

**MINUTES OF A MEETING OF THE DIRECTORS  
OF CORMORANT BAY HOMEOWNERS ASSOCIATION  
HELD ON Monday, 3 May 2010 AT 18h30  
AT THE offices of Mr W Klaasen, Alberton**

<b>CONFIRMATION OF THE NEXT MEETING</b>	:	Monday, 07 June 2010 at 18:30 at the home of Mr J Horn, 93 Second Avenue, Bredell, Kempton Park. The meeting decided that winter month meeting will take place on the 1 <sup>st</sup> Monday of every month at the house of Mr Horn and summer meetings will continue to be held on the 1 <sup>st</sup> Saturday of every month at Cormorant bay.
<b>PRESENT</b>	:	Mr J Horn - Chairman Mr W Klaasen - Director Mr R Smeda - Estate Manager
<b>APOLOGIES</b>	:	Mr G Rowe - Director Mr M Butz - Director Mr D Drysdale - Managing Agent

		<b>RP</b>	<b>BY DATE</b>
<b>1.</b>	<b>WELCOME</b>		
	The Chairman welcomed the members to the Meeting.		
<b>2.</b>	<b>ADDING TO THE AGENDA</b>		
	No items were added to the agenda		
<b>3.</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>		
	The Minutes of the Meeting held on 06 March 2010 were accepted.  The Minutes Book will be signed at the next meeting.		

		RP	BY DATE
4.	<b>COMMENTS &amp; MATTERS ARISING FROM PREVIOUS MINUTES</b>		
	<b>4.1 Not Portfolio Related</b> Nothing.		
5.	<b>ESTATE MANAGER'S REPORT</b>		
	<b>5.1 Complex &amp; Area Development and Maintenance</b> Mr Smeda reported on the following:		
	➤ The sliding door and one window on unit 40 had been broken. Mr Smeda to arrange replacement.	RS	31.5.10
	➤ Window putty in certain units needs replacement. The previous putty didn't seem to last long. Mr Smeda to find out when purchasing the new putty what the reason is for the putty's short life. Putty will be replaced where required.	RS	31.5.10
	➤ The meeting discussed the continued problem with pressure valve leaks. The leaks only started when the pressure was increased to have sufficient pressure on the fire hydrants. The meeting decided to reduce the pressure from 4 bar to 3.4 bar. This will hopefully alleviate the problem.	RS	Immediate
	➤ All poles along the roadside has been creosoted. Some needed replacement.		
	➤ Tree branches have been trimmed.		
	➤ Ground covers are being planted to reduce the risk of ring-barking the trees. The tractor seat to be reupholstered.	RS	End winter
	➤ A quote to be obtained to keep the thatch on the umbrellas in place by covering with chicken wire.	RS	7 June 10
	➤ Coping tiles have been replaced at certain units.		
	➤ Various drains had to be unblocked. The process was complicated due to the fact that one manhole is situated in the old brick boat lockers. A request was made by Mr Smeda to purchase another set of rods, as we cannot reach far enough into the system. This was approved and will cost about R 500-00.		
	➤ Maintenance of the roads are being hampered by the continuous rain, which		

	further damages the slurry seal. The meeting decided to purchase 5 drums of SS60 to patch where required. The roads issue will be taken to the AGM to get permission to pave the roads over a period of time. The cost will be about R 8000-00.		
		<b>RP</b>	<b>BY DATE</b>
	<b>5.2 Labour Related Issues</b> Mr Smeda applied for leave from 14/5/10 to 28/05/10. The leave was granted. Mr Drysdale to please update leave records. Julian will be at the complex.	<b>DD</b>	<b>Immed</b>
	<b>5.3 Pest and Weed Control</b> Weeds on the lawns were sprayed with Hormoban and termite killer was applied where required.		
	<b>5.4 Alterations</b> Unit 70 is currently doing alterations.		
	<b>5.5 House Rules / Homeowners</b> The new signs have been erected except for the one in the harbour. A launch declaration book has been placed in the clubhouse to be completed by members upon launching.  It was noted that members adhered to the house rules over the Easter weekend without any problems being reported.	<b>RS</b>	<b>1.4.10</b>

		<b>RP</b>	<b>By Date</b>
	<b>5.6 Security</b> Two bicycles were stolen over the Easter weekend. Members to be reminded via the newsletter to lock valuable items away at night.	<b>JH</b>	<b>Newsletter</b>

	<b>5.8 Financial Posting</b> Mr Horn reminded Mr Smeda to forward the petty cash expenses to him prior to posting. This will ensure correct allocation.	<b>RS</b>	<b>Immed</b>
<b>6.</b>	<b>MANAGING AGENT'S REPORT</b>		
	Mr Drysdale was excused from the meeting due to personal problems. This is the first time in about 12 years that Mr Drysdale has missed a meeting. The financial statements for the month ending March 2010 will stand over until the next meeting		
	<b>6.1 Tasks from Previous Minutes</b> Completed.		
	<b>6.2 Sectional Title Developments</b> There were no Sectional Title developments.		
<b>7.</b>	<b>DIRECTORS REPORT-BACK</b>		
	<b>7.1 Gardens &amp; Building Maintenance</b> - <i>Manfred Butz</i> Tasks – previous Minutes: The tasks given to Mr Smeda at the previous meeting has been completed.		

