

9th December 2010

NOTICE OF GENERAL ASSEMBLY – THE INTERIM OWNERS ASSOCIATION – SKY COURTS

The Sky Courts Interim Owners Association to be held on Thursday the 30th December 2010 at the Sky Courts Development, (opposite Zayed University and before the Dubai by-pass Road) Al Ain Road, Dubai, UAE. Podium Level 3 of Tower A. The Registration will commence at 6.00pm with the meeting commencing at 6.15pm.

AGENDA FOR THE GENERAL ASSEMBLY

The order of business for the Interim Owners Association General Assembly shall be as follows:

No.	Agenda Item	Timeframe
1.	Registration of Owners and Attendees	6.00pm – 6.15pm
2.	Introduction to the Jointly Owned Property Law and Owners Associations	6.15pm – 6.30pm
3.	Question and Answer time	6.30pm – 7.00pm
4.	Commencement of Meeting - Voting on Motions listed	7.00pm – 7.30pm
5.	Election of the Interim Board	7.30pm – 8.00pm
6.	Closure	(Estimate) 8.00pm

IMPORTANT MEETING INFORMATION - PLEASE READ CAREFULLY

Purpose of Meeting

Upon publication of the Directions for Regulation supporting the Jointly Owned Property Law, Developers were requested by RERA to proceed with the formation of Interim Owners Associations and elect an Interim Board. The purpose of this meeting is to establish the formation of the Interim Owners Association for Sky Courts and to elect an Interim Board, consisting of Unit Owners, to assist with the transition process leading to the official registration of your Owners Association in coming weeks.

The information handout distributed with this Agenda will go into further detail in relation to the Jointly Owned Property Law, Directions and Regulations, the formation of Owners Associations, and the role of the Developer and Owners. A formal Inaugural General Assembly of the Owners Association will be held soon after the official registration of the Owners Association.

Attending the Assembly

Please ensure you arrive for registration by 6.00pm. The Assembly will commence at 6.15pm sharp.

You should bring this notice with you to the assembly as it includes the full Agenda, explanations to Motions, Voting Paper, Interim Board Nomination Form, Proxy Form and Company Nominee Form. Prior to the assembly, the Interim Owners Association Manager will record all Owners in attendance and any apologies received.

GENERAL ASSEMBLY FOR THE INTERIM OWNERS ASSOCIATION - SKY COURTS

If you cannot attend the assembly and you wish to cast a vote, please complete the enclosed Voting Paper and return it to our offices no later than Wednesday 29th December – 6.00pm.

To allow us to prepare for the meeting, it would be appreciated if you would advise us at least 24 hours prior to the meeting if you will be attending. Contact details are below (please quote your name and Unit/Tower number)

Email: m.batty@bcs.ae or shaun.meyrick@bcs.ae for Towers D, E and F

Fax: +971 04 330 6407

Postal: C/o BCS LLC, PO Box 212155, Dubai, UAE

Voting at the Assembly

Each unit owner shall have one vote in respect of each unit they own. When a unit is owned by more than one person they shall decide amongst themselves who shall exercise their one vote. Voting shall be decided by a simple majority of those present and entitled to vote, by a show of hands.

In order for their vote to be accepted, and to be eligible for election to the Interim Board, an Owner should be in good financial standing with respect to their Service Charges.

You can exercise your voting rights at the assembly in person, by proxy and/or by voting paper. If a Unit is owned in the name of a company then a nominee of the company should be appointed to exercise a vote on behalf of the company. Please ensure the enclosed Company Nominee Form is completed and submitted no later than Wednesday 29th December – 6.00pm.

If you are unable to attend the meeting and wish to appoint a proxy to attend on your behalf and exercise your vote, please ensure the enclosed Proxy Appointment Form is completed and submitted no later than Wednesday 29th December – 6.00pm.

Election of Board

The last item of business is the election of the Interim Board Members.

Please refer to the accompanying Nomination Form. Should you wish to nominate yourself for a position on the Interim Board, please complete the enclosed form and submit this in addition to supporting documents to either of the following:

Email: m.batty@bcs.ae or shaun.meyrick@bcs.ae for Towers D, E and F

Fax: +971 4 330 6407

Postal: C/o BCS LLC, PO Box 212155, Dubai, UAE

Please ensure Nominations and supporting attachments are submitted no later than Wednesday 29th December – 6.00pm

Interim Board Information

The Interim Board must comprise of a minimum of 5 and no more than 7 members. This is an unpaid, voluntary position. A Chairperson may be elected by the Board once established.

Should the nominations received exceed the required amount of members, Nominees may be asked to introduce themselves to the meeting and provide a short introduction on their previous experience and skills that may be of benefit to the Board and Community. Owners may then be asked to cast a vote on their preferred Nominees.

General

Please bring a copy of your signed Sales and Purchase Agreement with photographic identification (Passport copy/Driving Licence/UAE Identity Card). Should you have any queries in relation to this meeting, Interim Board membership or other issues in relation to the formation of your Owners Association, please contact Michael Batty directly on +971 4 330 7781 or email m.batty@bcs.ae or shaun.meyrick@bcs.ae for Towers D, E and F. We look forward to seeing you in attendance.

