



ZWARTKOP GOLF ESTATE – HOME OWNERS ASSOCIATION (ZHOA)

DIRECTORS MEETING – MEETING MINUTES

Minutes of the Meeting held on 27 September 2018 at, Zwartkop Golf Estate, Clubhouse, Centurion.

1. WELCOME AND APOLOGIES

Mr. Werner Nolte (WN) Chairperson welcomed everyone present.

Members Present:

- Mr. Marcel Theron – Director Aesthetics (MT)
- Mr. Rohan de Villiers - Director Security (RdV)
- Mr. Rob Wesseloo – Estate Manager (RW)
- Mr. Morne Lindeque - Operational Manager (ML)

Apologies were received from Jannie Rossouw (JR)

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 August 2018 was approved.

The minutes of the 2018 AGM was approved by the Board. Members will be asked to approve at the next AGM.

3. MATTERS ARISING FROM PREVIOUS MINUTES

Matters arising have been minuted under the appropriate headings below.

4. DIRECTOR'S MATTERS

RW's service contract was signed by WN who was duly authorised to do so by the Board.

A King IV checklist will be circulated by RW for completion by the Board. Non-compliances will be discussed at a future meeting. **ACTION: RW**

The terms of references for each of the director portfolios were, subject to a few changes, approved. RW was asked to add a terms of reference for the legal portfolio. **ACTION: RW**

Mr Hannes Struyweg will be approached to serve as a co-opted director responsible for the Risk Management portfolio. **ACTION: WN**

The Board requested RW to see if we can attract one more resident to the Board to assist with the Environmental and Communications portfolio. **ACTION: RW**

5. REPORTS

5.1 Estate Manager's Report (including finance)

The monthly report was discussed.

The management accounts and legal report were reviewed.

The following more important matters were highlighted and identified for action:

- The storm water drains will be cleaned internally during October. We will also test a grid to keep rubble out at one of the drains at Snead Manor. **Action RW**
- The bulk electricity purchase tariff at main entrance (Phase1) was investigated. RW and JR will meet to discuss the findings and report back to the meeting. **Action RW/JR.**
- RW spoke to Dino de Abreu with regards to the garden master plan and we are awaiting his proposal. Action RW
- The CSOS payments are being followed up. **Action RW**
- As far as our insurance is concerned the following decisions were taken:
 - Obtain a quote for *subsidence and land slip* insurance for the guard houses and the boundary walls. The Board will then evaluate the proposal. **ACTION:RW**
 - Professional indemnity insurance was not considered necessary.
 - Guard liability insurance needs to be looked at. **ACTION:RW**
 - Business interruption insurance must be investigated. **ACTION:RW**
 - Fibre, electric cables and street lights and transformers need to be added to our list of insured items. **ACTION:RW**
- Mr Struywegs' letter regarding damage to his walls due to tree roots was discussed and RW was asked to inform Mr Struyweg that the issue is to be resolved between him and his neighbour. **ACTION: RW**
- RW updated the Board on the OHSACT processes and procedures. WN delegated his responsibilities to RW and signed the necessary forms to give effect thereto.
- The Hagen Manor proposed contract was tabled and discussed. Changes to the contract were proposed and RW will attend to them and recirculate to WN and MT for their final approval before sending it to the developer. **ACTION: RW**
- RW proposed that the ZHOA approaches Sarazen View to look into the possibility of being their managing agent again. The benefit being: a) the close co-operation between the parties again b) the financial benefit. RW to approach Mr. Thomas Dreyer to look into the matter and report back to the Board. **ACTION: RW**

5.2 Operation Manager's report

The monthly report was discussed. The following more important items were discussed and decided on:

- The proposed SLA for the electrical fence was approved and that RW was authorised to sign the agreement on behalf of the ZHOA. **ACTION: RW**
- That the existing SLA with Gibbor be split and that IMC Access is allocated the Resident Management part of the contract. Gibbor maintains the Visitor Management system. This will result in a better service to the HOA at no extra cost. RW was authorised to sign the agreements on behalf of the ZHOA. **ACTION: RW**
- The new short and medium term security plan was tabled by management. The document was well received. The most pressing decision is to decide on the operating system – Flir or Milestone and whether we should continue with C3 as our service provider. RdV, ML and RW must resolve the issue and report back at the next Board meeting. **ACTION: RW**

5.3 Aesthetics report

The Critical Issues Report was received late and therefore not discussed. The following important matters were however discussed and decided on:

- A new interparty agreement was tabled and approved.
- The Board decided to stick to its decision to look for a new controlling architect due to the deteriorating service we receive from our existing architect. **ACTION: RW**
- RW was asked to introduce a 'garden of the month' award. **ACTION: RW**
- The quote for correcting the steep humps in Jones Creek was discussed. The Board decided that only material deviation should be addressed. The item stands over as part of the bigger traffic signs and calming project the architect is working on. **ACTION: ALL**
- Stand 1138 and Mr De Koker's unhappiness was discussed once again and RW was requested to finalise the issue once and for all. **ACTION: RW**
- RW was asked to communicate with residents the fact that trees interfering with walls, sewerage lines and storm water pipes be identified and removed well in advance before any damage results. Residents will be kept responsible for all costs caused by such occurrences. **ACTION: RW**
- Mr Smit's request for a trampoline to be installed in front of his house on stand 1227 was discussed. The Board approved the request on condition that he indemnifies the ZHOA, the trampoline may be used by all residents and that if there are any complaints, the trampoline be removed. **ACTION: RW**

6. RISK MANAGEMENT, GOVERNANCE and LEGAL MATTERS

- Mr VD Vyver must be asked to submit the approved buildable footprints for all the reclassified D4 to D3 stands. **ACTION: RW**
- The newly proposed dolomite risk management program (DRMP) was approved by the Board. The program will have to cover Sarazen View as well. RW must strictly follow the program and checklist completions going forward. **ACTION: RW**
- The request to use *Stopleak* for flow meters and loggers for all our municipal water meters was approved. Sarazen View should be approached for these meters as well. **ACTION: RW**

7. ENVIRONMENTAL

None

8. COMMUNICATIONS

None

9. CLOSING AND NEXT MEETING

Next meeting: 25 October 2018 at 18:00

Approved: Chairman

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