HOME OWNERS ASSOCIATION, ATLANTIC SANDS & SHORES, LAAIPLEK
MINUTES OF THE NINTH ANNUAL GENERAL MEETING, HELD AT THE RECREATION HALL, DWARSKERSBOS CARAVAN PARK, ON 28 NOVEMBER 2020

1. WELCOME

The chairperson welcomes everybody present and thanked them for making the time available to attend the meeting. R. van Jaarsveld stood in as chairperson as R. Du Plessis was unable to attend the meeting. He had to undergo an emergency operation on his eye.

2. ATTENDANCE REGISTER

The attendance register was signed by all owners present in person or by proxy. The register is kept on record for future reference.

Owners representing 30 individual properties were present in person and the Investor represents 287 erven. 14 Proxies were received.

3. PROXIES AND APOLOGIES

The proxies and apologies received are recorded on the attendance register.
One apology was received from R. du Plessis.

4. QUORUM

The owners present in person and proxies received represent a quorum and the meeting was duly constituted.

5. NOTICE

The notice is taken as received and read by all owners present.

6. APPROVAL OF THE PREVIOUS MINUTES

6.1 Minutes of the annual general meeting held on 4 May 2019.

The minutes are approved as a true reflection of the discussions and decisions at the meeting. J. Lewis proposed, and S. Wilkins seconded the approval of the minutes.

7. MATTERS ARISING FROM THE PREVIOUS MINUTES

7.1 Revised building guidelines

The building guidelines document which was approved at the AGM of 04 May 2019 has been approved by the Berg River Municipality. The document was distributed to all owners.

8. CHARPERSON’S REPORT

The report was sent out to all owners and was not read at the meeting.

9. FINANCIAL STATEMENTS

The audited financial statements for the period ending 29 February 2020 distributed to all owners were discussed.

J. Lewis proposed, and W. van Graan seconded the approval of the financial statements.

10. LEVY AND EXPENSE BUDGET

The expense budget approved by the trustees was distributed to all owners and discussed at the meeting.

Mr van der Linde asked why the levy increase was implemented as from 1 March 2020, before the approval of the budget at the AGM.

Managing agent explained that it is normal practise to do it this way. However, if the budget approved requires a different levy structure, it will be implemented as from the date agreed at the meeting.

The budget was approved, proposed by P. Lubbe and seconded by S. Wilkins

11. INSURANCE
The infrastructure is insured for R6 579 110.00.

The amount currently insured for the Fidelity Fund and Computer Fraud is R 3 253 832.00.
The decision was made to keep the insurance as is and review at the next AGM.

12. AUDITORS.

Theron du Plessis Inc. is appointed as auditors for the 2020/2021 financial year.

13. ELECTION OF MANAGEMENT COMMITTEE

The following members have been appointed to the management committee:

Messrs T. Wallace – investor
G. Harrod– investor
S. Wilkins - investor
R. du Plessis – owner
R van Jaarsveld – owner (co-opted as conflict architect)
M. Duvenhage - owner

14. DOMICILLIUM OF THE HOA

It was decided that the auditor’s address will be taken as the domicilium, namely:
Theron du Plessis Inc.
Buena Vista office park
Cnr Durban and Kendal Road,
Durbanville
7550

15. APPOINTMENT OF A MANAGING AGENT & LEVY CLEARANCE

The managing agent is appointed by the trustees and the appointment of Devman Props CC, trading as Propex Property Services for a period of two years as from 1 March 2021 until 28 February 2023 is recorded.

It is approved that H. Truter, M. Terblanche and L. Burke from the managing agent's office are authorised to sign all documentation pertaining to the Consent to Transfer and bond waiver when a property is sold.

16. LEVY COLLECTION POLICY AND INTEREST RATE CHARGED ON LEVIES IN ARREARS

The monthly levy is payable in advance at the beginning of a month for that specific month.

Interest at 15,5% per annum will be debited on all levies outstanding for 30 days and longer.

The current levy collection policy is applied:
Accounts outstanding for thirty days are being followed up and if still unpaid at sixty days a final demand is sent out. If the amount is not paid within the time period set in the final demand, the account is handed over for collection and all cost is for the account of the owner.

17. GENERAL

17.1 Boardwalk

The boardwalk is the property of the municipality. They have discussed with T. Wallace (the investor) that they want to remove the boardwalk which runs along the fence as it is being vandalised. The boardwalks going down to the beach will not be removed and will still be maintained by the municipality.

Owners present are in favour of the boardwalk being removed as it means that sea front houses will have more privacy and it will make it more difficult to jump over the fence.

MA will follow up with the municipality to determine when it will be removed.

17.2 Estate office and entrances

The estate comprises of 592 erven with 3 access points. Each access point only has 1 lane for incoming vehicles and 1 lane for outgoing vehicles. As the number of completed houses increases, the traffic into the estate will increase. MA suggests that another in-lane be built at every entrance in order to reduce traffic. The HOA does not have any land available to do this, but the investor still has erven located at the entrance of Atlantic Sands South which the HOA can purchase. There is another entrance to Atlantic Sands North, which is currently closed, which can be utilised.

The MA further suggests that in future an Estate Manager be appointed, this will mean that an Estate Office will have to be built. Owners present are in favour of this. MA and trustees will further investigate the above and when the time comes a final decision will have to be made at a Special Meeting.

17.3 Security

Mr K. Smit had a raised the issue of access control at the gates. The guards do not always let people sign in and they just open the gate for them to enter. This is not how it should be. The guards must let everyone sign in if they do not have a remote or if they are loaded onto the cell system.

An owner present asked if it will able to issue owners / residents with a sticker/ disc which they can keep in their vehicle. When presented to the security guard, they may open the gate. Other owners present are in favour of this idea.

It has become a problem that holes are dug underneath the palisade fences in order to get access to the estate. MA and trustees will have to look at options to prevent this from happening.
It was resolved that the trustees will look at better access control systems, such as a scanner recording the driver's and vehicle license, and securing the palisade fences to prevent access from underneath.
MA will also print an estate map for each guard house so that they can see where the streets and erven are located in order to guide visitors to the correct addresses.

17.4 Control Architect

An owner, Mr Duvenhage, asked to address the meeting on certain issues.

He met with other owners before the meeting and they are concerned about Heini van Niekerk as control architect.

According to these owners there is no uniformity in scrutinising the plans.
The scrutiny cost is also too high. R van Jaarsveld informed the meeting that he discussed the fees with Heini van Niekerk and that he is willing to revise his fees. At this stage his fee includes the scrutiny of the plan, 2 inspections and the issuing of a practical completion certificate. Owners present are of the opinion that it is not necessary for a practical completion certificate as the municipality issues the owner with an occupation certificate, therefore the control architect must just approve the plans. Renier explained that the control architect must issue the practical completion certificate to ensure the house has been built according to the approved plans.

The turnaround time for plans to be approved is 10 days, Heini van Niekerk agreed to reduce this to 5 days. The trustees will liaise with the two control architects to agree on a revised fee structure and responsibilities.

The trustees will meet with both control architects in the new year to discuss their duties, responsibilities, fees, turnaround times, etc.

As there was no further business to discuss the meeting adjourned at 12h30.

………………………………… ……………………………..
CHAIRPERSON DATE

……………………………….. ……………………………..
TRUSTEE DATE