

The Owner
BROOKEDALE Body Corporate
Rietvlei Ridge HOA
IRENE
1739

20 May 2013

Dear Sir/Madam

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

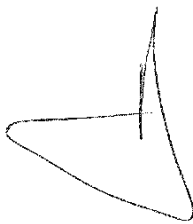
We refer to the Annual General Meeting held on Thursday, 16 May 2013 and attach hereto for your information and safekeeping:

- 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 an 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,



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, 16 May 2013 @ 18H00 @ Pretor
Group Offices**

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 (13) {24% 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 as apologies.

Jannie Smit (Pretor Group) was in attendance.

4. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Annual General Meeting held on 10 May 2012 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 2013 were tabled.

After discussion the Annual Financial Statements were considered and accepted by the meeting.

7. APPROVAL OF:

7.1 SCHEDULE OF REPLACEMENT VALUES

The schedule of replacement values, as tabled, was unanimously approved at R7000.00 per m² 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 50'000.00

After discussion, the estimated expenses were set at R 1'033'592.30 and approved by the meeting.

7.3 LEVY INCREASE FOR YEAR

It was resolved that the levy will increase with 6.58% as of the 01 June 2013 as per the budget tabled.

7.4 SPECIAL LEVY

It was resolved that no special levy will be implemented for the ensuing year.

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 further 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 Trustees resolve that the current interest rate is set at 1.5%,(equating to 18% per annum) which interest shall be calculated daily and capitalized 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 Auditors were 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 Killian Unit 34
- Marlize Vorster Unit 37
- Dikeledi Maboea Unit 10

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

- Trustees may not exceed the amount of R10 000.00 on any one expenditure without notifying the owners of the intended expenditure. This restriction does not apply to Body Corporate's monthly accounts.
- Trustees to ensure work carried out is of an acceptable standard so as to ensure repeat repairs and maintenance is minimized.
- Trustees cannot be in arrears with their levy payments.
- The Trustee that will be representing Brookedale as Director on the HOA Board should reside in Brookedale.
- Trustees to include their approved contractors that may work in Brookedale in the next monthly newsletter.

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