

# MEMORANDUM OF INCORPORATION

of

## **MODITLO ESTATE HOME OWNERS ASSOCIATION (RF) (NPC)** **Registration Number: 2002/013524/08** **Revision 2019**

(which is referred to in the rest of this Memorandum of Incorporation as “the **Company**”)

### **A) OBJECTS AND POWERS OF THE COMPANY:**

The **Company** is a Non-Profit Company with members, with the following objects:

1. The main object of the **Company** is to protect and advance the communal interest of Members, of the properties, comprising the **Reserve**, as are more fully defined in this Memorandum of Incorporation, hereunder.

The “**Reserve**” means the properties comprising the Moditlo Estate.

2. It is the main business of the **Company** to
  - 2.1 manage, control, and administer, on behalf of its **Members**, the **Reserve** which may include, and where required and necessary, all electric, water reticulation, sewerage, storm water, roads, telecommunication and intercom systems and services and security within the **Reserve**; and
  - 2.2 collect **Levies** and contributions towards funds of the **Company** for the attainment of the objects of the **Company**, and
  - 2.3 create Rules of Conduct concerning the conduct, powers and obligations of **Members** and the use of **Common Property** and **Portions** within the **Reserve** and to ensure that the terms, conditions and obligations as are imposed in this Memorandum of Incorporation, are enforced equally upon all **Members** and are adhered to for the benefit of the **Members** as a whole and subject to such restrictions and/or conditions, restrictions and/or powers as may be imposed by the **Members** upon the **Directors**, in General Meeting, on the basis that all **Members** shall have equal rights and obligations;
  - 2.4 to enforce any Rules made.

**B) ADOPTION OF MEMORANDUM OF INCORPORATION:**

This Memorandum of Incorporation was adopted by Special Resolution of the **Members in General Meeting**, in accordance with **Annexure "A" and Schedule 1 Part B** attached hereto. This MOI was approved at AGM on date by 12 October 2019

**C) DEFINITIONS:**

1.1 In this Memorandum of Incorporation –

- (1) a reference to a section by a number refers to the corresponding section of the Companies Act, Act 71 of 2008;
- (2) any word or expression which is defined in the **Act** and which is not otherwise defined in the **MOI** shall have the meaning assigned thereto in the Act
- (3) a reference to any Act shall include any amendment thereto or Act in substitution thereof;
- (4) the headings to the clauses in this Memorandum of Incorporation are for reference purposes only and shall not be taken into account in the interpretation of the provisions in this Memorandum of Incorporation;

1.2 The Schedules (if any) attached to this Memorandum are part of the Memorandum of Incorporation.

1.3 Unless the context otherwise requires, any words importing: -

- (1) the singular number shall include the plural number and *vice versa*;
- (2) the one gender shall include the other gender; and
- (3) persons shall include partnerships, trusts and corporate bodies, and *vice versa*.

1.4 Reference to the **MOI** means this **Memorandum of Incorporation**, including all schedules and annexures hereto.

1.5 The following words, expressions and abbreviations shall have the meanings hereinafter assigned to them:

- (1) **“the Act”** : Means the Companies Act, 71 of 2008 and reference to a **“Section”** is a reference to a Section of the **Act**;
- (2) **“Auditors”** : Means the **Company's** appointed Auditors from time to time;
- (3) **“Board”** : Means the **Board of Directors** of the **Company** from time to time;
- (4) **“Business day”** : A business day is calculated by:
- (a) excluding the day on which the first such event occurs;
  - (b) including the day on or by which the second event so occurs; and
  - (c) excluding any Public Holiday, Saturday or Sunday that falls on or between the days contemplated in paragraphs (a) and (b) respectively;
- (5) **“Chairperson”** : Means the **Chairperson** of the **Board of Directors**, elected in accordance with this Memorandum of Incorporation or if that expression is used with reference to a General Meeting or meeting of the **Directors**, at which that person is not present or does not act as **Chairperson**, the person acting as **Chairperson** in accordance with the provisions of this Memorandum of Incorporation;
- (6) **“Common Property”** : Refers to the **Common Property Areas** in the **Reserve**, including all the infrastructure, amenities and equipment of any nature, developed and/or installed on the **Common Property Areas** and for which the **Company** bears the responsibility to maintain, such as, amongst others, the streets,

streetscapes, pavements, fencing, security fencing and systems, entrance gate, electrical sewerage and storm water reticulation and any equipment or amenities used ancillary to such **Common Property Areas**, including gardens and buildings, excluding a **Portion**;

- (7) **“Common Property Areas”** : Means all those areas excluding a freehold Portion located in the Reserve.;
- (8) **“Company”** : Means the Moditlo Estate Home Owners Association (NPC), Registration No: 2002/013524/08;
- (9) **“Directors”** : Means the Directors of the Company who shall, for the purposes of the Act, be elected or appointed in accordance with the provisions of this Memorandum of Incorporation;
- (10) **“Dotcom Trading”** : Means the Company Dotcom Trading 849 CC, a Closed Corporation, Registration No.: 2008/232311/23;
- (11) **“Effective Date”** : Means the date upon which CIPC issues a Registration Certificate, or accepts this **Memorandum of Incorporation**, , whichever event first occurs;
- (12) **“Executive Director”** : A **Director** appointed by the **Members in General Meeting** to control, manage and administer the objectives of the **Company** and to exercise such powers and duties as may be entrusted to him, including the power to collect contributions from members and to appoint officers
- (13) **“in writing”** : Means written, printed or lithographed, or partly one and

partly another, and other modes of representing or producing words in a visible form;

- (14) **“Levies”** : Means all contributions levied from time to time by the Board of Directors upon **Members** for the purpose of meeting all the expenses which the **Company** has incurred or which the Board of **Directors** reasonably anticipate the **Company** will incur in the attainment of its objects and the pursuit of its business, and as more fully stipulated in Article 1.5(6) of the Memorandum of Incorporation;
- (15) **“Member / Members”** : Means a person who is reflected in the Deeds Registry of the relevant Deeds Office as the registered owner of a **Portion or Common Property Area** in the **Reserve** or has successfully applied for membership of the **Company**;
- (16) **“MOI”** : Means the Memorandum of Incorporation of the **Company**;
- (17) **“Portion”** : Means a freehold stand within the **Reserve**, including a stand with commercial rights attached thereto;
- (18) **“Property(/ies)”** : Refers to the properties comprising the Moditlo Private Game Reserve, zoned as a “Private Reserve”, being:
- Portion 3 (a portion of Portion 3) of the Farm Moria 83, Registration Division K.U., Limpopo Province;
  - Portion 4 (a portion of Portion 4) of the Farm Hoedspruit 82, Registration Division K.U., Limpopo Province;

- Portion 2 (a portion of Portion 2) of the Farm Riversdale 246, Registration Division K.T., Limpopo Province;
- (19) **“Remainder of the Land”** : Means those portions of land comprising the properties, excluding any freehold Portion;
- (20) **“Reserve”** : Means the Moditlo Private Game Reserve, comprising of the **Properties and Remainder of the Land**;
- (21) **“Resident(s)”** : Means a person in occupation of a **Portion** on a temporary or permanent basis by agreement with and/or consent from the **Member** of a relevant **Portion** or through his affiliation or association with such **Member**;
- (22) **“Vice-Chairperson”** : Means the Vice -**Chairperson** of the **Board of Directors**, elected in accordance with this Memorandum of Incorporation;

## D) **COMPANY ADMINISTRATION:**

### **Article 1 – Incorporation and Nature of the Company**

#### 1.1 Incorporation

- (1) The **Company** is a pre-existing Non-Profit Company, as defined in the Companies Act, 2008.
- (2) The **Company** is incorporated in accordance with, and governed by-
  - (a) the unalterable provisions of the Companies Act, 2008 that are applicable to Non-Profit companies;
  - (b) the alterable provisions of the Companies Act, 2008 that are applicable to Non-Profit companies, subject to any limitation, extension, variation or substitution set out in this Memorandum of Incorporation; and

- (c) the provisions of this Memorandum of Incorporation.
- (3) This Memorandum of Incorporation is in the form unique to the Company, as contemplated in Section 13(1)(a)(ii).

## 1.2 Objects and Powers of the Company

- (1) The Objects of the **Company** are as set out on the cover sheet (**Part A**) and, except to the extent necessarily implied by the stated objects, the purposes and powers of the **Company** are not subject to any restriction, limitation or qualification, as contemplated in section 19(1)(b)(ii).
- (2) The **Company** is subject to the provision contemplated in Section 15 (2)(b) or (c) as set out in part B of Schedule 1.
- (3) Upon dissolution of the **Company**, its net assets must be distributed in the manner determined in accordance with Item 1(4)(b) of Schedule 1 of the Companies Act, 2008, which holds that: -
  - (a) the net value of the **Company** must be distributed to one or more non-profit Companies, external non-profit companies carrying on activities within the Republic, voluntary associations or non-profit trusts – having objects similar to the **Company's** main object; and
  - (b) as determined:
    - (i) by a majority resolution of the **Members**, immediately before the time of dissolution or, failing such determination;
    - (ii) by the Court.

