



NOTIFICATION OF ANNUAL GENERAL MEETING

23RD MAY 2019

You are herewith notified of the Annual General Meeting of Croydon Vineyard Estate Home Owner's Association which will take place on the 23rd May 2019 at 18h00. The meeting will take place at the Lifestyle Centre. You will be able to register for the meeting from 17h30. Only members whose levy accounts are in good standing will be able to register.

The items of business to conclude will be to:

1. Present and approve previous meeting Minutes
2. Present the Annual Report
3. Present CVE HOA Annual Budget for 2019/2020
4. Deal with such other business as may be dealt with at the AGM, or such adjournment thereof.

The following documents are attached to this notice:

1. Agenda
2. The Minutes of the A.G.M that took place on the 10th January 2019
3. Annual Report for 2018/2019 (to follow)
4. The H.O.A. budget for the 2019/2020 financial year
5. Proxy form for members that cannot attend the A.G.M.
6. H.O.A. Trustee Nomination form

Please review these documents in preparation for the A.G.M.

The budget is attached to this correspondence for your perusal. Should you have any questions regarding the budget, please send an email to the Estate Manager (estatemanager@croydon-estate.co.za) from where your questions will be answered in one compiled question and answer report. Should the need arise, an information meeting will be called to answer questions and discuss the budget.

Please note that the election of Trustees will take place during the A.G.M. Accordingly please take note of Section 17 of the Constitution for details related to the election of Trustees. Attached is a Trustee nomination form. These nomination forms must be handed in at the Administration office by 18h00 on Wednesday, 22nd May 2019.

Please note that you can appoint a proxy to vote on your behalf if you cannot attend the meeting, and you are encouraged to do so to ensure that the A.G.M. has a quorum and can go ahead on the planned date and not have to be adjourned by one week. You can appoint a proxy by completing the attached Proxy form, having it duly signed and handing it in at the Administration office no later than 18h00 on Wednesday, 22nd May 2019.

A General item has been included on the Agenda. This allows Homeowner's the opportunity to bring matters to the meeting that they wish to discuss at the A.G.M. In order to ensure that everyone is prepared to discuss these matters, it is required that you submit your item for the General Agenda Item no later than 18h00 on Monday, 20th May 2019 in order for these items to be included in the agenda and allow for any necessary preparation that may be required.

Additional Note

A quorum needs to be maintained throughout the meeting for decision making. Please ensure you are able to attend the entire A.G.M.