

ZWARTKOP GOLF ESTATE – HOME OWNERS ASSOCIATION (ZHOA)
Minutes of the Meeting held on 28 March 2019 at the ZCC Clubhouse.

1. WELCOME AND APOLOGIES

Mr. Werner Nolte welcomed every one.

Members present:

- Werner Nolte – Director Legal Affairs and Chairman (WN)
- Jannie Rossouw – Director Finance (JR)
- Rohan de Villiers - Director Security (RdV)
- Rob Wesseloo – Estate Manager (RW)
- Morne Lindeque - Operational Manager (ML)

Apologies:

None

2. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21 February 2019 was approved.

3. MATTERS ARISING FROM PREVIOUS MINUTES

Matters arising have been minuted under the appropriate headings below.

4. DIRECTOR'S MATTERS

As far as director's matter are concerned the following:

- Mr Struyweg's official resignation was accepted by the Board with great regret.
- Directors declared that they had no conflict of interest on items listed on the agenda.
- The board learned with disappointment the Mr. Zeeman decided not to join the Board.
- The MOI was updated by WN and the major changes were explained to the Board. These were:
 - Annexures and rules are not part of the MOI – 1.1.22
 - Policing of laws and the compliance thereof is not part of the ZHOA's responsibility – 1.6.9.14
 - Directors remuneration is now made a possibility – 4.4.5
 - Directors can decide on interim rules – 1.4.3
- Regarding the terrace stands aesthetic rules the following. Johan Greyling briefed the board on the proposed changes and the reasons therefor. The following further changes are required where after the Board will approve the rules and include these in the MOI to be approved at the next AGM: **ACTION RW**
 - Specific characteristics of the terrace houses must be addressed per section in the rules.
 - The fact that owners must comply with all laws and by-laws and is important without the ZHOA actively policing these.
 - We need to be more specific with regards to renovations and improvements and fees payable, deposits required, completion time lines, fines, etc. must be described in the rules.
- The approved MOI must be registered with CIPS and the confirmation documents obtained.
ACTION: RW
- The terms of reference for the *Reputational and Asset Management Portfolio* as presented was approved.
- The Board took note of the Act and Law (as applicable to the ZHOA) compliance report as presented by RW.

- This year's AGM is to take place on **Thursday 23 May 2019**. We need to make sure documents are distributed to members in accordance with the time lines stated in the MOI.
ACTION: RW

5. REPORTS

5.1 Estate Manager's Report

The monthly report, the management accounts, the PMCR and the legal progress report were tabled and discussed. The following important matters were highlighted and identified for action:

- The undated PM&C was tabled and discussed. The painting of the Ashwood exterior walls, the automation of the sprinkler systems at Nelson Woods and Snead Manor as well as the switch to borehole water projects at these two entrances were approved. **ACTION: RW**
- The updated budget for 2019/2020 was approved.
- The upcoming salary increases for May 2019 were discussed and the percentages to be applied by RW were agreed upon. **ACTION: RW**
- The Board deliberated over the working hours, as presented in RW's report, of the security personnel. This was not an easy matter and further discussions will take place at the next meeting. **ACTION: ALL/RW**
- The Agency Wendy Williams' application to do business as a sales and rental agent in the Estate was approved. **ACTION: RW**
- As far as the R17k quote from Bokamos for the risk assessment and obtaining an opinion from the Department of Water and Sanitation on the Ashwood storm water channel and our the palisade is concerned, the following:
 - The approval of the work stands over.
 - WN will look into the statement and the related risk in the quote namely "the presence of the palisade might trigger Section 2(c) and (i) of the National Water Act and see how serious this could be. **ACTION: WN**
 - The Board discussed the possible changes to our palisade to ensure the free flow of water when flooding takes place. RW to get a design approved for future implementation.
ACTION:RW

5.2 Operation Manager's report

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

- The updated *short/medium term security plan* was tabled.
- RdV reported on the risk register and risk analysis is conducting on the ZHOA security. The report should be ready at the next meeting and the report and process will then be discuss and the roll out to the other risk areas decided on. **ACTION: RdV**

5.3 Aesthetics report

The *Critical Issues Report* was received but there were no real issues that had to be addressed by the Board. The following matters were discussed:

- The replacement for the services of our existing architect is still outstanding. **ACTION: RW**

6. RISK MANAGEMENT, GOVERNANCE and LEGAL MATTERS

The following matters were discussed and decided upon:

- WN had an informal discussion with the ZCC and the following transpired:

- The ZCC is willing to assist with the possible changes to the way we recover the social levies fees from our members on behalf of the ZCC. **ACTION: JR&RW**
- Encouragement and support for closer cooperation with the developer of phase 4 to ensure synergy of operations and the reduction of costs. **ACTION: ALL**
- The garden maintenance area was clarified. **ACTION: RW**
- The maintenance of the palisades around the golf course was clarified and the ZCC took responsibility for this. **ACTION:RW**

Further discussions can now take place as well as agreeing on the details of the above mentioned issues.

- As far as our insurance is concerned the following:
 - We are awaiting a quote from Winco which will include a land slip/subsidence quote for our guard houses and walls. **ACTION:RW**
 - The Board took note of the fidelity insurance increase to R7.5 million.
 - Our Business Interruption insurance is outstanding as the insurer is awaiting a disaster recovery plan. **ACTION: RW**
- WN explained the final minor changes to the contract of stand 1024 to the Board. The agreement will be finalised in the next few days and a *round robin* will follow to approve the contract and to authorise R Wesseloo to sign the agreement. **ACTION: WN**
- The ZHOA is still awaiting the proposal/quote from Delacon to advise on the 4 known developments around the estate and the impact this might have on our residents. RW to follow up. **ACTION: RW**
- The phase 4 development and the issue of the traversing rights that were granted by the ZCC to the developer is an issue as the ZHOA has invested heavily in security and this is now being enjoyed by the owners of the new development for free. RW will follow up with CoT. **ACTION:RW**
- The Board took note of the R30k already spent on the removal of part of the wall of stand 1156 in Ashwood drive. The actual replacement of the missing wall will cost a further R70k.
- The Jones Creek speed humps issue was discussed. The CoT specialists visited the Estate and feedback on the visit was given by RW. The Board took the following decisions:
 - Ensure complete compliance with the National Traffic Act and ensure that all sign boards and road signs are in line with directives of the act. **ACTION: RW**
 - RW to present a list of all the speed humps and their heights to the board so a decision can be taken on their possible replacements or repair and the cost to be allocated to do so. **ACTION: RW**
- The Jones Creek road sagging and repair issue can only be decided on once we get the report and recommendations from the consulting engineer. RW to follow up progress. The R153k for the cost of drilling and the engineer's fees was approved by way of a round robin previously. **ACTION: RW**

7. OTHER

The possibility of a generator being installed for Jones Creek residents was tabled by JR and RW was asked to investigate further with Mr. Bredenkamp who is a specialist in this areas. **ACTION: RW**

8. CLOSING AND NEXT MEETING

The chairman closed the meeting. Next meeting: **18 April 2019** at 18:00

Approved: Chairman

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