

CORMORANT BAY & TWO BODY CORPORATE

Minutes of the Special General Meeting held in person and via MS Teams on Saturday 4 October 2025 at 12h00

Present: As per the attendance register

In Attendance: Sholeen Kasipersadh – ANGOR Property Specialists (Pty) Ltd

1. Welcome

Sholeen welcomed the members to the Special General Meeting.

2. Confirm proxies

It was confirmed that one proxy had been received in the prescribed manner:

- Unit 43 in favour of Trevor Ham

3. Determine if there is a quorum

It was determined that a valid quorum of 35 Units, both online and in person, was present and the meeting was declared duly constituted and properly convened and could continue with business as per the agenda.

4. Issue voting cards and MeetingPal application platform for voting purposes

Members were reminded to log onto MeetingPal which would be used for quorum purposes only. As there were no voting items, voting cards were not issued.

5. Elect a Chair for the meeting

Vaughn was elected as Chair for the meeting and was assisted by Sholeen.

6. Security failures and breaches

- There had been a recent break-in, and owners were displeased with the lack communication regarding the matter. Owners had found out from a neighboring complex.
- Johan explained that communication had gone out to the managing agent ± 12 hours after the break-in and after it was determined which Units had been affected.
- Once all the information was collected, communication was sent to owners the following day.
- When there was a break-in, staff would notice and inform the manager who would then need to confirm which Units had been broken into.
- If the intruder had closed the door, there would be no sign that there had been a break-in.
- Only a day or so later, was it found that Unit 36 had been broken into and this could not be detected from the outside.
- It was felt there should be a standard operating procedure in terms of reporting the break-ins.
- An owner stated that after a property was broken into 2 or 3 times, one would become upset that one's privacy had been invaded. He had subsequently further secured his Unit with a security company and suggested that others do the same.
- Willy had checked all the Units, notified the owners and reported to the Trustees who sent out communication.
- Unfortunately, all communication had needed to go via the WhatsApp group which ended up with owners attacking each other.



- A group will be set up and all owners should feel free to contact the Trustees, no matter the issue.
- Willy will be able to communicate of the group.
- Willie explained that as soon as he discovered the break-in, he notified the neighbors and advised them to check their premises.
- Johan warned that WhatsApp messages were not an official manner of communication and were not on record. Any issues which needs to go on record should go through the managing agent.
- A member complained that he had reported a gas geyser issue and was told that the trustees would get back to him, but he had heard nothing since March. This matter had also been documented through ANGOR.
- Preliminary communication could be done via WhatsApp, and ANGOR provide official notification so that it would be on record.
- Going forward, owners to take a complaint to the Trustees for a brief discussion. The matter will then be sent to ANGOR, addressed in a formal manner.
- There was progress being made with the security - the beams had been rewired and repositioned.
- To resolve matters relating to security, the new Trustees will need to address access control.
- Quotations should be obtained and discussed with owners as there were various options available. Owners were asked to advise Trustees of any recommendations.
- Because of the size of Cormorant, a member felt it would be much cheaper for each owner to fit an alarm in his Unit to protect his own interest.
- It was the fiduciary duty of the Trustees to maintain the common property, but that did not mean securing in such a way that private property was protected.
- Secret Eye security company charged the complex R300pm on alarm monitoring and the more Units that join, the lower the premium would be.

7. Appointment of non-owners as Trustees

- This matter had been addressed, but for information it was stated that the Act did not stipulate that one needed to be an owner in order to be a Trustee, only that the majority of Trustees need to be owners.

8. Breakdown in communication – lack of transparency from ANGOR and Trustees

- It was felt that 90% of the problems at hand were as a result of poor communication.
- This had been addressed above, and it was confirmed that communication will be improved.
- It was suggested that various groups be formed to address specific matters.
- It was suggested that there be an official update from Trustees every three months or so.
- It was agreed that this would be done – information will be sent to ANGOR who will send out a general email to owners.
- New owners should be added to the group and be advised of the Trustees, etc.

