MINUTES OF A MEETING OF THE DIRECTORS OF CORMORANT BAY HOMEOWNERS ASSOCIATION HELD ON SATURDAY, 6 MARCH 2010 AT 08:00 AT THE CLUBHOUSE LAPA, CORMORANT BAY

CONFIRMATION OF THE NEXT MEETING	:	5	łorn,	010 at 19:00 at the 93 Second Avenue,
PRESENT	:	Mr J Horn Mr G Rowe Mr W Klaasen Mr M Butz Mr R Smeda Mr D Drysdale	-	Chairman Director Director Director Estate Manager Managing Agent

		RP	BY DATE
1.	WELCOME		
	The Chairman welcomed the members to the Meeting.		
2.	ADDING TO THE AGENDA		
	5.7 'To Do'List		
	5.8 Financial Posting		
3.	CONFIRMATION OF PREVIOUS MINUTES		
	The Minutes of the Meeting held on 23 January 2010 were accepted with one alteration:		
	5.1 8 th line: The number " $R1 2000,00$ " was deleted and substituted with the number " $R120 000,00$ ". Based on the above, the Directors changed the decision to do the paving as previously agreed.		
	The change was made in the Minutes Book and thereafter signed by the Chairman.		

			RP	BY DATE
4.		IMENTS & MATTERS ARISING FROM VIOUS MINUTES		
	4.1 Noth	Not Portfolio Related		
5.	EST	ATE MANAGER'S REPORT		
	5.1	Complex & Area Development and Maintenance		
	Mr S	Smeda reported on the following:		
	4	There had been a tremendous amount of rain, including a tremendous storm during the previous week, which had required 3 days to clean up all the leaves and tree branches.		
	>	The fitting of the storm clips had been completed in Phase I with the exception of units 11 and 12 where the brandering would have to be raised in order to install the clips.	RS	30.4.10
		The increase in the water pressure had led to various leaks on the property. These had been fixed.		
	>	The gardens in front of units 1 and 2; 11 and 12 had been repaired. The grass that had been removed had been planted at units 24 and 25.'		
	>	The weighting-down of the irrigation pipe was still to be done.	RS	30.4.10
	\mathbf{A}	The tractor seat to be reupholstered.		
		A quote to be obtained to keep the thatch on the umbrellas in place by covering with chicken wire.	RS	30.4.10
		French drain at unit 3 would be difficult as the water gathered where the cars		
		turned. Mr Horn had purchased the fire hoses at R3 962,50.		
	\succ	Blower and hedge-trimmer purchased.		
	>	Tree tops fouling street lights to be cut back.		
	≻	Buoys indicating "No Wake Zone" back in place.		
	\blacktriangleright	Compressor motor had to be re-wired. The cost was R1 350,00.		
	>	A new belt for the ride-on purchased – cost R550,00.		
	\succ	Old blower in for repairs.		

	RP	BY DATE
5.2 Labour Related Issues Increases due.	ALL	8.3.10
5.3 Pest and Weed Control Skoffel had been purchased.		
5.4 Alterations Following an on-site inspection, the Meeting agreed to the proposed modification to the carport at unit 3.		
5.5 House Rules / Homeowners The Meeting agreed to introduce fines where members disobeyed the house rules. The fines were set at R500,00 for the first offence, R1 000,00 for the second offence. The 3 rd offence would entail the Association applying to the Courts in order to compel the offending member to obey the house rules. The Association would request a punitive cost order.	RS	1.4.10
 The following matters would be subject to fines: 1. Dogs brought onto the property. 2. Unregistered quad bikes. 3. Registered quad bikes without flags. 4. Speeding. 5. Noise. 6. Vandalism. 		
The Chairman requested that with immediate effect, Mr Smeda compile a welcome letter and supply the rules to the new members and have them sign for receiving the rules.	RS	15.3.10
 Signs Mr Horn advised the Meeting that all the signs had been purchased. The cost was R4 318,00. He requested that this cost plus the cost of the fire hoses be accrued into the 2010 financial figures. 		
5.6 Security Security to be covered under item 7.		