## 1.3 Memorandum of Incorporation and Company rules

- (1) This Memorandum of Incorporation of the **Company** may be altered or amended only in the manner set out in section 16, 17 or 152(6)(b), subject to the requirement that any alteration of the Memorandum of Incorporation or the Rules, made in terms of Section 17(1), shall be published to the **Members** of the **Company**, by delivering a copy of the altered Memorandum of Incorporation or the Rules, to each member by e-mail.
- (2) The authority of the **Company's Board of Directors** to make rules for the **Company**, as contemplated in section 15(3)(5) is limited or

restricted subject to the provision of Article 1.3 (5) with regards to the following aspects:

- (a) The preservation of the environment, including the flora and fauna on the **Reserve** and the right to prohibit and/or control the use of and activities to be exercised upon any **Portion** or within the boundaries of the **Reserve**;
- (b) All aspects of security, vegetation, road use, sewerage, water and electricity, reticulation, traversing rights and restrictions thereon, security access and control and in general, in respect of environmental management;
- (c) The vegetation, landscaping, fencing, exterior finishes and general aesthetic appearance of a **Portion** or any improvement thereon, on the **Reserve**;
- (d) The right to prohibit, restrict or control the keeping of any animal/bird/reptile which they may regard as dangerous or likely to cause a nuisance and/or disturbance to other residents or the flora and fauna in the **Reserve**;
- (e) The placing or affixing of ornamentation or embellishments to the outside of the buildings or on a **Portion** of the **Property**, including the power to remove, or order the removal or to procure an order for removal of any such objects;
- (f) The conduct of any person or persons within the **Reserve** for the preservation of peace and tranquillity and the prevention of nuisance of any nature to any member resident or to prevent any harm to the environment;
- (g) Architectural Design Guidelines to provide for:
  - (i) guidelines concerning the development of any **Portion** in order to ensure a harmonious development, compliance with Conditions of Establishment as approved and granted in terms of the Development Facilitation Act, No. 76 of 1995 and to provide for a process of approval of building plans and building criteria;
  - (ii) appointment of an Architectural Committee to exercise, implement and enforce such guidelines;
  - (iii) payment by a **Member** of a project enrolment fee of 2% (two percent) of the value of the Development on the **Portion**, payable to the **Company for disbursement of Company expenses incurred**. Subject to the provisions as per Schedule 1 Part B. R10



000-00 (Ten Thousand Rand) shall be payable as a deposit for the enrolment fee, prior to commencement with the development or building activities and the balance of the 2 % (two percent) enrolment fee is payable on completion of the project. The enrolment fee shall be subject to adjustment from time to time as directed in the discretion of the **Board**, or as directed by the **Members** in General Meeting;

- (iv) the payment of a deposit as may be determined by the **Board of Directors** and/or the **Members** in General Meeting from time to time in respect of electricity and/or water services , which deposits will be payable to the **Company** prior to occupation of the **Portion**;
- (h) Furtherance and promotion of any of the objects of the **Company** and/or for the better management of the affairs of the **Company** and/or for the advancement of the interests of **Members** of the **Company**;
- (i) The right to control reasonable access to the **Reserve** and to any **Portion** to protect the security of the **Reserve**, the **Members** and residents and all users thereof;
- (j) The control of any visitors, contractors and labourers and restriction of their access to and activities within the **Reserve**;
- (k) The enforcement of any of the Rules;
- (l) The operations and activities of all businesses whatsoever conducted within the **Reserve**, including the methods of sale and advertising within the **Reserve**;
- (m) Rules regulating the conduct of estate agents within the **Reserve**, show-houses, accreditation, property transactions, the control and movement of the estate agents and their clients (prospective purchasers of **Property** in the **Reserve**);
- (n) The Maintenance and preservation of the natural environment and the protection of fauna and flora and the eradication of undesirable flora;
- (o) Rules concerning construction and material specification and Architectural Design Guidelines and Building Requirements of all improvements and in particular, without derogating from the generality of the a foregoing, structures of whatsoever nature, paving, pavements / sidewalks, the appearance of streetscapes, installations of whatsoever

nature, including without limiting the generality thereof, air-conditioning units, any power saving devices, generators, swimming pool pumps/ filters, TV aerials/dishes/antennae, lighting, washing lines, refuse bins, building rubble, carports, awnings, security systems and landscaping features as well as the maintenance and upkeep of all the a foregoing;

- (p) The control of vehicular traffic of whatsoever nature, including parking;
  - (q) The use of any facilities or amenities within the **Reserve**;
  - (r) The safety and other regulations applicable to recreational activities,
  - (s) The control and recycling of refuse, littering and other safety and anti-pollution related measures;
  - (t) In general, rules in order to maintain tranquillity and a peaceful living environment in the **Reserve**.
- (3) For the enforcement of any Rules made by the **Board of Directors** or the **Company**, the **Board of Directors** shall be entitled to:
- (a) Implement a system of fines and penalties from time to time in order to deter any contravention of these Rules and to ensure the due enforcement of these Rules.
  - (b) Any penalties imposed by the Directors are subject to adjustment and/or ratification by members in General Meeting.
  - (c) In the event of contravention of any of these Rules, the following procedure will be followed and implemented by the Executive Director:
    - (i) A letter of demand will be sent to the member, specifying the nature of the breach and demanding him to remedy the breach within a period of 10 (ten) business days;
    - (ii) Should the member fail to adhere to the demand letter and to remedy the breach then, unless written objection is received from the owner concerning the alleged contravention, the prescribed penalty shall be implemented and levied against the member's levy account and shall be enforceable, as if such penalty or fine constitutes a normal levy;

- (iii) If the transgression is disputed and upon receipt of any written objection from the **Member**, a Committee of 3 (three) **Directors** appointed by the **Chairperson** for this purpose, shall convene a meeting with the **Member** within a period of 10 (ten) business days to adjudicate upon the issue. The meeting shall take place at a venue and time, and in accordance with such procedure, as the **Chairperson** of the Committee shall direct; provided that the Rules of natural justice shall be observed and at which meeting the **Member** shall be entitled to address his objection and to call witnesses.
  - (iv) The decision of the **Committee** shall be final;
  - (v) Should the **Member** refuse to accept the decision of the **Board of Directors** on any matter, such dispute shall then be referred to mediation/arbitration in terms of these Rules.
- (4) The **Board** must publish any rules made in terms of section 15(3)(5) by delivering a copy of those Rules to each member by e-mail. The Rules must be available for inspection at the office of the Company at all times within business hours and a copy will be made available against payment of the reasonable fee as determined by the **Board of Directors** from time to time.
- (5) The **Company** must publish a notice of any alteration of the Memorandum of Incorporation or the Rules, made in terms of section 17(1) by delivering a copy of the notice and altered Memorandum of Incorporation or the Rules, to each member by e-mail.
- (6) All Rules made by the **Board of Directors** must be ratified by the **Members** of the **Company** at the General Meeting following the publication of the Rules to the **Members**.
- (7) Any Rules issued by the **Directors** with regards to conduct of **Members** or any other matter, in force on the date before this Memorandum of Incorporation is accepted by the **Members**, will remain of force and effect as if they were issued in terms of Article 1.3(2).
- (8) The **Company** may itself, through the **Members** in General Meeting, make any Rules which the **Directors** may make in terms of Article 1.3(2) and may likewise vary or modify any Rules made by it or the **Directors** from time to time.

#### 1.4 Optional provisions of Companies Act, 2008 do not apply

The **Company** elects to, in terms of section 34(2), appoint an Auditor, but will not appoint an Audit Committee or a Company Secretary.

#### 1.5 (1) Membership of the Company

As contemplated in Item 4(1) of Schedule 1 of the **Act**, the **Company** has **Members**, who are all in a single class, being voting **Members**, each of whom has an equal vote in any matter to be decided by the **Members** of the **Company**.

#### (2) Qualification for Membership of the Company

Membership of the **Company** shall be limited to: -

- (a) those persons (natural persons or juristic entities) who, are reflected, in terms of the Deeds Registries Act, No. 47 of 1937, in the records of the Deeds Office concerned, as the registered owners of a **Portion(s) or Common Property Areas** in the **Reserve**, notwithstanding the provisions of Article 1.5(3), and who will be bound by the provisions of the Companies Act, 2008, this Memorandum of Incorporation and any Rules made and incorporated hereunder;
- (b) Where any **Portion(s)** in the **Reserve** is owned by more than one person, all the registered owners of that **Portion(s)** shall together be deemed to be one member of the **Company** and have the rights and obligations of one member of the **Company**; provided however that all co-owners of a **Portion(s)** shall be jointly and severally liable for the due performance of any obligations towards the **Company**.

#### (3) Application for Membership of the Company

- (a) Subject to the provisions of Article 1.5(2), application for Membership of the **Company** shall be made to the **Company** in writing.
- (b) When an application is made for membership of the **Company** by a person, such person shall declare himself bound by the terms and conditions of this Memorandum of Incorporation and any Rules made thereunder and such person shall be deemed to have acquainted himself with the terms and conditions thereof.
- (c) All **Members** who are **Members** of the **Company** shall remain **Members** of the **Company** by virtue of them being the registered owners of a **Portion(s) or Common Property Areas** in the **Reserve**.

**(4) Initial or periodic costs for membership**

All **Members** shall be liable for the payment of **Levies**, as may be determined by the **Members in General Meeting**, in terms of this Memorandum of Incorporation from time to time, as may be required for the fulfilment of the objectives of the **Company**.