MOTIONS, EXPLANATORY NOTES & VOTING PAPER

Please mark either 'Yes' or 'No' with a circle. Select 'Yes' if you are in favour of the Motion, and 'No' if you are opposed to the Motion.

1 ESTABLISHMENT OF INTERIM OWNERS ASSOCIATION

That the establishment of the Interim Owners Association, to be known as "The Interim Owners Association for Sky Courts" be confirmed.

Explanatory Notes

The Interim Owners Association for Sky Courts is to be established in accordance with RERA requirements upon lodgement of a Jointly Owned Property Declaration for Sky Courts which allows for the registration and licencing of an official Owners Association for Sky Courts.

The purpose of this motion is to confirm the establishment of the Interim Owners Association.

VOTE

YES/NO

2 ELECTION OF INTERIM BOARD

That the Interim Owners Association for Sky Courts elect an Interim Board following this meeting, in accordance with RERA requirements.

Explanatory Notes

The Interim Owners Association for Sky Courts is required to elect a Board in accordance with RERA requirements. The role of the Interim Board is to liaise with the Interim Owners Association Manager and/or Developer and RERA on behalf of the Interim Owners Association, and familiarise themselves with Owners Association operations and management processes in readiness for the establishment in the near future.

VOTE

YES/NO

Unit Owner(s) Name(s) _____

Unit Owner(s) Signature(s) _____

Unit No. _____ Date _____

GENERAL ASSEMBLY FOR THE INTERIM OWNERS ASSOCIATION - SKY COURTS

NOMINATION FORM – INTERIM BOARD MEMBERS

- ☐ I wish to nominate myself for a position of the Interim Board for the Sky Courts Interim Owners Association.
- ☐ I confirm that I am the owner of the Unit mentioned below or the appointed company nominee in the case of a company owned Unit.
- ☐ I do not have any conflict of interest that will affect my position as an Interim Board member
- ☐ I confirm that my Service Charges have been paid up to date
- ☐ I have prior experience as a Board Member of an Owners Association (Locally or Internationally)
- ☐ I am willing to adhere to a Code of Conduct and act in the best interests of the Owners/Residents of Sky Courts.

Please highlight any skills or qualifications you have that may be of benefit to the Interim Board and the Community:

Will you be residing in your Unit or will it be occupied by a Tenant? _____

Unit Owners Name: _____

Unit Number: _____

Tower (A, B, C D, E & F) _____

Unit Owner Signature: _____

Date: _____

Please ensure the following documents are attached when returning the completed form:

1. Passport Copy
2. Any supporting documentation you feel is relevant (e.g. a short resume outlining skills of interest)

GENERAL ASSEMBLY FOR THE INTERIM OWNERS ASSOCIATION - SKY COURTS

PROXY APPOINTMENT FORM

Please refer to the information on Proxies under the "Important Meeting Information" section of this document.

I/We: _____

The Owner(s) of Unit: _____ in Tower (A, B, C, D, E & F) _____

Within the Development: SKY COURTS

Address: Al Ain Road, Dubai

Appoint (Name): _____

As my/our Proxy for the Interim General Assembly scheduled on the following date:

Date of Assembly: 30th December 2010

Time of Assembly: 6.15pm

Signature of Owner(s): _____

Signature of Proxy: _____

Date: _____

Notes:

A proxy is not authorized to vote on a matter:

- (a) If the Owner(s) who appointed the proxy is present at the relevant assembly and personally votes;
- (b) If the Proxy is an Owners Association Manager, Developer, or other Service Provider associated with this project.

NOTICE OF THE APPOINTMENT OF A COMPANY NOMINEE

Please complete this form **only** in the event that a Unit is owned in the name of a company.

Refer to the information on Company Nominees in the "Important Meeting Information" section of this document.

Company Name: _____

Company Trade Licence Number: _____

Company Postal Address: _____

Company Telephone Number: _____

Name of Company Nominee: _____

Company Nominee Telephone Number: _____

Number of Unit Owned/Tower: _____

Company Nominee and Witness to sign below and Authorised Person to Affix the Official Company Stamp below:

Signature of Company Nominee

Witness

Position held

Position Held

Affix Company Stamp here:



GENERAL ASSEMBLY FOR THE INTERIM OWNERS ASSOCIATION - SKY COURTS

OWNER INFORMATION FORM

Please assist us in maintaining accurate records by completing this form and returning to us at the meeting.

General Roll Information

Name of Owners Association: _____

Name of Unit Owner(s): _____

Name of Unit Owner(s)
(Company Owned Unit) _____

Unit Number: _____

Home Phone Number: _____ Business Phone Number: _____

Mobile Phone Number: _____ Facsimile Number: _____

Email Address: _____

Postal Address for Service of Notices and Correspondence:

Current Residential Address

Current Tenant Information (These details are required in case of an Emergency within the Unit)

Name of Tenant: _____

Home Phone Number: _____ Business Phone Number: _____

Mobile Phone Number: _____ Facsimile Number: _____

Email Address: _____

Period of Lease from ____/____/____ to ____/____/____

Property Manager if Applicable: _____

Business Phone Number: _____

Agent's Email Address: _____

Should any of these details alter please advise us accordingly.