



information | pack

This document details the **Law of Sectional Title Meetings Course** presented by Paddocks.

Paddocks is pleased to offer the **Law of Sectional Title Meetings Course**. The course meets the high and exacting standards expected of Paddocks.

Need for the course:

Most people involved in the sectional title industry are aware of the prescribed management rules, and the provisions made therein with regards to meetings. However, the scope of law that affects sectional title meetings is far wider than the relevant provisions of the prescribed management rules. The Law of Sectional Title Meetings Course will empower students to control and manage meetings with clarity and confidence built upon a broad and thorough understanding of the law of meetings.

About the course:

The content covered in this five-week Internet-based distance-learning course draws from the prescribed management rules, the law of associations, the law of meetings and common law. It will equip students with a comprehensive understanding of the law of meetings in the sectional title context. The course has been designed by sectional title specialist and University of Cape Town Adjunct Professor, Graham Paddock.

Who should attend?

Anyone who wants to be empowered in their understanding of the law of sectional title meetings, including managing agency principals, portfolio managers, trustees, owners, chairpersons, accountants, attorneys, property developers, property development financiers and other interested parties.

Entry requirements:

Students must have a current email account, access to and general familiarity with computers, including the ability to read documents in Adobe PDF (Portable Document Format) and create documents in Microsoft Word[®] as well as a general familiarity with the Internet.

What does the course cover?

The course comprises 5-weeks of distance tuition presented via the Internet. The course module outline is included below:

Module	Preliminary Module Description
Module 1 Introduction	In the first module we introduce meetings by looking at the sources of applicable law; understanding the standards of compliance; the definition of a meeting; the types of sectional title meetings; how resolutions can be taken without meetings; the scope of meeting activities; the position in layered schemes; with special suggestions for trustees, managing agents and owners.
Module 2 Calling and Arranging Meetings	Module two focuses on the process of calling and arranging meetings. You will gain an understanding of notices, and the process of calling a meeting of trustees and general meeting of owners. This module then specifically looks at who is the authorised convenor; the ratification of an improperly called meeting; understanding who is entitled to notice; the required notice periods; the deemed notice provision; the notice for general meetings; and the timing of special general meetings.
Module 3 Formalities	In this module three we deal with the required formalities at meetings. You will learn about proper constitution; the agenda; minutes; individuals entitled to attend the various types of meetings; and the quorum requirements in the context of trustee and owner meetings.

Module 4 Chairpersons Role	Module four covers the chairperson's role as officer at both trustee and owner meetings; the chairperson's powers and duties; the formalities of controlling debate, controlling voting and ending a meeting.
Module 5 Debate and Voting	Module five unpacks motions, questions and resolutions; voting by trustees and owners; and touches on disciplinary proceedings. Bonus material included in this module analyses the business that trustees and business owners can conclude at meetings, the levels of consensus required and identifies the decisions that have additional requirements.

Course Delivery:

Interaction with students will be via the **Paddocks Learning** website and the notes and guidelines for study will be delivered to students in electronic format. (<http://www.paddocks.co.za/learning>)

Each module listed above is divided into several components and is delivered via the user-friendly website, which caters for the varying needs and preferences of students. These components include:

- course notes
- video lectures
- online discussion forum
- multiple choice quiz answered online (as a practise assignment)
- further reading and references

There are also two time-limited online multiple choice assignments completed during the course. Each week a new module is made available to the student body. Jennifer Paddock, a specialist sectional title consultant, is the Course Convener who provides academic support during the 5-weeks. Tamara Breytenbach is the Course Coordinator who provides administrative assistance to the students. Together, they ensure quality assistance is provided throughout the 5-weeks.

Course Dates:

Registrations close: 5 March 2010
Course starts: 15 March 2010

The course calendar is available on request.

Award of the certificate:

Certificates can be awarded only to those students who:

- a) Complete both assignments; and
- a) Obtain a combined final mark of at least 50% for the assignments.

