

# Sunset Views

## Sardinia Crescent, Vitzicht, 7570

AGM – 24/08 @ 19h00 @ Unit 54

### AGENDA

1. **Welcome** – Chairperson welcome all and declare AGM open (subject to quorum requirements).
2. **Attendance and Quorum**
  - Everyone signed attendance register
  - Quorum of 15 attended
    - 5 proxies received:
    - Chairperson to act as proxy for:
      - # 20 – Lawrence Brooks
      - # 14 – Gerhard v Eeden
      - # 12 – Fiona Wilke v Staden
      - # 36 – Riaan Conradie
      - # 17 – Thinus Smith
  - Chairperson followed up that everyone received the notice of meeting and the agenda with all relevant documentation
  - Chairperson introduced herself as Mandi Joubert
  - As per C. only those owners whose accounts are in order are allowed to vote. [IE NOT 6, 7 & 38]
  - New item was added to the agenda by Mandi Joubert, Electrical Perimeter Fence. Technical side of Electrical fence we have invited Donovan from Knox Perimeter Fencing.
3. **Issues for Discussion**
  - a. **General Affairs**

**NEW ITEM: Electrical Perimeter Fence**

    - Question by Dudley / Mandi / Martie / Frans /
    - MJ – checking understanding - that in the industry to get a detailed quote, is there is quotation fee involved R1500 (answer) Mandy checking if there are more questions from owners.
    - Frans – Checking that we have a quotation in future
    - Mandi – no quotation at the moment as we are deciding how we will go forward.
    - Frans – proposed that we need to have three quotations in future as we work with trust money and cannot just get anybody to do the work.
    - Frans – check warranty
    - Frans – Decision made previously that no amount more than R5000 is allowed to be spent .
    - Frans – proposed that when there are expenses for more than R5000 there needs to be three quotations.

- Mandi – suggested that we indicate this rule in the house rules - Under R5000 it up to discretion of trustees and above R5000 there needs to be three quotations.
- MJ – HOMEOWNERS TO VOTE – UNANIMOUS VOTE BY ALL AND WILL BE INCLUDED IN THE HOUSE RULES.
- Meisie bringing under everybody's attention, 3x R1500 might pay 2x R1500
- Therefore Three options:
  - a) Option A: Appoint Knox Perimeter Fencing and save R1500 – fee waived if appointed
  - b) Option B: Obtain more than 1 quote, and effectively lose R1500 per quote – ANY SUGGESTIONS for contractors? 3x quotations but it will cost us R4500. Need to pay R1500 for each quotation.
  - c) Option C: Obtain two quotations as per Claude.
- Claude – Clarity if above is not against the constitution.
- Mandi – You may change at the AGM with a majority vote.
- Dudley – Suggested that we keep to the house rules where we need three quotations.
- Jaco – Asking if we have R35000
- Dudley Special levy, once off 2x R300 or 3x R200
- Question about the money market. Everybody is against using the money in the money market for this purpose.
- Frans – bringing the pot holes to the attention.
- Money market is there for emergencies.
- Claude suggested two quotations.
  - HOMEOWNERS VOTE: UNANIMOUS VOTE FOR OPTION C

Chairperson asking if Appointment of External Management Company be discussed first before we do the Approval of proposed new House Rules.

All in agreement.

#### **b. Approval of proposed new House Rules**

1. Proposed amendments distributed with notice of AGM.
2. Only few comments/proposals for further amendments received:
3. Mandi – anybody that would like to add any amendments at this stage – None.

**Fo**llowing changes to the House rules, as discussed and approved at the AGM (SEND OUT VIA EMAIL WITH PROPOSED CHANGES. – UNANIMOUS VOTE BY ALL FOR CHANGES WITH IMMEDIATE EFFECT

- 7.1 'No alterations ...' without the written permission of the Trustees .... (added)
- 7.5 'No objects ....' except with the prior permission of the Trustees (added)

