

**MINUTES OF A MEETING OF THE DIRECTORS  
OF CORMORANT BAY HOMEOWNERS ASSOCIATION  
HELD ON SUNDAY, 21 OCTOBER 2012 AT 08:00  
AT LAPA, CORMORANT BAY**

**1. PRESENT:**

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

**2. APOLOGIES:**

Mr R Gingell

**3. WELCOME and ELECTION OF A CHAIRPERSON**

Mr Drysdale welcomed the new Directors and confirmed that the first business at hand was to elect a Chairperson from amongst themselves.

Mr Rowe proposed Mr Hansel du Bruyn or Mr Tim van Wyk as Chairperson. Mr van Wyk advised that due to his business commitments in Africa he could not take on the position as Chairman. Mr du Bruyn's nomination was seconded by Mr Richards. There were no other nominations and Mr du Bruyn was duly elected as the Chairman of the Association until the next Annual General Meeting.

**4. CONFIRMATION OF THE PREVIOUS MINUTES**

On a proposal from Mr van Wyk, the Minutes of the Meeting held on 18 September 2012 were accepted.

**5. COMMENTS and MATTERS ARISING FROM PREVIOUS MINUTES**

**ACTION**

Mr Drysdale explained that following the Annual General Meeting at which Mr Hogan had been nominated and elected, he had e-mailed the Managing Agent to advise that he withdrew his nomination and therefore, had no intention of standing. In turn, Mr Drysdale confirmed having written to Mr Hogan requesting that he resign from the Association as he had been elected. There was no further communication.

**ACTION**

➤ **Miloy**

The payment to Miloy for tar had still not been undertaken as there was no invoice.

**RS**

➤ **Boat Locker Roofs**

The Meeting discussed the painting of boat locker roofs and whether or not the complete roof should be undertaken. Rusting had occurred around the screws. It was agreed to brush the areas and apply a rust converter, primer coat and then use a bitumen-based paint to treat the areas. Mr Smeda estimated that the labour to paint the whole roof was between R12 000,00 and R15 000,00. Mr Smeda to obtain a quote from a contractor to undertake the remedial work.

**RS**

➤ **Driveway Moulds**

This had not been followed-up. Mr van Wyk to speak to Albert at Island View to get an idea of the cost of materials to make the paving bricks. The moulds were R150,00 each. It was agreed to purchase a few moulds and make the driveway pavers when the workers were not busy.

**TvW  
/RS**

➤ **Floats**

Following the Annual General Meeting, Mr van Wyk confirmed that the suppliers of the jetty floats had stock. He would obtain a proforma invoice for ten 2-metre by 1-metre boxes. A better method of securing the jetties was to affix poles rather than chains at the ends of the jetties. The present anchors were too light. The delivery of the boxes was 2 – 3 weeks. He would establish a price for delivery. He said he may be able to use one of his own trucks to transport the boxes to Cormorant Bay.

**TvW**

➤ **Mechanical**

The trailer had been given a final coat of paint. The equipment comprising 2 blowers and 3 weed-eaters were working. A vacuum to be considered for one of the tractors to pick up the grass cuttings.

➤ **Tennis Court**

The tennis court had been completed. The contractor to return to patch a hole.

## ACTION

The Meeting discussed the bottom fence, which needed to be closed.

**RS**

The tennis court surface should last for 7 years. The paving had been completed. The soil that had been removed had been used at the waterfront. Steps had been cast at the harbour.

It was agreed to purchase 2 more concrete benches for the tennis court.

**RS**

### ➤ **Bollard Lights**

Bollard lights around the clubhouse needed to be replaced. This included three lights within the complex. Mr Richards to look at options for purchasing new bollards.

**BR**

## 6. **ESTATE MANAGER'S REPORT**

### 1. **Complex & Area Development and Maintenance**

The jumper-pack still to be purchased. Mr Rowe to obtain prices.

**GR**

The tar for the roads would only be picked up when the work was nearing completion. The employment of a front-end loader at the waterfront to take out rocks had not worked, as the rocks were too deep.

The thatch umbrellas had been covered with mesh. Slabs placed at the ends of the slipway.

### 2. **Labour Related Issues**

The leave cycle continues. Mr Smeda would be on leave in the following week.

### 3. **Pest and Weed Control**

The Hormoban had been purchased and was being applied. Weeds continued to be a problem. A mulcher unit for the lawnmower to be priced. The estimate was R2 000,00. The Husqvarna had been returned for settings, as one motor appeared to run faster than the other. They would only use the new machine. The old machine was on stand-by.

