHTSBRIDGE MANSIONS**

I/We

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of -----

being a registered member of the above Body Corporate, 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 above Body Corporate on 19 April 2017 or at any adjournment thereof.

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
MEMBERS NAME

\_\_\_\_\_  
NOMINEE SIGNATURE

\_\_\_\_\_  
UNIT NUMBER