**(5) Rights and obligations of Membership**

- (a) A **Member** of the **Company** shall remain a member thereof until he ceases to be the registered owner, as reflected in the relevant Deeds Office as an owner of a **Portion** in the **Reserve** and a **Member** shall therefore not be entitled to resign as a member of the **Company** unless he ceases to be a member of a **Portion** in the **Reserve**.
- (b) The rights and obligations of a **member** shall not be transferable and every **Member** shall:
- (i) further, to the best of his ability, the objects and interests of the **Company**;
  - (ii) observe all Rules made by the **Company** or the **Board of Directors**;
  - (iii) pay all **Levies and other amounts** due by the member, to the **Company**;
  - (iii) comply with the Conditions of Establishment of the Reserve in terms of Schedule 1 Part B.
  - (v) comply with the Architectural Design Guidelines and Building Requirements in force from time to time;
  - (vi) obtain the prior written consent of the **Board of Directors** of any building plans, including plans for alterations to an existing building, before submission thereof for approval to any local or other authority, prior to commencement with any building activity;
  - (vii) not use his **Portion** or any part thereof, or any part of the common property or common services, or permit it to be used, in such a manner and/or for such purposes as shall be injurious to the reputation of the **Company**;

- (viii) not contravene or permit the contravention of any law, by-law, ordinance, proclamation or statutory regulation, or the conditions of any license, relating to or affecting the occupation of his **Portion** or of the common property or the carrying on of business, or so contravene or permit the contravention of the conditions of title applicable to his **Portion** or of any other **Portion** or the common property;
- (ix) maintain his **Portion** in a clean and tidy condition and adhere to the Architectural Design Guidelines and Building Requirements established by and to the satisfaction of the **Board of Directors**. Should the **Board of Directors** be of the opinion that a **Member** is in breach hereof, the **Board of Directors** shall give such member reasonable notice, depending on the nature of the breach, within which to remedy the breach, failing which, where possible, the **Board** of Directors shall be entitled to perform the work or services required to be done or provided at the expense of the **Member**, and shall be entitled to recover all expenditure in this connection from the **Member**, together with interest calculated thereon at prime bank rate, for the period from date of expenditure to date of repayment;
- (x) allow any person so authorised by the **Board of Directors** to enter onto his **Portion** for purposes of inspecting any structure to be erected on his **Portion**. **Members** are responsible to allow entry to such persons for such purpose;
- (xi) not be entitled to any of the privileges of membership unless and until he shall have paid every levy, with interest thereon as contemplated in terms of this Memorandum of Incorporation and any other sum (if any) which may be due and payable to the **Company**, from whatsoever cause arising. In event of the payment of any levy or any other amount or action taken by the **Board of Directors** being disputed for any reason whatsoever, the **Board of Directors** may in its entire discretion elect to refer such matter to arbitration. The unsuccessful party shall pay the cost of arbitration;
- (xii) abide by the Rules concerning the occupation of any **Portion**. It is recorded that a maximum of 10

- (ten) beds will be allowed on a **Portion** and should any domestic servant and/or employee be housed; such occupation shall be counted in the maximum restriction of 10 (ten) beds;
- (xiii) not sub-divide or allow the sub-division of any **Portion**, or allow any Sectional Title Development on any **Portion**;
  - (xiv) be entitled to sell or to allow occupational rights in respect of a **Portion** in terms of fractional ownership, subject to a maximum of 12 (twelve) shares or fractions per **Portion**.
  - (xv) abide by such directives, Rules and/or restrictions that may be imposed by the Company from time to time concerning the letting of any **Portion**, dwelling or part thereof. It is recorded that the rights to any commercial activity within the **Reserve** were reserved for the commercial properties, as per the approved DFA authority only, and that any commercial activity, including the letting of **Portions**, are reserved to be administered by the Company, who shall be entitled in their sole discretion to cede or assign these rights from time to time to a nominee of their choice. It be further recorded that for the time being, such right has been assigned to **Dotcom Trading**;
  - (xvi) abide by the Memorandum of Incorporation and adheres to the Rules and Regulations proclaimed by the Board of **Directors** from time to time, provided that nothing contained in this Memorandum of Incorporation of the **Company** shall prevent a **Member** from ceding his rights in terms of this Memorandum of Incorporation as security to the mortgagee of the **Member's Portion**;
- (c) No **Member** shall let or otherwise part with occupation of his **Portion**, whether temporarily or otherwise, unless he has agreed **in writing** with the proposed occupier of such **Portion**, as a *stipulatio alteri* in favour of the **Company** that such occupier shall be bound by all the terms and conditions of this Memorandum of Incorporation and any Rules made thereunder, and such written agreement is lodged with the **Company** prior to the proposed occupier taking occupation of the **Portion** in question.

- (d) Every **Member** shall, when he agrees to transfer ownership of his **Portion** in the **Reserve**, set it as a condition of the agreement of sale and transfer, that the new owner shall apply for membership of the **Company** and be accepted as member of the **Company** and therefore become a member of the **Company**, accepting his/her/its obligations towards the **Company** as member.
- (e) Every **Member** shall ensure that in any *Deed of Sale* concerning the transfer of a **Member's** ownership or interest in a **Portion**, there shall be included in such *Deed of Sale*, a clause to the following effect:
- (i) *The Purchaser acknowledges that registration of the **Property** into his name can only be effected if he consents in writing to become a **Member** of the **Moditlo Estate Home Owners Association (NPC)**, a non-profit company incorporated in terms of the Companies Act, 2008;*
  - (ii) *The Purchaser will remain a **Member** of the **Moditlo Estate Home Owners Association** and be bound by its provisions for as long as he remains the registered owner of the **Property**;*
  - (iii) *Should the Purchaser sell the **Property**, he will be obliged to inform the new Purchaser that ownership of a **Portion/Property** within the Moditlo Estate is subject to **Membership** of the **Moditlo Estate Home Owners Association (NPC)** and that through such ownership, he will be bound by the Rules, Regulations and Architectural Design Guidelines and Building Requirements applicable to occupation of the **Property** in accordance with the Memorandum of Incorporation and any Rules made there under;*
  - (iv) *The Memorandum of Incorporation, Rules and Regulations and Architectural Design Guidelines and Building Requirements applicable to ownership of the **Property** is attached hereto as Annexures;*
  - (v) *If these provisions are not already a condition of title in the Seller's Title Deed, such condition shall be imported into the Title Deed of the Purchaser upon registration of transfer to and in favour of the Purchaser.*
- (f) No **Member** of a **Portion** in the **Reserve** shall be entitled to dispose thereof to any other person without the written consent of the **Company** first having been obtained under



the hand of the Executive Director, which consent will not be withheld unless:

- (i) such **Member** is in arrears with any **Levies**, penalties, fines or interest or other payment due to the **Company** in terms of the Memorandum of Incorporation or the Rules or otherwise;
  - (ii) such **Member** is in breach with any of his obligations towards the **Company** in terms of the Memorandum of Incorporation or the Rules and has failed to remedy such breach after having been called upon by the **Company, in writing**, to remedy such breach and remain in breach;
  - (iii) the prospective transferee has not applied for membership of the **Company**, where such application is required or has not been accepted as a member of the **Company**.
- (g) No **Member** of a **Portion** in the **Reserve** shall be entitled to pass transfer thereof to any other person until the **Company**, under the hand of the Executive Director, has certified by way of a Certificate of Consent that such **Member** as at date of transfer has complied with all his/her/its financial and other obligations towards the **Company**.
- (h) The provisions of Article 1.5(5)(e) and (5)(f) shall apply *mutatis mutandis* to any alienation of an undivided share in a **Portion** in the **Reserve**.
- (i) The **Directors** of the **Company** may impose an additional, reasonable fee upon the **Members** of the **Company** for the issuing of the Certificate of Consent as referred to in Article 1.5(5)(g). The said fee will be determined by the Board of **Directors** from time to time and will be subject to ratification by the **Members** in General Meeting.
- (j) **Members** in good standing shall have the rights prescribed by the **Act**, the Memorandum of Incorporation and any Rules made thereunder, which shall *inter alia*, include the following rights:
- (i) the right to nominate and elect the **Directors** of the **Company**;
  - (ii) the right to receive access to the **Company** records in accordance with the provisions of Section 26 of the **Act**;

- (iii) the right to receive notice of, attend, speak and vote at General Meetings of the **Company**;
  - (iv) the right to receive access to the Financial Statements or related information of the **Company**.
- (k) A **Member/(s)** shall not have the right to vote at any General Meeting, or as contemplated in terms of the provisions of Section 60 of the **Act**, if:
- (i) such **Member** is in arrears with any **Levies**, service costs, contributions, penalties, fines, legal costs or interest or any other payment due to the **Company** in terms of this Memorandum of Incorporation or the Rules or otherwise;
  - (ii) such **Member** is in breach with any of his obligations towards the **Company** in terms of this Memorandum of Incorporation or the Rules and has failed to remedy such breach after having been called upon by the **Company, in writing**, to remedy such breach and he remains in breach.
- (l) Every **Member** if so, required by the **Company**, shall sign all documents required to create a condition in the Title Deed of his **Portion**, which will ensure that the **Portion** may not be sold or transferred without the buyer or transferee binding himself to become a **Member** of the **Company** and without a Certificate as contemplated in Article 1.5(5)(g). The condition referred to shall be worded as near as possible to the following:
- "This property is subject to the following condition imposed by the /transferor in favour of **Moditlo Estate Home Owners Association (NPC)**, a Non-Profit Company as referred to in the Companies Act, 2008 with **Registration Number: 2002/013524/08**:*
1. *The transferee, their successors in title or assigns (his heirs, executors, administrators or assigns) are compelled to be a member of the abovementioned Home Owners Association from the date of registration of the property into his/her/their/its name.*
  2. *The transferee, their successors in title or assigns/(his heirs, executors, administrators or assigns) shall not be entitled to transfer the property in any manner, without obtaining the prior written permission of the **Moditlo Estate Home***

**Owners Association (NPC)** and then only subject to the condition that the purchaser will become a member of the said **Moditlo Estate Home Owners Association (NPC)** on the date of registration of the property into his name.”