9. Waterfront parking management

- The area from the palms to the fence is a no-go zone. Waterfront owners were complaining about parking there as it is dangerous and obscures their view.
- This includes quad bikes, Venter trailers, golf carts, etc.
- The gate should be permanently closed and well managed.
- It was noted that Cormorant was very fortunate to have a manager permanently on site and it was his responsibility to address matters of maintenance.
- Willie is the first person who should enforce the rules and if these are not addressed, the situation will escalate.
- Although owners may advise people found to be contravening the rules, most residents might feel uncomfortable about addressing a matter directly with a neighbor and might prefer to report to Willie.
- Grudges should not be held against neighbors as a result of an infringement.



- As the Unit number was noted on the car's disc, fines should be levied on the owner parking illegally.
- As both were vehicles, there was no difference between parking a bakkie or a golfcart.
- For wheelchair bound residents, there should be a disc on their car allowing them to park in that area.
- It was agreed to have a demarcated area for cars and golf carts, and on the other side, for trailers only.
- This is to be further investigated in terms of the house rules and the Trustee decision communicated to owners.
- A chain may be strung across the entrance and only Willie would be able to have access there in order to set the alarm.

10. Neglect of gardens and landscaping

- The new Trustees to address the gardens, section by section.
- An owner had taken plants from his garden and replanted them. The problem was that they were not watered and the beds were not weeded.
- Willie denied that the gardens were not watered. There were limited sprinkler points and hosepipes. As there were other duties, the gardens could not be watered every day. More time was spent on watering a particular garden.
- An irate member said that there were rules for some people and different rules for others. Willie should take control and apply the same rules for everyone.
- Should an owner have planted new plants, he may put in a request to Willie to give them extra water.
- There had been a problem with the pump when no water could be pumped from the dam.
- It was felt that Willie and his team was responsible for the common area. Owners should take care of their own gardens and employ private gardeners if necessary.
- It was confirmed that a designated Trustee will be appointed to be in charge of the gardens and landscaping.

11. Vehicles driving and parking on lawns in front of Units

- Addressed in point 9.

12. Policy on small dogs permitted by owners

- There had been requests to bring small dogs into the Complex.
- In order to do that, the rules would need to be redrafted and approved by all owners.
- This would require a special general meeting with 75% of owners present approving.
- The current rules had been taken from a different Complex and were totally inappropriate.
- Surveys had been conducted with the view to allowing pets. 50% of owners had said they would not vote to change the house rules if pets were allowed and the other 50% refused to allow pets.
- In 35 years, there had been no change to the house rules, because of the pet issues.
- Sholeen confirmed that new owners to the Complex were presented with a copy of the house rules as per ANGOR's mandate. They needed to sign as acknowledgement.
- Owners need to take responsibility to ensure the rules are also for their children and visitors.
- The house rules should be available on the website.

13. Incidents of theft

- Theft was briefly touched on under point 6.

14. Acts of vandalism

- Owners needed to take care of their children as some had been found to have vandalized properties and cars.
- Visitors' children should be told to stay away from other properties, cars and boats and to show respect.



- Children throwing rocks into the ponds should be reported to Willie. Fines will be issued.
- The dam without the plastic lining will, in time, be restocked with bass to keep the children busy.
- Dams around the houses were a no-go zone.
- Photos should be taken of any rule infringements. These should be addressed to the Trustees who will pass on to ANGOR to have a fine levied onto the owner's account.

15. Oversight and management of staff

- The new Trustees to discuss oversight and management with Willie.

16. Cleaning staff entering Units unsupervised for prolonged periods

- It was found to be Tannie Lynette's ladies who closed the doors of Units and spent unnecessarily long periods of time there.
- This will be addressed in a letter. Owners should feel free to contact Willie.

17. Builders housing workers on-site

- It was stressed that this was **not** allowed.
- As per a letter sent, builders were allowed on the property from 07h00 to 17h00 on Mondays to Thursdays and from 07h00 to 15h00 on Fridays.
- No builders allowed on the weekends.
- Owners should notify the Trustees when they have builders on site.
- Willie reported that owners had told him that they would have contractors on site and to sleep over whenever they wanted. It was their house and their property.
- Chris felt that he should be allowed to provide permission for a contractor to work and stay over in his unit. What was the difference between that and having a friend stay over in the unit?
- It was pointed out that "a contractor was a contractor" – a paid service provider.
- This also posed a security risk to the Complex as the contractors did not remain in the unit, but walked around and sat at the waterfront and the jetties.
- As per the Sectional Titles Act, in order to let out a unit, the owner needs to obtain permission from the Trustees and advise the Complex.
- Maggie noted that there was a particular unit which was often let out, but the owner got away with this saying that it was friends staying over.
- Such owners would now be held responsible for the people in their units and fines levied to owner's accounts.
- Details regarding contractors to be addressed in a Trustees' newsletter.

