

**GREEN PASTURES HOME OWNERS ASSOCIATION
MINUTES OF THE ANNUAL GENERAL MEETING
HELD AT
CHARISMA CHURCH HALL, KNYSNA
25 JULY 2011 AT 09H00**

1. OPENING

At 09:05 the meeting was called to order and by unanimous vote Giel van Zyl took the chair to preside.

2. NOTICE

The Notice and Agenda for the meeting had been distributed to owners in terms of the Constitution.

3. ATTENDANCE REGISTER AND APOLOGIES

The owners of 16 properties were present and had signed the attendance register. A further 13 owners had prior to the meeting nominated Proxy holders. No apologies were tabled. The total of 29 constituted a quorum and the Chairperson declared the meeting properly constituted and that all resolutions passed were proper and binding.

Owners present:

<u>Owner:</u>	<u>Erf No.</u>	<u>Owner:</u>	<u>Erf No.</u>
Ekkelkamp, E	14046	Philips, S	13625
Reynecke, P	13643	Meyer, S	14037
Kruger, J	13638	Kruger, J	13657
Suijker, A	13614	Meyer, H	13659
Swart, D	13612	van der Merwe, F	13666
Van Linge, A	13613	Van Niekerk, M	13629
Van Niekerk, M	14050	Van Zyl, G	13647
Roux, J	13537	Weeks, R	13636

Owners represented by Proxy holders:

<u>Owner:</u>	<u>Erf No.</u>	<u>Owner:</u>	<u>Erf No.</u>
Coetzee, E	14044	Lage, A	14031
Crossley, N	13627	Lage, A	13744
Krog, J	13618	Smith, S	13653
Krog, J	13646	Gerber, R	13615
De Kok, P	13665	Liebenberg, R & R	13669
Louw, W	13642	Stehle, L	13622
Grobler, K	13664		

4. MINUTES OF THE 2010 ANNUAL GENERAL MEETING

It was pointed out to the meeting that the amendments proposed to Rule 11.3 should be incorporated in the Minutes and that Rule 11.3 should read as follows:

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shall clear and thereafter maintain their properties annually to keep them clear of alien invasive vegetation creating a hazard, and that the Committee having given due notice to owners to do so shall clear any remaining stands and pass on the contractor's costs plus 10% administrative fee."

Resolved:

That the minutes of the GPHOA AGM held on 5 June 2010, as amended, be approved unanimously.

5. REPORT BY THE CHAIRPERSON

The Chairperson's Report had been circulated to owners prior to the meeting. S Phillips requested by the Chair, gave a brief overview of the report.

Resolved:

That the report of the Chairperson regarding the activities of the Committee during the past year be approved with a special word of thanks to S Phillips and the Committee for the work done.

6. APPROVAL OF FINANCIAL STATEMENTS AT 28 FEBRUARY 2011

The annual financial statement compiled by the Association's appointed accounting officer, Mariset Management, had been circulated to owners prior to the meeting.

After a brief summary by the Treasurer of the statements it was

Resolved:

- 6.1 That the Annual Financial Statements for the period 1 March 2010 to 28 February 2011 be approved with thanks to the financial officer with the exclusion of the amount of the outstanding levies of R10 614.00 – March 2010;
- 6.2 That the question of the outstanding levies (especially the larger outstanding debts) be addressed in more detail later in the meeting and that the finalisation of the amount excluded (March 2010 levy error) by the committee, be reported at the next AGM under the Financial Statements;
- 6.3 That the Committee prepare a recommendation to the AGM with regard to the dispute with the municipality in connection with the R10478 paid by the GP HOA in 05/06 instead of the GP Village HOA.

7. BUDGET FOR THE FINANCIAL YEAR 1 MARCH 2011 TO 28 FEBRUARY 2012

The proposed Budget for the financial year 1 March 2011 to 28 February 2012 had been circulated to owners prior to the meeting.

The following matters were raised for discussion:

7.1 Levies:

Levies will remain the same at R120 per month with a total income of R136 800 for the year.

7.2 Expenditure:

Total Expenditure as circulated in the Budget for 2012/13

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Levies income of R136 000
Interest of R5000
Profit of R11 000.

It was noted by Mr Van Zyl that the maintenance budget has decreased over the last 3 years as a result of better planning and focussed actions by the committee and thanked the committee for the improvements in the general appearance in Green Pastures.

Resolved: That the budget for the period of 1 March 2011 – 28 February 2012 herewith be approved.

