

The Owner
Century Manor Home Owners Association NPC
Stand 3621 – 3630
Irene
0157

19 December 2017

Dear Sir/Madam

RE: MINUTES OF THE ANNUAL GENERAL MEETING OF CENTURY MANOR HOME OWNERS ASSOCIATION NPC

We refer to the Annual General Meeting held on Thursday, 23 November 2017 and attach hereto for your information and safekeeping:

- The Minutes of the Meeting; and
- The Chairman's Report

Kindly peruse the documents and please take note of owner's liability in respect of the proceedings at the Annual General Meeting.

We assure you of our best attention at all times.

Yours Faithfully,



MARK KHAN
PORTFOLIO MANAGER

**Pretor Group comprising of: Sectional Title Administration • Residential Communities Administration
Home Rentals • Commercial Property Management • Financial Services**

**MINUTES OF THE ANNUAL GENERAL MEETING OF
CENTURY MANOR HOME OWNERS ASSOCIATION NPC**

REGISTRATION NUMBER: 2006/004534/08

**HELD ON THURSDAY, 23 NOVEMBER 2017 AT 18:30 IN THE CLUB
HOUSE**

1. NOTICE OF THE MEETING

Notice of the meeting is given in terms of the Memorandum of Incorporation of the Home Owners Association and it was noted that a quorum was present. Owners of Forty-one (41) stands were present, either in person or by proxy, and eligible to vote.

2. WELCOME AND CONFIRMATION OR ELECTION OF CHAIRMAN

Mr B.L. Shabangu was elected as Chairman for the meeting and welcomed all members present.

As per the Memorandum of Incorporation Mr B Shabangu in his capacity as Chairman for the Home Owners Association chaired the meeting and welcomed all members present.

3. ATTENDANCE AND APOLOGIES

Member attendance was as per the attendance register. Proxies were recorded as apologies.

Mr. Mark Khan (Pretor Group) was in attendance

4. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Annual General Meeting held on 1 December 2016 were taken as read, approved by the meeting and signed by the Chairman.

The previous minutes was duly proposed, seconded and unanimously approved.

5. CHAIRMAN'S REPORT

The written report was taken as read and approved by the meeting.

The Chairman's Report was duly proposed, seconded and unanimously approved.

6. RATIFICATION OF AMENDED RULES

The Chairman tabled the following amended rule/s for ratification.

After a lengthy discussion on the rules and the amendments a final decision was made and the rules adopted, there will be a grace period of 6 Months starting on the 1st of December 2017 until the 30th June 2018.

Owner must contact Sapien to finalize the plans and complete the building of the units. All corrections must also be implemented. Penalties will commence on the 1st July 2018.

Penalty table will be implemented as proposed.

The amended rules were duly proposed, seconded and unanimously approved.

7. CONSIDERATION OF AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the year ending 28 February 2017 were tabled.

After discussion, the Annual Financial Statements were considered and accepted by the meeting.

8. PRESENTATION OF:

8.1 ESTIMATE OF INCOME AND EXPENDITURE

An estimate of income and expenditure for the ensuing year, approved by the Board of Directors was presented to the meeting.

Included in the estimate, a provision was made for a reserve fund of R 248 000.00

Estimated expenses were set at R 1 344 062.00 and confirmed by the meeting.

8.2 SPECIAL LEVY

It was resolved that no special will be required for the financial year 2017 / 2018.

9. APPROVAL OF:

9.1 LEVY PAYMENT IN ADVANCE

It is confirmed that levies are payable monthly in advance, on or before the 1st day of each month. It is further resolved that the levies as accepted under the estimate of income and expenditure comprises the amount of levies payable by each owner

9.2 ARREAR LEVY: ACTION TAKEN

Directors are authorised, and authorise the managing agent on their behalf, to take all necessary steps, including legal action and the sequestration of the owners, to ensure that the Home Owners Association receives levies and other monies due to it. The current interest rate is set at 1.5%, (equating to 18% per annum) which interest shall be calculated daily and capitalized monthly on all amounts outstanding including, *inter alia*, debt collection and attorney's charges at the beginning of each month when levies are payable, but is subject to change from time to time in accordance with the provisions of and limitations or requirements imposed by the applicable Legislation.

9.3 ALLOCATION OF PAYMENTS

Any payment made by an owner to the Home Owners Association will be allocated firstly to the overdue debt which is the most recent in time and only thereafter allocated to older debt. Only once all overdue debt has been paid will be allocated to current amounts due.

10. APPOINTMENT OF AUDITOR

M.G Taute were not appointed as Auditors for the ensuing year.

Mark Khan to obtain 3 new quotes.

The above was duly proposed, seconded and unanimously approved.

11. REMOVAL AND ELECTION OF DIRECTORS:

10.1 In terms of MOI the determined the number of Directors at Seven (7) persons.

10.2 As set out in the MOI each Director shall continue to hold office from the date of this appointment until the Annual General Meeting next following his appointment, at which meeting each director shall be deemed to have retired from office, but shall be eligible for re-election to the Board of Directors as such meeting. In terms of the above all current Directors are deemed to have resigned as from date of this meeting.

The following persons were nominated and elected as Directors for the ensuing year:

S. Nkwane	# 3462
A. Nortje	# 3490
A. Posthuma	# 3511
S. Sibiya	# 3520
B. Shabangu	# 3547
S. Mtshweni	# 3580
P. Mbulayeni	# 3492

12. APPOINTMENT OF COMPANY SECRETARY

The meeting confirmed the appointment of Pretor Group (Pty) Ltd as the company secretary for Century Manor Home Owners Association NPC.

The Appointment of Company Secretary was duly proposed, seconded and unanimously approved.

13. APPOINTMENT OF PUBLIC OFFICER

The meeting confirmed the appointment of Pretor Group (Pty) Ltd represented by Donald Weir as the Public Officer for ABC Home Owners Association.

The Appointment of Public Officer was duly proposed, seconded and unanimously approved.

14. CONFIRMATION OF THE REGISTERED ADDRESS OF THE COMPANY

The registered address of the company was confirmed as:

The Century Manor Home Owners Association NPC
c/o Pretor Group (Pty) Ltd
River Falls Office Park
262 Rose Avenue
DORINGKLOOF
0157

Private Bag X115
CENTURION
0046

15. CLOSING

There being no further matters under discussion, the Chairman thanked the members for having attended and closed the meeting at 21:10pm.

Signed on this _____ day of _____ 20____

CHAIRMAN