

**MINUTES OF A MEETING OF THE DIRECTORS
OF CORMORANT BAY HOMEOWNERS ASSOCIATION
HELD ON SUNDAY, 10 MARCH 2013 AT 08:00
AT THE LAPA, CORMORANT BAY**

1. PRESENT:

Mr G Rowe	-	Trustee
Mr T van Wyk	-	Trustee
Mr M Butz	-	Trustee
Mr B Richards	-	Trustee
Mr B Hogan	-	Trustee
Mr R Gingell	-	Trustee
Mr R Smeda	-	Complex Manager
Mr D Drysdale	-	Managing Agent

2. APOLOGIES:

Mr H du Bruyn

3. CONFIRMATION OF THE PREVIOUS MINUTES

The Minutes of the Meeting held on 10 February 2013 were accepted with one amendment:

Page 4, paragraph 4 – Mechanical, 3rd line:

The amount **R1 000,00** was deleted and substituted with the amount **R1 100,00**.

The Minutes were thereafter proposed by Mr Hogan and accepted by Mr Rowe.

4. ESTATE MANAGER'S REPORT

ACTION

The Estate Manager's Report had been e-mailed to the Trustees and forms part of the Minutes. Mr Smeda then went through each item on his report.

In referring to the termites at Units 5 and 6, the owners of which units Mr Smeda had phoned to inform, it was agreed that the Managing Agent would write to the members confirming that there were termites and they must take immediate action to have them fumigated.

DFD

The Meeting discussed the pump for the irrigation. It was agreed that a buoy would be built out of drums with a sign demarcating the pump so that craft would avoid the area.

ACTION

Mr Butz referred to the sheeting on the carports at Units 15 / 16 and 17 /18 where the roofs were rusting and leaking. It was agreed that the Managing Agent would write to these members requesting that they attend to the carports by having new sheeting installed. Mr Butz then referred to the carport at Unit 3 where it joined the main house and the water was running off the carport and down on the Unit's walls, which were now covered in moss. The Meeting discussed the suggestion of fitting gutters but most of the Trustees felt that this was a waste of money as the gutters became clogged up with leaves and debris and merely overflowed. A suggestion was then made to put in industrial gutters. A letter to be written to Unit 3 requesting that they undertake modifications to the carport roof so that the water ran off and did not go down the wall of the unit.

DFD

Mr Rowe said that on walking around the complex he noticed a number of broken windows. He requested that these be repaired. Mr Gingell referred to his roller-shutter door, which he said was difficult to lift. This was corroborated by both Mr Richards and Mr van Wyk. Mr Smeda to try and get a garage door contractor to attend the property to see whether he could alleviate the problem being experienced by these members.

RS

5. MANAGING AGENT'S REPORT

Mr Drysdale confirmed that the repairs to the jetty by Mr Smeda would be discussed at the Annual General Meeting. The agreement between Marina Letata and the Midvaal Local Municipality in respect of the refunds due for the electricity consumed by their pumps had been signed and Marina Letata was now negotiating with the Municipality in respect of the monies owing. Mr Drysdale proposed that the same agreement be drawn for Cormorant Bay and that as Mr Smeda had been taking the electricity readings each month, the claim on the electricity used by the sewerage pumps be determined and the claim be made to the Midvaal Council.

ACTION

6. DIRECTORS REPORT-BACK

1. Gardens and Complex Management

Mr Butz advised that one of the street lights on the main road needed repair. Window putty to again be replaced. The port light at the entrance to the harbour to be checked. Mr Rowe proposed that the globes in the complex be changed to energy-saving globes, particularly the flood lights over the harbour. The ants that were prevalent at this time of year needed to be sprayed continually.

RS

2. Harbour and Jetties

The harbour required 32 more floats. Mr van Wyk confirmed that he had ordered fifteen floats and the cost with transport was R51 300,00. The Meeting discussed the purchase of the poles to stabilize the jetties. Various proposals were made and it was agreed that the poles be 9-inch and 8mm thick. Mr Smeda to arrange for the poles to be set in concrete on tyres and then affixed to one of the jetties on a trial basis. It was agreed that having the poles hot-dipped galvanized would cost too much and replacing a pole every 10 years was acceptable.

