



GREENFIELDS BODY CORPORATE

SS 1027 / 1995

MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 21st OF FEBRUARY 2023 AT 18H00

1. ATTENDING:

Lionel Parsley	(LP)	-	Trustee
Bianca Tumber	(BT)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Melanie Diehl	(MD)	-	Trustee
Alan Gilman	(AG)	-	Ryse Managing Agents
Quintinn Ferreira	(QF)	-	Caretaker

2. APOLOGIES:

Priyanka Lutchman	(PL)	-	Trustee
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3. DETERMINATION OF A QUORUM:

A quorum was achieved, and the meeting was able to proceed.

ITEM	ACTION
<p>4. <u>PUBLICATION OF AGM MINUTES</u></p> <p>All Owners had been sent copies of the AGM Minutes.</p>	
<p>5. <u>WHATSAPP GROUP FOR GREENFIELDS</u></p> <p>LP Asked if the proposed WhatsApp group could be used to issue minutes. QF was of the opinion that the WhatsApp group should be for residents and Owners and some Owners would not like tenants to receive copies of minutes. LP noted that minutes were currently being published on the website and residents were currently able to view if they so desired. MD thought that email should be the preferred method of distributing minutes along with hand deliveries for people without access to the internet.</p> <p>QF said he would take cell phone numbers from the Biometric system to create a residents WhatsApp group. LP and TC wanted the posting of messages to be restricted to people with Admin rights.</p>	<p>ALL</p> <p>QF</p>
<p>6. <u>STAFF GARDEN DUTIES AND DISCIPLINARY PROCEDURES</u></p> <p>Contrary to what was discussed at the AGM, the Trustees agreed that the gardeners should not be asked to turn over beds each month. There was little time available to complete all their other duties along with lawn mowing. It should also be noted that the staff have not been trained in landscape gardening. Residents may only ask staff to assist them outside of normal Greenfields working hours.</p> <p>Following Pat Vincent's opinion that three warning letter was sufficient to dismiss an employee, QF had investigated, and he had found that the three warnings had to be for the same offence and within six months of each other.</p>	
<p>7. <u>SKIP AREA STORAGE AND COLLECTION.</u></p> <p>It was noted that signs, materials wood offcuts and the like are being stored in the skip area. These must be placed in the skip and the skip must be collected. QF would supervise the clearing of the area.</p>	<p>QF</p>
<p>8. <u>ADT GUARD TEMPORARY REPLACEMENTS</u></p> <p>MD reported that a replacement guard had been sent by ADT to fill in for a guard who was unable to report for duty.</p> <p>No notification was received by anyone in this regard. LP said ADT should be advised that, any guard reporting for duty without prior warning from ADT, would be sent away and a credit would be demanded for the absence of a guarding service.</p> <p>New guards need clear directives regarding access procedures.</p>	<p>QF</p>
<p>9. <u>CONFLICT OF INTEREST - CARETAKER AND MANAGING AGENT.</u></p> <p>Following a notification by Pat Vincent that there was a conflict of interest when the Managing Agent also assumed the role of Caretaker, a letter has been sent to CSOS for clarity on the subject. A response is pending.</p>	<p>RYSE</p>

10. COMPLAINTS PROCEDURE.

Was accepted that any complaint concerning the conduct of other residents or the managing agent must be emailed to the latter.

QF

Complaints addressed through social media messages will not be actioned.

11. WINTER PROJECTS AND ACTIVITIES

QF Reported on the following activities:-

QF / BT

- a. The putty application task is still to be completed.
- b. QF and BT to inspect trees for felling.
- c. Construction of the metal benches was not yet completed.

B. PAINTING PROJECT

PL had been advised that the make and type of paint to be used per the quotation was adequate.

QF said that the crack filling and preparation for painting could be done by the appointed paint contractor. QF Agreed to send the Trustees copies of all the relevant quotes so that approval can be secured, and the project can be initiated in March 2023.

QF

C. WATER TANKS / AWNINGS

MD has installed a tank. No further requests have been received from Owners.

D. BALCONY TILES AND WATERPROOFING.

PL investigated the idea of a paint on sealant to waterproof tiles. There was nothing available in the country.

The only solution to water proofing was to lift the tiles, waterproof and then relay the tiles.

Owners must be given notice to waterproof their balconies. They may agree to pay for the painting contractor to do the job or they can arrange for their own contractor to assist. In either event they must be given two weeks to complete the job. If no action is taken, the Body Corporate will assume the responsibility and costs will be added to unit Owners levy statement.

QF has quotes for the jobs.

E. EVOTEL FIBRE.

Tenants are able to sign up with Evotel. To clear up a confusion between services supplied by Clear Access and Evotel, BT explained that when using Evotel, the latter provider makes use of Evotel's infrastructure.

F. FINANCIALS

- a. As noted at the last meeting, Mircom expenses were over budget. The technician will be called in to make sure that a Mircom call to a unit is disconnected as soon as the gate has been opened or if no correct response button is pressed, within one minute of the connection call. MD asked if there was a possibility of linking the Mircom system to a telephone contract. QF will investigate.
The guards cell phone is over six years old. QF will get look at entry level cell phone prices and report back. **QF**
- b. LP had not yet received an analysis of the building maintenance account. AG will respond. **AG**
- c. LP wanted to ask CSOS if Electricity can be cut off where Owners have not paid within a reasonable time. LP said that by the 15th of a month R43 000 had still not been collected for the current month. Further investigation regarding the ability to sanction late payers is to be investigated. **RYSE**
- d. The deposit for cards held in the balance sheet was queried. Some cards are issued free of charge where figure prints are not accepted by the biometric system. A reconciliation would need to be done. **AG**
- e. LP needed to understand the reason for the profit that shows a negative variance to budget even though no "Other income" was budgeted. AG will review the variances to understand the anomaly. **AG**
- f. Budgeted water services were not accurate. LP suggested that we need to look at expenses over a number of years. AG said we could only do so for the period after the installation of the new meter. AG said he would look at average usage over the period and per month applied to the budgeted rates. **AG**
- g. LP says we need to set up the budget for the MRF Levy for on average R198 per month. This is required to recover funds for future maintenance painting.

G. GENERAL

To get an estimate of the cost of erection outside rain covering for the clubhouse, LP suggested that a quote for a "three car" carport be secured from a contractor. Every second sheet of the cover should be clear so that sunlight will still pass through limiting negative impact on the growth of the grass under the cover.

- a. We have achieved more Clubhouse bookings recently. PL suggested that we advertise the club as a venue to all residents.
- b. The staff must not use the clubhouse area to plant their vegetables. This area is reserved for residents and people hiring the clubhouse for events.
- c. A further two storerooms are to be erected to earn additional income.

