

**MINUTES OF A MEETING OF THE DIRECTORS
OF CORMORANT BAY HOMEOWNERS ASSOCIATION
HELD ON TUESDAY, 18 SEPTEMBER 2012 AT 08:00
AT THE BUSINESS PREMISES OF MR T VAN WYK,
19 BOTHA STREET, ALROADE ALBERTON**

PRESENT:

Mr J Horn	-	Chairman
Mr T van Wyk	-	Trustee
Mr B Richards	-	Trustee
Mr W Klaasen	-	Trustee
Mr E Hogan	-	Trustee
Mr R Smeda	-	Complex Manager
Mr D Drysdale	-	Managing Agent

APOLOGIES:

Mr M Butz

1. WELCOME

The Chairman welcomed the members to the Meeting.

2. ADDING TO THE AGENDA

1. Annual General Meeting

3. CONFIRMATION OF THE PREVIOUS MINUTES

The Minutes of the Meeting held on 19 August 2012 were accepted.
Proposed by Mr van Wyk; seconded by Mr Klaasen who thereafter
signed the Minutes.

4. COMMENTS and MATTERS ARISING FROM PREVIOUS MINUTES	RP	BY DATE
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Nothing to report.

5. ESTATE MANAGER'S REPORT

Mr Smeda reported the following:

**5.1 Complex & Area Development
and Maintenance**

The tennis court had been re-surfaced.
The contractor was waiting for final
payment before adding the lines.
Payment of the balance was authorised.

DFD	22.9.12
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Soil removed from the area had been used at the waterfront on the poolside. Elite paving was awaiting the deposit to start work. Tree roots needed to be cut back in order for the paving to be undertaken. It was agreed to chop out the roots. Steps had been cast in the stairways at the harbour. Rocks had been removed from the waterfront. Awaiting payment to Miloy to collect the balance of the tar.

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DFD **22.9.12**

The IBR roof sheeting over the old boat lockers was rusting. It was agreed to apply a rust converter followed by grey oxide. Mr Smeda was instructed to purchase 20 litres of each product and evaluate how much coverage could be undertaken after which to purchase the correct amounts to attend to all the rust. After completing the work it would be decided whether to undertake the painting of all the roofs.

RS **30.9.12**

5.2 Labour Related Issues

The leave cycle was continuing.

5.3 Pest and Weed Control

The Hormoban was finished and required replenishing. A cost of R800,00 for 5 litres was quoted. Mr Horn undertook to try and find a more suitable application. Some of the Kareeboom trees had split in the storm.

JH **22.9.12**

5.4 Alterations

Alterations were continuing at Units 52 and 62. Mr Drysdale confirmed having been advised by Mr Bosman that he intended to undertake alterations, including the fitting of stacking doors on his patio. Mr Drysdale had been away and Mr Bosman had advised that he was proceeding, as his builder was ready to start. It was agreed to distribute the letter from Mr Bosman to the Trustees and write to Mr Bosman instructing him to stop all work until he had a letter from the Body Corporate in his possession, advising him that he could proceed.

DFD **22.9.12**

	RP	BY DATE
<p>The stacking doors had to done similar to Unit 3 and the doors must stack to the inside. The Body Corporate required a letter indicating the identification numbers of the contractor and his staff.</p>		
<p>5.5 House Rules / Homeowners Nothing to report.</p>		
<p>5.6 Security Nothing to report.</p>		
<p>6. MANAGING AGENT'S REPORT</p>		
<p>6.1 Tasks from Previous Minutes Mr Horn questioned the extension to the patio by Mr Marsh. Mr Drysdale confirmed that the matter had been dealt with and a letter of response had been sent to Mr Marsh.</p>		
<p>6.2 Sectional Title Developments The Secitonal Titles Act to be amended.</p>		
<p>7. DIRECTORS REPORT-BACK</p>		
<p>7.1 Gardens & Complex Management Mr Smeda confirmed having received an e-mail from Mr Butz and was attending to the issues raised by him.</p>		
<p>Mr van Wyk showed the Meeting a mould to undertake the driveway paving in-between the garages. It was agreed to talk to Island View and get a costing.</p>	RS	22.9.12
<p>7.2 Harbour & Jetties Mr Hogan advised that there had been some opposition to the proposed extension of the harbour. The matter would be discussed at the Annual General Meeting. He confirmed that with the water level rising, it may be too late to undertake the work. There was a suggestion that the proposed harbour would block the view of those members facing the proposed area. Twenty-two people were interested.</p>		

It was agreed that Mr van Wyk purchase the floats for the jetties. Mr Smeda said it would take about one month to complete the refurbishment of the jetties.

