

# Douglas Drysdale

Real Estate

17 February 2010

**TO ALL OWNERS AND MORTGAGEES  
AT MARINA LETATA**

**NOTE: NEW ADDRESS DETAILS**

Fern Glen, Fernridge Office Park  
5 Hunter Street, Ferndale, Randburg  
P O Box 782435, Sandton, 2146  
Tel: 011:787-5703 Fax: 011:787-0422  
email: double.d@mweb.co.za

Dear Sir / Madam,

**ANNUAL GENERAL MEETING and SPECIAL GENERAL MEETING  
BUILDING Nos. SS368/1988; SS 57/1989; SS 267/1990; SS 61/1992  
TO BE HELD ON SATURDAY, 19 MARCH 2011 AT 10h00  
AT THE CLUB HOUSE LAPA AT MARINA LETATA**

Attached please find the following documents:

1. Notice convening the Annual General Meeting
2. Minutes of the previous Annual General Meeting
3. Chairperson's Report \*
4. Audited Financial Statement for the year ended 31 December 2010 \*
5. Estimate of Expenditure for the ensuing year \*
6. Schedule of Levies and Insured Values \*
7. Notice Special General Meeting and Motivation
8. Trustee Nomination Form
9. Proxy Form

**\* These documents will be forwarded under separate cover!**

Documents 1 to 7 (and the Minutes of the Annual General Meeting in due course) should be retained since they contain information that will be required in the event of your contemplating the sale of your unit.

Please make every effort to attend this meeting, as 20% of owners are required to attend in order to form a quorum and 80% of owners to form a quorum for the Unanimous Resolution. If, however, you are unable to attend, please nominate someone to attend and vote on your behalf. The attached proxy should be utilised for this purpose, and must be returned to this office 48 hours prior to the meeting.

At the meeting Trustees will be elected to hold office for the coming year. The Rules provide that at least two Trustees be elected. The present number serving is eight. Kindly utilise the attached nomination form to nominate your candidates for election as Trustees, ensuring nominee's signature. The nomination form must also reach this office 48 hours prior to the meeting.

We look forward to seeing you at the Meeting. **The Trustees of the Body Corporate encourage you to participate in the Amazing Hunt, which will take place directly after the Meeting.**

Yours faithfully,

**DOUGLAS DRYSDALE REAL ESTATE  
MANAGING AGENTS FOR MARINA LETATA BODY CORPORATE**

**DOUGLAS F DRYSDALE  
MANAGING DIRECTOR**

Encl.

**DIRECTOR: D F DRYSDALE\***  
(British)

**NOTICE OF THE TWENTY-SECOND ANNUAL GENERAL MEETING  
OF THE BODY CORPORATE KNOWN AS  
THE CONTROLLING BODY OF MARINA LETATA  
BUILDING Nos. SS 368/1988; SS 57/1989;  
SS 267/1990; SS 61/1992**

*and*

**NOTICE OF A SPECIAL GENERAL MEETING  
OF THE BODY CORPORATE KNOWN AS  
THE CONTROLLING BODY OF MARINA LETATA  
BUILDING Nos. SS 368/1988; SS 57/1989;  
SS 267/1990; SS 61/1992**

**NOTICE IS HEREBY GIVEN** that the Twenty-Second Annual General Meeting and a Special General Meeting of Owners will be held in the Club House Lapa at Marina Letata on **Saturday, 19 March 2011**, at **10h00** for the following business:

1. To approve the Minutes of the Twenty-First Annual General Meeting.
2. To consider the Report of the Chairperson of Trustees.
3. To approve the audited Financial Statements at 31 December 2010.
4. To approve with or without amendment:
  - 4.1 The Estimate of Income and Expenditure for the ensuing year.
  - 4.2 The Schedule of Replacement Values.
5. To appoint an **AUDITOR** for the ensuing year.
6. To elect **TRUSTEES** for the ensuing year.
7. Any restrictions or directions to be given to the Trustees in terms of Section 39(1) of the Act.
8. The determination of the domicilium citandi et executandi of the Body Corporate.

It will be proposed that the domicilium citandi et executandi be

**Douglas Drysdale Real Estate**  
Ground Floor - Fern Glen  
Fernridge Office Park  
5 Hunter Street  
Ferndale - Randburg

9. Notice of the Special General Meeting at which it is proposed to pass a Unanimous Resolution in terms of Section 25 of the Sectional Titles Act of 1986 (now referred to as The Sectional Titles Amendment Act 2010), in terms of which the Body Corporate wishes to extend the Scheme.
  - 9.1 That the Body Corporate exercise its rights in terms of the Act to extend the Scheme by the addition of approximately 31 new sections which would be developed as boat lockers to be sold and transferred to members of the Body Corporate.
  - 9.2 the boat lockers will be made available first to those members who do not have an existing boat locker and thereafter to the rest of the members.
  - 9.3 the final boundaries of the sections in the extension of the Scheme to be determined by a registered Land Surveyor substantially in terms of Annexure "A".
  - 9.4 the cost of the registration of the boat locker sections, construction, ground, and transfer, together with all incidental costs including, but not limited to, approved plans, Municipal submissions, building plans, surveys, lighting and paving, will be borne by all those members who enter into an agreement and pay to build the boat lockers.
  - 9.5 only registered members of Sections at Marina Letata will be entitled to take possession and transfer of a boat locker as contemplated in terms of Annexure "A".
  - 9.6 the cost of the ground for each section has been determined at R10 000,00 (Ten Thousand Rand), which amount will be paid to the Body Corporate for the use of all the members of Marina Letata.
  - 9.7 the proposed boat locker sections will not be able to be used for any purpose other than to store water craft and/or motor vehicles and quad bikes.

