



THE OWNER
STONE FOREST BODY CORPORATE
AUGRABIES STREET, ERF 51
MOOIKLOOF RIDGE X 6
PRETORIA
GAUTENG
0040

30 January 2024

Dear Sir/Madam

NOTICE OF THE ANNUAL GENERAL MEETING OF STONE FOREST BODY CORPORATE

As duly appointed agents, we hereby on behalf of the Trustees of **Stone Forest Body Corporate**, give notice of the Annual General Meeting to be held:

DATE: THURSDAY, FEBRUARY 15, 2024
TIME: 18H00
VENUE: VIRTUAL VIA ZOOM PLATFORM

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

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

Yours Faithfully,

TINA VAN ZYL

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 Registered with the PPRA
Tel: +27 (0) 12 001 9000 • Fax: +27 (0) 86 502 9999 • 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
STONE FOREST BODY CORPORATE

At the request of the Trustees, notice in terms of Regulation 15 of the Sectional Title Schemes Management Act, is hereby given of the **Annual General Meeting** of the Body Corporate, to be held:

DATE: THURSDAY, FEBRUARY 15, 2024
TIME: 18H00
VENUE: VIRTUAL VIA ZOOM PLATFORM

AGENDA

- 1 Confirmation of Proxies, & issuing of voting cards
- 2 Determination of the Quorum
- 3 Election of Chairperson, if necessary
- 4 Confirmation that Notice of the Meeting was given in terms of Regulation 15
- 5 Approval of the delivery of General Meeting Notices
- 6 Confirmation of the previous minutes
 - 6.1 Minutes Annual General Meeting - 2 March 2023
 - 6.2 Minutes Special General Meeting - 29 August 2023
- 7 Trustees Report of activities & decisions
- 8 Approval of Insurance:
 - 8.1 Presentation of the replacement valuation of all buildings and improvements
 - 8.2 Approval of the Insurance Summary of Benefits & replacement values of each unit
 - 8.3 Determination of the Public Liability Insurance
 - 8.4 Determination of Fidelity Cover
- 9 Consideration of the Audited Financial Statements
- 10 Approval of the:
 - 10.1 Maintenance, Repair & Replacement Report & Plan
 - 10.2 Proposed Estimate of Income & Expenditure for the Administrative Funds
 - 10.3 Proposed Estimate of Income & Expenditure for the Reserve Funds
 - 10.4 Levy Increase for the year
 - 10.5 Levy Payment in Advance
 - 10.6 Arrear Levy: Action Taken
 - 10.7 Allocation of Payments
 - 10.8 Dispute Resolution Process: That applies in respect of disputed contributions & Charges 25(1)(d)
- 11 Appointment of Auditor
- 12 Trustees:

- 12.1 Determination of Number
- 12.2 Election of Trustees
- 13 Restrictions/Directions in Terms of Section 7 (1)
- 14 Confirmation of the Submission of Amendments, Substitutions, Additions or Repeal of Rules adopted by the Body Corporate to the Chief Ombud.
- 15 Appointment of Public Officer
- 16 Determination of Domicilium Citandi Et Executandi
- 17 Closing

APPENDICES

- 1 Minutes of the previous meeting
 - 1.1 Minutes Annual General Meeting - 2 March 2023
 - 1.2 Minutes Special General Meeting - 29 August 2023
- 2 The Insurance Summary of Benefits
- 3 The Schedule of Replacement Values
- 4 Audited Financial Statements
- 5 The Maintenance, Repair & Replacement Plan
- 6 Proposed Estimate of Income & Expenditure for the Administrative & Reserve Funds
- 7 Nomination Form for Trustees
- 8 Proxy Form

STONE FOREST BODY CORPORATE
NOMINATION FORM

I, _____ the undersigned, being the registered owner of unit _____
and being a member of **Stone Forest Body Corporate**, do hereby nominate the following person(s) as trustee(s) of
Stone Forest Body Corporate at the Annual General Meeting to be held on **Thursday, 15 February, 2024 at 18h00**

Note: A nomination is only valid if acceptance is confirmed by the signature of the nominee

Name of Nominee	Unit #	Telephone Number	ID Number	Signature of nominee
1.				
2.				
3.				
4.				
5.				
6.				

Signed by me on this _____ day of _____ 20_____.

SIGNATURE OF PROPOSER

NOTES:

- Each nominee by his signature above makes the following declaration:
I declare that I accept this nomination for election as a Trustee and that I am eligible for nomination in that I am not of unsound mind, have not surrendered my estate as insolvent or had my estate sequestrated, have not been convicted of an offence that involves dishonesty, have not been convicted of theft, fraud, forgery or perjury or been imprisoned without option of a fine, or disqualified in terms of Section 218 or 219 of the Companies Act, 71 of 2008 from being appointed or acting as a director of a company and am not in arrears with any contributions or in breach of any of the conduct rules in terms of management rules 20 (2) (a & b). In the event of my being elected I further undertake to act as Trustee free of remuneration and to place the interest of the Body Corporate before my own interest in all my activities as a Trustee.
- This nomination form must be returned to the Managing Agent at least 48 hours before the meeting.**

For Attention: Tina van Zyl
E-mail: TinaV@pretor.co.za

Prescribed Management Rule 6

A trustee need not be a member or the legally recognized representative of a member who is a juristic person
Provided that - A person who is the managing agent or an employee of the managing agent or the body corporate may not be a trustee unless that person is a member.

STONE FOREST BODY CORPORATE

PROXY FORM

Notification, Appointment of Proxy and Acceptance of Mandate

Note: In terms of section 6(5) of the Sectional Titles Schemes Management Act 2011 a member may be represented in person or by proxy at meetings of the Body Corporate Provided that a person **may not act as a proxy for more than two members** of the body corporate.

I/We, the undersigned owner(s) and member(s) give notice to the Body Corporate of the above scheme that I/ We appoint a proxy to speak and vote at the general meeting (including adjournments) and on the terms set out below, to be held on **Thursday, 15 February, 2024 at 18h00**

Member name(s):	
Unit numbers:	
Proxy name (insert one full name):	

or Failing him/her to attend the meeting, the chairman of the meeting, or his/her nominee.
Special conditions or instructions to proxy: (if left blank, the appointment is unconditional)

--

Signature(s) of members giving mandate:

Date:

--	--

Signature of person accepting mandate:

Date:

--	--

Please sign and return to:

For Attention: Tina van Zyl

E-mail: TinaV@pretor.co.za

Post: Pretor Group, Private Bag X115, Centurion, 0046

A member's appointment of a proxy in terms of section 6(5) of the Act and the proxy's acceptance of the mandate must, except in the case of an appointment in a mortgage bond, be delivered to the body corporate 48 hours before the time of the meeting; or handed to the chairperson before or at the start of the meeting. A proxy need not be a member, but must not be the managing agent or an employee of the managing agent or the body corporate. 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.

NOTE: 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.