

Rietvlei Ridge HOA
Minutes: Directors' Meeting
Held on 6 Sep 2016 at 18:00, Rietvlei Ridge Estate Club House

Directors present: San-Marié Aucamp (SA) as Chairperson
Tilla Coetzee (TC)
Sibongile Mofokeng (SM)
Pieter Theron (PT)

Directors absent: Michael Coetzee (MC)
Frances Geldenhuys (FG)
Corney van der Ryst (CvdR)

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. Pretor / M-T proposal

PT suggested that the directors should obtain legal opinion from EY whether the HOA can collectively refuse any clearance by M-T for transfer transactions until they have paid the arrear levies on all their stands.

According to previous legal opinion, EY advised that levies should be demanded from M-T; SA will forward this opinion again to PT to study and advice her on his opinion.

b. Post Boxes

The colour should be neutral and match the background wall.

Alfred could be considered as a postman to sort the post weekly into the post boxes; PT is concerned about the impact of the POPI Act on the private bag and post reaching the recipient; PT suggested that only one / same person is responsible for the sorting and distribution of

post; PT also suggested that EY draft a proper application form with rules and a disclaimer that the directors cannot guarantee the accurate distribution of the post; a signboard should also be displayed at the postal boxes to warn against tampering etc. JDA will action with Jade (from Pretor).

Time lines are becoming critical before residents renew their Post Office post boxes for 2017 in December.

Numbering will start at 1 to 100, but we need a unique identifier (e.g. box) as part of the private bag address; JDA will confirm the order and possibilities of the address again with the postal service and obtain guidance in this regard.

4. Security

a. Generator

The power failure on 4 Sep 2016 resulted in the screen being damaged; Shawn did not have a look at the generator yet which also failed during the outage; UPS is becoming critical to prevent such damages; PT asked whether the directors should not investigate an alternative power bank (e.g. car batteries); MC and CvdR to discuss and provide feedback to the directors; JDA suggested that Tactical should do a proper audit on **all / complete** protection the estate need and to compare that with what we actually have for security aspects e.g. the fence, computers etc; JDA will follow up with Tactical.

b. Access: domestic and garden workers

JDA reported that it seems to be under control at present; no real issues.

c. Parking on circle: Waterfall 21

Jade to send out a letter to the owners of Waterfall 21 to notify them that they are in breach of the parking rules and that it is creating a risk issue; JDA to arrange for the letter.

5. Communication

a. Website

The agreement with Push Buttons is signed and design will start shortly. The existing information on the current website will be used as a basic lay-out (placeholders) and replaced with new Word documents as and when available. TC requested a representative from each body corporate (for now the respective directors until they appoint a different representative) to assist with the wording of / and certain information. TC will forward the requested information to the directors for assistance. The list includes:

- A write-up for each body corporate / main estate
- A list of the HOA directors
- A list of Trustees for Waterfall, Brookdale and Lakestead
- Word documents for public viewing of the HOA as well as each body corporate
- Estate and body corporate information for viewing by residents only
- Director / Trustee documents for viewing by the directors / trustees only, e.g. minutes, monthly financial reports
- All contact information and new email addresses not on existing website including related parties such as the security company, architect and any others
- For each of the body corporates, the contact details of Trustees and caretaker and any other important / relevant contacts

6. Human Resources and HOA property

a. Street markings

JDA still cannot get hold of Charl; JDA to obtain his identification number from Sam so that the HOA can lay criminal charges against him; PT will also provide feedback as to where we can buy the templates for the signs; feedback from MC noted.

b. Pool repairs

JDA reported that Blue Lagoon Pools provided a quote to repair the marbelite; they are of opinion that we should add fibre glass once the marbelite is repaired as the problem will recur; SA suggested that the directors should postpone the fibre glass decision until next year when it can be added to the new budget; PT suggested that the directors should send a formal letter to SA Pools to take accountability for their workmanship of the pool and provide us with suggestions how they will repair it.

7. Aesthetics and House Rules

a. Fine structure

SA asked that the directors should ensure that all the various rules and structures communicate the same message and provide feedback feedback so that the directors can formulate the final fine structure the directors will take to the AGM for approval.

b. Conduct rules for estate

As above.

c. Home businesses proposal

An opinion was obtained from EY; the directors present are in favour of home businesses within the guidelines suggested by EY; all directors to work through it and provide feedback feedback so that the directors can formulate the final guideline the directors will take to the AGM for approval.

d. Orbic

SA had a discussion with Chantel from Orbic and they indicated their willingness to accommodate meeting requests by residents, given a 7 days' notice should they have prior appointments.

e. Stand 15: Approval of aesthetics certificate

The meeting decided that the other directors cannot signoff on stand 15 on behalf of Orbic; the estate rules should be followed as with all other residents; the directors cannot set a precedent and are not

qualified for this task; it was decided that one or two directors can represent the owner of stand 15 should she not be able to attend the meeting with Orbic.

f. Stand 18: Meeting

JDA to set up meeting via Pretor between stand 18 and 19.

g. Stand 104: feedback

Stand over.

h. Stand 99: feedback

Extension was requested by owner; extra 3 months were approved; stand over.

8. Other issues

a. Replacement of manhole cover

MC provided email feedback that the manhole cover is currently being manufactured

b. Open storm-water drain

Walter reported that the open storm-water drain is a security risk and he will provide us with a quote to close it up. PT mentioned that he is concerned about the storm-water pipes and that the HOA should consider cleaning it out before there is a huge storm and potential blockages.

9. Date of next meeting

As per schedule

10. Closure

Meeting was closed.