Successful students will receive a *Certificate of Competence in the Law of Sectional Title Meetings* issued by Paddocks.

Course fee:

R3,300.00 (excl. VAT), which includes all courseware, expert support, and a Paddocks certificate.

Registration and enquiries:

Final date for registration and payment: **5 March 2010**

Please contact Kate at Paddocks:

Tel: 021 685 4775

Fax: 021 685 4883

Email: kate@paddocks.co.za

**REGISTRATION FORM
LAW OF SECTIONAL TITLE MEETINGS COURSE
MARCH 2010**

Registrations close: 5 March 2010
Final date for payment: 5 March 2010
Course start date: 15 March 2010

How to register:

- complete the registration form below and email to kate@paddocks.co.za
- **or** complete the registration form below and fax to +27 21 685 4883
- **or** complete the online registration form found at www.paddocks.co.za

STUDENT DETAILS

SURNAME:

FIRST NAMES (as you wish them to appear on your certificate)

PREFERRED NAME (the name by which you wish to be called during the course)

ID NUMBER: _____ PHONE: _____

MOBILE: _____ FAX: _____

EMAIL: _____

POSTAL ADDRESS: (P.O. Box Preferable)

_____ POSTAL CODE: _____

FIRM OR ORGANISATION:

What is your role in sectional titles?

- | | | | |
|--------------------------------------|---|--|------------------------------------|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Managing Agent | <input type="checkbox"/> Portfolio Manager | <input type="checkbox"/> Developer |
| <input type="checkbox"/> Chairperson | <input type="checkbox"/> Trustee | <input type="checkbox"/> Accountant | <input type="checkbox"/> Other |

Where did you hear about this course?

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Paddocks Press | <input type="checkbox"/> Email | <input type="checkbox"/> Facebook | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Past Student | <input type="checkbox"/> Sectional Titles
Online | <input type="checkbox"/> NAMA | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Article:
Source _____ | | <input type="checkbox"/> Other:
_____ | |

Are you a past Paddocks Student? Please indicate which course/s you have completed:

- | | |
|---|--|
| <input type="checkbox"/> UCT Sectional Title Scheme Management | <input type="checkbox"/> UCT Sectional Title Development Course |
| <input type="checkbox"/> UCT Advanced Sectional Title Scheme Management | <input type="checkbox"/> UCT Sectional Title Specialist Realtor Course |
| <input type="checkbox"/> Sectional Title Bookkeeping Course | <input type="checkbox"/> Home Owners' Association Course |

FEES AND PAYMENT

- The course fee is **R3762, 00** including Value Added Tax.
- Should 3 or more students register as a group, you will be entitled to a **10% discount**, provided this has been arranged with Paddocks staff.
- A pro forma invoice will be sent to you on acceptance of this registration form, should you not require a VAT invoice.

Please indicate if you require a VAT invoice: Yes No

Please indicate invoice details (including VAT number): _____

CANCELLATIONS

- (a) Registrations cancelled in writing before the 5 March 2010 will qualify for a refund of your payment, but you will be liable for a 10% cancellation fee.
- (b) Cancellations thereafter do not qualify for a refund and will be liable for the **full course fee**.
- (c) Students are expected to complete modules and assignments by the due dates detailed in the course calendar. Late assignments attract penalties and in some cases will not be accepted.

PAYMENT DETAILS

Please indicate how you are paying your course fee:

By credit card (VISA or Master Card only) – we will contact you to obtain your credit card details.

By direct deposit into:

Account Name: Paddocks Property Training
Bank: Standard Bank
Branch: Claremont
Branch Code: 025109
Account Number: 043320813

Please use your **name and surname** as a reference and then fax proof of payment to 021 685 4883.

Please note: Paddocks reserves the right to cancel the entire course, if there is insufficient demand for the course. In this case the relevant students will receive a full refund of the course fees.

*******I confirm having read and I accept all the terms and conditions set out in this registration form.**

Signature of applicant

Date