



GREENFIELDS BODY CORPORATE

SS 1027 / 1995

MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 23rd OF MARCH 2023 AT 18H00

1. ATTENDING:

Lionel Parsley	(LP)	-	Trustee
Priyanka Lutchman	(PL)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Melanie Diehl	(MD)	-	Trustee
Alan Gilman	(AG)	-	Ryse Managing Agents
Quintinn Ferreira	(QF)	-	Caretaker

2. APOLOGIES:

Bianca Tumber	(BT)	-	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>WHATSAPP GROUP FOR GREENFIELDS</u></p> <p>QF noted that telephone numbers of residents and owners were being loaded compiled for the group and that group was due to be activated by the 31st March 2023.</p>	<p>QF</p>
<p>5. <u>STAFF GARDEN DUTIES</u></p> <p>With regard to the issue of gardening, a letter is to be sent to the owners advising them that only the grass will be cut edges trimmed and hedges will be cut (overgrown trees) the weeding of the grass will no longer be done.</p>	<p>QF</p>
<p>6. <u>DISCIPLINARY PROCEDURES</u></p> <p>QF noted that Edwin had indicated that he had to have his wisdoms removed, QF advised him to put in a sick day for that and to take off on Friday and return to work on Monday, QF noted that had not reported for work on Monday and did not advise anyone of the reason for his absence, it was noted that Amos had done a similar thing two weeks prior where he told Thomas he'd be there at 10am, QF advised that he was waiting for Amos at 10 and he did not arrive. It is noted that this is Amos's third strike and they will need to terminate his employment if they hold another disciplinary hearing, Edwin needs to provide a sick note for the Friday and Monday. It is noted that the termination procedure is to commence.</p>	<p>QF</p>
<p>7. <u>SKIP AREA STORAGE AND COLLECTION.</u></p> <p>It was noted that the Skip had been cleaned out, it was noted that the pipes would be stored in the back.</p> <p>QF noted that they are considering using an independent contractor to empty the skip since there are major delays with the municipality, he noted that quotes are being obtained.</p> <p>It was noted that they need more bins and should have around 108 bins.</p> <p>It was noted that the rocks need to be removed.</p>	<p>QF</p> <p>QF</p>
<p>8. <u>ADT GUARD TEMPORARY REPLACEMENTS</u></p> <p>It was noted that going forward the Trustees and QF is to be informed of temporary guards being placed via email.</p> <p>It was noted that the current guard got involved with the entrance procedure which resulted in an exit code not being received, it was noted that the guard would be advised that this is not permitted.</p> <p>It was noted that the biometric system wasn't working properly, it was noted that the direct heat causes the fault, it was noted that a cover needs to be placed over the reader to prevent direct sun.</p> <p>New guards need clear directives regarding access procedures and training, should any errors occur during a changeover or temporary guard placement ADT will be held responsible or will be required to remove the charge from that guard.</p> <p>It was noted that a manual needs to be placed to ensure the guards are informed.</p>	<p>QF</p>

LP queried if there is a limit on the number of visitors per unit, it was noted that they can't limit the amount of guests visit a unit as they cannot limit the amount of uber eats a resident gets. It is noted that the usage of the intercom per unit will be looked into to investigate abuse of the system and how many exit codes were not used.

QF

9. CONFLICT OF INTEREST - CARETAKER AND MANAGING AGENT.

A letter had been sent to Pat and no response since, it was noted that Pat wants the Job and wants the complex to be run the way it was 10 years ago, LP noted that the trustees will not be accepting calls and all correspondence is to be done in writing including her presentation to an attorney and the attorney's response.

10. COMPLAINTS PROCEDURE.

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

Complaints addressed through social media messages will not be actioned.

11. WINTER PROJECTS AND ACTIVITIES

QF Reported on the following activities:-

- a. The putty application task is still to be completed.
- b. QF and BT did the tree felling requirements inspection. BT is happy with the 26k quote and on payment of the deposit and the project can proceed.
- c. Construction of the metal benches was not yet completed. It was noted that the broken benches need to be taken to the skip.