	RP BY DATE
5.7 'To Do' List Mr Horn suggested that a 'To D produced from the Minutes. Mr confirmed that as the Minutes were timeously, the Directors undertake allotted to them from the Meeting.	Drysdale e provided ALL
5.8 Financial Posting Mr Horn requested that R W Irish- change the format of the financial re that a number of the expenditure grouped differently. He would s requirements. Mr Horn also require Mr Smeda forward the petty cash ex him prior to posting. This will ensu- allocation.	eporting in e items be JH 31.3.10 supply the ested that xpenses to
6. MANAGING AGENT'S REPORT	
 Mr Drysdale distributed the statements for the month ending 2010. He elaborated on certain of t and expenditure amounts. With regard to the arrears, unit 17 an amount of R8 400,00. A few were one month in arrears but were up-to-date. Unit 75 – Michael Pein, in arrears although his account had adjusted. It was agreed that the cost of the b hedge-trimmer would be written R1,00 in the year of purchase. 	February the income 7 had paid members e normally was again now been blower and
6.1 Tasks from Previous Minutes Completed.	3
6.2 Sectional Title Developments There were no Sectional Title develop	
7. DIRECTORS REPORT-BACK	
7.1 Gardens & Building Maintenance - Many Tasks – previous Minutes: - <t< td=""><td>fred Butz</td></t<>	fred Butz

	RP	BY DATE
New Tasks:		
Mr Butz requested elbows to be put onto the pipes running under the bridge in front of unit 34.		
Following an on-site inspection, the pipes were to be left as is.		
Mr Dvorak to be requested to allow his boat locker to be dust-proofed in order to alleviate the problem affecting the other lockers. Mr Horn to contact him to get permission.	JH	15.3.10
The Meeting agreed with Mr Butz that the complex was looking extremely good and thanked Mr Smeda for his work.		
Expenditure Approval:		
Nothing.		
7.2 Harbour, Waterfront & Security - Graeme Rowe		
Tasks - previous Minutes:		
Mr Rowe advised that the proposal to protect the harbour entrance against people stealing auxiliary motors off yachts was difficult due to the continual fluctuations in the dam level. He had requested R20 000,00 to be made available to upgrade the laser beams in place. The laser beams had again been struck by lightning. Mr Horn proposed that the Directors go to the Annual General Meeting with a proposal that each unit be alarmed and that a figure for monthly monitoring be negotiated with Secret Eye. Provision had been made in the budget. A monitoring board to be erected at Mr Smeda's house.		
The Meeting agreed to promote the installation of alarms at units at the Annual General Meeting.	ALL	AGM
New tasks:		

	RP	BY DATE
Expenditure Approval: 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.	WK RS	30.3.10 30.3.10
The Meeting agreed to go ahead with the installation of the security light. The cost would be approximately R4 000,00.		
It was agreed that fire hydrants and fire equipment would added to Mr Rowe's portfolio.		
7.3 Maintenance - Wayne		
Klaassen		
Tasks – previous Minutes:		
New tasks:		
Expenditure Approval:		
Provision had been made in the budget for the installation of electrical meters at each unit. Mr Klaasen advised that he had been unable to sell the two MTD ride-on mowers and may have to reduce the price.		
The Meeting discussed upgrading the lights outside each unit. Mr Rowe suggested that the upgrade of the lights would improve the aesthetics of the complex.	ALL	
The Massey-Ferguson tractor needed repairs.	RS	Winter/end April '10
It was agreed to wait until winter to undertake the repairs.		