### **MOTIVATION**

The request from members to provide more boat lockers has once again prompted the Trustees to go back to the members in order to provide ground for the erection boat lockers. Members will remember that requests were made by members as far back as 2008 for the provision of more boat lockers, especially for those members who did not have boat lockers and have been unable to secure one of the existing boat lockers.

As the acquisition and size of water craft grows, the need for bigger boat lockers is also required by some of the existing members and presumably, the boat lockers presently owned by them will then become available as re-sales.

No further ground is available in the existing boat garage complex and therefore, the Trustees have agreed that the best possible ground available for the construction of a further boat garage complex and yard, is that ground between the boundary wall and the tennis court, which sides onto Harbour Town on the east and the existing entrance to Marina Letata on the west. This ground is presently under-utilised and the building of further boat lockers would not impinge on any of the members' units and would provide easy access both from the complex and the main road.

Attached is a design showing the number of proposed boat lockers on the ground, together with the design and elevations of the proposed boat lockers.

As was the format followed in previous extensions to the existing boat garage complex, members who wish to own one of the new boat lockers, would form a sub-committee that would appoint various members to contract with an architect, the Local Authority and a builder to undertake the construction. The ultimate cost of a boat locker would take into account the cost of the ground at R10 000,00 per boat locker, the construction of the boat locker, paving, lighting, fire equipment, a land surveyor and ultimately, an attorney to register all the sections. Once all these costs have been established, those members who require a boat locker would then have to commit to paying the price upfront in order to secure a boat locker and for the project to go ahead. If there were insufficient members to accommodate the proposed building of 31 boat lockers immediately, then the development would be done in phases accommodating the members on a 'first-come, first-served' basis.

The boat lockers have been designed in two different sizes, depending on members' requirements. The final price would obviously differ between the two sizes. Each boat locker would have a roller door, lights and a 15 AMP plug socket. Due to the problems experienced in the past in respect of electricity at Marina Letata, it is the intention to be able to load-shed the power supply to the boat lockers if the total electricity demand to Marina Letata is too high. The entire area on the inside of the development will be paved, together with the entrances into the boat locker complex. The area will have external lighting and fire hoses installed at the required points in terms of the Council's bye-laws.

Apart from the benefit to the members who get a boat locker, the income to Marina Letata is substantial and can be used for the general improvement of the estate to the benefit of all the members at Marina Letata. As pointed out earlier, this ground is ideally suited for the additional boat lockers and there is very little else for which the ground could be used, being away from all the existing units and have the least impact on the members. Following the construction, the Body Corporate would insist that the boat lockers are drawn as sections, whereafter they would be registered into the various members' names. As with the existing boat lockers, only members who own a residential section within Marina Letata can purchase and take transfer of a boat locker section and similarly, when they dispose of their residential section they have to dispose of their boat locker section. This ensures that the entire ownership is held by the members of the Body Corporate and that no outside parties can in any way influence any decisions made by the members.

The Trustees ask the members to vote in favour and support the Unanimous Resolution so that all the members at Marina Letata can own at least 1 boat locker. This is the last chance to provide boat lockers, as it is impossible to foresee that any other common property could be developed for boat lockers in the future.

10. General

BY ORDER OF THE TRUSTEES

JETHROD INVESTMENTS (PTY) LIMITED  
t/a **DOUGLAS DRYSDALE REAL ESTATE**  
As Managing Agents for **MARINA LETATA BODY CORPORATE**

**THE CONTROLLING BODY OF MARINA LETATA  
 BUILDING Nos. SS 368/1988; SS 57/1989;  
 SS 267/1990; SS 61/1992**

**NOMINATION FORM**

I, the undersigned ..... duly authorised thereto by virtue of being a member of the above Controlling Body and the owner of the Section mentioned hereunder, hereby nominate the following person(s) as Trustee(s) of the above Body Corporate and his/her signature(s) show(s) his/her consent.

	<b>NOMINEE</b>	<b>SIGNATURE</b>	<b>TELEPHONE NUMBER (HOME)</b>	<b>TELEPHONE NUMBER (BUSINESS)</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Signed at ..... this ..... day of ..... 20.....

\_\_\_\_\_  
 SIGNATURE

Unit Number .....

**THE CONTROLLING BODY OF MARINA LETATA  
BUILDING Nos. SS 368/1988; SS 57/1989;  
SS 267/1990; SS 61/1992**

**FORM OF PROXY**

I/We ..... of Unit Number ..... being a member of the above Body Corporate and entitled to vote, hereby appoint ..... of ..... or failing him, the Chairman of the Meeting, as my/our proxy to vote for me/us and on my/our behalf at the Annual General Meeting and Special General Meeting of the Body Corporate to be held on **Saturday, 19 March 2011**, or any postponement thereof.

**\* I / We desire to vote as follows *or*  
My / Our Proxy may vote as he / she deems fit**

	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
<b>UNANIMOUS RESOLUTION TO EXTEND THE SCHEME</b>			

**\* Please delete that which is not applicable !**

SIGNED THIS ..... DAY OF .....  
2010

**NOTES:**

1. This proxy form must be signed, dated and returned so as to reach the Managing Agent, not later than 48 hours before the time fixed for the Meeting.
2. Certain owners have their units registered in the name of a nominee, closed corporation or a company. Should the registered owner wish to appoint a proxy to attend the meeting and vote and speak and, on a poll, vote on their behalf, it is essential to lodge a proxy form duly signed and completed, at the Managing Agent's office 48 hours prior to the Meeting. To ensure a quorum, it is essential to lodge a proxy form if you are unable to attend the Meeting. A proxy need not be a member of the Body Corporate.

Proxy forms completed by a closed corporation, trust or company, must be accompanied by a Resolution confirming the appointment of the nominated proxy.