



## SEBCID Members Meeting: Important Information

10 November 2020

As you are hopefully already aware, the Scott Estate & Baviaanskloof Community Improvement District (SEBCID) non-profit company (NPC) Members Meeting will be held on Tuesday 1st December at 6.30pm at Riverside Retirement Village, Corner of Valley Road & Welbevind Road. This email contains important information relating to meeting proceedings; please read it carefully.

**ATTENDANCE IN PERSON:** As we highlighted in our October newsletter, the venue has a capacity limit of 130 due to Covid-19 protocols which requires us to insist that anyone planning to attend confirm via email to [emma.sebcid@gmail.com](mailto:emma.sebcid@gmail.com) by 24 November 2020. **Please also bring some identification on the evening** and arrive as early as possible since all attendees will need to be registered.

**VIRTUAL ATTENDANCE:** For those who prefer not to attend in person, or for those who might request to attend once we have reached the capacity limit, there will be an option to attend virtually. Please email [emma.sebcid@gmail.com](mailto:emma.sebcid@gmail.com) by 24 November 2020 to register your virtual attendance request.

**MEMBERSHIP:** As you will see from the agenda, at the meeting SEBCID members will be asked to approve the budget and implementation plan for the year 2021/2022 and the appointment of the board directors. Membership of the SEBCID NPC is a prerequisite in order to vote. If you have not already done so, please take the few minutes required to submit your application using the forms on our website [www.sebcidhoutbay.org](http://www.sebcidhoutbay.org). Membership applications must be submitted by 24 November 2020. NB properties owned by corporations or trusts require supporting documentation - templates are available on our website.

**VOTING:** Prior to the meeting, all those registered to attend will have the number of votes allocated to them confirmed. As a reminder, each R5m of municipal property value (or part thereof) has 1 vote. For example, homes valued up to R5m have 1 vote, homes valued from R5-10m have 2 votes, R10-15m 3 votes, etc up to a maximum of 10. Those attending the meeting in person will cast their vote on the evening. Those attending virtually will be emailed a voting form which must be returned within 60 minutes of the meeting concluding. On 2 December the outcome of all voting will be reported.

**PROXIES/STANDING MANDATE:** Members who are not able to attend the meeting, can vote via proxy which would apply for a single meeting/vote only. See below for the link to download a proxy form. Alternatively, members can grant a standing mandate to a third party to represent them in all matters relating to the CID. See below for the link to download a standing mandate form.

**DIRECTORS NOMINATIONS:** For those who still wish to stand for election as board directors, please complete the form on our website at this link [https://sebcidhoutbay.org/pdfs/nomination\\_for\\_directorship.pdf](https://sebcidhoutbay.org/pdfs/nomination_for_directorship.pdf) and ensure you have also applied for membership of the NPC. The closing date for director nominations is 24 November 2020.

### **IMPORTANT DOCUMENTS**

Please contact us if you require any of the following documents, all of which are available on our website under the Meetings tab or on the home page.

- Members Meeting invitation
- Members Meeting agenda
- Proposed budget for 2021-2022; year two of our five year plan
- Implementation plan for 2021-2022; year two of our five year plan
- Proxy form
- Standing mandate form

Kind regards

SEBCID Interim Board.