

THE OWNER  
CENTURY MANOR HOME OWNERS ASSOCIATION NPC  
STAND3621-3630  
IRENE  
PRETORIA  
GAUTENG  
0157



19 August 2021

Dear Sir/Madam

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

As duly appointed agents, we hereby on behalf of the Directors of Century Manor Home Owners Association NPC, give notice of the Annual General Meeting of the Owners to be held:

**DATE:** THURSDAY, SEPTEMBER 09, 2021  
**TIME:** 18H00  
**VENUE:** ONLINE ZOOM MEETING

**\* NB NOTE:** In terms of Section 63 (1a&b) of the Companies Act 71 of 2008 satisfactory identification must be provided to participate in the meeting. Where a member is representing a legal entity; ie. a Trust, Close Corporation/Company, a resolution from the entity confirming that an individual is duly authorised to represent the entity must be provided.

Kindly find attached the Agenda together with supporting documents for your attention and information.

Yours Faithfully,

**EMMANUEL MASHAMBA**  
**PORTFOLIO MANAGER**

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

**Directors** GO von Broembsen BA (LLB) (Managing), DO Weir Bcomm (Hons) CA (SA) (Financial), BN Cowie Bcomm  
**Reg No** 1960/000260/07 **Vat No** 4920102888 **Registered Debt Collector** Reg No 0037104/09  
Tel: +27 (0) 12 001 9000 • Fax: +27 (0) 86 502 999 • River Falls Office Park, 262 Rose Avenue, Doringkloof, 0157 • Private Bag X115, Centurion, 0046  
Email: pretor@pretor.co.za • www.pretor.co.za

**NOTICE OF MEETING**  
**CENTURY MANOR HOME OWNERS ASSOCIATION NPC**  
**REGISTRATION NUMBER: 2006/004534/08**

At the request of the Directors, notice is hereby given of the **Annual General Meeting** of the Home Owners Association, to be held:

**DATE:** THURSDAY, SEPTEMBER 09, 2021  
**TIME:** 18H00  
**VENUE:** ONLINE ZOOM MEETING

**AGENDA**

- 1 Notice of the meeting
- 2 Determination of the quorum and confirmation of proxies
- 3 Welcome and election of Chairman
- 4 Confirmation of the previous minutes
- 5 Chairman's report
- 6 Consideration of the audited financial statements
- 7 Presentation of:
  - 7.1 Estimate of income and expenditure
  - 7.2 Special levy
- 8 Approval of:
  - 8.1 Fidelity cover
  - 8.2 Levy payment in advance
  - 8.3 Arrear levy : action taken
  - 8.4 Allocation of payments
- 9 Appointment of Auditor
  - 9.1 Background
- 10 Removal & election of Directors:
  - 10.1 Determination of number
  - 10.2 Election of Directors
- 11 Appointment of Company Secretary
- 12 Appointment of Public Officer
- 13 Dispute resolution process in respect of disputed contributions & charges

14 Confirmation of the registered address of the Company

15 Closing

## **APPENDICES**

- 1 Minutes of the previous meeting
- 2 Chairmans report
- 3 Audited financial statements
- 4 Background
- 5 Estimate of income and expenditure
- 6 Summary of Benefits
- 7 Nomination form
- 8 Proxy form

**NOTE: Record date for voting: In terms of Section 59 of the Companies Act, the record date determined by the Directors shall be 24 hours prior to commencement of the meeting; an owner will not be allowed to vote at the meeting if any amount due to the Company remains outstanding at this date.**

**Owners are requested to submit any queries regarding the Audited Financial Statements to the office of the Managing Agent at least 48 hours prior to the meeting, in order for the Directors to have sufficient time to investigate and prepare a response.**

# CENTURY MANOR HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2006/004534/08

## NOMINATION FORM

I, \_\_\_\_\_ the undersigned, being the registered owner of stand \_\_\_\_\_ and  
being a member of **Century Manor Home Owners Association NPC**, do hereby nominate the following person(s) as  
directors (s) of **Century Manor Home Owners Association NPC** at the Annual General Meeting to be held on  
**Thursday, 9 September, 2021 at 18h00**

| Name of Nominee | Signature of Nominee | Stand Number | Telephone Number |
|-----------------|----------------------|--------------|------------------|
| 1.              |                      |              |                  |
| 2.              |                      |              |                  |
| 3.              |                      |              |                  |
| 4.              |                      |              |                  |
| 5.              |                      |              |                  |
| 6.              |                      |              |                  |

Signed by me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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### SIGNATURE OF PROPOSER