- (m) Every **Member** shall, when he agrees to transfer of ownership of a **Portion** in the **Reserve**, set it as a condition of the Agreement of Sale and transfer of a **Portion** in the **Reserve**, that the new owner shall apply in writing to become a member of the **Company**, accepting his/her/its obligations towards the **Company** as a **Member** and this condition shall be worded as near as possible in accordance with the following format:

**Further conditions:**

1.1 Home Owners Association:

- (a) The Purchaser undertakes to apply in writing, for membership of the **Moditlo Estate Home Owners Association (NPC)** (hereinafter referred to as “the **Company**”) and confirms and accepts that, irrespective of such written application, his ownership of the **Portion** shall be subject to the **Memorandum of Incorporation** of the **Company** and any Rules made by the **Company**. A copy of the **Memorandum of Incorporation** of the **Company** and Rules made thereunder are available for inspection with the Company’s office.
- (b) The Purchaser will remain a **Member** of the **Company** and be bound to its provisions for as long as he remains the registered owner of the property.
- (c) Should the Purchaser sell the property, he will be obliged to inform the new Purchaser of these provisions and the new Purchaser’s obligation in terms of these provisions.
- (d) The Purchaser shall require the written consent of the **Company** to transfer the **Portion** to a third party, which consent will not unreasonably be withheld.
- (e) As from date of transfer, the Purchaser shall be liable for payment to the **Company** of a levy as determined by the **Company** and which levy shall be utilised inter alia towards maintenance

*of the common property belonging to the **Company**, the security fence and systems as well as payment of disbursements relating to security matters and for any such other purposes as the Constitutional Documents of the **Company** may prescribe."*

(n) **Binding Nature**

- (i) The provisions of this Memorandum of Incorporation and Rules, and the duties of a member in relation to the use and occupation of his **Portion** shall be binding on the member of any **Portion** and any lessee or other occupant of any **Portion** and it shall be the duty of the member to ensure compliance with this Memorandum of Incorporation and Rules upon such lessee or occupant, including visitors, employees, contractors, guests, any member of his family or that of his lessee or his occupant;
- (ii) It shall be the duty of any member to furnish a copy of this Memorandum of Incorporation and Rules to any lessee or other occupant of his **Portion** and to refer in any Lease Agreement to the binding nature of this Memorandum of Incorporation and Rules upon such lessee or occupant.

(o) **Letting of Portions**

- (i) **Members** must keep the **Company** informed of particulars of the agent/s, if any, entrusted with letting his **Portion**;
- (ii) **Members** or their agents must promptly and at all times keep the **Company** informed of all the particulars concerning their tenants (name, identity number, contact number) before they occupy a **Portion**, who such persons are, and when they occupy or vacate a **Portion**. This ensures orderliness on the common property and also enables the **Company** to determine who enters the common property and who may use the facilities on the common property;
- (iii) **Members** must ensure that their agents are kept informed of their own obligations towards the **Company** in terms of this Memorandum of

Incorporation and that they or their agents will ensure that any Lease pertaining to his **Portion** includes a copy of the Rules and Regulations;

- (iv) **Members** shall ensure that their tenants and the persons referred to in Article 1.5(5)(n) are acquainted with and fully understand and observe this Memorandum of Incorporation.
- (p) If a member ceases to be a **Member** of the **Company** as a result of the transfer of a **Portion** to another person, such **Member** shall not be released from any liability to the **Company** in respect of any debt or other obligation, the cause of which arose prior to the transfer of such **Portion**.
- (q) Where a **Portion** is owned by more than 1 (one) person, all the registered owners of that **Portion** shall together be deemed to be collectively 1 (one) **Member** of the **Company** and have the rights and obligations of 1 (one) **Member** of the **Company**; provided however that all co-owners of any **Portion** shall be jointly and severally liable for the due performance of any obligation to the **Company**.
- (r) The rights and obligations of a **Member** shall not be capable of being ceded and/or assigned, in whole or in part, nor otherwise be transferable.
- (s) **Members** shall not interfere with, nor give instructions to any officers, employees, agents or contractors of the **Company**, and any complaints shall be addressed **in writing** to the **Executive Director**.
- (t) The right to any commercial activity within the **Reserve** was reserved for the commercial properties only as per Schedule 1 Part B.
- (u) **Members' obligation to comply with zoning rights and environmental management plan**

Each **Member** shall avail himself of the restrictions in respect of the use of his **Portion**, the common property areas and the **Reserve**, as imposed in terms of the Development Facilitation Act Authority and Environmental Management Plan and the Local Authority as applicable to the **Reserve** which, *inter alia* stipulates That a Monitoring Committee will be established, in the discretion of the **Board of Directors** in terms of the provisions of Article 4.5, to assist the **Board of Directors** with enforcement of the provisions of the Environmental Management Plan.

**(6) Levies**

- (a) The **Members in General Meeting** determine from time to time the **Levies** payable by the **Members** for the purpose of meeting all the expenses which the **Company** has incurred, or to which the **Board of Directors** reasonably anticipate the **Company** will incur in the attainment of its objects or the pursuit of its business.
- (b) The **Board of Directors** shall not less than thirty days prior to the end of each financial year or so soon thereafter as is reasonably possible, publish a notice indicating an estimate, in reasonable detail, of the amount which shall be required by the **Company** to meet the expenses during the following financial year, and shall specify separately such estimated deficiency, if any, as shall result from the preceding year. The **Directors** may include in such estimate an amount to be held in reserve to meet anticipated expenditure not of an annual or recurring nature.
- (c) The annual levy for the ensuing financial year or any special- or other levy to be implemented, shall become due and payable on the passing of a Resolution to that effect, or the publication thereof as envisaged in Article 1.3(4), and shall be payable in the form that the **Board of Directors** may direct from time to time and failing direction, in equal monthly instalments, due in advance on the first day of each and every month of each financial year.
- (d) Each notice to each member shall specify the contribution (levy) payable by that member to such expenses and reserve fund.
- (e) In the event of the **Board of Directors** for any reason whatsoever failing to prepare and timeously serve the notice referred to in Article 1.5(6)(b) above, every member shall until served with such notice, continue to pay the levy previously imposed and shall after service of such notice pay the levy specified therein. A **Member** shall pay any deficit (comprising the difference between the levies payable during the previous financial year and the new levy imposed, (if any) within 30 (thirty) days of receipt of the notice specifying the new contribution payable by the **Member**.
- (f) Upon the change of ownership of a **Portion**, the successor in title becomes liable for the pro-rata payment of contributions from the date of change of such ownership.

- (g) The **Members in General Meeting** may from time to time impose special **Levies** upon the **Members** in respect of all expenses as are mentioned in Article 1.5(6)(6)(a) which are not included in any estimate made in terms of Article 1.5(6)(6)(b), and may in imposing such **Levies** further determine the terms of payment thereof.
- (h) All **Levies** and any special **Levies** referred to in Article 1.5(6)(6)(g), becomes due on the passing of a Resolution to that effect and may be recovered by the **Company** by action in any competent Court having jurisdiction, from the member(s) who were owner(s) of the **Portion(s)** at the time when such Resolution was passed.
- (i) The **Directors** shall be empowered in addition to such other rights as the **Company** may have in law against its **Members** to determine the rate of interest from time to time chargeable upon arrear **Levies**. Should the **Directors** fail to make any determination of the interest rate, then and in that event, the prescribed rate of interest, as may be applicable from time to time in terms of the Prescribed Rate of Interest Act, Act No. 55 of 1975, shall be applicable.
- (j) The obligation of a **Member** to pay a levy and interest shall cease upon his ceasing to be a member without prejudice to the **Company's** right to recover arrear **Levies** and interest and penalties, fines and other amounts due to the **Company**. No **Levies**, interest, penalties, fines or other amounts paid by a **Member** shall under any circumstances be repayable by the **Company** upon his ceasing to be a **Member**. A **Member's** successor in title to a **Portion** shall be liable for payment of **Levies** as from the date upon which he becomes the registered owner of the **Portion** as reflected in the Deeds Registry.
- (k) No **Portion(s)** registered in a member's name shall be capable of being transferred without a Certificate of Consent as referred to in Article 1.5(5)(f) first being obtained from the **Company** confirming that all **Levies**, penalties, fines or other amounts due and interest have been paid up to and including date of registration of transfer thereof.
- (l) A member shall be liable for and pay all legal costs, including costs as between attorney and own client, collection commission, expenses and charges incurred by the **Company** in obtaining the recovery of arrear **Levies**, penalties, fines, interest or any other arrear amounts due and owing by such owner to the **Company** or in enforcing compliance with the **Act**, the provisions of this Memorandum of Incorporation, or the Rules.

