

# Rietvlei Ridge HOA

## Minutes: Directors' Meeting

Held on 11 Jun 2016 at 8:30, Rietvlei Ridge Estate Club House

- Directors present:** San-Marié Aucamp (SA) as Chairperson  
Michael Coetzee (MC)  
Tilla Coetzee (TC)  
Frances Geldenhuys (FG)  
Sibongile Mofokeng (SM)
- Directors absent:** Pieter Theron (PT)  
Corney van der Ryst (CvdR)
- On invitation:** Joke De'Ath (JDA) as Estate Manager

### 1. Welcome and attendance

All welcomed by Chairperson.

### 2. Acceptance of minutes of previous meeting

Minutes of previous meeting accepted.

### 3. Finances

#### *a. Budget*

SA suggested that the current budget proposal remains in place for another year; i.e. no increase.

#### *b. Painting of boundary wall*

The top portions of the walls were not painted (never been painted before); it was agreed that African Clay should be contacted to correct this. There is also some clean-up required in the clubhouse area re overpaint on the brick walls.

#### *c. Post Boxes*

Stand over.

#### *d. Click On payments & Waterfall 19*

A meeting with Click On is required to discuss their billing & finding cheaper solution. JDA to notify Click On to provide us with 3 potential dates in next 2 weeks to discuss the current billing and explain

alternative options. We also need to explore communication via Click On for emergency situations.

SA suggested that we respond to the Waterfall 19 complaint as follows: the HOA investigated the erroneous billing by Click On and concluded that it is not material; as the HOA also paid for Click On expenses on behalf of the owners for the first number of months, we believe that it can be set-off; future billing and cheaper solutions with Click On will be investigated by the HOA

*e. Status of stands (levies)*

Awaiting feedback from Pretor. JDA reported that there are 16 undeveloped stands plus 6 M-T stands

*f. Writing off of debt*

We need to follow up with Pretor again; could discuss with Jade at next meeting.

#### **4. Security**

*a. UPS for guardhouse*

Stand over.

*b. Lightning precautions*

Stand over.

*c. Contractors not escorting workers to gate*

It is still an issue; stand 17 is a specific daily problem according to FG. JDA will follow up.

*d. Access: domestic and garden workers*

Letters were handed out to the domestic and garden workers that do not have access cards to provide to their employers. Some reaction has been noticed. Employers are phoned to grant access and the id books are taken in.

*e. Electric poles and laptop*

Still to be actioned. JDA to contact municipality to obtain permission to erect palisades.

*f. Conduct: Anneli Greyling*

A lawyer's letter regarding her improper conduct was sent to both Anneli and her husband. Further harassment happened at the Estate Manager's grandson's school (that Anneli's daughter also attend). It was decided to obtain an interdict to restrain Anneli from contact with any of the directors and any form of harassment against any directors, contractors or residents. Any contact should be done via Pretor.

*g. Faulty boom*

The battery was replaced but the one boom is hanging.

## **5. Communication**

*a. Website*

TC obtained quote from Debbie (Push Buttons). The meeting decided to accept the quote for the redesign of the website. TC was tasked to negotiate lower rates for the monthly SLA or alternatively negotiate quarterly SLAs at lower rates.

*b. Telkom*

Telkom is working on the incomplete infrastructure. More requests from other service providers were received to market their services. It was agreed that future requests should be on a company letterhead to ensure that it is legitimate representatives.

## **6. Human Resources and HOA property**

*a. Street markings*

JDA to ask Pretor to send a warning letter to Charl to complete the work within 14 days, else legal action will be taken.

*b. Furniture and equipment*

Filing cabinets will be an urgent requirement for the plans from Orbic. MC suggested that we should digitise the plans. FG will discuss with Anrie.

*c. Cameras at swimming pool*

Still not sorted; no quotation received.

*d. Pool repairs*

MC suggested that JDA should put pressure on the pool company as there is a 10-year warranty. The guarantee is only for the structure but not for the marbleite. JDA to arrange with Hendrik to check this whilst he is here for stand 18.

## **7. Aesthetics and House Rules**

### *a. Fine structure*

FG & SM working on it. Need to align with conduct rules and then implement it. SM to drive it. Need to look at moving in and moving out regulations. SA requested that this be finalised before the AGM.

### *b. Conduct rules for estate*

As above.

### *c. Orbic*

Anrie was identified by FG to replace Orbic. A meeting should be set-up with her to discuss our requirements (all directors will be informed of date and are welcome to attend). If agreed, Anrie will have a handover session with Orbic. Once everything is in place, new residents will be informed.

### *d. Aesthetic certificates – M&T*

No certificates have been issued, houses are not complete.

### *e. Installation of burglar bars*

The guidelines allow for polycarbonate burglar bars, which M&T installed. MC suggests that we provide one or two designs and that we take pictures to distribute to owners.

### *f. Issues with stands*

#### *i. Stand 18 (meeting request)*

An independent engineer's (Hendrik) report should be obtained and owner informed of HOA actions. If he agrees with the HOA opinion, costs will be charged to owner. The owner of stand 19 must be informed that she should take legal action re the foundation of no 18 being over the building lines.

*ii. Stand 65*

Pretor to send a letter to the owner to start building within the next month; else maximum penalties will be levied.

*iii. Stand 99*

JDA to send owner a letter enquiring about continuation of building; else penalties will be considered.

*iv. Stand 13*

JDA to send owner a letter enquiring about deviation of roof plans and requirements to include design features.

*v. Stand 10*

Court case was held on 2 Jun, but no feedback was received.

*vi. Stand 26*

The owners constantly park in the street. JDA should inform them to rather park on the lawn.

*vii. Stand 21*

JDA to send them a letter that no parking is allowed on the circle for safety reasons.

*viii. Stand 96*

Consent is only required from neighbours should you deviate from the guidelines.

*ix. Stand 51 & Stand 95 (M&T not building according to plan)*

M&T refusing to change plans; to send lawyer's letter. SA will confirm if letter was sent.

## **8. Other issues**

*a. Home businesses on the estate*

The meeting could not reach consensus about the matter. SA suggested that advice should be obtained how to proceed on this this, e.g. do we have authority to restrict businesses that could be done from home in normal circumstances. JDA to inform stand 9 to not expand until we have provided the final feedback to her.

*b. Garden refuse*

There are some stands with several dustbins. JDA will meet with BI Waste on this. Owners will be liable for the second and third dustbin. Pretor will be asked to add it to the monthly levy account.

*c. Speeding in estate*

Stand over.

*d. Replacement of manhole cover*

MC identified a supplier.

*e. Lettering of estate*

Stand over.

**9. Date of next meeting**

As per schedule

**10. Closure**

Meeting was closed.