

## IMPORTANT INFORMATION

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Below find important information concerning the upcoming Constitutional General Meeting ("CGM") and Annual General Meeting ("AGM").

Please contact Ms Kathy O'Connor at the HOA Office on [liaison@silverlakes.co.za](mailto:liaison@silverlakes.co.za) or 012 809 0142 should you have any queries concerning the General Meetings.

### Who can vote?

The registered owner (Member) of a Unit is entitled to vote either personally or by proxy.

The record date for Members to receive notice of the CGM and AGM and for Members to be recorded as a Member of the Association is Friday, 26 January 2018.

### Unable to attend the meeting?

- Submit the proxy forms via e-mail to [liaison@silverlakes.co.za](mailto:liaison@silverlakes.co.za), in accordance with the Electronic Communications and Transactions Act as amended, preferably by no later than 19:00 on Thursday, 15 February 2018; or
- Complete the proxy forms and deliver the hard copy to the Management Offices (27 Muirfield Boulevard, Silver Lakes) preferably by no later than 19:00 on Thursday, 15 February 2018.

Please bear in mind:

Case law provides for proxy forms to be handed in at the meeting. The Association requests to receive proxy forms 48 hours prior to the meeting to assist the scrutineers to verify each proxy and avoid delays with commencement of the meeting if proxies are handed in on the day of the meeting or at the meeting itself.

### Property owned by a legal entity or jointly owned?

If the registered owner is a legal entity such as a company or close corporation or if the registered owner is a trust, a completed resolution to appoint a representative must be provided together with a proxy form in favour of the nominated person.

In the case where a Unit is owned by more than one person, a completed consent form to appoint one of the owners to represent the other(s) must be provided together with a proxy form in favour of the nominated.

### What to expect at registration?

Registration for the meeting will commence at 17:00 in the "Chapel" at the Clubhouse. At registration, proof of identity for instance either a valid identity document, a valid driver's licence or a valid passport will be required. If the registered owner is a legal entity or the property is jointly owned, please refer to the information provided above.

Members and/or their legal representatives will be given electronic devices at registration which will be used for electronic voting at the General Meetings. A detailed communique will be sent to Members to explain the electronic voting at the General Meetings prior to the date of the meeting.

The CGM will commence at 19:00 and the AGM at 20:00 or straight after the CGM.

To avoid having to stand in a queue, please register as early as possible.