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La Montage  
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Posbus/P.O.Box 1904  
Silverton  
0127  
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## REGSPERSOON **MOUNT GRACE** BODY CORPORATE

13 December 2019

Dear Sir/Madam,

**RE: NOTICE OF THE SPECIAL  
GENERAL MEETING OF MOUNT  
GRACE BODY CORPORATE.**

As duly appointed agents we hereby on behalf of the Trustees of Mount Grace Body Corporate, give notice of the **Special General Meeting of the Owners** of the Mount Grace Body Corporate, to be held:

DATE : Wednesday, 19 February 2020  
TIME : 18h30  
VENUE: NG Church Hall, Meyerspark

Please note that the Agenda along with the supporting documents are attached for your convenience.

Yours faithfully,

**MJ SWART**  
Managing Agent  
012 803 1440

13 Desember 2019

Geagte Mnr/Me.

**IS: KENNISGEWING VAN DIE  
SPESIALE JAARVERGADERING VIR  
MOUNT GRACE REGSPERSOON**

As aangestelde agente stel ons u namens die Trustees van Mount Grace Regspersoon in kennis van die **Spesiale Jaarvergadering van Eienaars** van die Mount Grace Regspersoon, wat gehou sal word op:

DATUM: Woensdag, 19 February 2020  
TYD : 18h30  
PLEK : NG Kerkzaal, Meyerspark

Neem asseblief kennis dat die Agenda saam met die ander ondersteunende dokumente aangeheg is vir u gerief.

Die uwe,

**MJ SWART**  
Bestuursagent  
012 803 1440



255 Albertus street  
La Montagne  
Posbus / P.O.Box 1904  
Silverton  
0127

## Regspersoon MOUNT GRACE ESTATE Corporate

Please be advised that a Special General Meeting will be held on **Wednesday, 19 February 2020 at 18:30** at the NG Church Hall Meyerspark.

Neem asseblief kennis dat 'n Spesiale Jaar-Vergadering gehou word op **Woensdag, 19 Februarie 2020 om 18:30** by die NG Kerkzaal Meyerspark.

### AGENDA

1. Attendance and Constitution
2. Confirmation of Agenda
3. Special Resolution to be voted on:  
Approval of penalty clause
4. Voting
  - 4.1 Counting of votes
  - 4.2 Announcement of vote results
5. Closing

### SAKELYS

1. Bywoning en Konstituering
2. Bevestiging van sakelys
3. Spesiale besluit:  
Goedkeuring van boeteklousule
4. Stemming
  - 4.1 Tel van stemme
  - 4.2 Bekendmaking van resultaat van stemming
5. Sluit van vergadering

**ONLY OWNERS WHOSE LEVIES ARE PAID IN FULL WILL BE ELIGIBLE TO VOTE.**

WHERE AN OWNER CAN NOT BE PRESENT PLEASE GIVE AUTHORIZATION TO ANOTHER OWNER BY PROXY TO ENSURE A QUORUM IS PRESENT AT THE MEETING.

**SLEGS EIENAARS WIE SE HEFFINGS TOT OP DATUM BETAAL IS SAL GERECHTIG WEES OM TE STEM.**

WAAR 'N EIENAAR NIE TEENWOORDIG KAN WEES NIE MOET DAAR ASSEBLIEF VOLMAG AAN 'N ANDER EIENAAR GEGEE WORD OM TE VERSEKER DAT DAAR 'N KWORUM TEENWOORDIG IS, BY DIE VERGADERING.

## **RESOLUTION 1:**

### **Current penalty clause**

#### **25. NOTICES, FINES, PENALTIES & ARBITRATION**

**25.1** *The process to manage transgressions of these Conduct Rules is:*

**25.1.1** *On first contravention a written notice or warning is issued*

**25.1.2** *On second contravention a fine as outlined in Section 25.3 is levied*

**25.1.3** *On third and any subsequent contravention a further fine as outlined in Section 25.3 is levied for each contravention.*

**25.2** *Any indulgence or allowance permitted to any owner, occupier or resident in terms of contraventions of these rules shall not prejudice the rights of the Body Corporate and the Trustees in enforcing these rules.*

