

**MINUTES OF A MEETING OF THE DIRECTORS
OF CORMORANT BAY HOMEOWNERS ASSOCIATION
HELD ON THURSDAY, 23 JANUARY 2010 AT 08:00
AT THE CLUBHOUSE LAPA, CORMORANT BAY**

CONFIRMATION OF THE NEXT MEETING	:	Saturday, 6 March 2010 at 08:00 at the Clubhouse Lapa, Cormorant Bay It was agreed that in future, the Meetings of Cormorant Bay would take place on the first Saturday of each month.
PRESENT	:	Mr J Horn - Chairman Mr G Rowe - Director Mr W Klaasen - Director Mr R Smeda - Estate Manager Mr D Drysdale - Managing Agent
APOLOGIES	:	Mr M Butz

		RP	BY DATE
1.	WELCOME		
	The Chairman welcomed the Directors, Manager and Managing Agent to the first Meeting of the New Year.		
2.	ADDING TO THE AGENDA		
	1. Grass – Gardening 2. Water Pressure - Maintenance/Security Mr Horn requested that in future, members wishing to add items to the Agenda, should send the item to him during the morning of the Friday a week prior to the Meeting so that he in turn, by the Monday of the week of the Meeting, could issue instructions to the Managing Agent's P.A.		
3.	CONFIRMATION OF PREVIOUS MINUTES		
	The Minutes of the Meeting held on 26 November 2009 were confirmed and thereafter signed by Mr Horn.		

		RP	BY DATE
4.	COMMENTS & MATTERS ARISING FROM PREVIOUS MINUTES		
	4.1 Not Portfolio Related Mr Drysdale confirmed that he had written the letters as directed. He had not had any response.		
5.	ESTATE MANAGER'S REPORT		
	5.1 Complex & Area Development and Maintenance Mr Smeda reported that he had measured the areas between the carports and the units at 550m ² . He proposed that these areas be paved which would save a tremendous amount of grass-cutting. Although the budget was under stress, the Meeting agreed to undertake the work by getting quotes. The estimate was R12 000,00. It was also agreed to undertake the paving in the carport belonging to units 59/60. Mr Horn proposed that paving also be laid between the carport of unit 51 and the pond. After viewing the area, the Meeting agreed to leave it as is. ➤ Water Pressure The incoming pressure was 11 bar and the outgoing pressure 3. Mr Smeda had experienced a problem with the fire hydrant pressure. It was agreed to increase the outgoing pressure by ½ bar per week to between 5 and 6 bar and establish the pressure at the fire hydrants. Mr Horn proposed that the garden bed at unit 11 be lengthened in order to stop vehicles parking on the lawn. The Meeting agreed to the proposal. The Meeting agreed that the complex was looking good, despite the amount of rain and the difficulty in cutting the grass. Mr Smeda confirmed that the storm clips still had to be fitted on Phase I only as Phase II had holes in the tiles and were nailed to batons. There had been a roof leak at unit 3. He had		

	<p>In discussing the request to bring back security, Mr Horn confirmed this was not budgeted for but if members required security, it would be added to the budget.</p> <p>Mr Rowe advised that the quote to have beams and a zoning structure in place would cost approximately R42 000,00. It was agreed to take the quote to the Annual General Meeting. It was proposed that the contractor should attend the Meeting to inform the members.</p> <p>Mr Smeda requested that a light be erected outside unit 33 where it was very dark. One of the entrance gate motors was still down.</p> <p>Mr Horn advised that two outboard motors had been stolen off the yachts. This was an on-going problem. Mr Rowe suggested putting a beam across the harbour entrance. He would obtain a quote.</p>	<p>AGM</p> <p>AGM</p> <p>RS</p> <p>GR</p>	
6.	MANAGING AGENT'S REPORT		
	<p>6.1 Tasks from Previous Minutes</p> <p>Mr Drysdale confirmed having received no reply from Eskom. He would again address a letter to them. He was dealing with Attorneys McLoughlin-Porter in respect of the electricity consumed by the sewerage pumps.</p> <p>Mr Horn requested that Mr Drysdale respond to all e-mails.</p>	<p>DD</p> <p>DD</p>	26.1.10
	<p>6.2 Sectional Title Developments</p> <p>There were no Sectional Title developments.</p>		
7.	DIRECTORS REPORT-BACK		
	The following feed-back was given by the Directors:		
	<p>7.1 Gardens & Building Maintenance - Manfred Butz</p> <p>Tasks – previous Minutes:</p>		