- 7.6 ... Time limit decided on by the Trustees ' taking into account the ability of the relevant home owner
- 8.3 'No vehicles ... or on the lawn in front of the houses' ~~for an extended period of time~~ (deleted) except for the sole purpose of washing the vehicle, after which it shall immediately be removed from the lawn. (added)
- • 12.3 Adjusted to provide for two small breed dogs.
- • 12.7 References to Pet Register removed.
- • 15. Removed in entirety, and replaced with "The process of complaints from owners will be in writing directed to the office of the Managing Agents. Depending on the seriousness of the transgression of the Rules, a warning or fine will be issued. This is in the absolute discretion of the Trustees.
- Fines will be determined from time to time by the Trustees, at a formal trustee meeting. The decision of the Trustees will be final.
- " Annexure A – Complaints Procedure and Complaints Form – Removed.
- Annexure B (conditions when keeping of cats) – moved to annexure A and references to Pet Register removed.

**c. Appointment of External Management Company [Subject to affordability]**

1. *Trustees propose appointment of external management company, which will perform following functions:*
  - *Accounting and financial servicers*
  - *Insurance*
  - *Repairs & maintenance*
  - *Secretarial & admin functions*
2. *We obtained 3 quotes and contacted references.*
3. *Propose appointment of HJ Management Services @ cost of R91.80/unit/month.*
4. *Only R7.78 more than would have paid Michelle/accountants for 2014/15 (R84.04), and include numerous additional services and benefits:*
  - *Available 24/7 to attend to emergencies*
  - *Also available full-time to address issues/queries/complaints [Trustees NOT]*
  - *Access to own suppliers/service providers*
  - *Complaints and problems addressed objectively and impersonally; would eliminate any animosity between complainants/residents/trustees, etc.*

*Frans – Managing Company was proposed previously and some people not happy to go with managing company*

- *Martie - Managing Company will work in conjunction with the trustee that stays in the complex. Trustee will stay in charge*
- *Chairperson – checking if anybody has more questions*
- *Claude – Will there be a contractual arrangement between us*
- *Mandy – Contract signed for 12 months initially subject to a 2 months' notice period*
- *HOMEOWNERS - UNANIMOUS VOTE FOR MANAGING COMPANY*

Frans are they looking after everything for e.g. the gate

Mandy – yes they will look after everything

Claude – Current contractual agreement that we have with the grass cutters, will it fall away

Mandy – Garden service contract will continue as is and will be managed accordingly. Our Contract with J Geldenhuys' and Co will be terminated with 30 days' notice issued on 1<sup>st</sup> September 2014. Their function to be resumed by the new managing company.

Dudley – we can ask the managing company to take over the managing of the garden service and they will act as liaison if any problems.

5. ***Water readings:*** *of asking fee, R500/month allocated for water readings.*
6. *All M/A further require complex manager/caretaker on site to i.a. supervise*
7. *Therefore further proposed:*
  - *Instead of paying R500 to M/A to take water readings,*
  - *That R500 be paid to an appointed resident to take water readings AND act as supervisor when needed.*
  - *Have someone willing to perform services.*
  - *Jaco – asking who contact person will be. Mandy checking with Dudley*
  - *Jaco proposed Dudley*
  - *Dudley will get assistant that will do the water readings. This assistant will get the R500 per month.*
  - *HOMEOWNERS VOTE UNANIMOUS FOR COMPLEX MANAGER / CARETAKER*

- d. ***Facias,*** *postboxes and all other outstanding issues will be handed over to M/A to follow up, ensure compliance and impose fines, if necessary.*

e. **Any Other Business**

1. **Pets**

- *All pet owners whose pets have been registered will receive confirmation letter from Trustees.*
- *All new applications for allowed number of dogs to be directed to Trustees.*

- *As per resolution of 24 March 2014, no new cats will be allowed in complex.*
- *2012 House Rules will apply to owners with tenants – very specific with two small breads*
- *Resolution on the 24<sup>th</sup> March owners regardless of living in or outside of complex could apply to register their cats. All information of cats to be supplied – HOMEOWNERS VOTE UNANIMOUS*
- *“Baby sitting of dogs – trustees need to be informed*

**f. Financials**

**i. Annual financial audit report and statements**

- *Have been distributed to homeowners with Notice of AGM.*
- *Mandi read Financial Report Item 1.*
- *Frans – can we have a very specific detailed report on actual expenditure - instruction will be given to new managing company*
- *HOMEOWNERS VOTE: STATEMENTS ACCEPTED YES*

