

23 March 2021

**TO: ALL HOMEOWNERS OF GREEN FIELD VILLAS 2**

**NOTICE OF ANNUAL GENERAL MEETING**

**To be held on Saturday, 24 April 2021**

**At the clubhouse at GFV 2**

**10:00hrs to 12:00hrs (10 am - noon)**

The purpose of the meeting is to discuss the Report of the Residents' Committee for the year 2020; possible additional expenditure, approve the budget for 2021; set the annual maintenance fee for 2021; elect the residents' committee members for 2021 and discuss any other matters that homeowners may wish to raise.

A copy of the draft agenda for the meeting is enclosed.

***ALL HOMEOWNERS ARE URGED TO ATTEND THIS VERY IMPORTANT MEETING. IF YOU CANNOT ATTEND, PLEASE COMPLETE THE PROXY FORM ENCLOSED SO THAT SOMEONE ELSE CAN CAST A VOTE ON YOUR BEHALF.***

A copy of a sample proxy form is enclosed so that you know how to fill it out properly. A completed proxy must be given to someone who will be attending the meeting. This person could be another owner, but it could also be anyone else. Please note that any one person attending the meeting can serve as proxy for a maximum of two homeowners.

***Please note: For this meeting to be official, we must have a quorum of one-third of the owners. The quorum includes owners who are in attendance and owners who have provided proxies.***

Note: There are 56 homes in the village. If there is no quorum, the following procedure shall be applied: (a) the meeting is cancelled; (b) the Residents' Committee shall call a second meeting, which meeting shall be convened within the period of thirty days commencing from the date for which the first meeting had been convened. No quorum is required for the second meeting.

Enclosed with this notification, please find the Report of the Residents' Committee, a financial report for 2020 and a copy of the proposed budget of 2021.

The meeting venue will be arranged in accordance with social distancing requirement by the government. Please also wear a facial mask to the meeting.

Looking forward to seeing you at the meeting.

On behalf of the Residents' Committee,

Andreas Schlegel, Chair