	<p>New Tasks:</p> <ul style="list-style-type: none"> ➤ Piet's resting room needs a clean-up / tidy up and suggest a weekly inspection by the Complex Manager. <i>Mr Smeda to purchase paint and paint-out.</i> ➤ The tractor in urgent need of a new seat. <i>Mr Smeda to obtain a price from Ford.</i> ➤ Children should not be taken for rides seated on the rear-wheel mudguard of the tractor. <i>The tractor driver to be advised to stop this immediately. The matter to be emphasised on the website.</i> ➤ Observed pressure-cleaning of Unit 42 for 1½ hours on 12 December 2009 – one operator; 2 labourers watching. To date, job still not finished. <i>Pressure-cleaning job completed.</i> ➤ Suggest garden umbrella to be protected with chicken wire. <i>A quote to be obtained for the chicken wire.</i> ➤ Suggest French drain to be dug at the back of Unit 2. The French drain on the road between Units 26 and 27 to be enlarged as discussed as it proved to be working. <i>To be enlarged again.</i> ➤ The labourers should be trained to pick up any rubbish such as bottles, paper, plastic etc. whilst walking to their place of work. <i>Mr Smeda to speak to the labourers.</i> ➤ Water tap / pipe adjacent to Entertainment Centre requires support. <i>Mr Smeda to undertake the support.</i> ➤ Missing bricks to be replaced on path between Unit 2 walking towards Units 27/28 and so on. <i>Completed.</i> ➤ Area around work-bench should be kept clean at all times. <i>Agreed.</i> ➤ Small tractor shed requires clean-up. Organise hooks/shelves to side walls. <i>To be cleaned-up.</i> ➤ Electric switch box (opposite Blue tractor shed) requires a lock and plug. Cables and box itself are unsafe. <i>Electrician to install a cover-plate with lock.</i> ➤ Nearly 95% of all flower beds require attention/de-weeding. Complaints 	<p>RS</p> <p>RS</p> <p>JH</p> <p>N/A</p> <p>RS</p> <p>RS</p> <p>RS</p> <p>RS</p> <p>N/A</p> <p>N/A</p> <p>RS</p> <p>RS</p>	<p>31.1.10</p>
--	---	--	-----------------------

	<p>received over Christmas period. <i>Most of it completed.</i></p> <ul style="list-style-type: none"> ➤ Trees / shrubs should be kept 1 – 1,5 metres away from any unit. Furthermore, branches from trees should be trimmed/cut to a height of 3 metres above ground level in order that grass can grow. <i>Ongoing work when time permits with present labour constraints.</i> ➤ Slipway into jetty to be cleared of loose rocks and stones. Complaints received from unit owners. <i>Mr Smeda to again check.</i> ➤ Walkways to be cleared of overgrowing shrubs. <i>Work completed.</i> ➤ Unit 59 requires attention as the roof flashing is loose. <i>Work to be undertaken.</i> ➤ Fire hydrant box near Charlie's unit needs to be cleared of ant eggs. Hoses to be checked for working condition and glass to be replaced. <i>Work completed.</i> <p>The Meeting discussed the fire equipment. It was evident that the contractor who had undertaken the survey of the fire equipment had not inspected the hoses, some of which needed to be replaced.</p> <p>Expenditure Approval:</p> <p>Mr Smeda advised that he did not need the electric saw. He had not purchased the hedge cutter. The request for an edge-trimmer would be discussed with the next financial year budget.</p> <p>Mr Smeda confirmed having replaced the sliding door and window to the clubhouse.</p>	<p>RS</p> <p>RS</p> <p>RS</p> <p>RS</p> <p>AGM</p>	<p>31.1.10</p>
	<p>7.2 Harbour, Waterfront & Security - Graeme Rowe</p> <p>Tasks - previous Minutes:</p> <ul style="list-style-type: none"> ➤ Buoys to again be placed in the dam to demarcate the 'No Wake' zone. The pipe for the irrigation was weighted down and no longer required buoys. ➤ Dustbins to be provided at the gates to the walkways at the jetties. 	<p>RS</p> <p>RS</p>	<p>31.1.10</p>

