

The Owner  
BROOKEDALE Body Corporate  
Rietvlei Ridge HOA  
**IRENE**  
Pretoria

18 May 2012

Dear Sir/Madam

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

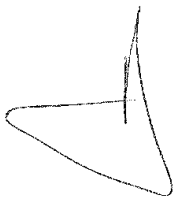
We refer to the Annual General Meeting held on Thursday, 10 May 2012 and attach hereto for your information and safekeeping:

- The Minutes of the Meeting;
- The Chairman's Report;
- 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,



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**JANNIE SMIT**  
**PORTFOLIO MANAGER**

**Pretor Group comprising of: Sectional Title Administration • Residential Communities Administration  
Home Rentals • Commercial Property Management • Financial Services**

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
BROOKEDALE BODY CORPORATE  
HELD ON Thursday, 10 May 2012 @ 18H00 @ Pretor Group**

**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 (19) {35% 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 R Strydom was elected as Chairman for the meeting and welcomed all members present.

In terms of Rule 59 (1) Mr R Strydom, in his capacity as Chairman of the Trustees, chaired the meeting and welcomed all members present.

**3. ATTENDANCE AND APOLOGIES**

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

Jannie Smit (Pretor Group)

**4. CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the Annual General Meeting held on 19 July 2011 were taken as read, approved by the meeting and signed by the Chairman.

**5. CHAIRMAN'S REPORT**

The written report was taken as read and approved by the meeting.

**6. CONSIDERATION OF AUDITED FINANCIAL STATEMENTS**

The Audited Financial Statements for the year ending 31 January 2012 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.

**7. APPROVAL OF:**

**7.1 SCHEDULE OF REPLACEMENT VALUES**

The schedule of replacement values, as tabled, was unanimously approved at R 6800.00 per m<sup>2</sup> per unit.

## **7.2 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 56'700.00

After discussion, the estimated expenses were set at R 1'259'992.00 and approved by the meeting.

## **7.3 LEVY INCREASE FOR YEAR**

It was resolved that the levy will not increase as per the budget tabled.

## **7.4 SPECIAL LEVY**

The special levy proposed by the HOA was discussed and explain to the owners as follows;

The HOA Rietvlei Ridge, has implemented a special levy for the upgrade of eastern/southern perimeter wall and electric fence. This resolution was passed on their last AGM held November 2011.

The proposal given by the HOA is that each Member has to pay the special levy as follows;

- R 9100.00 – Once Off or,
- R 893.00 per month for 12 x months

The Chairman explained that, should the Body Corporate pay the amount for 54 units once off, will it cost the BC = R 491'400.00

The Chairman approached the Directors of the HOA, to consider a decrease for the once off amount for Brookedale, and the Directors approved the amount of R 8700.00 per member of Brookedale once off. This will cost Brookedale an amount of R 469'800.00, it save the BC R 24'600.00 once off, and R 108'864.00 over 12 x Months.

The owners agreed on this and confirmed that this will benefit the BC and the members of the BC.

The following resolution was passed by the members present;

The Brookedale BC, will pay from it investment account each members once off amount of R 8700.00. The meeting further decided that the BC will contribute an amount of R 4600.00 for each member, as these monies would've form part of the gutters upgrade for Brookedale. The difference of R 4100.00 will be paid by each member over a period of 12 x months, equal instalments of R 342.00 per month.

All members condoned this action and approved the resolution. The implementation date of the special levy will be 01 June 2012, and the last instalment will be 01 May 2013.

## **7.5 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.

## **7.6 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.

## **7.7 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.

## **8. 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.

## **9. APPOINTMENT OF AUDITOR**

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

## **10. TRUSTEES:**

### **10.1 DETERMINATION OF NUMBER**

The number of trustees was determined at (5) persons.

### **10.2 ELECTION OF TRUSTEES**

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

- Joke de Ath                      Unit 25
- Wonder Ndlovu                Unit 02
- Liezl Kilian                     Unit 34
- Werner Theron                Unit 44
- Ian Kock                         Unit 27

Roelof Strydom current Chairman stepped down as Chairman, Trustees & Director of Brookedale & Rietvlei Ridge HOA. He has sold his unit and will not be residing within the Estate. All members thanked Roelof for his hard work, and acknowledge all what he has done for Brookedale BC.

#### **11. 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 be representing Brookedale as Director on the HOA Board should reside in Brookedale.
- Trustees may not exceed more than R 10'000.00 per item expenditure without informing owners by a newsletter.

The following should be investigated by the Trustees;

- Sundry Creditor on the Audited financials – Pretor to report back to the Trustees.
- COC's (Electrical Compliance Certificate) for each unit must be obtained, and if not available a process should be place.
- Sectional Plan to be investigated for Unit 18, as according to the owner the square meters are not correct.
- Dampness or waterproofing problem must be reported to the Trustees as per the last newsletter. This include inside and outside the sections.

#### **12. DETERMINATION OF DOMICILIUM CITANDI ET EXECUTANDI**

The domicilium citandi et executandi was determined as:

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

P O Box 2500  
BROOKLYN SQUARE  
0075

#### **13. 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 \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
**CHAIRMAN**