



GREEN PASTURES

Residential Estate

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Minutes of Annual General Meeting of the Green Pastures Home Owners Association held at Charisma Church, Knysna on 12th March 2019 – 18h00

Owners Present	Owners Represented by Proxy
Erf 13612 – Jean & Desiree Swart	Erf 13615 – Raymond Gerber
Erf 13622 – GM &TM Pienaar	Erf 13637 – Laura Weeks
Erf 13624 – Cliff & Denise Hewitt	Erf – 14054 James Kapp
Erf 13626 – Leon & Mariane Brown	Erf 14052 - Theo De Wet
Erf 13633 – DJ Adonis	Erf 13646 – Ryan & Bianca Habib
Erf 13634 – Robin Weeks	Erf 13665 – Pieter De Kok
Erf 13635 – Robin Weeks	Erf 13668 – Lilani & Charl Pretorius
Erf 13636 – Robin Weeks	Erf 14048 – J Boukes & J Kotze
Erf 13638 – Johan & Petro Kruger	Erf 14055 – E & R Vermeulen
Erf 13645 – E Juylan/H Stander	Erf 13643 – JN & RD Barnard
Erf 13647 – Gareth Stoker	Erf 13611 – Michael Trautman
Erf 13648 – Robert Roodt	Erf 14033 – Kathleen Horn
Erf 13654 – Cornelia Stachan	Erf 13662 – Brenda Jane Willie
Erf 13656 – Sean Sim & Niel Du Plessis	
Erf 13657 – Johan & Petro Kruger	
Erf 13661 – Jacqueline Justino	
Erf 13664 – Kate Grobler	
Erf 13666 – Frederick Van Der Merwe	

Erf 13671 – Anthony & Natalie Morgan	
Erf 13672 – Elsa De Wet	
Erf 13742 – Pieter Reynecke	
Erf 13744 – Jeanne Taljaard	
Erf 13745 – Du Toit & Ursula Maree	
Erf 14037 – Schalk & Sunet Meyer	
Erf 14047 – Andrew Graham	
Erf 20527 – Dash Trust	

1. The Notice and initial Agenda for the AGM had been distributed to owners in terms of the Constitution. Apologies are made for the short notice final Agenda and supporting documentation sent out prior to meeting. At 18h10 the meeting was opened after distribution of hard copy agenda and supporting documentation. B Ellman is nominated and unanimously voted in as Chairman for this meeting.
2. Welcome and apologies - The owners of 27 properties were present and had signed the attendance register. A further 9 Owners had, prior to the meeting, nominated Proxy holders who were present. Apologies were received from the prior Chairperson Ray Gerber.
3. This AGM Held on 12 March 2019 is within the time period of 15 months allowed by the constitution. The total of 36 owners constituted well a quorum and the Chairman declared the meeting properly constituted and consequently all resolutions passed were proper and binding.
4. B Ellman confirmed that the management committee after Raymond Gerber resigned in the year as chairman, have been conducting meetings by choosing someone at each meeting to chair the meeting. This is allowed and enabled by the GPHO constitution should there not be a chairman present. There was thus decided not to call an AGM purely to choose a new chairman.
5. The minutes of the prior Annual General Meeting of the Green Pastures Home Owners Association, held on 23 January 2018, are hereby confirmed and approved.

6. The verbal report given by the Chairman for the year ending 28 February 2018 be noted and approved.
7. It was noted and confirmed via a unanimous vote that Mr A Verduil is no longer the scheme architect or part of the GPHO process as per the resolution of the prior AGM resolution.
8. An internal process and standard operating procedure (SOP) was created for plans to be dealt with and approved internally within GP. This was also done as per a resolution made at the prior AGM. A BCO officer was appointed and an aesthetics committee was developed and put in place as per the SOP. External people were also incorporated in the process to develop objectivity, fairness and assurance. A new fee structure was considered and approved in order to pay the relevant professionals. The goal was to make this whole process cheaper and faster by using internal members rather than external professionals.
9. The Mara fence has been a difficult issue due to a complicated history with the insurance claim after the fire of 2017. Certain documents and information is still outstanding to allow us to understand where we stand with the Mara fence situation. There is also a VAT issue on the claim on the Mara fence. The quote sent to the insurer did not include VAT and therefore the payout from the insurer was short the VAT amount and therefore the fence repair was not completed as there was not enough funds. The amount that was submitted to the insurance company was incorrect.

Raymond Gerber is still dealing with the insurer. It was suggested by the home owners to perhaps pay a special Levy in order to make up the short fall and get the Mara fence fixed as soon as possible. Home owners however are not willing to pay a special levy until they have a clear idea on where the GPHO stand financially. Some owners have offered to fund or contribute to the fence repair urgently as security is a high priority. Emails will be sent to the owners to ask one on one if they are willing to contribute or prepay their levies which will help with the cash situation.

The committee should investigate the best way to raise funds and assess the offer of owners to fix the Mara fence as soon as possible.

Schalk Meyer to obtain 3 quotations for the repairs on the fence and this will be discussed at the special general meeting in a month's time.

10. Finances - The Annual Financial Statement of the GPHOA for the year ended

The financials cannot be approved as there is a concern that the financials cannot be reconciled at this point. There have been expenses incurred without supporting documentation which has up until now not been supplied after many requests for the supporting documents to be given.

After a long discussion regarding the financial situation which is a huge concern, it was resolved that the financial situation of GPHO shall be investigated and no financial decisions can be made until we are clear on where GPHO stand financially. Marisette Management is in the process of trying to gather supporting documents necessary and reconciling the finances in order to see where we stand.