		<b>RP</b>	<b>BY DATE</b>
	Mr Butz reported the following :		

	<p>The blue Tractors steering mechanism seem to be worn as the Tractor is wondering and therefore makes use of the entire space of the left lane. – Transferred to Mechanical portfolio</p> <p>&lt; A survey took place with the help of Roy regarding the Water drainage of the Road behind Unit 25, 26, 27 and 27. about 50m of Drainage Pipe (120 Dia.) with about 3 only Pip holes should alleviate the problem for ever provided the Drainage Pipe is receiving regular maintenance.</p> <p>The other Drainage is required on the back of Unit 2. A bit of landscaping as discussed with Roy should alleviate this problem as a Dam wall of 80 mm is preventing the water to drain.</p> <p>&lt; Suggest to purchase Bricks (possible every month a load) in order to Pave places which have less than 3m of Grass between the Road and or other places of already existing Paving. When we have enough (possible by mid Winter) we look for a paver contractor, suggest J. Fraser Brother as he had carried out a god job at various places at Cormorant Bay.</p> <p>This suggestion was discussed at the previous meeting held on 6 March 2010 and was not approved.</p> <p>Expenditure Approval:</p> <p><b>Nothing.</b></p>	<p><b>RS</b></p> <p><b>RS</b></p>	<p><b>End June 10</b></p> <p><b>End June 2010</b></p>
	<p><b>7.2 Harbour, Waterfront &amp; Security - Graeme Rowe</b></p> <p>Tasks - previous Minutes:</p> <p>The two 6 m poles to keep the phase two jetties in place has been cast in concrete. Mr Horn has arranged a welder to assist with the installation. This will hopefully be a permanent solution to keep the bank of jetties in place after the installation is complete.</p> <p>New tasks:</p> <p>None</p>	<p><b>JH</b></p> <p><b>RS</b></p>	<p><b>End May 2010</b></p>

		<b>RP</b>	<b>BY DATE</b>
	<p><b>Expenditure Approval:</b> In discussing the erection of a pole and a light on the south-western border of the property, Mr Smeda had 2 quotes. Following discussion, Mr Klaasen offered to supply a light-pole.</p> <p>The Meeting agreed to go ahead with the installation of the security light. The cost would be approximately R4 000,00.</p>	<p><b>WK</b></p> <p><b>RS</b></p>	<p><b>31.5.10</b></p> <p><b>31.5.10</b></p>
	<p><b>7.3 Maintenance - Wayne Klaassen</b></p> <p>Tasks – previous Minutes:</p> <p>New tasks:</p> <p>The Massey tractor will go in for repairs once the maintenance on the roads is complete. This is anticipated to be in the second week of June 2010.</p> <p>The Ford will be going in for repairs after the return of the Massey.</p> <p>An offer for the two old ride-on lawnmowers of R5000-00 was accepted. Mr Klaasen to let the buyer know.</p> <p><b>Expenditure Approval:</b> Mr Drysdale to confirm id the final invoice to Door-Master has been paid.</p>	<p><b>RS</b></p> <p><b>WK</b></p> <p><b>DD</b></p>	<p><b>30 May 10</b></p> <p><b>30 May 10</b></p>

		RP	BY DATE
	<p><b>7.4 Financial - Johan Horn</b></p> <p>Mr Horn gave the following report as at the end of March 2010:</p> <p><b>Balances:</b></p> <p>Current account - R 91 040,98</p> <p>Investment account - R538 380,28</p> <p>Total reserve - R626 421-28</p> <p>Current expenditure</p> <p>Accruals - R 90 961-50</p> <p>Balance on hand - R535 459-76.</p> <p>Mr Horn requested an explanation as to why the monthly expenses are not in line with the petty cash sheets supplied by Mr Smeda. Mr Horn would set up a meeting with Mr Drysdale and auditor to clear this issue out.</p> <p>Mr Horn advised that it had been agreed to transfer the legal fees of R36 260,00 originally paid by Cormorant Bay to the boat locker account and offset against R19 000,00 owed to the boat lockers from Cormorant Bay. The net difference was R17 266,00 in favour of Cormorant Bay.</p>		
		DD JH	30 May 10
		JH	Immed

		<b>RP</b>	<b>BY DATE</b>
	<b>Outstanding Payments / Receipts:</b>		
	<b>Tasks - Managing Agent:</b>		
	<b>Tasks - Auditor:</b> Change expense detail.		
	<b>7.5 Liaison:</b> <b>Newsletter/Website - Johan Horn</b> The next newsletter will be posted on the website by Friday 7 May 2010.	<b>JH</b>	<b>7 May 10</b>
	<b>7.6 Special Projects</b> <b>Open Lockers - Wayne Klaasen</b> Douglas Drysdale to confirm if final amount has been paid.  <b>Locker Registration - Johan Horn</b> The amount invoiced by Mr Nathan has been paid. Members will receive a final invoice and be requested to sign documentation. The first registrations are expected to be finalised within two month, but depending on the response from owners, the last registration might take up to a year. Mr Nathan to be informed of a locker been sold by unit 58 to unit 62.	<b>DD</b>       <b>JH</b>	<b>31 May 10</b>       <b>7 May 10</b>
<b>8.</b>	<b>CORRESPONDENCE</b>		
	No Correspondence was received.		

		<b>RP</b>	<b>BY DATE</b>
<b>9.</b>	<b>GENERAL</b>		
	The proposed date for the AGM is Sunday 4 July 2010.	<b>DD</b>	



	Mr Klaasen suggested that Mr Nathan attend the meeting armed with all documents for owners to sign.		

**Meeting finished at:**

There being no further business, the Meeting closed at 20:30.

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CHAIRMAN

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DATE