

**ANNUAL GENERAL MEETING
OF THE MEMBERS OF GAMTOOS MOUTH HOME OWNERS ASSOCIATION (NPC),
REG NO: 1999/001483/08, TO BE HELD IN THE THORNHILL HOTEL, MAIN ROAD,
THORNHILL ON SATURDAY, 30 NOVEMBER 2019 AT 14H00**

***Notice of the above meeting, in terms of the Scheme's MOI, is hereby given.
Compulsory business to be transacted at this meeting has been included below.***

A G E N D A

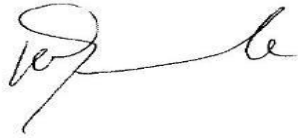
- 1 Welcome
- 2 Attendance:
 - (a) Present
 - (b) Proxies
 - (c) Apologies
 - (d) In attendance
 - (e) Chairperson
 - (f) Quorum (*MOI 29 – 10% of members entitled to vote*)
- 3 Chairperson's Report [MOI 31.1.1]
- 4 Confirmation and adoption of minutes of previous Annual General Meeting dated 1 December 2018 and Special General Meeting dated 24 January 2019
- 5 Matters arising from the minutes of the previous Annual General Meeting
 - (a) Para 5(a) - Scheme Administration - Joint Management of the adjacent Kouga Municipal Caravan Park
 - (b) Para 6 – Special General Meeting to present re-audited Annual Financial Statements for the years ending June 2017 and June 2018
 - (c) Para 13(a) - Scheme Rules - Building Codes
 - (d) Para 13(c) - Scheme Rules – Consideration of making Garbage Stands compulsory
 - (e) Para 13(e) -Scheme Administration – Control of Pets at the Resort (Feral cats)
 - (f) Para 13(f) - Scheme Administration - Playground for phase 2
 - (g) Para 13(h) - Scheme Administration – Emergency Procedures
- 6 Consider and approve audited financial statements for the previous financial period ending 30 June 2019 [MOI 31.1.4 & 5]
- 7 Consider Auditor's Report and Appoint Auditor to hold office until the conclusion of the next Annual General Meeting [MOI 31.1.6]
- 8 Determining of the amount for fines, penalties and reconnection fees in terms of MOI 8.2.3 and plan submission fees in terms of MOI 49 for the ensuing year [MOI 31.1.7]
- 9 Determination of the domicilium citandi et executandi
- 10 Confirmation of the applicable Rules.
- 11 Special business of which due notice has been given:
 - (a) Amendment to Scheme Rules [S 15 Companies Act, MOI 8] - Ordinary Resolutions to approve Amendments to the Building Code of Practice – see Annexure A and supporting documentation relating to the Amendments to the Building Code
- 12 Election of Directors in terms of the Constitution and / or Rules:

- (a) Number of Directors in terms of MOI 9.3
- (b) Nomination and Election of Directors [MOI 9.4].
- (c) Any restrictions or directions, in addition to the following recommended directions:
 - i. Estimates of income and expenditure to run concurrent with financial year.
 - ii. Compound interest, at a rate decided by a Directors' resolution from time to time (currently 20%), to be added to arrears after 60 days; monthly statements to be sent specifically for the purpose of informing owners of variable charges only and not as a reminder in respect of levies / monies. Levies / monies are resolved to be payable monthly in advance. Payment must be received in the Association's bank account by not later than the 5th working day of the month in which the said instalment is due.
 - iii. Arrears limitation and debt collection procedures, as required in terms of the Debt Collector's Act No. 114 of 1998, are implemented where owners are in default; relevant owners, except where the regulations prescribe costs are not recoverable from the debtor, to be debited with all administrative charges in respect of arrears.
 - iv. At the expiry of every financial year the Directors shall approve, with or without amendment, the estimate of income and expenditure, and shall determine the amount estimated to be required to be levied upon the owners during the ensuing financial year. At least thirty days prior to the expiry of the scheme's financial year the Directors shall advise each owner in writing of the amount payable by him or her in respect of the estimate, whereupon such amount shall become payable in instalments, as determined by the Directors.
 - v. Interest earned on Home Owners Association funds to be retained in their account and no portion thereof paid over to the Estate Agency Affairs Board.
 - vi. Payment of any insurance excess relating to damage to the common property caused by an individual, to be decided by the Directors. The Directors reserve the right to examine each case on its merit and apply their minds to the responsibility for the excess.
 - vii. Notice for Directors' meetings to be sent to the Directors only; any owner may, on written request, obtain notice of Directors' meetings, and any related costs shall, subject to the owner signing consent, be debited to that owner's levy account. Alternatively the documents may be viewed at the offices of the managing agent by mutual arrangement.
 - viii. Taking cognizance of the Electronic Communications and Transactions Act 25 of 2002 and the Companies Act 71 of 2008, which gives electronic communications the same status as paper communications, the owners confirm that all communications, whether standard or for resolutions, should be sent to the owners' preferred means of correspondence; whether this is electronic or postal.
 - ix. English will be the language used for all communications and where the translation of any document into any of South Africa's other ten official languages is required, the owner concerned will be responsible for the cost of the translation.

13 General topics for discussion [MOI 31.1.3]

- (a) Scheme Administration – Discussion regarding the potable water quality at the scheme.
- (b) Scheme Administration - Phase 3 progress.
- (c) Scheme Administration - Ground water status.
- (d) Scheme Administration - Solar energy grid connections

14 Provisional date of next Annual General Meeting.



SIGNED: _____

for **THE BELLBUOY GROUP**

Managing Agents for the Gamtoos Mouth Home Owners Association (NPC)

31 October 2019

Bellbuoy