



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

Minutes of the Meeting held on 28 March 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 Aesthetics (MT)
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)
Mrs. Cornel Voster – Accounting (CV)

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

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 01 March 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.
- It was noted that there are 5 separate CoT water and electricity accounts.
- Adjustments to residential rates from CoT to be finalised by EM. Tariffs to residents however were correctly charged.
- The availability and viability of a proper utility meter and levy billing system to be investigated.

3.2 Operations Manager's Report

- See Operations Manager's Report.

3.3 Security Report.

- See Security Report.

3.4 Finances

- 3.4.1 Provisional annual financial statements for 2017/2018 has been issued by auditors. Certain aspects surrounding utilities need to be addressed with CoT and Auditors.
- 3.4.2 Amended annual financial statements 2017/18 to be presented on 25 April 2018 to the board.
- 3.4.3 Final annual financial statements 2017/2018 to be circulated to the board on 20 April 2018, to be discussed and the drafts approved in concept. These documents to be presented and receive final approval by members at the AGM.
- 3.4.4 It was resolved that at the next AGM to be held on 29 May 2018, directors will report on:
 - SMR expenditure
 - Budget versus actual results for the reported term (1 May 2017 – 30 April 2018)
 - 2018 audited financial statements (separately from budget because of timing difference between reporting periods).
- 3.4.5 Monthly Management Accounts and Age Analysis
 - Legal adjustments to be made on certain debtor accounts as per JR.

3.5 Aesthetics

- 3.5.1 See Building Critical Issues Report
 - Investigate consistency of building styles and colours compared to the rest of Snead Manor.
 - To be confirmed that the resident did indeed approve the building plans of their stand. EM to check the file to confirm.

4. CRITICAL ISSUES

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

5. COMMUNICATIONS

See EM's report.

6. GENERAL

No points for discussion other than points mentioned under finance section.

7. CLOSING AND NEXT MEETING

Next meeting: 25 April 2018 at 18:00

Approved: Chairperson

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