Accounting data is not meeting data.

Why the levy list can't be your voters' roll — in a body corporate or a homeowners' association.

THE LEVY LIST

Has this unit or erf been paid for?

Goes to
Whoever pays — a tenant, letting agent, family member or a company's accounts department.

Done when
The balance is right at the end of the day.

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THE VOTERS' ROLL

Who may speak and vote for this unit or erf?

Must be
The registered owner — or someone lawfully appointed to act for them.

Done when
The meeting's outcome stands up to challenge.

Most body corporates and HOAs build their meeting list from levy-billing data, because it's the list they have. It looks complete — every unit or erf has a name and an email address. But it answers a different question. This briefing explains why that matters, and how to fix it before your next general meeting.

01 ACCOUNTING'S JOB

The levy statement goes to whoever pays.

A levy statement is a request for payment. Accounts staff rightly care about one thing: that the money arrives and the balance is right at the end of the day. Who the statement is addressed to is a matter of convenience, so it ends up with:

Tenants | Letting agents | Company accounts departments | Family members

If somebody settles the levy, the books balance. Accounting needs nothing more.

What about SARS? A company paying the levy on a property someone owns personally may raise tax questions for that owner — but that sits outside the scheme, and it doesn't change who may vote.

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02 WHAT THE LAW REQUIRES

The vote belongs to the owner.

BODY CORPORATES

The STSMA and its Prescribed Management Rules attach the vote to the member — the registered owner of the section.

HOAS — OFTEN STRICTER

The governing documents are specific, and the Companies Act or the common law is precise about who may act for a stand or erf.

Either way, only these people may speak and vote for a unit or erf:

1. **The owner**
   The registered owner of the unit or erf, in person.
2. **A duly authorised representative**
   For a company, CC or trust: the person appointed by resolution or written authority.
3. **A nominated co-owner**
   Where a unit or erf is jointly owned: the one co-owner nominated to vote.
4. **An appointed proxy**
   Appointed in writing by the owner, in the form and time the rules require.

Paying the levy is not on that list.

The person in accounts who receives the statement is not the owner's representative — unless the owner has appointed them, in writing.

03 HOW IT GOES WRONG

One export. One invalid vote.

1. **The meeting list is exported from the levy system.**
   It looks complete: every unit or erf has a name and an email address.
2. **Erf 14's contact is a company's accounts department.**
   The owner holds the erf in her personal capacity; her company pays the levy.
3. **The bookkeeper receives the notice and voting link — and votes.**
   On a special resolution, carrying the erf's full vote.
4. **No proxy was ever signed.**
   A vote was cast by someone with no right to cast it — and it was counted.

WHAT IT CAN COST

Invalid votes counted

The result no longer reflects the owners' decision.

Quorum in doubt

The wrong attendees can mean the meeting was never properly constituted.

Resolutions challenged

Any owner can dispute the outcome — at CSOS or in court — and it may be set aside.

Meetings re-run

Time, cost and the trustees' or directors' credibility — spent twice.

04 THE SECOND TRAP

One owner, many spellings.

Accounting doesn't mind if the same owner is captured under a slightly different name on each unit or erf — every account still gets paid. Read as a voters' roll, though, each spelling looks like a different owner, and each one is counted as a separate vote in number.

READ FROM THE LEVY LIST

Unit 7 **J.P. van der Merwe**	1 vote
Unit 12 **JP vd Merwe**	1 vote
Unit 31 **Johan v.d. Merwe**	1 vote

3 owners · 3 votes in number

Wrong.

READ FROM OWNERSHIP

Unit 7 · Unit 12 · Unit 31

↓

One registered owner
Johan Petrus van der Merwe

1 owner · 1 vote in number

Plus the value of all three units.

Why it matters most for body corporates

Special and unanimous resolutions under the STSMA are counted by value *and* by number. In number, each owner has one vote — however many units they own. Every misspelled duplicate quietly adds a vote that doesn't exist. HOAs that count votes by number face the same risk.

Inflated counts

One owner counted three times can carry — or block — a special resolution.

Wrong thresholds

Quorums and percentages by number are worked out on the wrong total.

Unanimity in doubt

A unanimous resolution depends on an exact headcount of members.

✓ **How MeetingPal catches it:** during setup, our office checks owner records for duplicate and misspelled names, so each owner counts once in number and carries the full value of every unit or erf they own.

05 THE FIX

Keep two lists.

Billing contacts belong in accounts. The meeting register is built from ownership, with an appointing document for everyone who acts for an owner.

BEFORE YOUR NEXT MEETING, CHECK

- [ ] Every unit or erf is linked to its registered owner, as shown in the deeds registry.
- [ ] Each owner appears once, spelled exactly the same across all their units or erfs.
- [ ] Company, close corporation and trust owners have a current resolution or letter naming their representative.
- [ ] Each jointly owned unit or erf has one nominated voter.
- [ ] Proxies are in writing, signed by the owner and lodged as your rules require.
- [ ] Nobody is on the attendance register only because they receive the levy statement.

HOW MEETINGPAL HANDLES IT

Our office sets up every meeting.

Since 1 September 2026, MeetingPal's own team configures each meeting, so the voters' roll is checked against ownership — not copied from the debtors' list.

- ✓ We ask for each unit's number or erf, registered owner, email and cell number — plus your notice.
- ✓ Representatives and proxies are linked to the owner they act for, with instructions recorded per resolution.
- ✓ Every vote carries a full audit trail, so outcomes can be defended.

OPTIONAL EXTRA Verification through our **CIPC**, **WinDeed** and **Department of Home Affairs** integrations, to confirm that whoever acts for a unit or erf is duly authorised.

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General guidance, not legal advice. Body corporates: the STSMA and its rules apply. HOAs: the governing documents, the Companies Act where it applies, and the common law. Where the law appoints someone to act for an owner, such as an executor, that person acts in the owner's place.