				RP	BY DATE
7.4 Fina	ncial	-	Johan Horn		
	gave the fol uary 2010:	lowing	report as at the		
Balances:					
Current ac	count	-	R104 500,00		
Investmen	t account	-	R531 000,00		
Total reser	ve	-	R636 660,00		
01	penditure bayment n hand		R111 869,00 R520 000,00.		
the jetty R945,64 d	account ba uring Janua	llance ary 201		DD	15.3.10
December valves had Robertson had been detailed u	2009, Mr malfunction and 32 – D damaged. under Plum	Drysda ned at Sherv The 1 Ibing.	t to plumbing in le explained that two units, 31 – G vood, and ceilings repairs had been The insurance ss the excess.		
transfer th paid by (account a to the boa	e legal fees Cormorant l nd offset ag t lockers fro ence was R	of R36 Bay to gainst om Cor	d been agreed to 260,00 originally the boat locker R19 000,00 owed morant Bay. The 5,00 in favour of		
expenditur financial	ave a brief r re versus	budge ing th	of the position of t in the 2010 at a number of er budget.		
Meeting, together v	out the prop confirming	the j crease	new budget to the provisions made, in the electricity		

		RP	BY DATE
	He confirmed that a provision for repairs to the roads in the amount of R40 000,00 would be provided for in the budgets over the next 5 years so that the internal roads could be paved. Provision had also been made for a new Kudu mower.		
	The proposed budget was accepted by the Meeting.		
	Outstanding Payments / Receipts:		
	Tasks - Managing Agent:		
	Plumbing expense to be investigated.	DD	15.3.10
	Tasks - <i>Auditor:</i> Change expense detail.		
	7.5 Liaison: Newsletter/Website - Johan Horn Mr Horn would compile a newsletter to be put on the website.		
	7.6 Special Projects Open Lockers - Wayne Klaasen		
	This matter had been finalised and was to be removed from the Agenda.		
	Locker Registration - Johan Horn		
	Mr Horn advised that all members with boat lockers would soon be receiving a letter from Attorney Peter Nathan requiring payment of the registration of the locker into the individual members names. The registration of the servitudes was awaited.		
8.	CORRESPONDENCE		
	Mr Horn advised the members of a letter received from Mr Sherwood in respect of his boat locker. The matter had been dealt with by Attorney Peter Nathan.		

		RP	BY DATE
9.	GENERAL		
	1. Payment of Accounts The accounts from Peter Nathan amounted to R51 570,00 and from the Land Surveyor – Hennie Maartens – R52 430,00. Mr Horn requested permission to transfer monies to Attorney Nathan's trust account from the boat lockers. The Meeting agreed to pay over the monies.		
	In dealing with the outstanding monies, it was agreed to put the schedule on the website so that each member was aware of the monies due for payment.	JH	30.3.10
	2. Increases Mr Smeda requested the Directors to agree to the staff increases that were due on 1 March 2010.		
	3. Easter Weekend Mr Rowe confirmed that the DJ had been booked, as well as jumping castles and the Bunny suit. Cormorant Bay would provide the braais and charcoal. Easter eggs to be purchased for the children.	GR	Ongoing
	4. Insurance Claims The claim for the beam repair at unit 36 had been repudiated and the members would have to undertake the work themselves.		
	5. Proposed Brick Paving – Unit 58 Mr Drysdale to advise Mrs Henderson that following her request, the Directors had viewed the area during a violent storm and the water had dissipated quickly enough to not go near the unit. The Directors had therefore agreed not to undertake any paving at the unit.	DD	15.3.10
	7. Lighting between Units It was agreed to get a quote for the lighting the dark areas between units, together with motion sensors. The matter would be taken to the Annual General Meeting for approval.		

	RP	BY DATE
8. Computer Expense Mr Smeda had had to purchase a new computer which he used extensively for Cormorant Bay. He requested that the Association make a contribution to the cost of R4 386,00. Following a proposal from the Directors, it was agreed to contribute 50% of	M	DIDATE
the cost.		

Meeting finished at:

There being no further business, the Meeting closed at 11:00.

CHAIRMAN

DATE