HOME OWNERS ASSOCIATION, ATLANTIC SANDS & SHORES, LAAIPLEK
MINUTES OF THE FIFTEENTH ANNUAL GENERAL MEETING, HELD AT THE NOORDHOEK COMMUNITY CENTRE, VELLDRIF, ON 09 MAY 2026

1. WELCOME

The Chairperson, Pieter van Wyk, welcomed 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 55 individual properties were present in person and 40 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. A quorum constitutes 10% of the registered owners which represents 58 erven. A total of 95 owners were present in person or by proxy.

5. NOTICE

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

6. APPROVAL OF THE PREVIOUS MINUTES

Annual General Meeting & Special General Meeting

The minutes of the Annual General Meeting held on 10 May 2025 and the Special General Meeting held on 7 February 2026 were circulated to all owners following the respective meetings, and again together with the AGM documentation distributed prior to the meeting held on 9 May 2026.

The minutes were approved as a true and accurate record of the discussions and resolutions, as proposed by Mrs Muller and seconded by Mrs Henning.

7. CHAIRPERSONS REPORT

The Chairperson addressed the meeting and highlighted several important improvements and ongoing matters within the estate.

He informed the meeting that the installation of the carport at the HOA office has been completed. The trustees are also in the process of transferring the land on which the guardhouses and HOA office are situated from the municipality into the name of the HOA.

Security remains the HOA’s largest expense. Although quotations were obtained from alternative service providers, the trustees resolved to remain with Expol.

The Chairperson further addressed some of the main challenges currently experienced within the estate:

- Owners experiencing difficulties in obtaining occupation certificates for their homes. Mr Van Wyk explained that, in most cases, this is due to homes not being built according to the approved plans. He emphasised that it remains the responsibility of the owner to ensure that approved building plans are in place and that the builder adheres to those plans. It is also not the responsibility of the HOA to ensure that builders are registered with the relevant authorities, as the building contract is concluded between the owner and the builder.

- Speeding within the estate continues to be a concern. It has become evident that most offenders are owners and residents, and not only delivery vehicles and contractors.

He reiterated that the trustees serve in these positions with the intention of acting in the best interests of all owners. However, their efforts are not always appreciated, particularly when negative comments are made on the estate WhatsApp groups.

Mr Van Wyk thanked the owners for their continued support and encouraged everyone to work together in order to strengthen and improve the community.

8. FINANCIAL STATEMENTS

The audited financial statements for the financial period ending 28 February 2026 were distributed to all owners prior to the meeting.

L. van Wyk addressed the meeting regarding the financial statements and advised that she was not fully satisfied with the level of service received from the auditors, as responses to queries had been delayed and certain queries remained unresolved at the time of the meeting.

She further noted that there were concerns relating to the depreciation reflected in the statements; however, she confirmed that the income and expenditure figures were otherwise correct.

The financial statements were approved, as proposed by Mr Muller and seconded by Mr Crous.

9. EXPENSE BUDGET AND LEVIES

The proposed budget, which had been approved in principle by the trustees and circulated to all owners prior to the meeting, was presented and discussed.

P. Naudé raised a query regarding the outstanding debtors and how the arrear levies could be reduced. He suggested that a debit order system be implemented to allow levies to be deducted automatically from owners' bank accounts monthly. While this was acknowledged as a possible option, it was noted that many of the debtors do not have sufficient funds available, and that debit orders would therefore not necessarily be effective in all cases.

The managing agent further informed the meeting that some of the high-outstanding debtors are currently in the process of selling their properties. In such cases, the outstanding levies will be recovered as part of the levy clearance process, ensuring that the HOA receives the amounts due.
No further queries were raised regarding the proposed budget.

In terms of the proposed budget, the levies were set at R490.00 per registered erf and R182.00 for the remaining developer erven.

P. van Wyk informed the meeting that the trustees aim to keep levies as low as reasonably possible while still making provision for contributions to the reserve fund.

The budget and levy amounts were approved by the owners present at the meeting.

10. AUDITORS

The question was raised as to whether the HOA should consider appointing new auditors. An owner present advised the meeting that it is considered good practice to rotate auditors approximately every four years.

H. Truter informed the meeting that TDP performs a review rather than a full audit, as a full audit is not required for a HOA. As a result, the fees are significantly lower. He further noted that should a full audit be undertaken, the associated costs would increase considerably.

Following discussion, it was resolved that TDP would remain the appointed auditors; however, a meeting would be arranged with them to address the concerns raised.

11. SPECIAL RESOLUTION – APPROVAL OF THE ARCHITECTURAL GUIDELINES

In terms of the Constitution, a special resolution requires that at least 25% of all owners be present at the meeting, either in person or by proxy, to proceed to voting.

Unfortunately, the required quorum of 25% was not met at the meeting. As a result, the special resolution relating to the approval of the Architectural Guidelines could not be put to a vote.

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

The current interest rate charged on arrear levies is 15.5% per annum.

M. Pawson informed the meeting that the HOA must ensure compliance with the prescribed legislation. H. Truter responded that the HOA remains within the prescribed limit of 24% per annum; however, if a matter is referred to court, the court typically awards interest at approximately 10.5% per annum.

M. Pawson further noted that owners who fall into arrears are often experiencing financial difficulty and should therefore not be subjected to additional financial strain through the application of a high interest rate.