**ii. Budget 2014/2015**

- 1. Have been distributed to homeowners with Notice of AGM.*
- 2. Mandi to read Financial Report Item 2.*
- 3. HOMEOWNERS VOTE: STATEMENTS ACCEPTED YES*

**iii. Levies: *As per Michelle’s proposal, we propose that levies be increased to R320/month from end September, to sustain cash flow reserves of +/- R60, 000 and allow for i.a. repairs and maintenance to gates.***

- *Concern that levies increase with R50 previous financial year - what was money used for ?*
  - *Mandi – positive of R4500 in comparison negative of R6000 difference of R10000 and surplus was due to increase in levies for the year as per Michelle’s report.*
  - *Dudley – cost of installation by the gate was all covered by the R300 levy*
  - *Overall concern regarding costs of maintaining the access gate.*
  - *Gate problem will be handed over to new managing company all agreed.*
  - *Fence first priority and then the Gate - all agreed.*
  - *Will start getting quote on gate for later stage – all agreed.*
- 1. Option 1 - keep at R300 Option R320 - HOMEOWNERS VOTE FOR Option 2 - R320*

Frans – concerned regarding potholes – can we please see to it that we attend to this problem – cannot wait for another month. Dudley said this matter can be attended to by the appointed managing agents.

**g. Trustees**

**i. Election of Trustees**

1. *No prior written nominations received.*
2. *Therefore as per C. open to receive verbal nominations.*

**Nominations:**

1. Meisie nominated Martie (Mandy seconded)
2. Mandy nominated Dudley (Martie seconded)
3. nominated Jaco (Frans seconded)
4. Minimum of two trustees required. All voted to have three Jaco, Martie and Dudley - All agreed.
5. Meisie two trustee are all we need.
6. Dudley proposing that he will only work with gate, Martie and Jaco to be trustee as only a minimum of two trustee required
7. Homeowners voted three trustees – Martie, Jaco and Dudley.
8. Dudley again proposed that he will only work with gate and Martie and Jaco to be trustees as a minimum of two is all we need and therefore he retracts himself as trustee.
9. Meisie concerned that trustees need to be available and that we cannot vote homeowners in that are not available when necessary.
10. Mandi getting clarity – Dudley if there are two trustees you will stay but if there are more than two it will not be necessary to have a third trustee.
11. Mandi asking for nominations as Dudley has retracted himself.
12. All agreed that we only need two trustees – Mandy proposed that homeowners to vote which two trustees. Dudley retracted himself completely from all duties.
13. Martie with another trustee will be acceptable.
14. Vote Martie & Jaco as trustees.
15. Dudley retracted himself completely.
16. Martie & Jaco will be responsible for all trustee duties.
17. Mandi – as per managing company they would need a contact person on site e.g. supervision, water readings. As Dudley finished, these duties will become responsibility of a new trustee.
18. Jaco indicating that this is a problem for him as he would not have the time. With Dudley not involved. Cannot do the water reading
19. Alexadra Theart proposal to leave Martie and Dudley as trustee
20. \_Meisie – Managing Company needs contact person to be available 24 hours a day on site. Jaco must decide if he can take over this responsibility.
21. Meisie – Dudley has proposed that he will stay on a trustee with Martie
22. Jaco – then I will retract myself.
23. Mandi – Dudley will you be available to stay as a trustee with Martie ?
24. Dudley yes with Martie and the Managing Agent Company
25. Claude seconded this

**3. *HOMEOWNERS TO VOTE ACCEPTANCE FOR MARTIE AND DUDLEY (point 19)***

4. HOMEOWNERS TO INDICATE ACCEPTANCE OF APPOINTED NO. OF TRUSTEES  
– YES 2

5. Trustees to select Chairperson from among their number at first meeting.

4. **Signing Memorandum accepting above:** Signed attendance register will indicate accepting issues above; subject to majority vote where applicable.

5. **Closing:** Meeting adjourned. Minutes will be distributed in due time to all Homeowners.