



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

Minutes of the Meeting held on 14 June 2018 at 18:00 at, Zwartkop Golf Estate, Clubhouse,
Centurion.

1. WELCOME AND APOLOGIES

Mr. Marcel Theron, who acted as Chairperson for the meeting, welcomed everybody

Members Present:

Mr. Marcel Theron – Director Aesthetics (MT)
Mr. Ruan de Villiers – Director Security (EDT)
Mr. Jannie Rossouw – Director Finance (JR)
Mrs. Irene du Plessis - Estate Manager (EM)
Mr. Morne Lindeque - Security and Operational Manager (ML)
Mr. Kevin Aylward – Accounting (KA)

An apology has been received from Mr. Werner Nolte - Chairman (WN)

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 03 May 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 to take the blocked sewer drain next to the 17th tee up with the Ward Councillor.

3.2 Operations Manager's Report

- See Operations Manager's Report.
- Upgrade of break-away electric wires at Wierda Bridge to be investigated by ML.

3.3 Security Report.

- See Security Report.
- The C3 quotation was discussed. The quotation is within budget, but additional investigation required making an informed decision. The Security Management team will conclude by the next meeting.
- A decision was made to remunerate the disabled learner the same gross salary as the other new employees.

3.4 Finances

- Refer to Finance reports
- Report to be prepared to illustrate the ratio between customer receipts compared to amounts invoiced.
- JR and EM to reconcile utility invoices to members versus usage charges by City of Tshwane.

3.5 Aesthetics

- See Building Critical Issues Report

4. RISK MANAGEMENT, GOVERNANCE and LEGAL MATTERS

Mr Nolte was not available, and this was not discussed. This will be discussed in the next meeting.

5. RESOLUTIONS

- a. A resolution was approved by the board to enable Morne (ML) to sign the telecommunication documents on behalf of the ZHOA for an upgrade on the system.
- b. A resolution was approved to change the banking signatories, the banking accounts and apply for a new debit card at ABSA bank.

6. COMMUNICATIONS

See EM's report.

6. GENERAL

- Appointment of directors in the following capacities:

Mr. Werner Nolte – Chairman, Risk and Legal (WN)

Mr. Marcel Theron – Director Aesthetics (MT)

Mr. Ruan de Villiers – Director Security (EDT)

Mr. Jannie Rossouw – Director Finance (JR)

Mr. Ruan de Villiers was welcomed as part of the board as a new member.
The directors accepted their duties and understand their roles.

The management will remain as follows:

Mrs. Irene du Plessis - Estate Manager (EM)

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

- The following resolutions were approved in the meeting as per AGM:
 - MOI rules and regulations changes (Special resolution)
 - Ordinary resolutions of AGM

- The following general resolutions were approved:
 - Change of directors (CoR 39)
 - Banking Resolutions:
Three signatories were appointed for all bank accounts approvals, namely Mr. Nolte, Mr. Rossouw and Mr. Theron. Two of these signatories are required at any stage for any inter account transfers or payments. The internet banking authorities remain the same with no changes. Access will remain as Lorraine de Wet, Irene du Plessis and Morne Lindeque. The signatories also approve the replacement of the current damaged debit card. All specimen signatures have been obtained.
 - A resolution was approved by the board to enable Morne (ML) to sign the telecommunication documents on behalf of the ZHOA for an upgrade on the system.
 - The Annual Financial Statements have been signed

7. CLOSING AND NEXT MEETING

Next meeting: 26 July 2018 at 18:00

Approved: Chairman

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