

**MINUTES OF A MEETING OF THE DIRECTORS
OF CORMORANT BAY HOMEOWNERS ASSOCIATION
HELD ON MONDAY, 7 JUNE 2010 AT 18:30
AT THE HOME OF MR J HORN, 93 SECOND AVENUE,
BREDELL, KEMPTON PARK**

CONFIRMATION OF THE NEXT MEETING	:	The next Meeting would be held on Monday, 19 July 2010 at 18h30 at the home of Mr J Horn.
PRESENT	:	Mr J Horn - Chairman Mr W Klaasen - Director Mr M Butz - Director Mr R Smeda - Estate Manager Mr D Drysdale - Managing Agent
APOLOGIES	:	Mr G Rowe

		RP	BY DATE
1.	WELCOME		
	The Chairman welcomed the members to the Meeting.		
2.	ADDING TO THE AGENDA		
3.	CONFIRMATION OF PREVIOUS MINUTES		
	The Minutes of the Meeting held on 3 May 2010 were held over.		
4.	COMMENTS & MATTERS ARISING FROM PREVIOUS MINUTES		
	4.1 Not Portfolio Related		
	Nothing to add.		
5.	ESTATE MANAGER'S REPORT		
	Mr Smeda's report forms part of these Minutes. The following matters were discussed further:		

		RP	BY DATE
	<ul style="list-style-type: none"> ➤ Leaf blowing was taking up 2 days per week. All the leaves should have fallen within 3 weeks. The collection was being dump by using the trailer. ➤ Edges had been trimmed. ➤ Water pressure had been reduced. ➤ Burst geyser at 61 as well as a thermostat and element to be replaced at the staff quarters. Mr Smeda to supply a quote to replace the damaged ceiling at 61. ➤ The quotes for the plumbing repairs – R6 981,00 for the replacement of the geyser at 61 and R1 126,66 repair work to the geyser at the staff quarters’. ➤ 2 Sliding doors replaced at units 40 and 4. The accounts confirm that the insurance has paid out less the excess. ➤ The Meeting discussed the French drain, which was slow in dissipating the water due to the clay nature of the ground. Mr Smeda to consider putting in piping but needs to remove a large rock in the way. ➤ 5 drums of tar had been ordered. Mr Drysdale to confirm payment. ➤ 8 bags of premix purchased to fix the road. ➤ Window putty to be replaced, mainly on Phase II. Mr Horn reminded the Meeting that the windows must be clear of dust before applying the putty. ➤ The leak in the manager’s house to be repaired. <p>UIF / CIPRO requested UIF and CIPRO numbers.</p> <p>Insurance Claims The Meeting discussed the insurance claims with the high excess. Mr Drysdale to get a quote for the insurance, removing glass cover out of the policy.</p> <p>Complex Lighting Mr Smeda intended to erect a light pole between units 38 and 39. Mr Horn suggested 2 lights. The staff to dig the trench. Mr Smeda would erect the pole and cable and employ an electrician to wire the light. Mr Horn thanked Mr Klaasens for the donation of the pole.</p>		
		DD	14.06.10
		DD	19.07.10
		RS	01.07.10

		RP	BY DATE
	5.2 Labour Related Issues The staff required overalls and boots. The Meeting approved the purchase. Mr Smeda requested leave from 10 – 26 June 2010. He confirmed that Julian would be on duty.	RS	14.06.10
	5.3 Pest and Weed Control Hormoban was being put down for weed control. Ants were a problem and Mr Smeda was spreading for the termites. Skoffel was put down for the moss in the garages. If this didn't work, Mr Horn would obtain a product from Natal.	RS	
	5.4 Alterations Units 70 and 13 completed. Mr Mike Lewin would start alterations, as would Mr Butz.		
	5.5 House Rules / Homeowners		
	5.6 Security		
	5.7 'To Do' List The Kreepy Krawly that had been stolen had been replaced with a Barracuda. Mr Smeda to mark the Barracuda. At present the pool was running 24/7. Mr Butz requested that the motor be reset on the time switch. New beams installed at the gate. Ian Stuart had attended the property and confirmed that the electric fence was up and running after replacing a broken terminal at the waterfront. The bakkie required service as well as new shock-absorbers.	RS	14.06.10

