

**MINUTES OF A MEETING OF THE DIRECTORS
OF CORMORANT BAY HOMEOWNERS ASSOCIATION
HELD ON SUNDAY, 27 NOVEMBER 2011 AT 07:30
AT THE LAPA, CORMORANT BAY**

CONFIRMATION OF THE NEXT MEETING:

The next Meeting would be held on Saturday, **28 January 2012** at **08:00** at Cormorant Bay Lapa.

PRESENT:

Mr J Horn	-	Chairman
Mr M Butz	-	Trustee
Mr T van Wyk	-	Trustee
Mr G Rowe	-	Trustee
Mr R Smeda	-	Estate Manager
Mr D Drysdale	-	Managing Agent

APOLOGIES:

Mr W Klaasen
Mr W Hogan

1. WELCOME

Mr Horn welcomed the members to the Meeting.

2. ADDING TO THE AGENDA

2.1 AGM

3.	CONFIRMATION OF PREVIOUS MINUTES			
	The minutes of the previous meeting were confirmed, proposed by Mr van Wyk seconded by Mr Butz. The Minutes were thereafter signed by the Chairman.			
4.	COMMENTS & MATTERS ARISING FROM PREVIOUS MINUTES			
	4.1	Not Portfolio Related		
		Nothing was discussed.		
5.	ESTATE MANAGERS REPORT			
		Complex & Area Development and Maintenance		
		Sections of the internal roads were tarred. Awaiting the outcome of the Annual General Meeting before ordering more tar.	RS	27/11

		The lawns had been fertilized, grass was growing well. Further fertilizing to be done.		
		Tightened all glands on dripping stopcocks leaking valves repaired. Added grass under umbrella at waterfront.		
		Fitted anchor block to jetties.		
		Mr Smeda confirmed that he required more stainless chain to replace the rusted chain. He required 14 meters of chain per 46 anchor blocks at R100 per meter, the cost was R34400.00. The jetty account had reserves of R42261.00. The meeting agreed to raise a special levy of R1000.00 per jetty and increase the monthly levies to R50.00 per jetty per month. The special levy would be raised immediately. The increase in monthly levies from 1 March 2012.	DFD	15/12
	5.2	Labour Related Issues		
		Mr Smeda informed the meeting of a letter he had received from SARS advising that no IRP5 form had been submitted for the 2009 tax year and that he owed SARS R20 000.00. In response Mr Drysdale advised this was impossible as the money had been deducted from his salary and paid to SARS. Mr Horn requested that correspondence in the matter be copied both to him and to Mr van Wyk.	DFD	29/11
	5.3	Pest and Weed Control		
		No discussion		
	5.4	Alterations		
		Mr Smeda confirmed that a carport pillar had been damaged at unit 15. He would undertake the repairs. Advised that the carport roofs at unit 15 and 16 were rusted and the whole carport needed refurbishment. There were also holes in the sheeting at carport 17 and 18, which needed replacing. Mr Drysdale to write to the members advising them of the problems with their carports and requested the owners to repair the carports by 31 March 2012. Members to contact Roy Smeda for details.	DFD	30/11

	5.5	House Rules / Homeowners		
		No discussion		
	5.6	Security		
		There had been no security problems.		
	5.7	Mechanical		
		Mr Smeda confirmed that the slasher required a new gearbox. He was directed to get a quote for a new Falcon gearbox. Confirmed that the rest of the slasher was in reasonable condition.	RS	15/12
6.	MANAGING AGENT'S REPORT			
	6.1	Tasks from previous meeting		
	6.2	Unit 75, Michael Payne. Mr Payne had brought his account up to date.		
	6.3	Roads Budget		
		He confirmed that the amount for the gumpole fencing had been credited to Roads and debited to complex maintenance.		
	6.4	The uniform supplier had been paid		
	6.5	Letter had been compiled for those members who were owed money from the boat locker project. Mr Horn advised that following the finalisation of the boatlocker project, the calculation for the costs had been based on the square meterage of the completed units. The boatlocker project had cost less than envisaged and there were monies that were owed back to some of the members. He said there was still the fact that the plans had not been passed at the local municipality who were awaiting the registration of the servitudes. Mr Horn felt that the monies should be retained until the plans had been passed, as there would be a cost to each member to the Midvaal Local Municipality. Mr Drysdale said that Mr Sherwood had requested a refund of the monies owing to him advising that he would pay any further costs on demand. The matter was discussed and it was agreed that those members who wished to have the monies returned should complete the	DFD	30/11