8. APPOINTMENT OF AUDITORS FOR THE NEXT FINANCIAL YEAR

Resolved:

That Mariset Management be appointed as Auditors for the Green Pastures Home Owners Association for the financial year 1 March 2011 to 28 February 2012 at a fee of R3000-00.

9. PROPOSED ADDITIONS AND AMENDMENTS OF RULES:

The proposed additions and amendments to the Rules regarding the legality and enforcement thereof was discussed. The meeting was unanimous that rules needed to be legally enforceable and that this issue required thorough investigation by the Committee with a report to the next AGM. Particular attention had to be paid to due process of law and procedures to handle complaints.

Resolved:

That the amendments to rule 11.3 be withdrawn and the incoming HOA committee investigate the legal aspects surrounding the processes required to implement such rules so that the Committee is not faced with unnecessary legal costs when they do exercise their rights within the rules

10. BUILDERS DESIGN MANUAL AMENDMENTS:

Resolved :

10.1 That the proposed amendments to the Builders Design Manual to include: Solar Panels and other energy efficient devices i.e. Photo Voltaic Cells be approved with the stipulation that all solar panels be fitted flush with the roof and mounted as inconspicuously as possible.

10.2 That the final positioning of Solar Panels must be approved by the Architectural Committee.

11. POINTS ARISING FROM AGENDA

11.1 Manhole Covers:

P Reyneke explained actions and communication over the last 3 years between S Phillips, the Committee, the Municipality and Telkom to resolve this issue – with no result.

Resolved:

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That the HOA send Telkom and the Municipality a final letter giving them 21 days to respond. Should they not resolve the issue, the HOA should then obtain new quotes and replace the covers with own funds and send the account to the Municipality for re-imbusement.

11.2 Outstanding Levies:

Mr Van Zyl offered to speak to an attorney regarding a plan of action, how to establish rights and which process of law to follow. He also suggested that the Committee obtain a quote in advance from a local attorney to collect the major outstanding levies.

The treasurer confirmed that the major outstanding levies (R40 000) stem from 8 owners.

Other smaller debtors (outstanding levies) need to be evaluated and reminders must be sent for payment. If no response is received, legal action should be considered.

The merit of any owner who can show a good cause why payment cannot be made may be considered by the Committee for a recommendation of action at the next AGM.

Further legal advice needs to be sought regarding the New Consumer Act on the point of refusal of transfer unless levies are paid.

Resolved:

11.2.1. That the issue of unpaid levies be further investigated by the Committee of the GPHOA with regard to the recovery of outstanding levies and that only the reported 8 major cases be used as a trial run.

11.2.2. That advance quotes be obtained from attorneys willing to perform this recovery function and based on the quotes the Committee can decide the feasibility of the exercise to establish the rights of the HOA in this regard. The object will be to blacklist the defaulting parties.

11.3. Minutes of past AGM's:

Resolved :

That the minutes of past AGM's must be signed by the chairperson of that meeting and kept for record purposes.

11.4 Security Measures:

P Reyneke discussed the various options investigated and quotes obtained by the Committee i.e. Boom at entrance, extension of the electric fence and monitored cameras.

G Van Zyl recommended that the object should be to complete the security of the estate. This required a planned approach starting with securing the perimeter, followed by the installation of cameras and/or a boom. He suggested that a full analysis and budget projection be done with a full report and recommendations to the Committee.

Resolved :

That a Sub-Committee comprising of E Van Der Merwe, S Meyer and T St
manage the security project. The Sub-Committee is to make recommend
and report back to the committee.

12. DETERMINATION OF THE NUMBER OF OFFICE BEARERS

The outgoing Committee comprised 6 office bearers and it was unanimously-

Resolved:

That the committee shall consist of 7 members for the current year.

13. ELECTION OF OFFICE BEARERS

Mr Van Zyl thanked the outgoing Committee on behalf of the Meeting for the work done over the past year.

After nominations for committee members were requested and accepted by the meeting, it was-

Resolved:

13.1 That the following office bearers be elected:

P Reyneke

G Van Zyl

M Van Niekerk

H Meyer

S Meyer

J Kruger

D Swart (Treasurer)

13.2 That the Committee may establish Sub-Committees as and when required.

13.3 That the condition to serve on the Committee that basic transport costs be re-imbursed to G J van Zyl be approved without any opposition

13.4 That P Reyneke be unanimously elected to the position of Chairperson of the Committee.

14. CLOSE OF MEETING

P Reyneke thanked G Van Zyl for chairing the AGM.

There being no further business the meeting was closed by the Chairperson who thanked all present for their attendance and participation.