18. Owners unaware of Trustees' identities

- To be addressed by the Trustees.

19. New staff not introduced to owners

- Trustees to take photos of each staff member, with their names and post on the group.
- Willie used the same known casuals to do painting or gardening if necessary.

20. Lack of disclosure regarding staff dismissed for theft

- The staff member had stolen petrol. There had been no communication. He was fired.
- Owners had been told not to tell anybody.

21. Reports to Willie ignored – absence of accountability

- A copy of any complaint logged with Willie should be passed on to a Trustee who will follow up.

22. General maintenance of common property neglected

- To be addressed by the new Trustees.



23. Uncontrolled distribution of gate remotes

- Addressed under security item.
- When an owner has sold his unit and vacated, he should hand in his remote.
- Real estate agents have access to the Complex.
- All remotes to be reprogrammed.
- It was suggested that a list be made of owner's name and a number associated with that remote. After a few weeks there would be a list of numbers with names and numbers of remotes with no names, which could be deleted. This would avoid the system needing to be switched off. Any lost remotes will be deleted from the system.
- Brackets would need to be obtained for the motor box at the gate as this was an access point.

24. Performance and accountability of managing agent

- This related to communication, with owners needing to wait for response from ANGOR.
- Sholeen explained that the ANGOR mandate requires that they work on instruction from the Trustees.
- With the new Trustees, the mandate will be reviewed.
- The rule was that, within 7 days of the AGM, the Trustees should hold a meeting, appoint a Chairperson, and allocate portfolios.
- At that meeting, the performance matrix, directives to the managing agent, payment approval processes, etc. will be discussed.

25. Speeding within the complex

- This was a huge issue and was the responsibility of owners.
- Fines of R500 will be issued.
- It was suggested that a register of owners' cars details be recorded (including those of guests renting a unit).
- Trustees to compile a document to be completed by owners, providing details of people renting, as well as vehicle details.

26. Unsafe tennis court surface - risk of injury

- Addressed.

27. Fishing regulations and enforcement

- It was understood that fishing was allowed from the clubhouse to the point and on the opposite side.
- No fishing allowed in the harbor or in the ponds.
- Common courtesy should apply and the area cleaned on leaving.

28. Inadequate complex lighting

- Trustees available would do a walk about at night with Willie, make notes and address the issues as soon as possible.
- Any lights on a unit, not to the owner's liking, should be reported to Willie.
- It was felt that the security will be improved once owners have alarms installed, and there is more regular patrolling by guards.

29. Leaking ponds and water features

- Trustees to address.

30. Clubhouse toilets consistently unhygienic – requires urgent attention

- It was suggested that a hygiene spray and a mop be available for cleaning the floor after messing.
- Willie asked that the door be closed while using the facility.
- The toilets were cleaned once a week – either a Thursday or a Friday.



- If members leave the Clubhouse in the bad state and Tannie Lynette needs to clean there, she should bill for that.
- It was felt that the toilets should be locked during to week.

31. Installation, functionality and monitoring of security cameras

- Trustees to investigate the camera situation, installing cameras which would be monitored off-site.
- It was confirmed that the beams were in working order.

32. Outsourcing of complex maintenance at excessive and unjustifiable costs

- Not addressed

33. Delay in release of audited financial statements

- As explained by Chris.

34. Delay in convening the Annual General Meeting (AGM)

- As explained by Chris.

35. Ongoing issues with complex lighting

- To be addressed with Willie.

36. General concerns raised by owners requiring open discussion

Charges

- Maggie had a problem with charges being made to her by ANGOR.
- Sholeen to arrange for the financial controller to contact Maggie on 6 October and address the situation.

Resources

- A member had a list of recommended tilers, builders, plumbers, etc. which would assist owners when looking for a contractor and he would post it on the website.

Thanks

- Scott extended thanks to Vaughn for his effort with the meeting.

37. Close the meeting

There being no further matters for discussion, the meeting was closed.