- (m) The **Directors** may from time to time determine a charge to be levied against **Members** in arrears, as an administration charge payable to the **Company**. Any administration charges so levied shall be subject to review of the **Members** in General Meeting.
- (n) Interest imposed by the **Directors** shall be subject to review by the **Members** in General Meeting and shall not exceed any limitations set by legislation.
- (o) All payments made by a **Member** and received by the **Company** shall be allocated firstly towards interest, legal costs and thereafter towards capital. The **Board** reserves the right to allocate payments as they deem fit in the absence of an express allocation by the **Member**. In the absence of an express allocation by the **Board**, all payments will be allocated to the debt newest in time.
- (p) Should a member fail to effect payment of contributions levied in terms of these Rules on due date, the full outstanding balance remaining unpaid for the financial year shall become due and payable without notice and/or demand but the **Board** may at their sole election and discretion agree to a repayment arrangement with the member concerned and subject to such conditions as the **Board** may impose. The **Board**, in managing the financial obligations and cash flow requirements of the **Company**, may at their sole election and discretion agree to reduce, vary or discount the full outstanding balance remaining unpaid by a **Member**, subject to such conditions as the **Board** may impose and subject further to the ratification by the **Members**, with or without amendment, at the next General Meeting of the Company following such determination.
- (q) A Reserve Fund will be established and maintained. The Reserve Fund expenses, other than that which was approved in the original budget, may only be utilised upon a Special Resolution by the members of the Company. Once used, it must be replenished by at least the amount used.



## 1.6 The financial year end

The financial year end of the **Company** shall be the last day of September.

## 1.7 Rights reserved to the Owners of the Remainder of the Land

- (1) It is recorded that a **Member's** ownership extends to the **Portion** registered in his name only and subject to the provisions of any title condition, provisions of this Memorandum of Incorporation and the Rules, Regulations and Architectural Design Guidelines made thereunder.
- (2) The remainder of the **Reserve** (all properties), excluding the **Portions**, are owned by the Owners of the remainder of the land , subject to the traversing rights of the Members.
- (3) All game is owned by, all hunting activities and/or culling are reserved to the **Owners of the remainder of the land** under controlled conditions.

## Article 2 – Rights of Members

### 2.1 Members' authority to Act

If, at any time, every member of the **Company** is also a Director of the **Company**, as contemplated in section 57(4), the authority of the **Members** to act without notice or compliance with any other internal formalities, as set out in that section is not limited or restricted by this Memorandum of Incorporation.

### 2.2 Members' right to Information

A member has the right to access to information as set out in Section 26(1) of the **Act**.

### 2.3 Representation by concurrent proxies

The right of a member of the **Company** to appoint a proxy, as set out in Section 58(3)(a), is limited to the extent that a member may only appoint 1 proxy.

### 2.4 Authority of proxy to delegate

The authority of a member's proxy to delegate the proxy's powers to another person, as set out in Section 58(3)(b) is limited or restricted to the extent as set out in the Proxy Instrument.

## 2.5 Requirements to deliver proxy instrument to the Company

The requirement that a member must deliver to the **Company** a copy of the instrument appointing a proxy before that proxy may exercise the member's rights at a **Members** meeting, as set out in section 58(3)(c) is varied to the extent that a copy of the instrument appointing a proxy must be delivered to the **Company** at the date as published in the Notice of the Meeting at which the proxy exercises any rights of the **Member**.

## 2.6 Deliberative authority of proxy

The authority of a member's proxy to decide without direction from the member whether to exercise, or abstain from exercising any voting right of the member, as set out in section 58(7) is limited or restricted to the extent as per proxy instrument.

## 2.7 Record date for exercise of member rights

The record date for the exercise of members rights shall be 15 (fifteen) business days prior to the action, meeting or event as contemplated in accordance with section 59(3). Such date will be published in the Notice of the action, meeting or event.

# Article 3 – Members Meetings

## 3.1 Requirement to hold meetings

- (1) The **Company** shall, within 4 (four) months after the end of each financial year, hold a General Meeting in addition to any other General Meetings during that year, and shall specify the meeting as such in the notices, in terms of Article 3.4 below, calling such meeting;
- (2) The abovementioned General Meeting shall be called the "Annual General Meeting" and all other General Meetings shall be called "Special General Meetings".

## 3.2 Members' right to requisition a meeting

The right of **Members** to requisition a meeting, as set out in section 61(3), may be exercised by at least 10% of the voting rights entitled to be exercised in relation to the matter to be considered at the meeting despite the provisions of that section.

## 3.3 Location of Members meetings

The authority of the **Company's Board** of **Directors** to determine the location of any **Members** meeting, and the authority of the **Company** to hold any such meeting in the Republic or in any foreign country, as set

out in section 61(9) is limited or restricted to the extent that all **Members'** meetings shall be convened to take place at a location close to or preferably within the **Reserve**.

### 3.4 Notice of Members meetings

- (1) The minimum number of days for the **Company** to deliver a notice of a **Members** meeting to the **Members**, as required by section 62 is as provided for in section 62(1), being at least 15 (fifteen) **Business Days**.
- (2) The notice convening each meeting of the **Company** shall specify the place, the date and hour of the meeting and shall otherwise contain details of the business, including where relevant, special business, to be conducted at the meeting.

### 3.5 Electronic participation in Members meetings

The authority of the **Company** to conduct a meeting entirely by electronic communication, or to provide for participation in a meeting by electronic communication, as set out in section 63 is limited or restricted to the extent that the electronic communication employed ordinarily enables all persons participating in that meeting to communicate concurrently with each- other without an intermediary, and to participate reasonably effectively at the meeting.

### 3.6 Quorum for Members meetings

- (1) The quorum requirement for a **Members** meeting to begin, or for a matter to be considered are as set out in section 64(1) is at least 25% (twenty five percent) of the votes entitled to be exercised, present in person or by proxy.
- (2) The time periods allowed in section 64(4) and (5) apply to the **Company**, subject to the following variations:
  - (a) If, within 15 (fifteen) minutes after the appointed time for a meeting to begin, the requirements of sub-sections 64(1) for that meeting to begin have not been satisfied, the meeting is postponed without motion, vote or further notice, for 1 (one) week, at the same place and time;
  - (b) If, within 15 (fifteen) minutes after the appointed time for a meeting to begin, the requirements of sub-sections 64(1) , for consideration of a particular matter to begin have not been satisfied –
    - (i) if there is other business on the Agenda of the meeting, consideration of that matter may be

postponed to a later time in the meeting without motion or vote; or

- (ii) if there is no other business on the Agenda of the meeting, the meeting is adjourned for 1 (one) week, at the same place and time, without motion or vote.
  - (c) The person intended to preside at a meeting that cannot begin due to the operation of subsection 64(1)(a), where a quorum is not present, may extend the 15 (fifteen) minute limit for 1 (one) hour on the grounds as specified in subsection 64(5).
- (3) The authority of a meeting to continue to consider a matter after the quorum has been met, as set out in section 64(9), is limited or restricted to the extent that at least 25% of the voting rights are present.

### 3.7 Adjournment of Members meetings

- (1) If a quorum has not been reached within 15 (fifteen) minutes after the appointed time for the meeting to begin or such extended period as the **Chairperson** directed, the **Chairperson** appointed for the meeting will be authorised to adjourn the meeting of the **Members** for 30 (thirty) business days. Adjournment will take place in accordance with the provisions of Sections 64(4) – (13).
- (2) The maximum period allowable for an adjournment of a **Members** meeting is 60 (sixty) **Business Days** after the date upon which the adjournment occurred.

### 3.8 Members resolutions

- (1) For any ordinary resolution to be adopted at a **Members** meeting, it must be supported by more than 50% of the **Members** who voted on the resolution, as stipulated in the provisions of section 65(7).
- (2) For a special resolution to be adopted at a **Members** meeting, it must be supported by at least 75% of the **Members** who voted on the resolution, as provided in section 65(7).
- (3) A special resolution adopted at a **Members** meeting is required, in addition to the matters set out in Section 65(11), for the following matters to be determined by the **Company**.
  - (a) to amend the **Company's** Memorandum of Incorporation to the extent required by Section 16(1)(c);

- (b) to approve the voluntary winding-up in the circumstances contemplated in Section 80(1);
- (c) to approve any proposed fundamental transaction, to the extent required by Part A of Chapter 5 of the **Act**, subject to Schedule 1 of the **Act**;
- (d) to ratify actions by the **Company** or **Directors** in excess of their authority, as contemplated in Section 20(2);
- (e) to authorize the **Board** to grant financial assistance in the circumstances contemplated in Section 44(3)(a)(ii) or 45(3)(a)(ii);
- (f) to authorize the basis for compensation to **Directors** of the **Company**, as required by Section 66(9).