RS

It was agreed that the balance of the floats, being 17, needed to be ordered. Mr Drysdale said there was an accrual in the accounts for monies owing to the jetties by Cormorant Bay. He was trying to establish whether this amount was correct as it dated back to 2009/2010. In the interim he would work out a costing for the balance of the floats and these monies would have to be raised by a further special levy to the jetty owners.

Mr Gingell enquired about the rubber cushions on the edge of the jetties. The cost of doing 2 bays was R12 000,00. The raw material came from Chris Jansen. The Meeting suggested that this should go to the Annual General Meeting and the matter be discussed between all the jetty owners so that the material could be ordered at one time by the raising of a special levy.

ACTION

3. Waterfront, Security and Electrical

Mr Richards gave a report on the work that he had carried out on the property since the last Meeting. His report forms part of the Minutes. The trees around all the light poles on the property were to be trimmed back.

Mr Hogan mentioned the problem he had picked up at Unit 59 where the owners were in residence and were not being charged electricity. The Meeting requested that the spare meter be put into this unit, as it appeared that the meter was not working. Mr Richards was checking the electricity readings each month.

4. Mechanical

There were no matters discussed under mechanical.

5. Staff and Related Matters

Mr van Wyk confirmed having spoken to the Chairman and they agreed that the staff increase should be calculated at 6% from 1 March 2013. Mr Drysdale advised that he had done so with the exception of Mr Smeda's salary as the correspondence advised that this would be discussed after the Meeting. It was agreed that Mr Smeda's salary also be increased by 6%.

DFD

6. Communication

It was requested that the website be updated as Mr Horn was still listed as the Chairman. The Meeting discussed the Easter activities and it was agreed not to rent a jumping castle but to rather proposed that a communal braai be held on Saturday, 30 March 2013.

GR

7. Financial

The financial accounts of the Association had been distributed. Mr Drysdale confirmed that the current account balance was R124 143,78 and an amount of R669 636,11 was in the call account. The jetty owners current account was R63 756,30. This balance would be reduced as an amount of R51 300,00 had been paid out for the jetty floats that had been ordered.

ACTION

In turning to the arrears, Mr Drysdale said that the three members who were continually in arrears were Messrs Degenaar and Degenaar : Unit 27 - R8 912,30; Mr M Pein : Unit 75 - R7 990,79 and B M Knowles : Unit 81 - R16 337,22. Mr Knowles had not brought his account up-to-date although the Association confirmed a letter sent by his attorney to the Association advising that Mr Knowles had sold part of his business and that Association would be paid out of these proceeds. Mr Drysdale said he would try once again to speak to Mr Degenaar and Mr Pein, failing he would have not alternative but to hand over these accounts for collection.

DFD

8. Special Projects : Boat Lockers

Mr du Bruyn confirmed having spoken to Mr Horn and advised him that the Association was prepared to co-opt him onto the Board purely for the finalisation of the boat locker registration. Mr Drysdale confirmed having had a meeting with Attorney Peter Nathan who had again advised that he would get the documentation out by Tuesday, 5 March 2013. He was aware that some of the members had got the documentation, as there had been a number of queries regarding the accounts sent out by Attorney Nathan. It is recorded that none of the members at the Meeting had received any correspondence from Attorney Nathan. On the instructions of the Chairman, a letter had been sent to Attorney Nathan advising that no more monies would be paid to him until an audit was done on the boat locker account. A letter had also been sent to the members advising not to pay over any further monies to Attorney Nathan.

7. GENERAL

1. Petrol Usage

It was agreed that the monitoring of the mileage on the bakkie and the fuel purchases be recorded by Mr Smeda as had been done in the past.

RS

APPROVED

2. Damp Problem

Mr Richards advised that in rain storms, water was backing up against one of his outside walls and was causing damp to the outside of the unit. He requested that the matter be investigated to try and get the storm water to flow away from the unit.

8. CONFIRMATION OF NEXT MEETING

There being no further business, the Meeting closed at 09:50. The next Meeting would be held on Sunday, 14 April 2013 at the same time and venue.

APPROVED:

CHAIRMAN

DATE