



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

Minutes of the Meeting held on 01 March 2018 at 18:00 at, Zwartkop Country Club, Clubhouse,
Centurion

1. WELCOME AND APOLOGIES

Mr. Werner Nolte welcomed everybody.

Members Present:

Mr. Werner Nolte - Chairman (WN)

Mr. Marcel Theron – Director Aesthetic Manager (MT)

Mr. Jannie Rossouw – Director Finance (JR)

Mrs. Irene du Plessis - Estate Manager (EM)

Mr. Morne Lindeque - Security and Operational Manager (ML)

Mrs. Sandra van der Walt – Finance (SW)

An apology has been received from Mr. Eugene du Toit – Director Security.

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 January 2018 at the Zwartkop Golf Estate was approved with minor changes for clarity and found to be in good order by the Board.

3. REPORTS

3.1 Estate Manager's Report

- See EM's Report.
- EM should investigate the pre-paid metering; at what amount prepaid electricity is purchased and sold by the City of Tshwane.
- SW will set up a Power of Attorney Document so EM can sign documents on behalf of the Board.
- MT will scrutinise the utilities spreadsheet for possible errors. It was decided to investigate and establish whether there is an alternative data basis solution.

3.2 Operations Manager's Report

- See Operations Managers' Report.
- Flyers will be handed out to notify Church Members and Golf Players that they can register as Social Members, this will improve traffic issues on Sundays.

- EM will lay a charge of fraud against a resident for the ZHOA letter he fabricated.

3.3 Security Report.

See Security Report.

3.4 Finances

3.4.1 JR's Financial Report has been approved.

3.4.2 Monthly Management Accounts and Age Analysis:

- The installation of additional cameras, to optimise camera footage has been placed on hold for the moment.
- JR will do an audit on the current budget and accounting systems.
- JR and EM will have a meeting to reconsolidate and review SMR and budgets.
- The board has decided that a separate account for the SMR as stipulated by law must be created.
- The board decided to terminate SW's appointment on 31 March 2018 and rather appoint a suitable Chartered Accountant.
- Debtors are a continuous problem. Aggressive collection to be managed by EM & WN.

3.5 Aesthetics

3.5.1 Building Critical Issues Report

- The aesthetic issue of a resident with hole in his wall will be discussed with him by MT.
- EM will send a letter to a resident to inform him that his levies and fines will keep increasing until he pays his debt.
- ML to establish the home address of a resident in order for a bailiff to be sent out to his residence for further action to be taken in this regard.

4. CRITICAL ISSUES

MT tabled the Critical Issues Report compiled by Johan Greyling (the Controlling Architect). The report was accepted by the Board.

5. COMMUNICATIONS

See EM's Report.

6. CLOSING AND NEXT MEETING

Next meeting: 28 March 2018 at 18:00 in the Club House.

Approved: Chairperson

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