### 3.9 Votes of Members

At every General meeting:

- (1) Every member, , in person or by proxy and entitled to vote, shall have 1 (one) vote for each **Portion** registered in his name;
- (2) If a **Portion** is registered in the name of more than one person, then all such co-owners shall jointly have 1 (one) vote;
- (3) Save as expressly provided for, no person other than a member, duly registered and who shall have paid every levy or other sum due and payable to the **Company** in respect of or arising out of his membership, and who is not under suspension, shall be entitled to be present or to vote on any matter, either personally or by proxy, at any General Meeting;
- (4) At any General Meeting, a Resolution put to the vote of the meeting, shall be decided on by a show of hands, unless before or in the declaration of the result of a show of hands a poll is demanded by the **Chairperson** or at least 5 (five) **Members**. Unless a poll is so demanded, a declaration by the **Chairperson** that a Resolution has, on a show of hands, been carried or carried unanimously or by a particular majority or has been declined, and an entry to that effect in the book containing the minutes of the proceedings of the Company shall be conclusive evidence of the fact, without proof of the number or the proportion of the votes recorded in favour or against such Resolution. The demand for a poll may be withdrawn.
- (5) In terms of Section 63(5) of the Act, if voting is by show of hands, any person who is present at the meeting, whether as a member or as proxy for a member and entitled to exercise voting rights has

one vote, irrespective of the number of voting rights that member would otherwise be entitled to exercise.

- (6) In terms of Section 63(7)(a)(b), if a poll is duly demanded, it shall be taken in such manner as the **Chairperson** directs, and the result of the poll shall be deemed to be the Resolution of the meeting at which the poll was demanded. Two (2) **Members** shall be elected to determine the result of the poll.
- (7) In the case of equality of votes for and against any Resolution, the Resolution shall be deemed to have been defeated.
- (8) Every Resolution and every amended Resolution proposed for adoption by a General Meeting shall be seconded at the meeting and if not so seconded, shall be deemed not to have been proposed.
- (9) An amendment proposed shall also require to be seconded, and if approved by the meeting, will replace the initial proposal, and such amended proposal must then be put to the vote.
- (10) Unless any member present in person or by proxy at a General Meeting shall, before closure of the meeting, have objected to any declaration made by the **Chairperson** of the meeting as to the result of any voting at the meeting, whether by a show of hands or otherwise, or validity of the procedure at such meeting, such declaration by the **Chairperson** shall be deemed to be a true and correct statement of the voting, and the meeting shall in all aspects be deemed to have been properly and validly constituted and conducted and an entry in the minutes to the effect that any motion has been carried or defeated, with or without record of the number of votes recorded in favour of or against such motion, shall be conclusive evidence of the votes so recorded.

### 3.10 Proxies

- (1) A **Member** may be represented at a General Meeting by a proxy, who need not be a **Member**.
- (2) The instrument appointing a proxy shall be **in writing**, duly signed by the **Member** concerned (or his appointed agent, duly authorized **in writing**) and shall be substantially in the form as set out in clause 3.10(5).
- (3) In accordance with the provisions of Article 2.5, a copy of the instrument appointing a proxy must be delivered to the **Company** at the date as published in the Notice of the meeting. Notwithstanding this provision, the Directors may call upon a

**Member** to lodge the original instrument appointing a proxy to the **Company** within 7 (seven) days from the meeting or proceedings.

- (4) Unless specifically specified in the proxy itself, no instrument appointing a proxy shall be valid for any meetings of the **Company**, other than the meeting for which a proxy was first appointed or in respect of any adjournment of that meeting.
- (5) In order to determine the authority and rights of the proxy holder, it is preferred that the proxy form be substantially in accordance with the following format and that the instructions to the proxy holder are indicated in an unambiguous manner.
- (6) A vote given in accordance with the terms of a proxy shall be valid notwithstanding the death or insolvency of the principal prior to the time at which the meeting was due to start, or subsequent revocation of the proxy, provided, however, that no notice of the death or insolvency, or revocation shall have been received by the Company and the proxy at any time prior to the vote been taken in respect of which the proxy exercises such a vote.

**MODITLO ESTATE HOME OWNERS ASSOCIATION (NPC)**

**PROXY FORM**

I/We, \_\_\_\_\_, the undersigned, the registered owner of Stand/Portion no. \_\_\_\_\_, or duly authorized by the registered owner, namely: \_\_\_\_\_, being a Member of the Company, do hereby appoint:

\_\_\_\_\_ of \_\_\_\_\_

Or failing him/her: \_\_\_\_\_ of \_\_\_\_\_

Or failing him/her: \_\_\_\_\_ of \_\_\_\_\_

as my proxy to vote for me on my; behalf at the General Meeting of the Association to be held on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ and at any adjournment thereof as follows:

1. Motion to \_\_\_\_\_

(See attached draft resolution, if relevant)

In favour

Against

Abstain

2. Motion to \_\_\_\_\_

(See attached draft resolution, if relevant)

In favour

Against

Abstain

3. Motion to \_\_\_\_\_

(See attached draft resolution, if relevant)

In favour

Against

Abstain

Where it has been indicated that the proxy may vote in favour of any of the resolutions, indicate further whether the proxy may vote in favour of any modification to any proposed resolution or not:

With modification

Without modification

***If no indication has been made above as to how the proxy may vote, the proxy may vote as he deems fit.***

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

**SIGNATURE:** \_\_\_\_\_

Note:

1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend, speak and vote in his stead. A proxy need not be a member of the Company.
2. Proxies must be deposited at (delivered or e-mailed to) the Company before the date as published in the Notice of the Meeting



### 3.11 Conduct of Meetings

- (1) The **Members** may, from time to time, at the Annual General Meeting, by way of an Ordinary Resolution, determine the meeting procedures which shall be properly documented as such and which shall be strictly complied with at all General Meetings.
- (2) The **Chairperson** and **Directors** shall acquaint themselves with the meeting procedures and the **Chairperson** of the relevant meeting shall be entitled to rule on any technical irregularity regarding the conduct of any General Meeting, which ruling shall be final and binding upon the **Board of Directors** and **Members**.

### 3.12 Agenda of General Meetings

In addition to any other matters required by the **Act** or in terms of this **Memorandum of Incorporation**, to be dealt with at an Annual General Meeting, the following matters shall be dealt with **at every** Annual General Meeting:

- (1) The consideration of the Chairperson's Report;
- (2) The election of **Directors**;
- (3) The consideration of any other matters raised at the meeting, including any Resolutions proposed for adoption by such meeting and the voting upon any such Resolutions;
- (4) The consideration of the accountant/auditors of the **Company** for the ensuing financial year;
- (5) The consideration of the report of the auditors;
- (6) The ratification/amendment/repeal of any rules made by the **Board of Directors**
- (7) Appointment of Legal Advisor, Auditors and the **Executive Director**.

## **Article 4 – Directors and Officers**

### 4.1 Composition of the Board of Directors

- (1) The **Board of Directors** of the **Company** comprises of the elected **Directors**, their alternate **Directors** and the **Executive Director**. Elected Directors each of whom is to :

- (a) be elected in the following manner:
- (i) There shall be a **Board of Directors** of the **Company** which shall consist of not less than 3 (three) and not more than 9 (nine) **Elected Directors** and the **Executive Director**;
  - (ii) **Elected Directors** shall serve for a term of 1 (one) year or until the next Member's General Meeting and shall be eligible for re-election;
  - (iii) If a **Members** meeting for the election of **Directors** is not convened before the expiry of the 1 (one) year term within which a Director serves, then and in that event, such Director(s) shall continue to hold office from the date of his/her/their appointment until the next Annual General Meeting following such appointment and at which meeting each Director shall be deemed to have retired from office but will be eligible for re-election to the **Board of Directors** at such meeting;
  - (iv) Nominations for election of **Directors** must be delivered to the **Company** or to any other person acting on behalf of the **Company** at least 15 (fifteen) business days before the commencement of the proceedings or meeting at which the nomination is to be considered;
  - (v) Upon vacancies occurring in the **Board of Directors** prior to the next Annual General Meeting whereby the Board will not meet the legal requirements of at least three directors holding office, such vacancies in question, to comply with the legal requirements of at least three directors, shall be filled by members to be nominated by the **Chairperson** of the **Board of Directors** for the time being and in his absence or inability, the **Vice-Chairperson**;
  - (vi) Within 60 days of the holding of each Annual General Meeting, the **Board of Directors** shall meet and shall elect from their own numbers, the **Chairperson** and the **Vice-Chairperson**, who shall hold their respective offices until the Annual General Meeting held next after their said appointments, provided that the office of the **Chairperson** or **Vice-Chairperson** shall *ipso facto* be vacated by the Director holding such office upon his ceasing to be a Director for any reason and serve for a term of 1 (one) year.

