

ZWARTKOP GOLF ESTATE – HOMEOWNER’S ASSOCIATION
Minutes of the Meeting held on 27 February 2020 at the ZCC Clubhouse.

1. WELCOME AND APOLOGIES

The chairman, Werner Nolte welcomed everyone present.

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 - Operations Manager (ML)

Apologies:

- Ian Hayes – Director Reputation Risk and Asset Management (IH)

2. DECLARATION OF CONFLICT OF INTEREST

Directors declared that they had no conflict of interest in any of the items listed on the agenda.

3. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16 January 2020 were approved and signed by the Chairman as a true reflection of the meeting.

4. MATTERS ARISING FROM THE PREVIOUS MEETING

Matters arising have been minuted under the appropriate headings below or carried forward to the next agenda.

5. DIRECTORS’ MATTERS

- JR shared his willingness to look at the possibility to extend his term with at least another year with the Board. This is good news but needs to be confirmed closer to the May AGM. **Action: JR**
- The Board accepted the chairman’s proposal to the ‘green’ and environmentally friendly route for the Estate. A one- or two-page strategy will be drawn up for discussion at the next meeting. **Action: RW**
- RdV communicated the fact that he would be out of the country for 3 months but that he will be available on email and WhatsApp.

6. REPORTS

6.1 Estate Manager’s Report

The Estate Manager’s report, the management accounts, the PMCR and the legal progress reports were tabled and discussed. The following important matters were highlighted and identified for action:

- The financial results for the first 11 months of the year and the cash situation as at the end of January 2020 were reviewed and found in order.
- The Board gave its blessing on the new proposed budget for 2020/21. The 2020 estimate will now be replaced with the actual numbers for the year for and minor adjustments will be made to the cost items based on the actuals for 2020 where necessary. The final budget will be circulated by not later than 15 March 2020 for approval by all Board members. Final approval to take place at the May AGM. **Action: RW**

- The PMCR report as tabled was discussed.
 - The following projects were approved:
 - Lifting of the camera boxes to prevent future flood damage – R150k
 - Dome camera and horn speaker on the northern river side – R25k
 - In-house replacement of the electric fencing over the north side river – R10k
 - Beam replacement for Snead Manor and Nelson Woods – R30k
 - Sliding door at main entrance – R50k
 - Electric fence for the southern side of the golf course – R350k. Management was asked to see if more zones can be added than the current 2 planned for. **Action: ML**
 - The following additional projects were added as possibilities going forward:
 - PTZ tracking cameras on strategic places around the perimeter
 - 'Going green' project
 - The project priorities for the coming year were discussed and RW will adjust the project list for circulation and round robin approval by the 15 March 2020. **Action: RW**
- RW was asked to look at the possibility of doing more projects inhouse by suppling materials and contracting out labour only. **Action: RW**
- RW notified that Abraham Pelzer has been appointed the new Maintenance Manager as from 23 March 2020 to replace Johan Marais who is leaving us on the 25 March.

6.2 Operation Manager's report

The monthly operation report was tabled and discussed. The following issues were raised and discussed:

- The Board proposed that CCTV warning boards to be put up at strategic points to warn possible intruders that they are being watched. **Action: ML**
- RdV and management presented the final CCTV maintenance service agreement with Nexcon. The Board approved the 3year agreement and authorized RW to sign the agreement. **Action: RW & ML**
- The Board approved in principle the repositioning of the northern fence closer to the Old Jhb road as per the sketch tabled. The Board insisted on an official approval by the appropriate authorities before the final approval can be given. **Action: RW & ML**
- The implementation of the project with ZCC to get as many visitors to the Club and its facilities on the *Residency booking-in system* is not progressing. The Board suggested that Morne, with the ZCC's blessing, get the ZCC departments and personally involved with setting up the system, training and to ensure compliance. **Action: ML**
- ML was requested to resolve the Jones Creek entrance by cyclists and pedestrians after the new boom was installed. **Action: ML**
- ML will request the rebuilding of the palisade in Jean Avenue from the owner of the land and will give feedback on progress at the next meeting. **Action: ML**
- The proposed camera replacement policy was approved by the Board and will be used as a guide for the replacement of the Estate's cameras going forward. **Action: All**
- Regular removal and chipping of vegetation cut-offs needs to take place to prevent it being swept away when flooding takes place and ending up against the northern fence. ZCC's cooperation in this regard was critical. **Action: RW**
- The Board took note of the progress made on the reduction of the number of unwanted/false alarms in the control room.
- The Board took note of the newly signed security protocol between ZHOA and ZCC and expressed its hopefulness that both parties will do their part to implement the protocols for the benefit of both parties. **Action: RW**

6.3 Aesthetics report

The *Critical Issues* Report was received and tabled. The following aesthetic matters were discussed:

- The Board asked that a professional opinion on the cause of the storm water flow problem in Snead Manor be obtained. This is to check that the storm water flow problem was not a design fault when the original development took place. **Action: RW**
- The Board approved the aesthetic rules and specification for the construction and the maintenance of golf ball netting. These will now be made official and residents will be informed accordingly. **ACTION: RW**
- The Board requested management to speak to ZCC regarding the maintenance of the palisade in the storm water channel is Ashwood drive. This is an *old structure* and according to the agreement we have with the ZCC, the responsibility of the ZCC. **Action: RW**
- The issue with unmaintained and in sight satellite receivers was tabled and the Board requested that the rule of maintaining and concealing at least 80% of dish be upheld. Management was asked to address all guilty parties and give them time to correct the situation. **Action: RW & ML**
- RW was asked to look at all the stands that have soil fills against the Ashwood drive wall and to address these transgressions and get owners to remedy the situation. **Action: RW**

7. RISK MANAGEMENT, GOVERNANCE and LEGAL MATTERS

The following matters were discussed and decided upon:

- The cooperation agreement between Ambrose Loft and ZHOA has been drafted by RW and WN would comment on the draft agreement in due course. **ACTION: WN**
- The automated dolomite tick list for residents is being designed and should be complete by middle March. **Action: RW**
- The yearly *Management Board Risk Checklist* was presented but due to a lack of time to discuss, carried forward to the March meeting. **Action: RW**

8. CLOSING AND NEXT MEETING

The chairman closed the meeting at 22h30. The next meeting is planned for **19 March 2020** at 18:00

Approved: Chairman

____ / ____ / ____