

**Minutes of the Green Pastures Home Owners Association committee meeting held at 16 Crawberry Close,
Green Pastures at 18:00 Wednesday 13 July 2011**

Present: P Reyneke (PR) Chairman, D Swart (DS), M Van Niekerk (MvN), S Phillips (SP), H Meyer (HM), J Kruger (JK), G V Zyl (GvZ), Observer:
P Kruger (PK)

Apologies: S Meyer (SM)

ITEM	DESCRIPTION	ACTION	DUE DATE	RESP.
1.	Minutes of previous meeting	The previous minutes were approved.		
2.	Additions to the Agenda	Complaint – K De Klerk’s tenants – PR to contact Mr De Klerk re signed copy of rules for both tenants, security fence to be erected and trees to be removed as agreed with R Phillipson.		PR/ GvZ
3. 3.1	Matters arising Owl boxes	1 Outstanding. HM suggested that a pole be erected for the remaining owl box. After deliberation, it was suggested that the box be placed in one of the remaining trees on the estate. The opening will be enlarged to make provision for different owl species.	Next Committee meeting	HM/SM
4. 4.1 4.2 4.3 4.4 4.5	Matters arising from the AGM Security Options Investigation into the revision and enforcement of rules as discussed at the AGM Formal Complaints Procedure New Consumer Act Chairman to sign – Minutes of Past AGM	SM and Juan Swart to obtain quotes and identify areas where cameras can be placed. GVZ to investigate formulation and enforceability of rules, as well as enforceability of fines. A standard complaints form is to be created as part of a formal complaints procedure. The effect of the new Consumer Act on the GPHOA Rules and enforceability thereof needs to be investigated and referred to a legal professional. A minute book is kept and all minutes held by SP is to be forwarded to DS for safekeeping. All AGM minutes not yet	Next Committee meeting	SM/JS GVZ PK/ GVZ GVZ SP/DS

4.6	Manhole Covers	<p>signed, needs to be signed by previous Chairmen.</p> <p>3 New quotes is to be obtained. New covers to be bought by the HOA as approved at the AGM and the cost to be recovered from the Municipality.</p> <p>GvZ to draft a letter to the municipality informing them of the various complaints and incidents surrounding the missing manhole covers.</p>		<p>K De Klerk PK</p> <p>GvZ</p>
5.	Appointment of Estate Manager	<p>All agreed that the Estate manager should be an owner, residing in Green Pastures on order to provide the best service. The appointment of Petro Kruger as Estate Manager was unanimously approved.</p> <p>GvZ requested that more detailed information be provided on certain points of the Estate Managers summary of Duties and Responsibilities.</p> <p>The list of Duties and Responsibilities was accepted with the following amendments: More detailed information be provided on certain points – as discussed. Point 1.3 – to delete. Point 2.2 – to reword.</p>	Next committee meeting	<p>PK</p> <p>PK/ GvZ/ PR</p>
6.	Appointment of Solicitor/Advisor for Debt Collection	<p>GvZ has offered to obtain 3 quotes from solicitors to provide the HOA with this service.</p> <p>PK to draft a legally enforceable standard letters, informing owners of their outstanding debt.</p>	Next Committee Meeting	<p>GvZ</p> <p>PK/ GVZ</p>
7.	Appointment of Architectural Committee	<p>SM, HM and MvN has been appointed to serve on the Architectural committee.</p>		<p>SM/ HM/ MvN</p>
8. 8.1	Financial Matters Summary of Debtors	<p>The Treasurer reported that levies outstanding amount to approximately R80 000</p>	Next committee	<p>DS</p>

8.2	Municipal dispute – As discussed at the AGM	An amount of R10478 was paid to the municipality in 05/06 for GP Village services. DS and PR to discuss and action with the municipality.		DS/PR
8.3	Reminders – Payment of outstanding levies	See point 6. To be discussed at the next Committee meeting		PK/GvZ
8.4	Summary of Alien Vegetation Invoicing	DS Reported that the invoicing for the Alien Vegetation clearance corresponds with the information provided to her by SP		
8.5	Levy Statements	DS and GvZ to discuss a way forward on the issue of the missing invoice for March 2010 and report back to the committee at the next committee meeting.		DS/GvZ
9.	<u>Any Other Matters</u>		Next committee meeting	
9.1	Removal of remaining pine trees	To be completed by end of July		
9.2	Laptop and Pastel package for HOA	The committee decided to purchase a laptop and pastel package for use by the Estate Manager. This will ensure that all relevant HOA documents remain the property of the HOA once duties are handed over to a new committee/treasurer/estate manager. All back-up copies will be kept by the treasurer. JK and Juan Swart to obtain quotes for a laptop and external storage device as well as a pastel package.		JK/JS
10.	Date of Next Meeting	The date of the next committee meeting will be confirmed at a later date.		