- (2) In addition to the elected **Directors** there will be an appointed **Executive Director** of the **Company** which will comply with all the conditions of being a Director of the Company.
- (3) Each elected Director may appoint an alternate director who can step in as a Director if such elected director is temporarily unavailable.
- (4) In addition to satisfying the qualification and eligibility requirements set out in Section 69, to become or remain a Director of the **Company**, a person must satisfy the following additional eligibility requirements and qualifications:
  - (a) for a natural person, be a paid-up member, , and/or the spouse of a paid-up **Member**, of the **Company** at the time of nomination and appointment as Director;
  - (b) for a legal entity, be a paid-up **Member** and/or a nominated director by written resolution of that legal entity at the time of nomination and appointment as Director;
  - (c) may not be in breach of any of his/her/their obligations as a member of the **Company**, as stipulated in the Memorandum of Incorporation or the Rules;
  - (d) may not be disqualified from acting as Director of the **Company** in terms of the Companies Act, 2008;
  - (e) may not absent himself from meetings of **Directors** for 2 (two) consecutive meetings without the leave of the **Chairperson**, failing so whereby the other Directors may resolve that his office shall be vacated, provided that this provision shall not apply to a **Director** who is represented by his/her **Alternative Director** who does not so absent himself.
- (5) The **Appointed Director** of the **Company** serves for an indefinite term until substituted by the members in General Meeting.
- (6) A **Director** shall be deemed to have vacated his office as such upon:
  - (a) he resigns his office by notice in writing to the **Company**;
  - (b) he has been disqualified to act as a **Director** in terms of the provisions of Sections 69 of the **Act**;
  - (c) he has been discharged from office under circumstances in terms of Section 71 of the **Act**;
  - (d) he becomes of unsound mind;

- (e) he is absent from more than 2 (two) consecutive meetings of the **Directors** without leave having been granted to him;
  - (f) he is found to be in breach of the Directors Code of Conduct.
  - (g) his removal has been approved by ordinary resolution of the **Members** in General Meeting.
- (7) A **Director** may not otherwise delegate or sub-delegate any of his obligations, save as approved by the **Board**.

#### 4.2 Authority of the Board of Directors

The authority of the **Company's Board of Directors** to manage and direct the business and affairs of the **Company**, as set out in Section 66 (1), is limited or restricted subject to any restriction and direction given at a General Meeting of the **Company**.

#### 4.3 Board of Directors meetings

- (1) The authority of the **Company's Board of Directors** to consider a matter other than at a meeting, as set out in section 74, is limited or restricted by this Memorandum of Incorporation and may instead be adopted by written consent of a majority of the **Directors** given in person, or by electronic communication, provided that each **Director** has received notice of the matter to be decided.
- (2) The right of the **Company's Directors** to requisition a meeting of the **Board**, as set out in section 73(1), may be exercised by at least 25% of the **Directors**, despite the provisions of that section.
- (3) The authority of the **Company's Board of Directors** to conduct a meeting entirely by electronic communication, or to provide for participation in a meeting by electronic communication, as set out in section 73(3) is not limited or restricted by this Memorandum of Incorporation.
- (4) The authority of the **Company's Board of Directors** to determine the manner and form of providing notice of its meetings, as set out in section 73(4) is not limited or restricted by this Memorandum of Incorporation.
- (5) The authority of the **Company's Board of Directors** to proceed with a meeting despite a failure or defect in giving notice of the meeting, as set out in section 73(5) is limited or restricted subject to all of the directors of the company acknowledging actual receipt of the notice, are present or waive notice of the meeting.

- (6) The quorum requirement for a **Board of Directors** meeting to begin, the voting rights at such a meeting, and the requirements for approval of a resolution at such meeting, are as set out in section 73(5), subject to a majority vote of the **Directors**.
- (7) Each **Elected Director** or his/her **Alternate Director** has 1 (one) vote on a matter before the **Board of Directors**.
- (8) A simple majority of the votes cast on a Resolution is sufficient to approve a Resolution of the **Board of Directors**.
- (9) The Directors may meet to attend to their business, adjourn and otherwise regulate their meetings, as they deem fit, subject to the provisions of the **MOI**.
- (10) Where a **Director** has a personal interest or a conflict of interest in respect of any matter before the **Board of Directors**, the said **Director** shall be entitled to attend any meeting of the **Board of Directors** at which such matter is discussed or decided, however, such **Director** shall not be entitled to vote in respect of the matter in which he has a personal interest or conflict of interest, and shall recuse himself from any deliberations on the issue.
- (11) Any **Director** who has such a personal interest or conflict of interest regarding any matter as mentioned in Article 4.3(12), shall be obliged to disclose such personal interest or conflict of interest to the **Board of Directors** forthwith.
- (12) Should there be an equality of votes for or against any Resolution of the **Board**, the Resolution shall be deemed to have been defeated.
- (13) The **Directors** shall cause the Minutes of each **Board of Directors** - and General Meeting to be kept in accordance with Sections 73(6) and (7) of the **Act**, which Minutes shall be reduced to writing within 10 (ten) business days of the meeting and certified as correct by the Chairperson at the next meeting.
- (14) A copy of each Minute shall be delivered by the **Company** to each **Director** within 15 (fifteen) business days of the meeting to which such Minutes relate.
- (15) All Minutes of **Board of Directors** Meetings shall, after certification, be placed in the **Directors'** Minute Book, which shall be kept by the **Company** in accordance with the provisions of the **Act** relating to the keeping of Minutes of Meetings of Directors of Companies.

- (16) The **Board of Directors'** Minute Book shall be open for perusal at all reasonable times by any **Director**, the **Auditors** and/or the **Members**.
- (17) Subject to the provisions of this **MOI**, the proceedings of any Directors' Meeting shall be conducted in such reasonable manner and form as the Chairperson shall direct.
- (18) A Resolution signed ("**in Writing**") by all the **Directors** shall be valid in all respects as if it had been duly passed at a meeting of the **Board of Directors**.
- (19) **Chairperson:**
- (a) The **Board of Directors** will, at the first meeting referred to in Article 4.1(a)(vii), elect a **Chairperson** from their number to hold office as such for 1 (one) year or until the next Annual General Meeting, whereafter the newly elected Board of **Directors** will elect a new **Chairperson** at their first meeting after the Annual General Meeting.
- (b) The **Chairperson** elected shall hold his office until the Annual General Meeting next after his appointment, provided that the office of **Chairperson** shall *ipso facto* be vacated by a **Director** holding such office upon him ceasing to be a **Director** for any reason. In the event of any vacancy of the aforesaid office occurring during the term for which the **Chairperson** is elected, the **Vice-Chairperson**, if any, shall act as such and the **Board of Directors** shall immediately appoint one of their number as a replacement to the office of **Chairperson** or **Vice-Chairperson**.
- (20) **Chairperson to preside at meetings:**
- Except as otherwise provided, the **Chairperson** shall preside at all meetings of the **Board of Directors** and at all General Meetings of **Members** and in the event of him not being present within 5 (five) minutes of the scheduled time for the commencement of the meeting or in the event of his inability or unwillingness to act as **Chairperson**, the **Vice-Chairperson**, shall preside at such meeting and failing him, a **Chairperson** shall be elected from the ranks of the **Directors/Members** present, by the **Directors/Members** present.

#### **4.4 Indemnification of Directors**

- (1) The authority of the **Company's Board of Directors** to advance expenses to a Director, or indemnify a Director, in respect of the

defence of legal proceedings is as set out in section 78(4) of the Act.

- (2) The authority of the **Company's Board of Directors** to indemnify a Director in respect of liability is as set out in section 78(5) of the Act.
- (3) The authority of the **Company's Board of Directors** to purchase insurance to protect the **Company**, or a Director is as set out in section 78(6) of the Act.

#### 4.5 Officers and Committees

- (1) The **Board of Directors** may appoint any officers it considers necessary to better achieve the objects of the **Company**.
- (2) The authority of the **Company's Board of Directors** to appoint committees of **Directors**, and to delegate to any such committee any of the authority of the **Board of Directors** as set out in section 72(1), or to include in any such committee persons who are not **Directors**, as set out in section 72(2)(a) is not limited or restricted by this Memorandum of Incorporation.
- (3) The authority of a committee appointed by the **Company's Board of Directors**, as set out in section 72(2)(b) and (c) may be restricted or limited by the **Board of Directors** when the committee is so established.
- (4) The Board of **Directors** shall ensure that each committee is under the Chairpersonship of a **Director**.
- (5) The appointment of a committee shall be effected **in writing** with duly defined rights, powers and duties.
- (6) The **Board of Directors** reserve the right to terminate the existence of any committee or to withdraw or suspend any of the rights, powers and duties so delegated.
- (7) The Minutes of Meetings of each committee shall be promptly provided to the **Board of Directors**.
- (8) The **Board of Directors** furthermore reserve the right to remove any **Member** of a committee, without reasons being advanced therefor, and similarly, to appoint and/or co-opt further **Members** to such committee.
- (9) Each committee shall meet as frequently as deemed necessary, or as otherwise directed by the **Board of Directors**.

#### 4.6 Accounting records

- (1) The **Board of Directors** shall cause such accounting records as are prescribed by Section 28 of the **Act** to be kept. Proper accounting records shall not be deemed to be kept if they are not kept sufficiently to fairly present the state of affairs and business of the **Company** and to explain and support the transactions and financial position of the **Company**.
- (2) The accounting records shall be kept or be accessible from the registered office of the **Company** during normal business hours of the **Company**.