	<p>➤ Mr Horn raised his concerns regarding the jetties at Phase II which were moving in high winds. He suggested purchasing further mooring blocks to steady the movement. He also proposed constructing metal pipes to be attached to the first two jetties which would be rigid and attached to constructed concrete blocks on the shoreline. The Meeting agreed to an expenditure of R4 000,00 for the construction and purchase of mooring blocks. Mr Smeda to try to dig out and remove the cut tiles that had been dumped on the shoreline.</p> <p>New tasks: No news tasks were at hand.</p> <p>Expenditure Approval: No expenditure was approved.</p>	<p>JH</p> <p>RS</p>	<p>31.1.10</p>
	<p>7.3 Maintenance - Wayne Klaassen</p> <p>Tasks – previous Minutes:</p> <p>➤ It was uneconomical to repair the ride-on lawn mowers. Mr Klaasen was awaiting an offer for the mowers as-is.</p> <p>➤ Prices to be obtained for 2 battery back-up Speedo motors for the entrance gates.</p> <p>➤ The proposal to install electric meters at each unit to be put to the members at the Annual General Meeting.</p> <p>New tasks:</p> <p>➤ Gate bracket to be repaired.</p> <p>➤ Massey-Fergusson to be repaired.</p> <p>➤ Compressor motor to be repaired.</p> <p>➤ Mr Smeda had purchased a new tow-hitch for the trailer.</p> <p>Expenditure Approval: Mr Drysdale to pay Door Master the balance of the quotation.</p>	<p>WK</p> <p>WK</p> <p>AGM</p> <p>RS</p> <p>DD</p>	<p>31.1.10</p>

	<p>7.4 Financial - Johan Horn</p> <p>Budget Balances:</p> <p>Current account - R 80 883,00</p> <p>Market-linked account - R532 159,00</p> <p>Balance of Payments - R 93 511,00</p> <p>NETT - R531 623,00</p> <p>Jetties - R 42 943,00</p> <p>Budget Status:</p> <p>Mr Horn said he intended to change the accounts so that the building maintenance and mechanical maintenance were separated. At this time, the expenditure was R6 574,00 under-budget. The total expenditure was over-budget by R20 719,00 due to the payment made for the legal work done on the boat lockers, which amounted to R36 260,00.</p>		
	<p>Outstanding Payments / Receipts:</p> <p>Mr Drysdale to transfer the R12 000,00 collected from the members for the jetties to the Jetty Account.</p> <p>Mr Horn confirmed that he would be meeting with Mr Griffin regarding the preparation of the budget to be instituted on 1 March 2010.</p> <p>The overpayment of R19 000,00 from the boat locker company to Cormorant Bay to be repaid.</p>	<p>DD</p> <p>JH/GG</p> <p>DD/JH</p>	<p>28.2.10</p>
	<p>Tasks - Managing Agent:</p> <p>Mr Drysdale to reply to the e-mails.</p> <p>Tasks - Auditor:</p> <p>The auditor to be instructed to finalise the financial statements as quickly as possible.</p>	<p>DD</p> <p>DD</p>	
	<p>7.5 Liaison:</p> <p>Newsletter/Website - Johan Horn</p> <p>Mr Drysdale to place the website address on the next statements.</p>	<p>DD</p>	

	7.6 Special Projects Open Lockers - Wayne Klaasen Mr Drysdale was instructed to pay Door Master the balance of the monies. Locker Registration - Johan Horn The Meeting resolved to sign the documents from Attorney Peter Nathan in respect of the boat locker registration.	JH/WK	
8.	CORRESPONDENCE		
	Mr Drysdale to respond to Mr Olivier's letter in respect of the French drain to be extended. Mr Drysdale to also respond to Mr Behrmann's attorney in respect of the boat locker and jetty query.	DD	26.1.10
9.	GENERAL		
	It was agreed to hire a jumping castle and slide for the Easter week-end, starting Good Friday, 2 April 2010. A budget of R6 000,00 was approved. Mr Smeda requested that the Directors approve the hire of an industrial pressure cleaner to facilitate the removal of the moss in the carports. He advised that the pressure-cleaner approved by the previous Board was not able to undertake the work successfully. The matter to be addressed in the new financial year.		

Meeting finished at:

There being no further business, the Meeting closed at 10:35.

CHAIRMAN

DATE