

**MINUTES OF A MEETING OF THE DIRECTORS
OF CORMORANT BAY HOMEOWNERS ASSOCIATION
HELD ON SATURDAY, 5 MAY 2012 AT 08:00
AT THE LAPA, CORMORANT BAY**

PRESENT:

Mr W Klaasen	-	Trustee
Mr E Hogan	-	Trustee
Mr B Richards	-	Trustee
Mr M Butz	-	Trustee
Mr T van Wyk	-	Trustee
Mr D Drysdale	-	Managing Agent

APOLOGIES:

Mr J Horn
Mr R Smeda

Mr Drysdale opened the Meeting by welcoming the members. He said that as the Chairman was an Apology, the Trustees should elect a Vice-Chairman from amongst themselves in order to Chair meetings in the absence of the Chairman. Mr Hogan proposed Mr Klaasen. This was seconded by Mr van Wyk. Mr Klaasen was duly elected as the Vice-Chairman.

Mr Klaasen requested Mr Drysdale to Chair the Meeting.

RESIGNATION:

Mr G Rowe

The Meeting noted the resignation of Mr Graeme Rowe, which was accepted with regret.

1. RE-ALLOCATION OF PORTFOLIOS

Mr van Wyk agreed to take over the Harbour & Jetties. Mr Bevan Richards would handle the Waterfront and Security.

2. ADDING TO THE AGENDA

- 1. Jetties**
- 2. Gardens between Units**

3. CONFIRMATION OF THE PREVIOUS MINUTES

The Minutes of the Meeting held on 18 February 2012 were accepted with one amendment.

Mr Tim van Wyk was added under 'PRESENT'

The amendment was made in the Minute Book and thereafter signed by Mr Klaasen.

4. MATTERS ARISING

ACTION

1. Roads

It was confirmed that tar had been delivered and the roadwork undertaken.

2. Jetties

Mr Drysdale confirmed that the payment of R27 000,00 for the chain had been made. The re-establishment of the jetties would now take place. Mr Hogan advised that a number of members were enquiring as to what was happening with the jetties. He suggested that a programme of repair work be drawn up and posted on the lapa notice board so that members were aware of the programme to re-establish the jetties.

3. Window Putty

This had still not been done.

RS

4. Ground Between Boat Lockers

It had originally been agreed to employ a grader to undertake the work between the boat lockers. This had not been done.

5. Husquavarna Lawn Mower

The lawn mower was back and working.

6. Concrete Tables

Five sets of tables and chairs had been purchased and were placed on the common property.

7. Roof Tiles

This work appeared to be outstanding. Mr Hogan said that if roof tiles were unavailable, then the Body Corporate should consider taking the roof tiles off one side of Roy's house and replacing them with a different tile.

ACTION

The tiles from Roy's house could then be used to replace broken tiles throughout the complex.

8. Security Fence

The security fence along the eastern border appeared to be overgrown and needed to be cleared.

RS

9. Harbour Lights

The light on the south-east bank was tilting. The pole needed to be straightened.

RS

10. Boat Launching Fees

Mr Hogan referred to the accounts, asking where the monies which he had paid for launching, were indicated as he could not find the recovery noted. Mr Drysdale to establish where the funds were.

DFD

The Meeting agreed that it was extremely difficult to establish what had taken place since the last Meeting due to Mr Smeda's absence at the Meeting. It was agreed that it was extremely important that Mr Smeda attend each Meeting even though he submitted a report.

5. MANAGING AGENT'S REPORT

1. Tasks from Previous Meeting

Mr Drysdale advised that he had met with Attorney Peter Nathan and had handed him a letter advising that it was the Association's intention to appoint an alternative attorney to deal with the registration of the boat lockers if Attorney Nathan did not perform. Subsequently Attorney Nathan had sent a number of e-mails showing the forms that would be sent out to members for signature in order to start the process for the registration of the boat lockers. It had been established that the registration of the servitudes could not take place unless all the bondholders, being mainly the banks, agreed to the amendments. Mr Drysdale said he had advised Attorney Nathan to attend the banks personally rather than waiting for replies to his correspondence as the banks would merely sit these matters, thereby dragging out the whole process.