The owners present agreed that the interest rate on arrear levies be reduced to 10.5% per annum with effect from 01 June 2026.

The following Levy Collection Policy and applicable interest rate were reviewed and approved:

- Levies are payable monthly in advance, at the beginning of each month, for that specific month.
- A monthly levy statement is issued to all owners.
- Accounts that remain outstanding for 30 days are followed up. If still unpaid after 60 days, a final demand is issued.
- Should the account remain unpaid within the timeframe specified in the final demand, it is handed over for collection, and all associated costs are for the owner's account.
- Interest will be charged at 10.5% per annum on all levy accounts that remain outstanding for 30 days or more.

13. DOMICILLIUM OF THE HOA

It was agreed that the managing agents address will be taken as the domicilium, namely:

Oostewal Business Centre
146 Oostewal Road
Langebaan
7357

14. GENERAL

14.1 Constitution

P. Naude raised a question regarding the way forward with the approval of the amended Constitution, noting that the document had been submitted for approval on three previous occasions, but had not been adopted due to a lack of quorum. He further pointed out that the Constitution requires 75% of the quorum to vote in favour of the proposed amendments.

He asked Mr Crous whether it would be possible to reduce the required approval threshold from 75% to 50% plus one. Mr Crous responded that he would need to consider the legal implications of such a change before providing feedback.

It was further suggested that an online voting platform be introduced for decision making purposes. The managing agent informed the meeting that this is possible; however, in previous attempts, participation from owners remained low despite the availability of such a system. Mr Muller added that, given the number of new owners, an online platform may improve participation going forward.

Mr Crous undertook to investigate the matter and provide his opinion to the trustees.

14.2 Estate speed limit

Speeding within the estate remains an ongoing concern. Although the speed limit has already been reduced to 20 km/h, non-compliance continues to be observed.

It was noted that the only effective way to monitor vehicle speeds and enforce compliance through fines would be the installation of speed cameras; however, this would involve significant costs. The installation of additional speed humps was also considered, although not all owners are in favour of this option.

A suggestion was made that security provide all visitors with a document outlining the estate speed limit, which they would be required to acknowledge and sign prior to entry. Trustees will look into this.

Owners present commented that repeat offenders are predominantly residents within the estate.

P. Naudé proposed that repeat offenders be fined for traffic violations such as failing to stop at stop streets. The owners present agreed with this proposal.

After extensive discussion, no formal resolution was reached.

15.3 Delivery motorbikes

An owner requested that all delivery motorbikes be banned from the development due to noise disturbances caused when riding within the estate.

P. van Wyk informed the meeting that many owners rely on delivery motorbikes, particularly from pharmacies, for the delivery of medication, especially where residents are unable to travel themselves.

After discussion, it was resolved that delivery motorbikes will not be banned from the development.

An owner further noted that, on occasion, when deliveries are made, security gives the delivery driver a form which must be signed by the resident receiving the delivery, but this is not applied consistently.

The trustees undertook to investigate the matter further with security.

14.4 Builders – NHBRC, MBA & Bargaining Council

Builders undertaking construction within the estate must be registered with the NHBRC. P. Naude informed the meeting that registration with the MBA is not compulsory, as it is a voluntary organisation, and such registration cannot be enforced by the HOA.

It was further noted that it remains the responsibility of owners to ensure that a valid contract is in place with their builder and that the builder is properly registered with the NHBRC. The administration of contributions to the Bargaining Council remains the responsibility of the contractor, and the HOA will not be involved in this process.

14.5 Whats App groups

Mr Naude raised concerns regarding the social WhatsApp group, noting that discussions often escalate into arguments and that inappropriate messages are sometimes posted. He suggested that the trustees' WhatsApp information group be opened for two-way communication to allow owners to comment, and that the social group then be closed.

An owner commented that she had removed herself from the social group, as she did not wish to read all the comments and messages from residents. She indicated that she preferred the information group, as all relevant information is shared there and owners are unable to respond.

The matter was put to a vote, and the majority of owners were in favour of the information group remaining closed to comments. P. van Wyk also thanked A. Whitehorn for administering the group.

14.6 Beachfront electric fence

A request was received for the installation of an electric fence along the beachfront boundary fence. P. van Wyk informed the owners that the current fence height of 1.2 m is the maximum height permitted in terms of the ROD. As such, the height of the fence may not be increased, and the installation of an electric fence is therefore not permitted.

It was further noted that Atlantic Sands & Shores is an access-controlled development and not a security estate. Mr Rossouw subsequently requested that security increase patrols along the beachfront during the evenings, to which another owner responded that such patrols are already being conducted.

15. ELECTION OF MANAGEMENT COMMITTEE

In terms of the Constitution, a minimum of four (4) and a maximum of six (6) trustees must be appointed.

The following nominations were received:

- P. Naudé
- P. van Wyk
- A. Whitehorn
- M. Pawson

The above nominees accepted their nominations. In addition, two owners were nominated and appointed from the floor.

The following trustees were appointed:

- P. Naudé
- P. van Wyk
- A. Whitehorn
- M. Pawson
- K. Swart
- J. Dippenaar

As there was no further business to discuss the meeting adjourned at 12h00.

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CHAIRPERSON DATE

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TRUSTEE DATE