

**SANDYPORT HOMEOWNERS ASSOCIATION**  
**LIMITED**

A Company incorporated under the Companies Act  
("the Company")

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**NOTICE OF THE ANNUAL GENERAL MEETING 2018**

**To: The shareholders of  
Sandyport Homeowners Association Limited**

Take Notice that the Annual General Meeting of the Company will take place  
at the Gazebo located in Phase 5 (adjacent to the pond) on  
***Thursday March 22<sup>nd</sup>, 2018 commencing at 5:30pm.***

Forms of Proxy are hereby circulated to shareholders for those who wish to have someone else represent them or to cast their vote. On completion of the form of proxy, same should also be sent to the Secretary via the Office on or before Thursday the 8<sup>th</sup> day of March A.D. 2018. Where shares are held by companies, the company must send in a form of proxy designating an individual to cast the vote on its behalf.

Nominations to serve on the Board of Directors will be accepted until Thursday March 8<sup>th</sup>, 2018. Nominations should be made by email to [nominees@sandyportmanagement.com](mailto:nominees@sandyportmanagement.com) and include a short biography together with a photograph.

Shareholders who are joint owners or owners as tenants-in-common must send in to the Company Secretary (in care of the office) in writing the name of the shareholder who they have authorised to cast the vote on behalf of the said joint owners or tenants - in - common.

Dated this February 8<sup>th</sup>, 2018



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Robert Sands  
Chairman

### *Agenda*

1. The Chairman will call the meeting to order.
2. It will be determined whether the requirements for a quorum have been satisfied.
3. To review and adopt the minutes of the last Annual General Meeting of the Company.
4. To elect Three (3) Shareholders to serve as Directors of the Company for a period of Two (2) years (Article no. 25).
5. To review the audited Financial Statements for the financial year ending December 31st, 2017.
6. To consider and approve the Budget for the financial year 2018.
7. To receive, consider and adopt the report of the Directors.
8. To approve of the appointment of auditors for the ensuing year and to authorize the Directors to fix the remuneration of the Auditors.

### *Notes*

- a. Any shareholder entitled to attend and vote at the Annual General Meeting of the Company shall be entitled to appoint a proxy to attend and vote in the members stead and the proxy holder need not be a member of the Company.
- b. Proxies shall be either left at the Sandypport Management Office in Olde Towne, or communicated to the General Manager, via email. Proxies must be received at least fourteen (14) days before the start of the meeting (Article no. 46).
- c. Election of Directors shall be by secret ballot. Every member present in person or by proxy shall have one vote for each share held.

**PROXY**  
(CORPORATE)

, the holder of One (1) share of SANDYPORT  
HOMEOWNERS ASSOCIATION LIMITED, hereby appoints

to be its proxy to attend and vote on its behalf in his/her absolute discretion on  
any of the items which come before the Annual General Meeting of the members  
of SANDYPORT HOMEOWNERS ASSOCIATION LIMITED, to be held on the  
22<sup>nd</sup> March, 2018 and at any adjournment thereof.

DATED this            day of            , 2018.

**(insert name of the company)**

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Director

Name:

Address:

Share Certificate Number:

**PROXY**  
(Individual owner)

I \_\_\_\_\_, the holder of One (1) share of SANDYPORT HOMEOWNERS ASSOCIATION LIMITED, hereby appoint

to be my proxy to attend and vote on my behalf in his/her absolute discretion on any of the items which come before the Annual General Meeting of the members of SANDYPORT HOMEOWNERS ASSOCIATION LIMITED, to be held on the 22<sup>nd</sup> March, 2018 and at any adjournment thereof.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Name:  
Address:  
Share Certificate No:

**PROXY**

(Multiple Individual owners)

We

, the holders of One (1) share of SANDYPORT HOMEOWNERS ASSOCIATION LIMITED, hereby appoint

to be our proxy to attend and vote on our behalf in his/her absolute discretion on any of the items which come before the Annual General Meeting of the members of SANDYPORT HOMEOWNERS ASSOCIATION LIMITED, to be held on the 22<sup>nd</sup> March, 2018 and at any adjournment thereof.

DATED this            day of            , 2018.

\_\_\_\_\_  
Names:

Address:

Share Certificate No: