

**Rietvlei Ridge HOA**  
**Minutes: Directors' Meeting**  
**Held on 24 Oct 2016 at 18:30, Rietvlei Ridge Estate Club House**

**Directors present:** San-Marié Aucamp (SA) as Chairperson  
Tilla Coetzee (TC)  
Michael Coetzee (MC)  
Frances Geldenhuys (FG)  
Corney van der Ryst (CvdR)  
Sanmarie Pretorius (SP)  
Jan-Harm Swanepoel (JHS)

**Directors absent:** Pieter Theron (PT)  
Albert van Rensburg (AvR)

**On invitation:** Joke De'Ath (JDA) as Estate Manager

**1. Welcome and attendance**

All are welcomed by Chairperson.

**2. Acceptance of minutes of previous meeting**

Minutes of previous meeting accepted.

**3. Finances**

*a. Post Boxes*

Post boxes will be completed by Thursday, 26<sup>th</sup> October; Pretor to communicate to all residents; numbers will be allocated on a first come, first serve basis.

**4. Security**

*a. Double fence and COC certificate*

The original company did not issue a COC certificate and it will cost in the region of R32k to install additional safety measures to comply; MC is in process to obtain quotes; first priority is to obtain the COC certificate and then correct any safety measures required.

## **5. Communication**

### *a. Website*

New photos will be taken of the estate and houses on Saturday 29 October 2016; Pretor to inform all home owners ASAP that we require feedback if not in agreement.

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

Stand over.

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

### *a. Aesthetic committee*

FC suggested that 4-5 home owners form an aesthetic committee (AC) to take over from Orbic. The following would be the basis for such a meeting:

- MC asked that we stick to printed copies of the building plans and not go electronically;
- Duties would not include any engineering / structural responsibility but is purely from an aesthetic perspective;
- SA suggested that this committee should meet once a month to discuss / approve applications;
- JHS suggested that we should inform Orbic ASAP and terminate their mandate in writing and take-over;
- MC suggested that we take over from 1 Jan 2016, which JHS supported;
- FG offered to update all the guidelines with the latest version so that these guidelines can be applied;
- JHS suggested that we should have a go-to when the committee receive pushback on grey areas;
- Suggested committee members: Frances, Albert, Michael, Jan-Harm (for legal matters);

- 3 of the 4 to sign-off; 4<sup>th</sup> is back-up;
- AC to provide feedback every month to HOA meeting;
- Pending matters with Orbic should be completed by them before the end of their contract.

*b. Stand 42: building lines and pergola*

Feedback to be provided along the following lines: does not comply with the building guidelines, unfortunately Orbic gave permission not within the guidelines; JH will draft feedback letter based on all past correspondence provided to him.

*c. Stand 88: boundary wall and electricity box*

AC cannot approve the request to move the boundary wall lines as they suspect that there might be a servitude; request owner to confirm situation in writing with Tshwane and provide feedback to AC.

*d. Stand 65: building activities stopped*

To provide feedback to Pretor that they should investigate why the penalty levies are not being charged plus that the HOA stick to their request that building should commence on the stand.

*e. Stand 79:*

Pretor to inform the owner that he needs to seek approval from the HOA prior to deviation from approved plans.

*f. Stand 10: no Tshwane or Orbic approval*

Pretor to respond to EY to continue with process again; 6 months has lapsed with no change in the situation.

*g. Numbering of stands*

MC suggested that JDA discuss with estate agents to seek a sponsor for a sign board of the estate.

## **8. Other issues**

*a. Portfolios of the newly elected directors*

- Finance: SP
- Aesthetics: FG / AvR
- Website: TC

- House rules / HOA property: CvdR
- Security: MC
- Legal: JHS
- Chairperson: SA

*b. Estate Manager bonus:*

It was agreed that a 13th cheque will be paid based on Nov salary.

*c. Holiday arrangements:*

- Christmas meal will be provided to the guards on duty on Christmas day;
- Extra guard will be doing duty during construction closure / end of year.

**9. Date of next meeting**

Thursday 24 Nov at 18:30 – to be confirmed closer to time.

**10. Closure**

Meeting was closed.