**RS**

### 4. **Alterations**

Unit 52 – the alterations for the sliding door had been completed.

**ACTION**

Unit 59 – internal work had been undertaken.

Unit 62 – work almost complete.

**5. House Rules / Homeowners**

Nothing to report.

**6. Security**

The electric fence was active although beams were not working. The fence to be cleared of creepers and branches.

**RS**

It was confirmed that unit owners were responsible for the security of their own units. It was proposed that quotes be obtained from Roboguard for wireless transmitters and receivers to replace the beams that never worked. Mr Richards would look at the system and obtain a price. Only the waterfront area would be secured.

**BR**

**7. MANAGING AGENT'S REPORT**

The Meeting discussed the arrears and the problems surrounding Unit 81. Mr Knowles had advised that he was unable to pay the levies due to a Government contract not being paid out to him. The Meeting agreed that members must pay timeously each and every month and where levies were in arrears, letters to be written advising members to bring their accounts up-to-date. In respect of Units 19, 27 and 81, these members to sign Acknowledgments of Debt where the current levies were to be paid each month and the arrears be paid as well over a short period. Where members did not enter into Acknowledgments of Debt, these accounts would be handed over for collection by the Association's attorneys.

**DFD**

Mr Drysdale to obtain information of the provision for future expenses and the expense of R2 500,00 debited out against accounting fees in August and September 2012.

**DFD**

**ACTION**

**8. DIRECTORS REPORT-BACK /  
ALLOCATION OF PORTFOLIOS**

Electrical & Maintenance	-	Bevan Richards
Mechanical	-	Hansel du Bruyn
Website	-	Eric Hogan
Financial	-	Hansel du Bruyn / Rob Gingell
Waterfront, Harbour & Jetties	-	Graeme Rowe / Tim van Wyk
Security	-	Graeme Rowe
Gardens & Complex Management	-	Manfred Butz

**1. Gardens & Complex Management**

➤ **Tasks from Previous Minutes**

Mr Butz confirmed that the umbrellas had been covered and that the weeds were being attended to.

➤ **New Tasks**

Weeds on patios to be eliminated.  
Branding at Unit 44 to be attended to.  
Tree at 62 appeared to have been bumped and needs to be straightened.  
Electric fence to be cleared of foliage.

**RS**

➤ **Expenditure Approval**

Nil

**2. Harbour and Jetties**

Mr Rowe would help out with this portfolio.

The Meeting discussed the question of mobile jetties. Mr du Bruyn proposed buying one jetty, which could be used by members. The original e-mail from Mr Hogan to be distributed to the Directors. The Meeting agreed to purchase one jetty.

**EH**

Mr du Bruyn suggested that the north wall of the harbour could be moved out rather than the previous proposal to form an extension of the harbour on the south side by breaking through the existing wall.

**ACTION**

The problem appeared to be the settlement of the harbour wall, which Mr John Bramwell advised took months and months to stabilise. The cost was also prohibitive.

➤ **Electrical Meters**

Mr Richards had produced a schedule of the meter readings' consumption by unit. The installation of the meters on Phase II confirmed that 30% to 40% of the electricity was consumed by the common property. The rate of recovery from members was based on the Eskom account for Phase I. Mr du Bruyn advised that in looking at the accounts, the expense and recovery appeared to be similar, which meant that the recovery of electricity was being under-provided as the meters for Phase II were not working and therefore, not being charged out by Eskom. The cost of electricity may need to be adjusted to account for this. Mr Drysdale confirmed that in the last account from Eskom where a reading had been done, some members had received credits due to the over-calculation in the unit price. The Meeting agreed that this should not be done in future and that a fixed rate should be calculated and debited out to the members each month as there appeared to be an under-recovery of electricity.

**DFD**

**2. Staff and Related Matters**

The only matter of concern was raised by the ABSA Pension Fund who had advised that as there was only 1 member on the Fund, that being Julian Smeda, the cost of running it had risen to 8,5% and therefore, the company's contribution was being swallowed-up by the administration fee. The matter had been addressed with Mr Smeda and Julian would have to decide on whether to withdraw from the Fund and join a different fund where the cost to company would be more beneficial to him.

