



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

Minutes of the Meeting held on 03 May 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. Eugene du Toit – 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)

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28 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.
- EM to investigate irrigation timer system for the phase 2 & 3 gate gardens.
- JR to source an appropriate software solution for utility and levy billings.
- EM to notify Mr. van der Vyver that ZHOA will not participate any further in the appeal process in terms of unit 1126 with regards to the communication tower.
- EM to implement strict IT controls at estate office.
- EM to investigate lost historic email back up data from IT service provider.

3.2 Operations Manager's Report

- See Operations Manager's Report.

3.3 Security Report.

- See Security Report.
- ML to address the quality of security including the reduction of the amount of alarms alerts on motion detectors.

- ML to investigate why current security software is insufficient to accommodate additional security cameras.
- ML to investigate more cost-efficient camera hardware which can still work on Mile Stone. Also investigate mobile solar cameras which can be moved during flooding season.
- ML to investigate body cameras and audio to be worn by guards. Appropriate signs and legislation to be investigated to inform visitors they are being recorded.
- Golf members misbehaving towards security guards must be reported to the Club Chairman. A R500 fine will be levied by estate and need to be paid before member will allowed back onto the Club premises.

3.4 Finances

- 3.4.1 Fine fees to be increased/adjusted as agreed after approval from the AGM.
- 3.4.2 Levies to be increased as discussed. JR to investigate appropriate levy for CSOS levy to be included in next levy budget. Total levy increase approved at +- 9%.

3.5 Aesthetics

- 3.5.1 See Building Critical Issues Report

4. CRITICAL ISSUES

The report was accepted by the Board with minor changes for clarity.

5. COMMUNICATIONS

See EM's report.

6. GENERAL

No points for discussion.

7. CLOSING AND NEXT MEETING

Next meeting: To be confirmed after AGM.

Approved: Chairperson

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