#### 4.7 Annual Financial Statements

- (1) The **Directors** shall from time to time, in accordance with Section 29 and 30 of the **Act**, cause to be prepared and laid before the **Company** in General Meeting, such Annual Financial Statements as are referred to in those Sections.
- (2) The Annual Financial Statements of the **Company** will be audited annually by the Auditor.
- (3) A copy of any Annual Financial Statements which are to be laid before the **Company** in Annual General Meeting, in terms of Section 30(3)(d) of the **Act**, shall be included in the notice of the Annual General Meeting, at which it is to be considered.

#### 4.8 Remuneration of Directors

**Directors** may be reasonably remunerated for services rendered in their capacities as such, and may further be reimbursed in respect of all reasonable and proven expenses necessarily incurred by them respectively in or about the performance of their duties as Directors, as determined by the **Members** in General Meeting by Special Resolution.

#### 4.9 Powers and functions of Directors

- (1) The **Directors** may exercise all such powers which are required and/or ancillary to attaining the objects of the **Company**.
- (2) Unless otherwise resolved by way of an Ordinary Resolution at any General Meeting, the powers and functions of the **Directors** include, but are not limited to, the power to:
  - (a) appoint and dismiss on behalf of the **Company**, the **Executive Director** as directed by the **Members in General Meeting**;



- (b) delegate powers to the **Executive Director** (including the power to appoint and dismiss employees for and on behalf of the **Company**);
- (c) institute legal proceedings to protect the rights of the **Company**, enforce the provisions of the **MOI** and/or Rules and to defend any legal proceedings brought against the **Company**;
- (d) open and conduct a banking account(s) for purposes of the **Company's** business;
- (e) disburse from the bank account(s), such operational- and capital expenditure as approved in the budget (and/or as raised by way of any additional- and/or special levy) and as otherwise may be authorised by the **Members** in General Meeting;
- (f) enforce compliance with the provisions of this **MOI** and the Rules and in the event of non-compliance, to impose sanctions and penalties in terms of the Rules. Such penalties to be determined by the **Members in General Meeting** from time to time;
- (g) enter into contracts necessary for the purposes of the objects of the **Company** and giving effect to the powers of the **Company** in its **MOI** and implementation of this **MOI**;
- (h) appoint committees as deemed necessary and to delegate to such committees, such powers and authorities as may be considered necessary, subject to any restrictions imposed or directives given at any General Meeting;
- (i) to invest funds of the **Company**, provided that funds available for investment may only be invested with a financial institution as defined in Section 1 of the Financial Services Board Act, 1990 (Act Number 97 of 1990), and in securities listed on stock exchange as defined in Section 1 of the Stock Exchanges Control Act, 1985 (Act Number 1 of 1985).

#### 4.10 Power to appoint an Executive Director

- (1) The **Directors**, as directed by the **Members in General Meeting**, must appoint an **Executive Director** of the **Company**, on such terms and conditions as may be determined from time to time by the **Members in General Meeting**.

- (2) The nature and scope of the **Executive Director's** duties and responsibilities will be determined by the **Board of Directors** in a mandate signed by all **Directors** and in a written agreement with the **Executive Director**, which shall be signed by the **Chairperson** of the Board on behalf of the **Company**.
- (3) The appointment of the **Executive Director** shall, without prejudice to any claim of any nature whatsoever which any such **Director** may have against the **Company**, cease if for any reason he/she does no longer comply to the requirements of being a director of the Company .

## **Article 5 – General Provisions**

### **5.1 Dispute resolution:**

- (1) In the event of a dispute of whatsoever nature between the **Company** and a **Member** or between **Members** arising out of or in connection with or related to the provisions of this Memorandum of Incorporation (including any or all of its Annexures) and concerning any of the rights/obligations of the parties including any dispute as to the validity of the **MOI**, save where an interdict or any form of urgent relief may be required or obtained from a Court having jurisdiction, shall be determined in terms of these provisions:
  - (a) If such a dispute or complaint arises, the aggrieved party shall notify the other affected party or parties **in writing** and copies of such notification shall be served on the **Board** and the **Executive Director**.
  - (b) The Board of Directors must afford an opportunity for the members to make representations;
  - (c) If the Board of Directors cannot resolve the dispute or complaint, the Board of Directors to appoint a committee to investigate the dispute or complaint and to make recommendations to the Board of Directors which will be final and binding;
  - (d) Should the dispute or complaint not be resolved within 20 (twenty) business days of such notice, either of the parties may demand that the dispute or complaint be referred for mediation.
  - (e) Notwithstanding these provisions, any dispute concerning the payment of monies due to the **Company**; shall be excluded from mediation and arbitration.

(2) **Mediation:**

- (a) The parties will agree to the appointment of an independent person to act as mediator to the dispute.
- (b) If the parties are unable to agree to the appointment of a mediator, application will be made to the Association of Arbitrators, Southern Africa (AOA), for a suitably qualified mediator to be appointed.
- (c) The mediator shall endeavour to assist the parties to settle the dispute by agreement. The mediator shall not adjudicate the dispute, make any recommendations to the parties or advise any party on the merits of the dispute.
- (d) The mediator shall have the discretion to conduct the mediation in such a manner as he/she determines.
- (e) The mediator shall be responsible for the administration of the mediation including the process and conduct of the mediation, which shall be done in an expeditious and cost-effective manner.
- (f) Should the mediator be unable to mediate the matter successfully within 10 (ten) business days of being appointed, the matter will be deemed to have failed mediation.

(3) **Arbitration:**

- (a) In the event of the mediation failing, the dispute will automatically be referred to arbitration.
- (b) Having regard to the nature and complexity of the dispute or complaint and to the costs which may be involved in the adjudication thereof, the parties appoint an arbitrator who shall be an independent and suitably experienced and qualified person as may be agreed upon between the parties to the dispute.
- (c) If the parties cannot agree as to the person of the arbitrator to be appointed within 5 (five) days after the arbitration has been demanded, the Legal Advisor of the **Company** shall, upon written application, **in writing**, appoint an arbitrator within 7 (seven) days after they have been required to make the appointment.
- (d) The arbitration shall be held informally or otherwise as the arbitrator may determine in his own discretion. The arbitrator shall have the right to demand that the party

demanding the arbitration furnish the arbitrator with security for payment of the costs of the arbitration in such amount and form as the arbitrator may determine, failing which the arbitration shall not be proceeded with. If such failure to furnish security for payment persists for longer than 7 (seven) days after demand for security or payment was made, the other party shall be entitled to abandon arbitration proceedings.

- (e) The intention being that the arbitration shall be concluded within 45 (forty-five) days after an arbitrator has been appointed or security for costs has been furnished.
- (f) The arbitrator shall make his/her award within 7 (seven) days from the date of the completion of the arbitration and shall, in making his/her award, have regard to the principles laid down in terms of the Memorandum of Incorporation and the Rules thereunder. The arbitrator may determine that the costs of the arbitration be paid by any one of the disputing parties or any of them jointly or in such shares as he/she may determine and as he/she in his/her discretion may deem appropriate, having regard to the outcome of the arbitration.
- (g) In making an award of costs, it shall be competent for the arbitrator to award costs against the **Company** on the basis that the member in whose favour the award was made, shall be excluded from contributing to such costs through his general levy and/or any special levy contributions.
- (h) The decision of the arbitrator shall be final and binding and may be made an Order of the High Court upon application of any party to, or affected by, the arbitration.
- (i) The provisions of the Arbitration Act, No. 42 of 1965 shall be applicable.
- (j) Notwithstanding that the Arbitration Act, No. 42 of 1965 makes no provision for joinder of parties to an arbitration without their consent thereto, should a dispute arise between the **Company** and more than one owner or between a number of owners arising out of the same or substantially the same cause of action, or where substantially the same order would be sought against all the parties against whom the dispute has been declared, such parties shall be joined in the arbitration by notice thereof to such other parties as soon as possible after commencement of the arbitration proceedings, but in any event, not later than 10 (ten) days prior to the arbitration hearing.

## 5.2 Rules

In accordance with the provisions of Section 15 of the **Act**, the members adopted the Rules as set out in the Annexure hereto, which Rules may from time to time be amended, supplemented or repealed in accordance with the provisions of the Memorandum of Incorporation and the **Act**. Any Rules made, amended or repealed by the **Board of Directors** of the **Company** from time to time, ratified by the members in General Meeting, shall be published in accordance with the following requirements:

- (1) Any alteration of the Memorandum of Incorporation or the Rules made in terms of Section 17(1) shall be published to the **Members** of the **Company** by delivering a copy of the altered Memorandum of Incorporation or the Rules to each member by e-mail.
- (2) Any Rules made from time to time by the **Company's Board of Directors** in terms of Section 15(3) – (5), or any amendment or repeal thereof, ratified by the members in General Meeting, shall be published to the **Members** of the **Company** by delivering a copy of those Rules to each member by e-mail.

**5.3** Rules concerning the conduct of **Members**, residents and visitors of the **Reserve** and Guidelines concerning any improvements, encroachments on **Common Property** and alterations thereto, to the extent that such improvements/alterations may influence the aesthetical and harmonious appearance of the **Reserve**.

**5.4** Save to the extent that the Rules as set out in the Annexure hereto were amended, the Rules issued by the **Directors** with regards to conduct of **Members** or any other matter, in force on the date before this Memorandum of Incorporation is accepted by the **Members**, will remain of force and effect as if they were issued in terms of Article 1.3(2).