



**ZWARTKOP GOLF ESTATE – HOME OWNERS ASSOCIATION (ZHOA)
DIRECTORS MEETING – MEETING MINUTES**

Minutes of the Meeting held on 27 August 2018 at, Zwartkop Golf Estate, Clubhouse, Centurion.

1. WELCOME AND APOLOGIES

Mr. Werner Nolte (WN) Chairperson welcomed everyone present.

Members Present:

- Mr. Marcel Theron – Director Aesthetics (MT)
- Mr. Jannie Rossouw – Director Finance (JR)
- Mr. Rob Wesseloo – New Estate Manager (RW)
- Mr. Morne Lindeque - Security and Operational Manager (ML)

Apologies were received from Mrs. Irene Du Plessis who also resigned and Mr. Rohan de Villiers – Director Security (RdV)

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 July 2018 was approved with no changes.

3. MATTERS ARISING FROM PREVIOUS MINUTES

- 3.1 RW was asked to put the individual matters arising on the next agenda to make it easier for the Board members to follow up these issues. **Action RW**
- 3.2 For these minutes the matters arising have been minuted under the appropriate headings.

4. REPORTS

4.1 Estate Manager's Report

- The report as enclosed was discussed.
- The storm water drains must be cleaned and ML was asked to arrange this with CoT. **Action ML**
- As far as the dolomite risk is concerned residents should be reminded of their monthly Water checks and their insurance cover for land subsidence. **Action RW**
- The bulk electricity purchase tariff at main entrance needs to be investigated. RW was asked to report on the tariff and whether further action is required with CoT. **Action RW**
- The gardens need attention and the board accepted the proposal that we obtain a garden master plan that can then be worked on over the next number of years. Deno De Abreu of stand S1170 will be asked to help us with this plan. In the meantime RW was asked to address the various issues that were mentioned to improve the aesthetics of the estate. **Action RW**
- The Csos payment must be resolved asap. **Action RW**

- A list of exemptions (assets, incidences or occurrences) not insured needs to be established and presented to the Board. **Action RW**

4.2 Operation Manager's report

- The enclosed report was discussed.
- A security plan that covers all the estate's risks, the possible upgrades and improvements to the systems and procedures, the 2019/2019 budget, the SMR and AGM decisions should be prepared, including ML's recent findings when he visited various other estates. RdV will be asked to participate and Hannes Struyweg will be asked to advise on the draft plan. The final plan must then be submitted to the Board for further discussion and finalisation. **Action: RW/ML/RdV**

4.3 Finances

- The Finance report was discussed and some key figures highlighted by JR – see report enclosed. There were no major issues and the figures were on track with the budget.
- JR and RW will meet soon to hand over the finance work and discuss some issues that need attention such as the Financial Statements, hard coding of the utilities management spreadsheet, the R1m credit on our CoT water account, the R1m plus provision and the PAYE payments. **Action RW/JR**
- A resolution was approved to change the banking access on all banking accounts to RW the new Estate Manager.
- The level of authority for RW to sign off costs incurred was set at R50 000. Expenses above the amount must be approved by JR. **Action RW/JR**

4.4 Aesthetics

- The enclosed Building Critical Issues Report was discussed and various points were highlighted by MT.
- The Board took a decision to look for a new controlling architect due to the deteriorating service we receive from our existing architect. RW was asked to contact the persons on the list to be provided by WN and to find a willing service provider. **Action WN/RW**
- The following few issues were more critical and need attention.
 - The rules for building and paintwork as far as Villa, Terrace and Apartment must to be followed and may have to be changed going forward. **Action All**
 - The lack of following the aesthetic rules strictly and ensuring consistency needs to be addressed. **Action All**
 - Penalties for not adhering to the building rules must be issued. **Action RW**
 - Stand 1126 and the partly demolished building needs to be addressed and RW was asked to see if and how the demolishing can be classified as the start of the building process and in this way manage the completion of the construction process. **Action RW**
 - Stand 1142 with the 1 meter building line and the dispute between stand 1137/1138 regarding the new wall needs to be addressed asap. **Action MT**
 - The Interpartite agreement needs to be revised following a comment from Johan Greyling. **Action RW**

5. RISK MANAGEMENT, GOVERNANCE and LEGAL MATTERS

- Mr VD Vyver must be asked to submit D3 certificates for the 4 stands S 1134, 1177, 1176 and S 1142 that was recently reclassified from D4 to D3. **Action RW**
- Current owners of the 4 D4 stands sold by the developer requesting copies of their properties' D3 certificates in order for the Aesthetics Committee to ascertain the footprint of the buildable portion of their stands, to be compared against the actual building plans. **Action RW**

6. ENVIRONMENTAL

None

7. COMMUNICATIONS

None

8. CLOSING AND NEXT MEETING

Next meeting: 27 September 2018 at 18:00

Approved: Chairman

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