		ACTION
With regard to the repayment of interest to Mr Sherwood, Mr Drysdale had established that the account signatories were still Mr Horn, Mr Fraser and Mr Bevan Davis. He would get Mr Fraser to resign and supply an Affidavit that Mr Davis was no longer resident at the complex. Although he had requested that the account be transferred to Craighall Branch, it was still resident at Northcliff where Hazel Barnes had opened the account. Mr Hogan also signed the request to have the interest paid out. He requested that his levy account be credited with the residue.		DFD
6. GARDENS and COMPLEX MANAGEMENT		
Mr Butz addressed several matters, advising that in a letter to Mr Smeda dated 13 March 2012, concerning the request to paint the shutter-board at Piet's room, this had still not been undertaken.		RS
The slipway needed to be repaired. He suggested that the re-concreting be undertaken with reedbar, which could be undertaken in sections.		RS
The signs indicating the speed limit of 5KPH still to be erected.		RS
Piet's room was very untidy and appeared to be fire hazard with the number of electrical items being run off a 15 amp plug. Mr Richards agreed to undertake the installation of a small DB board with an overload trip-switch.		BR
The grid to be replaced on the drainage between 26 and 26. A shackle on the children's swings to be replaced. The photocell at Piet's room to be moved. Harbour entrance lights to be repaired.		RS
Mr Hogan questioned the electricity readings at Unit 57 where the meter read 0 yet they were in residence most weekends. In response, Mr Richards said it was his intention to check all the meters to the units to establish once and for all that the meters were connected to the correct units. He also intended to put meters in to record the electricity usage on Phase II.		BR

ACTION

The cost would be approximately R3 000,00. The Meeting agreed to go ahead with this installation, as the Eskom meters had still not been repaired.

In order to streamline the work to be undertaken within the complex, it was agreed that each member should establish a list of what they perceived should be undertaken and that the Managing Agent should collate this list, which should then be e-mailed to the members and Mr Smeda, as the Meeting was unaware of what matters had been attended to and what was still outstanding.

It was confirmed that where members had established gardens dividing the units, it was the Association's responsibility to take care of these gardens between the units.

7. MECHANICAL

Mr Klaasen advised that there were no mechanical issues.

8. STAFF and RELATED MATTERS

Mr van Wyk said it was difficult to deal with the staff without going through Mr Smeda. He suggested that it may be beneficial to manage the complex differently. He proposed that the Trustees walk through the complex once a month to carry out an inspection and drawing up an action list. He could then meet with all the staff and deal with the matters of concern. Concern was raised over Julian Smeda's working hours and whether he was being managed effectively.

ALL

9. COMMUNICATION, SOCIAL, WEBSITE and NEWSLETTER

Mr Hogan confirmed that the website had been updated and invited the members to look at it. The Easter social activities had gone off well and there were pictures on the website. Mr Butz to be refunded the amount of R1 192,00 for various items of expenditure for the Easter events.

DFD

10. FINANCIAL

Mr Drysdale went through the financial accounts that had been distributed to the Trustees, confirming the current assets and liabilities.

In dealing with the arrears, only 2 units were of concern. Unit 17 – Paradise Road Investments and Unit 27 – Degenaar and Degenaar. Mr Drysdale would write a strongly-worded letter to both these members. A number of other units were paying monthly in arrears. These members to be reminded that levies were to be paid monthly in advance and should avail themselves of the debit order facility in place, which would assure that their levies were paid timeously. Mr Hogan advised that Mr Drysdale that he had originally signed a debit order instruction which had never been implemented.

DFD

11. GENERAL

1. Additional Drums of Tar

Mr Smeda had requested 3 more drums of tar for the roads. The Meeting agreed to the purchase.

RS

2. Concrete Benches

Two further sets of concrete benches and chairs were required. The Meeting agreed to the purchase of these items.

3. Future Meetings

Whilst the members agreed to the previous proposal that there was indeed good reason to have the full Trustees Meeting every 2 months, Mr van Wyk said that the Trustees needed to keep on top of the various projects and work to be undertaken on the property and having a Meeting every 2 months meant that items were not being followed-up and attended to effectively. Therefore, the Trustees were to some extent, losing control of monitoring the work on site. He proposed that in between each full Trustees Meeting, those Trustees who were available should meet once a month and walk through out the complex, drawing up an action list which would then be distributed and followed-up actively to ensure that work was completed timeously.

ACTION

It was therefore agreed that those Trustees who could, would meet on Sunday 10 June 2012 at 08h00 at the lapa to undertake the proposed exercise. The next full Trustees Meeting would be held on Sunday, 8 July 2012 at the same time and venue.

There being no further business, the Meeting closed at 10h20.

APPROVED:

CHAIRMAN

DATE