**RS**

	<b>ACTION</b>
<p><b>3. Communication, Social, Website and Newsletter</b></p> <p>Mr Rowe to communicate with Eric Hogan and establish the updating of the website. The Managing Agent to arrange an automatic link to the website via the invoices and statements. The website to be used as a vehicle to inform members of upcoming activities at the complex.</p>	<b>GR</b>
<p><b>4. Financial</b></p> <p>Mr du Bruyn requested that the sundry suppliers liability consisting of the R168 000,00 in reserve for Eskom, be listed separately on the financial accounts. The Meeting discussed the communication from Mr Smeda, which required a complete upgrade of the computer hardware at Cormorant Bay. It was agreed to obtain quotes for a laptop and printer with back-up to an external hard drive. Mr Rowe was tasked with obtaining prices. The new budget to make provision for a new bakkie.</p>	<p><b>DFD</b></p> <p><b>GR</b></p>
<p><b>5. Special Projects : Boat Locker Registration</b></p> <p>Mr Drysdale confirmed that the matter had been handled by Mr Horn who dealt directly with Attorney Peter Nathan and the Land Surveyor – Hennie Maartens. Mr Drysdale advised that Attorney Nathan had requested an increase in the agreed tariff due to the amount of extra work he had undertaken in having the servitudes registered both with the Council and the Deeds Registry Office. At this time, Mr Drysdale understood that the plans for the original open boat lockers was not available and the matter to be addressed by Hennie Maartens. Mr du Bruyn requested that the latest e-mails between Attorney Nathan and Cormorant Bay be forwarded to him.</p> <p>He requested that the bank statements be given to Gavin Griffin so that the monies outstanding to members could be updated with interest and the monies paid out.</p>	<p><b>DFD</b></p> <p><b>DFD</b></p>

**ACTION**

Mr du Bruyn would make an appointment with Attorney Nathan directly to get an update on the present position of the boat locker registrations.

**9. CORRESPONDENCE**

The only correspondence was that from Mr Hogan which had already been Minuted.

**10. GENERAL**

**1. Launching Fee**

The Meeting agreed that the R250,00 launching fee per visitor was too high although this was the owner's responsibility. The problem with visitors launching was the fact that there was no check on the COF or Skipper's License.

It was suggested that the rental of units should be discouraged and should only be allowed with permission of the Directors. Members who rented out without permission would be subject to a penalty fee. In referring to the house rules, owners would be responsible for tenants and would be charged out accordingly. The charge for boat launching was dropped but the permission to rent out units would cost R200,00 and would be debited out directly to an owner.

**HdB**

**2. Roof Tiles**

The Meeting agreed to continue with the "To Do" list. Consideration to be given to obtaining roof tiles. The "To Do" list to be drawn and sent to all Directors who would add their requirements to the list and forward back to Roy Smeda.

**ALL**

**3. New DB Board – Boat Lockers**

Mr Richards confirmed having completed the new DB board. He confirmed that the wiring was not in conduit but had been laid as surface wiring. The DB board fed the boat lockers and staff room.

**BR**

**4. Fly Screens**

Mr Butz requested that fly screens be fitted to the windows in the changing rooms. Mr Smeda would investigate the costs.

**RS**



**ACTION**

**5. Annual General Meeting**

Mr du Bruyn requested that the Annual General Meeting be brought forward and held in either April or May. He proposed the last weekend in May 2013 as a provisional date and that this be published in the website. Mr Drysdale said he was hesitant to propose dates as the Meetings were always reliant on the annual financial statements being approved.

**6. Website**

Mr du Bruyn suggested that the social side of Cormorant Bay be reactivated and that the social events be advertised on the website. He suggested the following:

- Saturday evenings – get together on the dam for sundowners starting 16:30
- Cycling groups be ready on Sunday mornings at 06:00
- Canoe groups out of the complex get together for Sunday morning canoeing
- An event to be arranged for New Year's Eve for all the members.

**HdB  
/EH**

Mr Rowe to speak to Michelle to run the social events.

**GR**

The communal pit on the waterfront to be used more.

**11. CONFIRMATION OF NEXT MEETING**

Mr du Bruyn suggested that the Directors e-mail results of the Meetings, together with the quotes to be obtained in order to shorten the monthly Meetings.

**ALL**

The next Meeting would be held on Sunday, 11 November 2012 at 08:00, which would consist of the walk-about. The December Meeting to be held on Sunday 9 December 2012 would be a formal Meeting.

There being no further business, the Meeting closed at 12:00.

APPROVED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE