



**Minutes of a Directors meeting, held on Tuesday, 21 February 2017 @ 18H00 @ the Mooikloof
Glen Club House**

Present

- Charl Ingram
- Owen Kriek
- Precious Mali
- Le Roux Strydom
- Thiye Mothle
- Amanda Thale

Absent

- Peter Sebola

In Attendance

- Peter Marshall – Estate Manager
- Jannie Smit – Pretor Group (Note Taker)
- Dhivya Naidoo

Minutes

As a quorum was present the Chairman confirmed that the meeting is duly constituted to proceed and welcome all present to the meeting.

1. Confirmation of the minutes of the previous meeting

- a. The meeting agreed and approved the previous minutes held in January 2017, the Chairman signed the minutes.

2. Matters arising from the minutes

- a. MTN Mobile towers – correction of rental amounts received
 - i. Pretor confirmed that the arrears were collected and will be 100% correct going forward.
 - ii. Peter to confirm rentals are as per the agreement and up to date.
- b. Telkom Fibre update
 - i. The contractors will be on site end of Feb to start trenching, and the project will take 2 to 4 months to complete.
 - ii. The site plans have been obtained, red and blue zones are identified on the these plans. They will also install the cables while trenching.
 - iii. Owners whose sidewalks will be affected by the fibre project should be informed by Peter. Part of the agreement is that the property will be restored to the way it was. Peter will draft the newsletter; Board will approve and Pretor will distribute.
 - iv. Fibre room – Peter have gone out on tender.



1. Once the electrical spec has been determined Peter will place it on tender too.
 2. Peter must distribute the tenders in a schedule format to the Board to decide, include the spec and price in schedule.
 3. Peter to view recent work of the proposed building contractor William Tapala Construction.
 4. Proposal from the floor was to appoint William Tapala subject to the outcome and feedback by Peter.
 5. Completion of fibre unit will take +/- 6 x weeks – Initiate the work for the 1st or 2nd week in March.
- c. Sewer Servitude update
- i. Stand 889 – no one is getting hold of the owner.
 - ii. Proposal to move the servitude from 889 that will affect another owner stand 907 & 938
 - iii. Peter to discuss with Andy Beukes to determine the possibility – Legal perspective.
 - iv. Pre-empt the matter with the new owners affected and get the matter resolved.
 - v. Peter to forward servitude plan to Thipe.
- d. Construction timelines
- i. Peter to add the amendments to the rules when completed by Owen, then it should be distributed.
 - ii. Board members to confirm that they all agree with the change and that all interpreted the rules in the same way.
- e. Speedbumps
- i. Precious did provide the spec to Peter
 - ii. Precious will provide a template for the contractor “TomCoat” to do/complete the job (repair work).
- f. Stand 888 – Sidewalk servitude
- i. Owner has an indemnity for the catch drain and indemnity for the encroachment on the sidewalk.
 - ii. Peter to forward the indemnity to all Board members to approve and sign.
- 3. Financials**
- a. Financials were 100%, just the income tax of August that should be moved to the balance sheet.
 - b. Arrears
 - i. 872 – Follow up on arrangement
 - ii. 935 – not in Buks’s report – follow up and feedback
 - iii. 889 – to proceed with summons
 - iv. 905 – proceed with summons – Marlon to report back where the process currently is.



v. 919 – reverse the interest as per the agreement of the Buyer.

4. Protea Metering

- a. The contract was received
- b. The network levy should be billed to the HOA and not to the members (to be added into the agreement)
- c. 3.2.2 – Eskom to be corrected
- d. 3.6 – To be reviewed – the loss to the HOA then 3.2.1 – be extended to include all communal services to the HOA
- e. Protea to indemnify all damages to any spike that might happen when replacing electrical meters.
- f. A Round Robin resolution will be circulated to the Board by Peter to be signed off. The signed agreement will be discussed with Heights by Peter.
- g. Le Roux will approach Impact meters to set a date of termination for the end of March 2017 and appoint Protea 01 April 2017
- h. This action should be part of the newsletter to the owners – Peter to add.
- i. Proposal to add an annexure to the agreement to reflect the monthly billing.
- j. Le Roux will write the letter to Impact once the Protea agreement has been finalised.

5. FAM and Water Agreements

- a. Owen to complete the agreements and distribute to the Board.
- b. Once signed, Peter will deliver the signed agreement to Height to get it signed by the Board of Heights.
- c. Peter will distribute the Round Robin resolution to the Board of Glen to sign off.

6. Historical Water Billing

- a. Pretor to adjust the water provision to an amount of R 320'433.00 subject to Charl's approval. – To be add to the Auditors notice.

7. The Hills settlement agreement

- a. MKG will withdraw their lodgement/objection – as the Hills have provided a settlement agreement.
- b. MKG must sign off the settlement agreement and it must be provided back to Ivan Pauw – Peter to have it finalized by the 24th of February as this is the deadline.
- c. Board in agreement.

8. Global waste recycling

- a. The will issue recycling bags to the owners of the HOA
- b. There is no charge to the HOA
- c. Board in agreement with the proposal from Global waste to proceed.

9. Click-On Charges

- a. Peter explained the actual vs the anticipated cost
- b. Access device cost should be moved to the owners account – Amanda raise a concern and that the Board be conscious when making such decisions going forward.



- c. Peter will instruct Click-On to move this cost to the owners billing.

10. Security – Tactical Edge

- a. Proposal to the floor to determine the requirement for the Estate and if the current scope was in order – Board agreed that it is.
- b. Proposal on the floor to consider to only enter an agreement in September 2017
- c. The Board are currently satisfied with the services of Tactical Edge. The quote received from Tactical is not within the budget parameters. The other quotes obtained falls outside the budget.
- d. Peter is mandated to renew the “agreement” with Tactical Edge at a 10 % increase per year for a two-year contract.

11. Estate Manager Update

- a. Owen to provide the rule and penalty of R5000.00 when there is tampering with an electrical box in the Estate.
- b. The grass cut is going slow due to the rainy season. Peter will appoint/book the contractor for the end of March or beginning of April

12. Date of next meeting – 16 March 2017 @ 18H00 @ the Club House

There being no further matters to be discussed meeting adjourned at 22H00

Chairman

Date