

# **Rietvlei Ridge HOA**

## **Minutes: Directors' Meeting**

**Held on 10 May 2016 at 18:00, Rietvlei Ridge Estate Club House**

**Directors present:** San-Marié Aucamp (SA) as Chairperson  
Michael Coetzee (MC)  
Tilla Coetzee (TC)  
Frances Geldenhuys (FG)  
Corney van der Ryst (CvdR)  
Sibongile Mofokeng (SM)

**Directors absent:** Pieter Theron (PT)

**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 will follow up with Pretor re the budget communication.

#### *b. Fire Equipment*

Not discussed.

#### *c. Painting of boundary wall*

All fence alarms should be switched back on (JDA) after completion of the painting. 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.

#### *d. Post Boxes*

Not discussed.

#### *e. Click On payments*

A meeting with Click On is required to discuss their billing.

#### *f. Status of stands (levies)*

It was suggested that we should get an independent legal opinion from EY Steward to start with legal action against M-T regarding outstanding levies as well as information regarding a similar case against M-T.

*g. Writing off of debt*

Not discussed.

**4. Security**

*a. UPS for guardhouse*

Not discussed.

*b. Sign at guardhouse*

Not discussed.

*c. Lightning precautions*

Not discussed.

*d. Searching of contractor vehicles*

Not discussed.

*e. Contractors not escorting workers to gate*

Not discussed.

*f. Access: domestic and garden workers*

Access for domestic and garden workers is still not properly controlled.

JDA to follow up with Tactical.

*g. Electric poles and laptop*

Still to be actioned.

*h. Conduct: Anneli Greyling*

It was agreed that a lawyer's letter regarding her improper conduct will be served to her. The costs of the letter will be added to her levy account.

*i. Faulty boom*

The battery needs replacement.

**5. Communication**

*a. Website*

JDA to contact Rietvlei Heights regarding their website service provider; we would like the same look and feel.

*b. Telkom*

Telkom is investigating the issue of incomplete infrastructure provided by M-T.

*c. Newsletter*

Speeding in the estate to be added to the newsletter.

**6. Human Resources and HOA property**

*a. Toilet for garden workers*

Issue resolved.

*b. Street markings*

JDA spoke to Charl again; he has been ill and promise to complete the markings by the end of May before taking legal actions.

*c. Furniture and equipment*

Looking at buying folders and filing cabinet. Still need to compile list for kitchen and office.

*d. Cameras at swimming pool*

Johan came out but the cameras are still not working. SA suggested that we should contact Josef and inform him that we are not satisfied with his employee.

*e. Pool repairs*

MC suggested that JDA should put pressure on the pool company as there is a 10-year warranty.

**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.

*b. Conduct rules for estate*

The following should be added:

- general conduct in the estate within reason
- reasonable behaviour towards our service providers
- speeding in the estate

c. *Orbic*

It was decided to find another architect firm that is closer to us to replace Orbic.

d. *Aesthetic certificates – M&T*

Haven't issued, houses not complete.

e. *Installation of burglar bars*

Guideline allow for polycarbonate burglar bars. M&T just went ahead and installed. MC suggests give one or two designs. Must take pictures to distribute.

f. *Issues with stands*

i. *Stand 18 (meeting request)*

The request to meet at 8:00 on a Saturday morning is not viable. The owner should adhere to the request for an engineer report as well as feedback from the building inspector.

ii. *Stand 23 (Shed and water tank)*

Water tank has been painted, but the down pipe should be in a duct. MC will discuss with the tenant.

The protective netting was discussed and agreed that it can be used in garden to protect plants but not for any other uses.

iii. *Stand 44 (Patio blinds)*

The directors are not in favour of patio blinds; sliding doors or bi-fold doors should be considered. SA to inform Pretor to answer the owner.

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

M&T refusing to change plans. Send lawyer's letter.

v. *Stand 56 (Emergency incident)*

MC checked the video and both instances were done fairly quickly. Emergency procedures were discussed and all agreed that the normal rules should apply; this will be drafted and circulated to all residents. JDA to do the first draft and circulate to directors for comments.

## **8. Other issues**

### *a. Garden refuse*

Waste removal refuse to remove bags and boxes. Need to take it up with Linda.

### *b. Speeding in estate*

The addition of six speed humps in the estate were discussed. Another alternative would be to add speeding cameras (CvdR)

### *c. Replacement of manhole cover*

It was agreed that the manhole will be replaced by the RRHOA. MC offered to obtain a quote.

### *d. Fitment of estate name*

It was agreed that the estate name should be redone; no double sided tape to be used, rather do a stainless steel fixture in proper font. MC offered to obtain quotes.

## **9. Date of next meeting**

As per schedule

## **10. Closure**

Meeting was closed.