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The Owner
BROOKEDALE Body Corporate
Rietvlei Ridge HOA
Grasklokkie Street
IRENE

22 July 2011

Dear Sir/Madam

RE: MINUTES OF THE ANNUAL GENERAL MEETING OF BROOKEDALE BODY CORPORATE

We refer to the Annual General Meeting held on Tuesday, 19 July 2011 and attach hereto for your information and safekeeping:

- The Minutes of the Meeting;
- The Approved Levy Schedule; and
- The Schedule of Replacement Values (insurance).

Kindly peruse the documents and please take note of owner's liability in respect of the proceedings at the Annual General Meeting.

We assure you of our best attention at all times.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "JANNIE SMIT", enclosed in a thin black rectangular border.

JANNIE SMIT
PORTFOLIO MANAGER

sectional title and estate administration · residential rentals · commercial letting

Directors: Managing GO von Broembsen BA LLB, DO Weir BComm(Hons) CA (SA), BN Cowie BComm
General Manager H Potgieter, **Non Executive Director** NA Cowie BCompt (Hons) C.T.A
Reg No 1960/000260/07 **Vat No** 4920102888 **www.pretor.co.za**
Registered Debt Collector: Reg no 0037104/09

**MINUTES OF THE ANNUAL GENERAL MEETING OF
BROOKEDALE BODY CORPORATE
HELD ON
Tuesday, 19 July 2011 @ 18H00 @ Pretor Estates**

1. NOTICE OF THE MEETING

Notice, in terms of Management Rule 54 of Annexure 8 of the Sectional Titles Act (Act 95 of 1986), was given of the Annual General Meeting.

Owners of (25) {46% of complex} units were present, either in person or by proxy, and eligible to vote. This number was sufficient to form a quorum. In terms of Management Rule 57, the meeting was declared duly constituted.

2. WELCOME AND ELECTION OF CHAIRMAN

Mr. J Smit was elected as Chairman for the meeting and welcomed all members present.

3. ATTENDANCE AND APOLOGIES

Attendance was as per the attendance register. Proxies were recorded.

Jannie Smit (Pretor Estates)

4. CHAIRMAN'S REPORT

No report was handed in or delivered and the owners present condoned this action.

5. CONSIDERATION OF AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the year ending 31 January 2011 were tabled.

After discussion the Annual Financial Statements were approved and the Trustees were authorised to sign the Annual Financial Statements on behalf of the Body Corporate.

6. APPROVAL OF:

6.1 SCHEDULE OF REPLACEMENT VALUES

The schedule of replacement values, as tabled, was unanimously approved at R 6800 per m² per unit.

6.2 ESTIMATE OF INCOME AND EXPENDITURE

An estimate of income and expenditure for the ensuing year was tabled for discussion.

Included in the estimate, a provision was made for a reserve fund of R 41'800.00

After discussion, the estimated expenses were set at R 879'462.10 and approved by the meeting.

6.3 LEVY INCREASE FOR YEAR

It was resolved that the levy will not increase for the ensuing year.

6.4 SPECIAL LEVY

It was resolved that no special levy will be implemented for this financial year.

6.5 LEVY PAYMENT IN ADVANCE

It is confirmed that levies are payable monthly in advance, on or before the 1st day of each month. It is further resolved that the levies as accepted under the estimate of income and expenditure comprises the amount of levies payable by each owner, and this resolution is deemed to be the required notice given to owners in terms of Rule 31(3). It is confirmed that the approved levy is payable until the date of the next Annual General Meeting.

6.6 ARREAR LEVY : ACTION TAKEN

Trustees are authorised, and authorise the managing agent on their behalf, to take all necessary steps, including legal action and the sequestration of the owners, to ensure that the Body Corporate receives levies and other monies due to it. The current interest rate is set at 1.5%, compounded monthly on all amounts outstanding at the beginning of each month when levies are payable, but is subject to change from time to time in accordance with the provisions of and limitations or requirements imposed by the applicable Legislation.

6.7 ALLOCATION OF PAYMENTS

Any payment made by an owner to the Body Corporate will be allocated firstly to the overdue debt which is newest in time and only once all overdue debt has been paid will it be allocated to current amounts due.

7. CONFIRMATION OF THE SUBMISSION OF AMENDMENTS, SUBSTITUTIONS, ADDITIONS OR REPEAL OF RULES AT THE REGISTRAR OF DEEDS.

In accordance with Management Rule 56 (i) (Annexure 8) of the Sectional Titles Act 95 of 1986, the managing agent confirms that there have been no submissions of any amendments, substitutions, additions or repeal of rules (as contemplated in section 35 (5) (c) of the Act) on behalf of the Body Corporate, to the Registrar of Deeds, during the last financial year.

8. APPOINTMENT OF AUDITOR

MG Taute was re-appointed as Auditors for the ensuing year.

9. TRUSTEES:

9.1 DETERMINATION OF NUMBER

The number of trustees was determined at 6 persons.

9.2 ELECTION OF TRUSTEES

The following persons were nominated and elected as Trustees for the ensuing year:

- | | | |
|-----------|-------------------|--|
| • Unit 50 | Jonathan Coussens | charlene@drgobac.co.za |
| • Unit 49 | Roelof Strydom | strydomroelof@gmail.com |
| • Unit 02 | Wonder Ndlovu | wonder.ndlovu@gmail.com |
| • Unit 25 | Joke de Ath | joke@idkid.info |
| • Unit 44 | Werner Theron | werner@cwwpta.co.za |
| • Unit 40 | Jonathan Mance | sizafika@vodamail.co.za |

10. RESTRICTIONS/DIRECTIONS IN TERMS OF SECTION 39 (1)

- Trustees may not exceed the approved budget.
- Trustees cannot be in arrears with their levy payments.
- Trustees to ensure work carried out is of an acceptable standard so as to ensure repeat repairs and maintenance is minimized.
- The Trustee that will represent the owners of Brookedale on the HOA Board of Directors should reside in Brookedale.
- Trustees may not exceed more than R 10'000.00 per item expenditure without informing owners by newsletter.

11. DETERMINATION OF *DOMICILIUM CITANDI ET EXECUTANDI*

The *domicilium citandi et executandi* was determined as:

The Body Corporate BROOKEDALE
c/o Pretor Estates (Pty) Ltd
138 Muckleneuk Street
NIEUW MUCKLENEUK
0181

P O Box 2500
BROOKLYN SQUARE
0075

12. CLOSING

There being no further matters under discussion, the Chairman thanked the members for having attended and closed the meeting.

Signed on this _____ day of _____ 200_____

CHAIRMAN