

HOME OWNERS ASSOCIATION, ATLANTIC SANDS & SHORES, LAAIPLEK
MINUTES OF THE SEVENTH ANNUAL GENERAL MEETING, HELD AT THE PAROW
GHOLF CLUB, ON 7TH MAY 2018

1. WELCOME

The chairperson welcomes everybody present and thanked them for making the time available to attend the meeting.

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 18 individual properties were present in person and the Investor represents 296 erven. 10 Proxies were received.

3. PROXIES AND APOLOGIES

The proxies and apologies received are recorded on the attendance register.

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 2017.

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

7. MATTERS ARISING FROM THE PREVIOUS MINUTES

7.1 Conversion to a security Estate

Managing agent reported that the conversion to an access-controlled estate has been completed and all work has been paid for.

The landscaping still has to be done, but due to the drought it was decided to do it at a later stage. In the mean time Jerry Lewis and the worker have been doing some landscaping at the entrances.

7.2 Revised Constitution

The revised constitution has been approved by the municipality.

The old constitution stipulated that the notice for the AGM must be sent out within 14 days of the date of the AGM, which was done for this AGM, but the new constitution stipulates that the notice must be sent out 21 days before the date of the AGM. The managing agent apologised for this.

8. CHAIRPERSON'S REPORT

The report was read to all present and will also be sent out to the owners with the minutes.

9. FINANCIAL STATEMENTS

The audited financial statements for the period ending 28 February 2018 distributed to all owners were discussed.

Mr Dickson proposed, and Mr Burger 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.

Supervisor:

Jerry Lewis has been appointed as the supervisor. The managing agent thanked him on behalf of the owners for the work that he is doing.

Repairs and Maintenance:

Provision has been made for street maintenance and repairs. At this stage there are not a lot of traffic through Atlantic Sands & Shores, but once more houses are built the traffic will increase which can cause the paving to sag.

Provision is made for 2 x workers to do the cleaning and weed control. At present there is only 1 x worker who is doing an excellent job. The decision was made that his daily wage will be increased and if necessary an extra worker will be appointed on an ad hoc basis.

Maintenance of infrastructure – currently the municipality still does the maintenance, but they will only do so up to a point, then the HOA will be responsible for the maintenance.

Security:

There have been two recent incidents of theft at the building sites where building material was stolen. It seems that the thieves get access by climbing over the low fence on the beachfront or digging holes under the palisade fences. In one of the cases it was confirmed that it was one of the workers on the building site who stole building material from a site.. Owners present agree that it is not the HOA's responsibility to secure building sites and that it is each owner's responsibility to do so while they are building.

T. Wallace suggests that razor wire fencing be implemented at the bottom of the palisade fences. J. Lewis mentioned that this would be a short-term solution and that a wall must be

built underneath the palisade fence which would prevent people from digging holes and crawl underneath the fence.

Managing agent and J. Lewis will walk through Atlantic Sands & Shores to identify the problem areas where people get access. MA will get quotes accordingly.

The monthly levies were determined as R272.00 and R109.00 per erf respectively for individually registered erven and the erven owned by the investor.

The budget was approved, proposed by G. Kuhnert and seconded by G Harrod.

11. INSURANCE

The infrastructure is insured for R5.4m. The decision is made to keep the amount the same for this year and review again next year.

The amount currently insured for the Fidelity Fund and Computer Fraud is R 3 415 096. The amount that it must be insured for is R 3 253 832. Owners present agreed that the insured amount must be lowered to R 3 253 832 to take advantage of the saving in the monthly premium.

12. AUDITORS.

Theron du Plessis Inc. is appointed as auditors for the 2018/2019 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

B. Elgie – owner

P Lubbe – owner

R du Plessis – owner

J Lewis - 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 until 28 February 2019, at the fees provided for in the budget, is recorded.

It is approved that H. Truter, M. Terblanche and C.P. Frylinck 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 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 Control Architect

An owner present queried why the scrutiny fee for Heini Van Niekerk is so high in comparison with the previous control architect. Managing agent explained that in the past the inspection fee was paid to the managing agent, but this is now included in the fee of the control architect.

It is necessary to pay this fee to the control architect to ensure that a high standard is maintained.

16.2 Place where AGM should be held

The meetings were held in Cape Town as most owners were living in Cape Town. It was decided that the next meeting should be held in Velddrif on a Saturday morning.

As there were no further business to discuss the meeting adjourned at 19h00.

.....
CHAIRPERSON

.....
DATE

.....
TRUSTEE

.....
DATE