



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

Minutes of the Meeting held on 25 January 2018 at 18:00 at, Zwartkop Golf Estate, 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)

Mr. Eugene du Toit – Director Security (ET)

Mrs. Irene du Plessis - Estate Manager (EM)

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

Mrs. Sandra van der Walt – Finance and Company Secretarial (SW)

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23 November 2017 at the Zwartkop Golf Estate was approved with minor change for clarity and found to be in good order by the Board.

3. REPORTS

3.1 Estate Manager's Report

See EM's Report.

3.2 Operations Manager's Report

- The Board resolved not make a decision this month yet regarding the two cameras that should be installed at Phase 4.
- The camera configuration at phase 4 will be optimized between the Operations Manager and C3 for as cost effective as possible.
- The new upgraded electric fence at Nelson Woods is in progress and near completion.

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

- JR will compile a report with a few ideas and will discuss it at the end of February at the next Financial Board meeting.
- The Board has decided that Ockert Vermeulen of Izibalo will be appointed to be the HOA auditors for the next financial year.

3.5 Aesthetics

3.5.1 Building Critical Issues Report

- Electric fence at Ambrose loft – The physical fence between Ambrose Loft and Extension 117 should be discussed with the owner of Ambrose Loft and it should be confirmed that the developer and the owner of Erf 117 will be covering the costs in re removal and reinstalling thereof, once the physical boundary wall is completed.
- Also, if the developer wants to replace the current palisade with a Clearvu Fence, the developer will have to pay the additional cost associated with removal and reinstalling the current electric fence.
- The Board has decided that the electric fence will be fixed on the inside of the estate boundary wall and this will be communicated to the owners affected.

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. GENERAL

No points for discussion.

7. CLOSING AND NEXT MEETING

Next meeting: 01 March 2018 at 18:00

Approved: Chairperson

1 / 3 / 2018