**25.3** *R100.00 2<sup>nd</sup> offence*

*R 200.00 3<sup>rd</sup> and every subsequent offence – and will be debited to the owner's levy account.*

### **Proposed penalty clause**

#### **25. NOTICES, FINES, PENALTIES & ARBITRATION**

**25.1** *Infringement of any of the rules herein may result in a fine equal to one month's levy being imposed. The following shall apply for incidences of transgression:*

**25.1.1** *A written notice to the owner and resident indicating the alleged transgression of a rule(s) and informing the owner/resident that the said infringement(s) should be rectified within 30 (thirty) days from date of the notice.*

**25.1.2** *If the infringement has not been rectified within 30 (thirty) days of the written notice a fine equal to half of one month's levy shall be imposed with immediate effect.*

**25.1.3** *If the infringement has not been rectified within 30 (thirty) days of the previous fine, a fine equal to one month's levy shall be imposed with immediate effect.*

**25.1.4** *The owner/resident will be granted the opportunity to appeal against the alleged transgression and/or fine within 14 (fourteen) days of the notice/fine to the Trustees or any other body appointed for this purpose by the Trustees.*

**MOUNT GRACE BODY CORPORATE**  
**SS 1058/2004 & 381/2004**  
**("the Body Corporate")**

**RESOLUTION / PROXY**

***Remember that if the unit is owned by more than one person or a Company/CC/Trust, special proxy must be given to one person for the meeting.***

***This proxy form must then be accompanied by a resolution to this effect.***

I/We, \_\_\_\_\_ of Unit / Eenheid \_\_\_\_\_  
being an Owner of the Mount Grace Body Corporate, hereby appoint

\_\_\_\_\_ of \_\_\_\_\_ or failing him

\_\_\_\_\_ of \_\_\_\_\_ or failing him

proxy to vote for me and on my behalf at the Special General Meeting of Owners of the Mount Grace Body Corporate to be held on **Wednesday, 19 February 2020** and at any adjournment thereof as follows:

*For the benefit of members and for identification purposes a short description pertaining to each proposed resolution are inserted next to such resolution. These proposed resolutions are referred to in detail in the circulated the Notice of the Special General Meeting and the Booklet thereto.*

Resolution	In favour	Against	Abstain
Special Resolution Number 1 – Update of penalty clause			

Indicate instruction to proxy by way of a cross in space provided above.

Unless otherwise instructed, my proxy may vote as he thinks fit. I hereby revoke any previous instruments signed by me appointing a proxy for the abovementioned meeting and acknowledge that proxies are not transferable.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature of Owner

(Note: An Owner entitled to attend and vote, is entitled to appoint a proxy to attend, speak and vote in his stead, and such proxy need not also be an Owner of the Body Corporate.)

**PLEASE SIGN AND RETURN THIS FORM TO:**

**MJ SWART Rekenmeesters / Accountants**

**E-mail: [admin@twowillows.co.za](mailto:admin@twowillows.co.za) ; [mikesw@icon.co.za](mailto:mikesw@icon.co.za)**

**P.O. Box 1904, Silverton, 0127**

**187 Odendaal Street, Meyerspark, 01845**

RESOLUTION PASSED AT A MEETING OF THE DIRECTORS/ MEMBERS/TRUSTEES

(Whichever is Applicable)

OF:

\_\_\_\_\_ (Name of Business / Trust)

Registration Number: \_\_\_\_\_

Held at: \_\_\_\_\_ (place) on \_\_\_\_\_ (date)

Resolved that:

1. Me / Mr \_\_\_\_\_ (name) in his / her capacity as a Director / Member / Trustee be and is hereby authorised to sign the attached proxy form to appoint the proxy in terms whereof the proxy is authorised to speak and vote on behalf of the herein aforementioned entity at the Special General Meeting of the Mount Grace Body Corporate scheduled to take place on \_\_\_\_\_ or at any adjournment thereof in such manner as the proxy may deem fit.
2. The herein aforementioned entity generally, for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite as fully and effectually to all intents and purposes, as the said entity might or could do if personally present and acting therein, hereby ratifying, allowing and confirming all and whatsoever the said proxy shall lawfully do or cause to be done in the premises by virtue of these presents read in conjunction with the attached proxy form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and surname