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TvW
30.9.12

Mr Drysdale enquired about the state of the jetties following correspondence from Mrs Bosman. Mr Smeda confirmed that following the rising water level the chains had not been adjusted.

Mr Hogan advised said a number of people had enquired about a roll-out jetty if the harbour extension was not going to go ahead. Mr Horn advised that he was not keen on this type of jetty but would rely on what the members wanted.

7.3 Waterfront & Security

Mr Smeda confirmed having hired casual labour to undertake the removal of rocks and tyres from the waterfront.

Lightning had struck the receivers at the entrance gate. These had been repaired.

7.4 Mechanical

The starter motor had been replaced on the tractor. No invoice was available yet.

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22.9.12

Mr Smeda confirmed that he had replaced the floor in the trailer and completed painting the rust with red oxide.

The Husqvarna lawnmower was ready for collection. Mr Horn proposed that the Association look at purchasing a new mower every 5 years. He suggested obtaining a quote for a Hustler. The machine did a 42-inch cut and cost R46 750,00. The mechanical parts were all belt-driven. He proposed that the new mower be used to undertake the work on the property and the old mower be kept as a stand-by.

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The Meeting agreed to proceed with the purchase of a Hustler.

Mr Richards advised that he had installed a new DB board for the garages.

Mr Smeda requested a new jumper-pack. This was approved.

7.5 Staff & Related Matters

The Meeting enquired about Julian's status now that he had remarried and was living off the property. Mr Smeda confirmed that nothing had changed.

7.6 Communication, Social, Website and Newsletter

Mr Hogan confirmed that he continued to update the website.

7.7 Financial

Mr Horn referred to the monthly financial statements for the period ending 31 August 2012.

Current Assets:

Standard Bank Current:	R 163 235,56
Std. Bank Call Deposit:	R 660 576,52
Jetty Owners:	R 93 916,49
Sundry Customers:	R 59 240,54
Petty Cash:	R 4 676,10
Boat Locker Monies	
Received in Advance:	R 5 125,00
TOTAL	<u>R 981 645,21</u>

Current Liabilities:

Customer Control Account:	R 20 330,42
Sundry Suppliers	R 210 751,00
Standard Bank Cr. Card:	R 4 217,89
Prov. for Future Expenses:	R 12 431,02
TOTAL	<u>R 247 730,33</u>

Nett Cash Value: R733 923,88

In referring to the budget, it appeared that only the expenditure on roads was over-budget.

The profit to date was R19 747,90.

In turning to the arrears, Mr Drysdale advised that he had spoken to Mr Luis – Unit 2, regarding the arrears. Apparently the bank had not instituted the debit order for the new levy amount. He undertook to make the payment.

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In respect of Unit 27 – Degenaar and Degenaar, this was a continual problem and they had been sent a letter advising that they should make payment.

Unit 75 – Mr Pein, had brought his account up-to-date.

Unit 81 – B M Knowles. A letter had been written to Mr Knowles advising him to bring his account up-to-date, failing which it would be handed over.

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7.8 Special Projects

➤ Locker Registration

Mr Horn advised that the two servitudes had now been registered. The right-of-way servitude and the servitude of encroachment would now be sent to Midvaal and Hennie Maartens had been instructed to have the boat locker plans approved. Once this was done, the plans would be sent to the Surveyor General and after approval by him, the register would be opened.

At this time, the plans for the open old sheds was not available and plans may have to be drawn for these sheds.

JH

22.9.12

8. CORRESPONDENCE

Two letters had been received from Mr Bosman.

9. GENERAL

9.1 Annual General Meeting

Mr Horn requested that either Wayne Klaasens or the Managing Agent Chair the Annual General Meeting in his absence.

It was confirmed that Messrs van Wyk, Hogan and Richards would make themselves available to stand again. Mr Horn said that it was time to install new blood in the Board of Directors. He requested that the nomination and proxy forms be redistributed to the members.

RP **BY**
DATE

DFD **22.9.12**

9.2 Annual Financial Statements

The annual financial statements for the year ending February 2012 were signed by Mr Horn and Mr Klaasens.

10. CONFIRMATION OF NEXT MEETING

In closing the Meeting at 20:15, Mr van Wyk thanked Mr Horn for all his hard work undertaken during his tenure as a Director as well as the Chairman of the Board. The Meeting warmly agreed with Mr van Wyk.

APPROVED:

CHAIRMAN

DATE