

**MINUTES OF A MEETING OF THE DIRECTORS  
OF CORMORANT BAY HOMEOWNERS ASSOCIATION  
HELD ON THURSDAY, 26 NOVEMBER 2009 AT 19:00  
AT THE HOME OF MR J C HORN,  
93 SECOND AVENUE, BREDELL, KEMPTON PARK**

<b>CONFIRMATION OF THE NEXT MEETING</b>	:	Saturday, 23 January 2010 at 08:00 at the Clubhouse Lapa, Cormorant Bay
<b>PRESENT</b>	:	Mr J Horn - Chairman Mr M Butz - Director Mr R Smeda - Estate Manager Mr D Drysdale - Managing Agent
<b>APOLOGIES</b>	:	Mr W Klaasen Mr G Rowe

		<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 matters were added.		
<b>3.</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>		
	<p>The Minutes of the Meeting held on 24 October 2009 were accepted and signed by the Chairman. The Chairman tabled a new version of the Agenda and Minutes. The main aim is to bring the Agenda and Minutes in line to correspond point for point with each other. Further to the above, two columns were added for RS – responsible person, and by date. This will hopefully help to achieve better measurability and feedback. NA – no action can be noted in the RS column if no action is required.</p> <p>When the Agenda is forwarded by Mr Drysdale recipients are requested to print the Agenda and bring it to the Meeting. Members will note that there is ample space for making notes and therefore, Directors should not have to wait for the Minutes to execute their allotted tasks.</p>		

		<b>RP</b>	<b>BY DATE</b>
<b>4.</b>	<b>COMMENTS &amp; MATTERS ARISING FROM PREVIOUS MINUTES</b>		
	<b>4.1 Not Portfolio Related</b> Mr Drysdale confirmed that the provident fund had paid out Washington Mahloba.	NA	
<b>5.</b>	<b>ESTATE MANAGER'S REPORT</b>		
	<b>5.1 Complex &amp; Area Development and Maintenance</b> The thatched umbrellas damaged in the storm had been repaired at a cost of R1 750,00. Mr Drysdale to check the insurance to establish whether this was outside of the excess.  All fire equipment had been serviced and new cabinets purchased for the extinguishers.  New 160 AMP circuit-breaker purchased for Phase I – R1 500,00.  750 storm clips purchased. Mr Smeda would start applying the clips to the leading tiles of the units in the front row.	<b>DD</b>  NA  NA  <b>RS</b>	<b>7.12.09</b>      <b>28.02.10</b>
	<b>5.2 Labour Related Issues</b> Nothing to report.		
	<b>5.3 Pest and Weed Control</b> Mr Smeda had applied the Hormoban. He was reminded to spray again in 3 weeks time in order for it to be effective.	<b>RS</b>	<b>17.12.09</b>
	<b>5.4 Alterations</b> Gigi had finished his alterations. Mr Butz requested that the French drain that had been built be made double the size to take the storm-water. It was agreed to engage two extra labourers for one week in order for the work to be undertaken.  The sliding gate to Mr Smeda's house was being built. He was rebuilding the carport at unit 59/60.  The main water meter and pressure valve had been exposed. 11 bars registering into the complex, with 3 bars going out to the units.	<b>RS</b>     <b>RS</b>  NA	<b>14.12.09</b>     <b>15.12.09</b>

		<b>RP</b>	<b>BY DATE</b>
	<p>The insurance assessor had been to view units 31 and 33. The pool table had been recovered.</p> <p>The two MTD ride-on lawnmowers have been delivered to Mr Klaasen. Mr Klaasen to establish whether one serviceable machine can be built out of the two.</p>	<b>WK</b>	<b>Feb. 10</b>
	<b>5.5 House Rules / Homeowners</b> Nothing to report.		
	<b>5.6 Security</b> Secret-Eye had taken over the company Cruiser Cove Alarms. Concern was raised over the fact that Harbour Town and Port O'Call had not engaged their services.	NA	
<b>6.</b>	<b>MANAGING AGENT'S REPORT</b>		
	<p><b>6.1 Tasks from Previous Minutes</b> Mr Drysdale had written to Eskom in Nigel regarding the electricity meters on Phase II that were not working. He had had no response and would have to follow-up with a reminder letter.</p> <p>A letter had been written to 62 regarding the trellis-work. Mr Smeda confirmed that it had been removed.</p> <p>A letter had also been written to Mr Swaffield. There had been no response.</p> <p>Mr Drysdale handed over the draft accounts for the month ending November 2009. The accounts showed that the Association had an amount of R130 000,00 in its current account and the arrear levies were in credit by R10 000,00.</p> <p>He had spoken to Mr da Cruz in respect of his debit order. He had been unable to speak to Mr Goldstein – unit 17, and had issued a summons for the arrears. A few other members were paying monthly in arrears but were normally up-to-date.</p>	<p><b>DD</b></p> <p>NA</p> <p>NA</p> <p>NA</p> <p><b>DD</b></p>	<p><b>7.12.09</b></p> <p><b>7.12.09</b></p>