#### NOTES:

#### ACCEPTANCE OR REGISTRATION OF DIRECTOR

In terms of Section 70(6) of the Companies Act every Company must file within ten business days after a person becomes or resigns as Director a notice of such election/resignation with CIPC. To ensure timeous submission of elected/resigned directors to CIPC, persons accepting or resigning as a Director for the Home Owners Association are requested to bring the ATTACHED COMPLETED ACCEPTANCE OR RESIGNATION FORM INCLUDING A COPY OF THEIR ID to the meeting. (Please note that only the original signed form will be accepted by CIPC)  
Failure to comply with the above will void any election/resignation as Director

2. This nomination form must be returned to the Managing Agent at least 48 hours before the meeting.

For Attention: Busisiwe Nkosi  
E-mail: [BusisiweN@pretor.co.za](mailto:BusisiweN@pretor.co.za)

# CENTURY MANOR HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2006/004534/08

## PROXY FORM

I the undersigned, first owner (insert full names)

\_\_\_\_\_

ID number \_\_\_\_\_

Being the owner(s) of stand number(s) \_\_\_\_\_ and being member/s of the above mentioned Home Owners Association and entitled to vote, do hereby appoint:

\_\_\_\_\_ ID Number \_\_\_\_\_ or failing him/her

\_\_\_\_\_ ID Number \_\_\_\_\_ or failing him/her

to attend the meeting, the Chairman of the meeting, as my/our duly authorised representative to vote on my/our behalf at the Annual General Meeting of the Home Owners Association to be held on **Thursday, 9 September, 2021 at 18h00** or at any adjournment thereof.

**(Only to be completed by the second owner of properties jointly owned by two or more individuals where only one of the joint owners will attend the meeting OR both owners elect to appoint a proxy to attend the meeting).**

I the undersigned, second/joint owner (insert full names of joint owner) \_\_\_\_\_

ID Number \_\_\_\_\_

**In terms of Section 63 of the Companies Act, the holder of this proxy must provide satisfactory identification to participate in the meeting.**

**When two or more persons are entitled to exercise one vote jointly, that vote may be exercised only by one person, who may or may not be one of them, jointly appointed by them as their proxy.**

**Where the registered owner is a legal entity such as a Close Corporation, Company or Trust the proxy must be accompanied with a resolution from the members, directors or trustees of that legal entity, confirming the authority of the appointer.**

**In terms Section 59 of the Companies Act, the record date determined by the Directors shall be 24 hours prior to the commencement of the meeting; an owner will not be allowed to vote at the meeting if any amount due to the Company remains outstanding at this date**

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF OWNER**

Please sign and return this form to:

**For Attention:** Busisiwe Nkosi  
**E-mail:** [BusisiweN@pretor.co.za](mailto:BusisiweN@pretor.co.za)  
**Post:** Pretor Group, Private Bag X115, Centurion, 0046

**Proxies shall be in writing and handed to the Chairperson, the registered office of the HOA or the Estate office / manager prior to the commencement of the meeting at which the person named in the proxy proposes to vote. Any default of complying herewith, will result in the proxy being invalid.**

# CENTURY MANOR HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2006/004534/08

## APPOINTMENT AS DIRECTOR

To Whom It May Concern:

I, \_\_\_\_\_ ID: \_\_\_\_\_

Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Hereby accept my appointment as Director of **Century Manor Home Owners Association NPC, (Registration number: 2006/004534/08)**, with immediate effect.

I furthermore agree to the updating of the official Company Register as required by the Companies Act in this respect .

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

- (i) In accordance with the Memorandum of Incorporation of the Company any person elected as Director will hold office from date of election until the next Annual General Meeting of the Company at which time such person will by default cease to be a Director of the Company, although eligible for re-election.
- (ii) As required by Section 70(6) of the Companies Act, as well as Section 39(2) of the Companies Regulations, a notice of appointment as well as confirmation of resignation must be filed with CIPC within 10 working days from date of change.
- (iii) This form must be accompanied by a clear legible copy of the Identity Document of the person signing this form.

# CENTURY MANOR HOME OWNERS ASSOCIATION NPC

REGISTRATION NUMBER: 2006/004534/08

## RESIGNATION AS DIRECTOR

To Whom It May Concern:

I, \_\_\_\_\_ ID: \_\_\_\_\_

Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Hereby accept and confirm that, by default, I resign from my current term of office as Director of **Century Manor Home Owners Association NPC, (Registration Number: 2006/004534/08)**, with immediate effect.

I furthermore agree to the updating of the official Company Register as required by the Companies Act in this respect .

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

- (i) In accordance with the Memorandum of Incorporation of the Company any person elected as Director will hold office from date of election until the next Annual General Meeting of the Company at which time such person will by default cease to be a Director of the Company, although eligible for re-election.
- (ii) As required by Section 70(6) of the Companies Act, as well as Section 39(2) of the Companies Regulations, a notice of appointment as well as confirmation of resignation must be filed with CIPC within 10 working days from date of change.
- (iii) This form must be accompanied by a clear legible copy of the Identity Document of the person signing this form.