

**MINUTES OF A MEETING OF THE DIRECTORS
OF CORMORANT BAY HOMEOWNERS ASSOCIATION
HELD ON SUNDAY, 19 AUGUST 2012 AT 08:00
AT THE LAPA, CORMORANT BAY**

PRESENT:

Mr W Klaasen	-	Trustee
Mr E Hogan	-	Trustee
Mr T van Wyk	-	Trustee
Mr R Smeda	-	Complex Manager
Mr D Drysdale	-	Managing Agent

APOLOGIES:

Mr J Horn
Mr B Richards
Mr M Butz

1. CONFIRMATION OF THE PREVIOUS MINUTES

The Minutes of the Meeting held on 19 July 2012 were accepted and signed by Mr Klaasen.

2. MATTERS ARISING

1. Tar

Now that it was a bit warmer, Mr Smeda would order more tar to finish-off the roads.

ACTION

RS

2. Fire Equipment

The fire equipment service had been completed. The fire extinguisher cabinet had been powder-coated. The total cost was approximately R7 000,00.

3. Extension of Harbour

A quote had been received for the hire of an excavator. The cost was R330,00 per hour – R300,00 per day. Mr Hogan estimated that they would need the excavator for 10 days. He requested that Mr Drysdale send out a letter to all the members advising of the Body Corporate's intention to go ahead with the feasibility to extend the harbour. The estimated cost per jetty was R50 000,00. Members who were interested, to put down R20 000,00 to secure.

DFD

	ACTION
<p>4. Boat Locker Banking Account Mr Drysdale to undertake the change of signatories and to move the account.</p>	DFD
<p>5. Thatch Umbrellas Chicken wire to be ordered.</p>	RS
<p>6. Jetty Floats Mr van Wyk advised that the plastic boxes were far more buoyant than plywood. The cost was approximately R3 000,00 per box. The Meeting agreed to purchase 10 boxes. The estimate to undertake the delivery and transport costs – R5 000,00. Mr van Wyk suggested changing the jetty configuration where they would be stabilised by poles with brackets and could move up and down without the chains having to be adjusted. He would do a costing on the poles and brackets. The Meeting agreed to allocate R40 000,00 to the project.</p>	TvW
<p>7. Husquvarna The machine had still not been repaired. The supplier had offered a loan machine in the interim.</p>	RS
<p>8. Staff Tax Information Mr Smeda confirmed that all the staff information in respect of the SARS Returns was correct.</p>	
<p>9. Website There was no update on the website.</p>	
<p>10. Annual General Meeting The audited financial statements were still not finalised. It was proposed that the Meeting be moved on to Sunday, 23 September 2012. Mr Drysdale to establish the financial accounts.</p>	DFD
<p>11. Petrol Card Standard Bank had advised that the maximum on the petrol card was R3 000,00. It was proposed that due to the increase in the price of petrol, an amount of R2 000,00 be transferred into the petrol card account each month in order to support the average monthly costs for petrol at R5 000,00.</p>	DFD

ACTION

12. Financial Statements

Current Assets:

Customer Control Account:	R 1 087,71
Standard Bank Current:	R 157 196,01
Std. Bank Call Deposit:	R 659 037,26
Jetty Owners:	R 84 554,76
Sundry Customers:	R 42 141,71
Petty Cash:	R 4 767,10
Boat Locker Monies	
Received in Advance:	R 5 125,00
TOTAL	<u>R 953 818,55</u>

Current Liabilities:

Sundry Suppliers	R 212 944,48
Standard Bank Cr. Card:	R 4 627,71
Prov. for Future Expenses:	R 23 270,85
TOTAL	<u>R 240 843,04</u>

13. Members' Arrears

The following members were in arrears and strongly-worded arrear letters had been written to them to make payment.

2, 19, 27, 38, 75 and 81

Only Unit 19 had made a payment but was still outstanding for 2 months.

The total arrears amount as at the date of the Meeting was R36 102,70. The Meeting requested that Mr Drysdale phone each debtor to confirm that they were in fact getting the letters and that their e-mail addresses were correct.

DFD

14. Boat Lockers

Mr Drysdale confirmed that the matter appeared to be reaching finality. Attorney Peter Nathan was corresponding with both himself and Mr Horn on a weekly basis.

15. Tennis Court Quotes

The quote from Barrett's had been accepted. Mr Smeda was instructed to ask them to proceed. The paving quote was R20 000,00. The Meeting agreed to proceed with the paving quote.

RS

3. GENERAL

ACTION

1. Extension of Patio

Mr Marsh – Unit 50, wished to extend his patio. Mr Drysdale advised that this was not possible unless the Trustees went to the members as the extension was onto common property. Mr van Wyk advised that when he had requested permission it was refused and he had brought in 3 bakkie loads of fill and arranged for lawn to be supplied in order for the ground level to match the patio. After discussing the matter, the Meeting agreed that Mr Drysdale write to Mr Marsh him and advise him that this was not the Body Corporate's responsibility. If he wished to undertake the work he should do so at his own expense. Mr Smeda advised that they would need approximately 16m³ of fill.

DFD

Mr Smeda advised that Mr Graeme Rowe also wished to have his lawn level lifted.

2. Correspondence

Mr Bevan Richards requested information in respect of the AMP rating from the main circuit breaker in the tractor shed DB. Mr Smeda to reply.

RS

At this point Mr Drysdale left the Meeting.

3. Tractor

Mr Smeda made the Meeting aware that there was a problem with the tractor's starter motor. He was endeavouring to have the starter repaired as it was under guarantee.

RS

4. Paver

Mr van Wyk requested the paver that Mr Smeda had obtained from Island View in order to make to a mould. He requested permission to purchase sand and cement in order to undertake the work. Permission was granted by the Meeting.

**TvW
/RS**

5. Pool

The Meeting discussed the purchase of a heat pump and cover for the swimming pool. It was agreed to get quotes and take them to the Annual General Meeting and seek permission from the members in order to purchase these items.

4. CONFIRMATION OF NEXT MEETING

It was confirmed that the next Meeting would take place on the morning of the Annual General Meeting once the date had been finalised at 09h00.

Mr van Wyk advised that if the Annual General Meeting was moved to 23 September 2012 he would have to present his apologies as he would not be available.

APPROVED:

CHAIRMAN

DATE