It was resolved that a special general meeting will need to be held in a month from the AGM to be able to provide feedback and to make decisions regarding the way forward with the finances, once some investigation has been conducted into the financial situation of GPHO and a legal opinion has been obtained.

11. A concern was raised by Robin Weeks regarding plot clearance. At the last AGM it was resolved that empty plots would be cleared twice a year. But in principle this is a great idea but chasing the owners who do not clear as requested is an administrative nightmare. And therefore there are still home owners who are not abiding by the rules of clearing there plots twice a year. A suggestion is also made that plots are cleared 4 times a year. It is however felt that a managing agent will be able to deal with this matter.

12. Security Gate at Entrance - After the committee investigated the option of putting up a security gate at the entrance it is the recommendation of the committee that it will not be possible. Our road is the entrance and access to neighboring developments (Stoker and Mara Gate) that we cannot block access to.

J Taljaard explained that she obtained the following information from the Knysna Town Planning department: when Green Pastures was originally developed, Green pastures was Phase one of many development and so for this reason our road was originally designed as the access road for ambulances, police and everyone for all the neighboring developments. So even though the other developments have not been built yet, at town planning our road is their access road. Therefore we will never be able to purchase the road or put a security gate at the entrance.

It was resolved that a security gate will never be a possibility.

Guim Pienaar offered to follow up with this situation and find out if there is any way this could change to make a security gate possible.

13. Sale of Erf 13741 – It is put forward to the AGM to consider that Inge and Pieter Reynecke who border the bottom half of the property have put in an offer to at their cost rezone, subdivide and consolidate the erven at their risk. The bottom portion which infringes on their property (which is by all relevant measures not developable) will be incorporated into their erf to be kept as a green belt and the top portion will then be sold off by the GPHO at a public process and those funds put into the GPHO kitty.

The majority of the AGM (more 24 votes) voted in favor of this.

14. In order to continue running the GPHO effectively and prevent any future mismanagement of the GPHO it was suggested that we employ a Managing Agent to manage the GPHO. This will then take away the responsibility off the GPHO management team but that the committee will still have a final say on any decision made.

The AGM resolved to employ Plett Property Management as the managing agent for Green Pastures Home Owners so that the new Managing agent can take over from the time of the new financial year starting 1 March 2019.

15. The budget for Year Ending 28 February 2020 has been approved by the AGM.

Once the financials have been reconciled we can decide if it is necessary to have a special levy charged in order to repair the Mara Fence. Desiree will investigate whether we currently have Fidelity insurance cover.

The new committee will give feedback once the issues of the financial statements have been resolved.

16. Due notice will be given to Marisette Management once we have final financial statement and once the Managing agent has had a hand over. The new committee has been tasked to handle this.

17. AGM resolved that a new Levy be R300 per month for the full year back dated to 1 March 2019 until 28 February 2020.

18. Proposed revisions of the Architectural Design Manual has been sent out to Home owners. To give owners enough time to give feedback and proposals, this will be discussed at the Special meeting in a month's time. Point 13 stands over to next Special meeting.

19. Architectural Design Manual – highlighted items are mostly wording changes to make the manual more easily understandable to home owners. To submit and get changes approved by the municipality costs R300. When changes are made, the aesthetics committee will try to make as many changes that are relevant at that time so that they will be in place for a year or two. No changes are to be made without sufficient and relevant reason and motivation.

20. Gium Pienaar has offered his services for free as an Urban Designer to help with design of beautifying the Green belts. Once the GPHO is in a better financial position we can start discussions with regards to beautifying the green belts.

21. Internal Aesthetics Structure – The current BCO, Jeanne Taljaard, confirmed that her appointment as BCO by the decision of the last AGM is terminated. She still confirms her availability to continue for the next month, while the function is considered and decided by the new committee and/or AGM.

She proposed the following for future processes – An aesthetics sub -committee must be appointed to run the internal process. People who know and understand the design manual and can assist with policing the sites during construction; and a chairman of this committee needs to be appointed to make the final decisions and will also be the link from the aesthetics sub-committee to the main committee. Preferably then someone who serves on both committees.

A submission manager needs to be appointed. This is a time consuming position and this cannot be the chairman of the aesthetics committee. This person will help the owners and the Committee in order to get the plans approved. The submission manager will only deal with the admin and scrutiny of submission, and not be involved in site visits or insuring that relevant sites/owners/builders are keeping to the rules of Green Pastures.

An external professional architect to attend review panel meetings once a month.

The design manual to be professionally changed in future to make it more user friendly.

AGM resolved that the current BCO will remain until the next special meeting and complete the plans that are currently with Jeanne Taljaard.

This item will need further discussion and needs to be resolved by the committee.

The Internal Aesthetics Structure will remain the same until it can be reviewed and amended.

22. The following Committee was elected by the AGM

Name	Erf	Owner on title deeds
Desiree Swart (Chairperson)	13612	Yes
Gareth Stoker	13647	Yes

Inge Reynecke	13742	Yes
Bevan Elman	13644	Yes
Francois Knoetze	14042	Yes
Ursula Maree	13745	Yes

The current committee will stand for the month until the current issues have been resolved and a hand over can be done. The next month will be the overlapping period for the new and old committee to work together, to resolve relevant issues during this time before the date of the special meeting to be held.

23. Close of Meeting – 20H58