		<b>RP</b>	<b>BY DATE</b>
	Mr Pein – unit 75, had brought his account up-to-date and had requested that the R500,00 fine be removed from his account in terms of an agreement made where curtains would be hung at the unit. The Meeting agreed to the removal of the fine.	<b>DD</b>	<b>7.12.09</b>
	Mr Drysdale's office was dealing with the insurance claims. Unfortunately, Roger Parker was the only carpenter in the area and is expensive. Members employing his services must realize that they may not be paid out the full amount of Mr Parker's account.	<b>DD</b>	<b>30.12.09</b>
	<b>6.2 Sectional Title Developments</b> Mr Drysdale confirmed having spoken to Mr Russell at Harbour Town. Mr Russel said that they had bought all the ground on the right-hand side of the road turning into Vaal Marina off the Villiers road. They intended to erect a facility for the public, including horse riding, go-carting, adventure golf, quad bike track, mountain bike track and the like.	NA	
<b>7.</b>	<b>DIRECTORS REPORT-BACK</b> The following feed-back was given by the Directors:		
	<b>7.1 Gardens &amp; Building Maintenance - Manfred Butz</b> Tasks – previous Minutes: <ul style="list-style-type: none"> <li>➤ The cutting-back of trees and shrubs was carried forward.</li> <li>➤ The trailer had been painted – the lights and jockey-wheel still to be purchased.</li> <li>➤ Reminder to members to switch off their geysers would be put on the website.</li> <li>➤ Electrician's quote to raise the photocells on the street lights to be e-mailed to the Directors for authorization.</li> <li>➤ Installation of the storm-clips to be completed by the end of February 2010.</li> <li>➤ Water tap poles installed.</li> <li>➤ Trampoline – work completed.</li> <li>➤ Elbows still to be installed.</li> </ul>	<b>RS</b>  <b>RS</b>  <b>JH</b>  <b>RS</b>  <b>RS</b>  <b>RS</b>  NA  <b>RS</b>	<b>31.12.09</b>  <b>20.12.09</b>  <b>15.01.10</b>  <b>15.01.10</b>  <b>28.02.10</b>  <b>30.12.09</b>  <b>15.01.10</b>



		<b>RP</b>	<b>BY DATE</b>
	Expenditure Approval: No expenditure was approved.		
	<p><b>7.3 Maintenance - Wayne laassen</b></p> <p>Tasks – previous Minutes:</p> <ul style="list-style-type: none"> <li>➤ To stand over.</li> <li>➤ Mr Smeda advised that the new ride-on mower was giving trouble, as one of the motors would not turn when the mower got hot. He had discussed the matter with John at Vaal Lawnmowers who advised that he could not find anything wrong. The Meeting agreed that as the vehicle was still under guarantee, Mr Smeda to send an e-mail to Vaal Lawnmower Services advising of the problem and request that a representative from Husquavarna attend the property to rectify the problem.</li> </ul> <p>New tasks: No new tasks were added.</p> <p>Expenditure Approval:</p> <ul style="list-style-type: none"> <li>➤ As discussed previously, there was a need to purchase certain capital items. Mr Smeda gave the different makes and prices available. The Meeting agreed to purchase a Stihl blower – 56cc at R4 995,00 and a Stihl hedge-cutter at R1 495,00.</li> </ul> <p>It was agreed that in future, the Association would again consider purchasing a Kudu lawnmower which was the best application for the complex.</p>	<p><b>RS</b></p> <p><b>RS/ DD</b></p> <p>NA</p>	<p><b>07.12.09</b></p> <p><b>30.12.09</b></p>
	<p><b>7.4 Financial - Johan Horn</b></p> <p>Mr Horn confirmed the following financial position as at 31 October 2009:</p> <p>Current account - R 85 333,59</p> <p>Market-linked account - R527 960,46</p> <p>Jetties - R 30 855,23</p> <p>Boat Lockers: Mr Horn would establish the balance from Hazel Barnes.</p>	<b>JH</b>	<b>15.01.10</b>