		RP	BY DATE
	<p>The Massey-Ferguson was in for repairs. Heidelberg tractors had looked at the Ford tractor and Mr Smeda was awaiting a quote after which the Directors would decide whether or not to go ahead. Mr Horn to purchase the seat.</p> <p>Eskom had attended the property on Friday 4 June 2010. Apparently the meter numbers are incorrect and Eskom left without undertaking any repairs.</p> <p>The Association had 4 master-flow valves in stock as spares.</p>	RS	14.06.10
	5.8 Financial Posting		
6.	MANAGING AGENT'S REPORT		
	<p>Mr Drysdale distributed the accounts of the Association as at the end of May 2010. He confirmed that the accounts of the Association were up-to-date. The budget would be changed following the information from the Annual General Meeting.</p> <p>He confirmed that Door Master had been paid. There was a deficit in the door replacement account of approximately R3 500,00. This would be explained at the Annual General Meeting. Mr Horn felt sure that the members would request that the monies be recovered from those members who had had doors replaced. Mr Klaassen reminded the Meeting that the extra money was spent on legal fees.</p> <p>In respect of the outstanding levies, Mr Drysdale confirmed that following phone calls from his office, Paradise Road and Mr Pein had brought their accounts up-to-date.</p> <p>Mr Horn asked Mr Drysdale to draw letters for the transfer of the monies between the jetty account and Cormorant Bay. Mr Horn to contact Hazel Barnes requesting that she remove her name as a signatory of the jetty account so that the monies can be allocated correctly.</p>	<p>DD</p> <p>JH</p> <p>DD</p>	<p>AGM</p> <p>AGM</p> <p>19.07.10</p>

		RP	BY DATE
	Mr Drysdale to transfer further monies to the investment account.	DD	14.06.10
	6.1 Tasks from Previous Minutes		
	6.2 Sectional Title Developments		
7.	DIRECTORS REPORT-BACK		
	7.1 Gardens & Building Maintenance - Manfred Butz The only request from Mr Butz was to reduce the time that the pool pump motor was running.	RS	14.06.10
	New Tasks: Expenditure Approval:		
	7.2 Harbour, Waterfront & Security - Graeme Rowe Tasks - previous Minutes: Mr Horn confirmed the installation of the pipes to stabilise the jetty. He requested Mr Smeda to expedite the erection of the new light pole. New tasks: Expenditure Approval: Mr Horn had a quote to introduce a small security system, which would operate on 2 units at a cost of approximately R1 000,00. He was awaiting a labour cost. The parts included a control box, 2 infrared sensors, 2 remotes and 2 mag switches. Members could obviously add to the system.	RS	19.07.10

		RP	BY DATE															
	<p>7.3 Maintenance - Wayne Klaassen</p> <p>Tasks – previous Minutes: Nothing to report.</p> <p>New tasks:</p> <p>Expenditure Approval:</p>																	
	<p>7.4 Financial - Johan Horn</p> <p>Mr Horn confirmed the balances as at 30 April 2010:</p> <p>Balances:</p> <table><tr><td>Current account</td><td>-</td><td>R109 829,01</td></tr><tr><td>Investment account</td><td>-</td><td>R540 260,92</td></tr><tr><td>Sundry Customers</td><td>-</td><td>R 7 235,19</td></tr><tr><td>Petty Cash</td><td>-</td><td>R 1 200,00</td></tr><tr><td>Total</td><td>-</td><td>R649 403,72</td></tr></table> <p>Liabilities amounted to R123 367,41, giving a net credit position of R526 036,31.</p> <p>Budget Status: Mr Horn advised that the expenditure was R31 803,22 under-budget at this time.</p> <p>The Cormorant Bay Jetty owners account - credit - R42 412,84</p> <p>New Budget:</p>	Current account	-	R109 829,01	Investment account	-	R540 260,92	Sundry Customers	-	R 7 235,19	Petty Cash	-	R 1 200,00	Total	-	R649 403,72		
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	<p>Outstanding Payments / Receipts:</p>																	
	<p>Tasks - Managing Agent: Nothing to report.</p> <p>Tasks - Auditor: Awaiting draft financial statements.</p>																	

		RP	BY DATE
	7.5 Liaison: Newsletter/Website - Johan Horn <p>Mr Horn intended to produce a further newsletter. The website was up and running. He suggested that adverts could be placed on the website. They must be Cormorant Bay related. He would enquire as to how many hits the website was receiving.</p>	ALL	
	7.6 Special Projects Boat Lockers - Wayne Klaasen <p>Building plans for the 18 new lockers were approved. There appeared to be no plans for the old boat lockers. Hennie Maartens had drawn the Sectional Title Plans for all the boat lockers. The Municipality had requested building plans for the other lockers. This was holding up the transfer of the boat lockers at this time. If there were no plans available, Mr Horn would ask Mr Steyn to help out as he had always drawn the plans for the boat lockers.</p>	JH	19.07.10
	Locker Registration - Johan Horn		
8.	CORRESPONDENCE		
	<p>Mr Drysdale confirmed letters from a bond originator regarding Eric Hogan, which he was trying to complete as they had requested financial statements that were not yet available.</p>	DD	14.06.10
9.	GENERAL		
	1. Annual General Meeting <p>Mr Drysdale said that the financial accounts were under review at this time. Once these were available a date could be set for the Annual General Meeting.</p>	DD	14.06.10
	2. Open Locker <p>Mr Horn had not received a reply from Miro. He would wait for him to come back to the country. Mr Klaassen suggested hanging shade-cloth in the interim to prevent birds getting into the locker. There was no objection to this.</p>		

Meeting finished at:

There being no further business, the Meeting closed at 20:10.

CHAIRMAN

DATE