		form available.		
	6.2	Sectional Title Developments		
		Mr Horn advised of two amendments to the Act. In future the e-mailing of notices for Annual General Meetings would only be legal if the recipient agreed to receive notices by e-mail. The Act now provided that the budget for the ensuing year could be implemented at the beginning of the financial year and agreed to at the next AGM.		
7.		DIRECTORS REPORT-BACK		
	7.1	Gardens and Complex Maintenance		
		Has spoken to Roy already, just want to confirm all the Unit numbers where main Taps are leaking. It looks like the culprit is only a faulty gasket. Unit Nr: 31, 1, 13, 14, 15, 16, 20, 23, 82, 81, 68, 63, 61, 60, 59, 56, 55, 48, 47, 46, 43 no visible Tap possible underground please check 6, 37 and 38. Furthermore please take note that Unit 2 is not fitted with a main tap.	RS	30/11
	7.2	Harbour, Jetties, Waterfront & Security		
		Mr Rowe confirmed that the entire barrier at the waterfront was again breaking up. Mr Smeda confirmed that the cheapest method of tackling the problem was to fill sandbags with sand and cement and build a wall in front of the entire barrier. He was requested to work out a quote for the work.	RS	15/12
	7.3	Maintenance		
		In the absence of Mr Klaasen, this matter was carried forward.		
	7.4	Financial		
		Mr Horn advised that RW Irish had again added further cost centres to the expenses, which he requested be reversed. Items included gifts, fines and interest. He also noted that the reporting showing the budget as being either ahead or behind had been altered. Mr Horn then reported on the following balances:		

		Current Assets: Standard Bank Current: 119 217.04 Std. Bank Call Deposit: 643 404.18 Jetty Owners: 42 261.78 Sundry Customers: 49 731.75 Petty Cash: 4 000.10 Boat Locker Monies: 5 125.00 TOTAL R 863 739.85		
		Current Liabilities: Customer Control Account: 44 562.42 Sundry Suppliers: 213 166.42 Standard Bank Cr. Card: 4 717.59 Prov. For Future Expenses: 11 000.00 TOTAL R273 446.43		
		NET CASH VALUE R590 293.42		
	7.5	Budget status		
		The overall effect was that the expenditure was under budget. The only item that was over budget was electrical repairs where work had been carried out on cable repairs.		
		Outstanding payments receipts		
		The replacement of the trampoline cover was R2150.00.	DFD	30/11
		Tasks Managing Agent		
		Mr Drysdale to follow up on members in arrears. Unit 81 – B M Knowles. Although Mr Knowles had made a payment the account was still 2 months in arrears.	DFD	30/11
		Mr Drysdale referred to the electricity budget which was incorrect as he had established that the recoveries for electricity, the boatlockers and the jetties in the months of March and April had been debited out under levies. This needed rectification, which he would undertake on the November accounts. With the monies allocated to the common property there was still approximately R8 500.00 overspent on electricity. Mr Smeda advised that there appeared to be certain meters, which were not registering correctly, as members were in occupation but there was no electricity consumption. It was agreed to purchase further meters and arrange to either change the meters, or run a meter in parallel in order to establish that the unit was correctly	DFD	15/12

		recording the consumption.		
	7.5	Liaison, Newsletter, Website		
		Mr Horn advised that the website needed updating. He would address the matter with Eric Hogan and Melissa.	JH	15/12
	7.6	Special Projects		
		Locker Registration		
		Mr Horn confirmed having invited attorney Peter Nathan to address the Annual General Meeting in respect of the reasons why the locker registration was taking so long.		
8.		CORRESPONDENCE		
		Nothing to report		
9.		GENERAL		
	9.1	Boatlocker Roads		
		Mr Rowe requested that the roads at the boatlockers be attended to. Mr Smeda suggested that the area be graded and covered with crusher stone, which could be compacted. Roy to discuss the matter with Bill van Rooyen.	RS	15/12
	9.2	Annual General Meeting		
		Mr Lewin had requested to discuss the tennis court. Mr Horn advised that the repair of the tennis court had originally cost some R20 000.00. He assumed that the repair to the surface would now cost R40 000.00. The problem was the children in the complex use the area for skate boarding and other activities. Matter to be addressed at the Annual General Meeting.	JH	27/11
		Gavin had written to the Trustees requesting that they report to the meeting on the present financial position, due to the fact that the annual general meeting was late in the year. He also enquired as to why the association was accumulating further reserves over and above the agreement that reserves would only amount to between 3 and 4 times the monthly levies.	JH	27/11
		Launching of visitors boats		
		It appeared that due to the economic climate, more members were renting out		

		their units, especially over weekends. These visitors brought boats with them, which were being launched from Cormorant Bay without any declaration or indemnity being signed. He proposed that in future any visitors boats would have to be launched by the tractor at a cost of R250.00 per launch. The Associations indemnity to be signed before launching. The meeting agreed to this proposal.	ALL	27/11
		Geyser Trays		
		Mr Horn would suggest to the members that they fit drip trays to avoid damage to their units similar to what had happened at unit 21.	JH	27/11
		There being no further business the meeting closed at 09:05. The next meeting was scheduled for Saturday 28 January 2012 at 08:00 at the same venue, Cormorant Bay.		

APPROVED:

CHAIRMAN

DATE