		<b>RP</b>	<b>BY DATE</b>
	<p>The Association was under budget year-to-date by R53 797,71. The creditors outstanding was R78 759,36 leaving a balance of cash on hand at R561 426,55.</p> <p>Mr Horn requested that the maintenance budget be change. He would advise of the changes so that the auditors could redirect the expenditure.</p>	<b>JH</b>	<b>07.12.09</b>
	<p><b>7.5 Liaison:</b>  <b>Newsletter/Website - Johan Horn</b></p> <p>The Chairman said he expected the website to be up and running by 10 December 2009. There would be 4 pages available. The first page – Agenda; second page – House Rules; third page – Directors and Staff. There would be a map on how to get to Cormorant Bay with the GPS co-ordinates. There would be links with the NSRI, weather forecast, Water Board.</p> <p>Mr Drysdale to pay the remainder of the account for the boat locker project.</p>	<p><b>JH</b></p> <p><b>DD</b></p>	<p><b>10.12.09</b></p> <p><b>07.12.09</b></p>
	<p><b>7.6 Special Projects</b></p> <p><b>Open Lockers - Wayne Klaasen</b>  Nothing to report.</p> <p><b>Locker Registration - Johan Horn</b>  Attorney Peter Nathan had reduced his fee to undertake the opening of the register and the transfer of the sections into the members' names to R3 750,00. Over and above this would be Hennie Maartens' fee for the survey and disbursements. Mr Horn said that the amount should be just under R5 000,00 for the transfer of each boat locker.</p> <p>He advised that he was having difficulty in meeting with Gavin Griffin. He would establish the signature on the boat locker account and arrange for the members to be refunded.</p>	<p><b>JH</b></p> <p><b>JH/ GG</b></p>	<p><b>Ongoing</b></p> <p><b>15.01.10</b></p>

		<b>RP</b>	<b>BY DATE</b>
<b>8.</b>	<b>CORRESPONDENCE</b>		
	Mr Horn signed the CM29 prepared by R W Irish-Alliott Inc.	NA	
	Mr Drysdale confirmed having instructed Attorneys McLoughlin & Porter to make representation to the Midvaal Local Municipality for a refund of the electricity being consumed by the municipal sewerage pumps on the property.	<b>DD</b>	
<b>9.</b>	<b>GENERAL</b>		
	<p>➤ Paving</p> <p>Mr Smeda suggested that it would be very beneficial if the strip of lawn or ground between the carports and the houses were paved, as well as a 1,5 metre area around all the units. The Meeting agreed that this would be beneficial and save on maintenance.</p> <p>Mr Horn followed this up by saying that the Directors should improve the property as a whole and plan ahead. It was his vision to have all the roads within Cormorant Bay paved. He would propose the matter at the next Annual General Meeting, saying that the work may take 3 - 5 years to complete but at least if R100,00 per month was raised off each member, the paving could be done over a period of time. He would get quotes.</p> <p>➤ Gum Trees</p> <p>Mr Smeda suggested that the gum trees be removed from the front of the property. Although they were declared invasive plants, the members who had units adjacent to the gum trees would have to be consulted as not everybody wished to have them removed.</p>	<p><b>JH</b></p> <p><b>JH/ RS</b></p>	<b>AGM 2010</b>
<b>10.</b>	<b>ADDING TO THE AGENDA</b>		
	Nothing was added to the Agenda.		

**Meeting finished at:**

There being no further business, the Meeting closed at 21:00.

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CHAIRMAN

\_\_\_\_\_  
DATE