QF

B. PAINTING PROJECT

QF noted that the quotes had been sent for approval, he noted that he needs approval to start the project, the matter was discussed at length and ultimately decided that the quote for R384000,00 had been approved and may begin.

C. WATER TANKS / AWNINGS

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

D. BALCONY TILES AND WATERPROOFING.

QF and BT noted there is no sealant that can cover the tiles, it was noted that it will cost roughly R4500.00 to the owner's account. It was noted that a quote is to be sent to the relevant units to have the balconies attended to.

It was noted that an additional downpipe needs to be installed on the units that require same. QF noted that he can drill a hole into the corner and install a PVC pipe which would lead the water down and out, this is to be considered.

E. ANALOGUE AERIALS

QF requested to send a notice to find out who is still using SABC as they will need to remove the old analogue aerials as the service is going to be discontinued, it was noted that the analogue aerials are a lightning hazard. It was noted that they would be removed at the same time as the discontinuation of the service from SABC.

QF

F. FINANCIALS

It was noted that additional budget needs to be added to uni-pins, this was approved noting that funds can be borrowed in the meantime until the next financial year where the budget can be updated.

QF noted that Alan and Amandie met with BT to discuss this matter and it had been decided that an investigation be done on token purchases and compare with water usage.

AG

With regard to the over budget mircom expenses discussed at the prior meeting, QF noted that he contacted a company called Huge Telecom and requested for a per second billing to assist in saving money in this area, this will also ensure that the call will be cut off after a certain number of seconds, QF noted that the procedure needs to be adjusted whereby the guard has to make sure each guest knows where they are going and the directions to the unit and that they need to advise the guest to get an exit code from the resident.

RYSE

The MRF levy was discussed at length and ultimately decided that an increase needs to be proposed on the MRF levy and the normal levy as they need to ensure they raise a sufficient amount over the 5 years to redo the necessary maintenance (approximately 1.5million). the rand value of the MRF to increase to R235.00 and the administration levy will still be reviewed.

AG

AG

AG

It was noted that CSOS ruled that unit 28 will pay an additional R700 over 10 months until paid off the arrears, CSOS ruled that Kevin and Hayley will pay R4500 this month and R4500 next month. It was noted that the Owner of unit 50 has been taken to CSOS as well and that the date for the conciliation is still to be set. It was noted that QF wants to propose that the CSOS attach the rent to pay off the arrears for unit 52, they had a meeting whereby he paid 28k and he wants another meeting to say that was not enough and to pay again. Unit 64 is new and has agreed to pay half this month and half next month.

It was noted that there was an unallocated balance of R20k that has been sitting for 120 days and needs to be attended to, AG noted that its to do with unit 101, QF noted that it will be sorted out.

G. GENERAL

It was noted that a hut and porta-potty will be erected during the time that the painters are onsite.

It was noted that QF provided scaffolding for the tree fellers or other contractors working from a height and they don't want to use it, it was noted that should they refuse to use the safety equipment they need to sign a liability notice noting that they choose not to use the safety equipment.

QF noted that he contacted a few places where the costs were excessive, he called canvas place R2900.00 for new canvases tiny shades R6500.00 for the steel and roof and a company called shade ports R8500.00, QF further noted that there is currently no budget for this item and will need to be taken to the members, it was further noted that this item was currently not a necessity, QF suggests replacing the covers which will last another 10 years, it was noted that the steel poles discussed earlier can be used for this purpose.

QF

A request was made to implement a discount or charge elimination for the Trustees to use the clubhouse capped at 1 free per year, it was noted that this would be considered.

It was noted that additional storerooms are being looked at and Thomas needs to obtain additional steel sheets and is looking at ways to reduce costs on this.

With regards to the guards using the emergency token, it was noted that he had installed a keybox, if there is an emergency, the guards call him and he gives them the code and then in that instance they have access to the emergency token, this use also needs to be reported in the OB book. The code for the box can be changed every time.

BT/AG

Repositioning of the downpipes are in progress and will be done by the 25th and QF noted that he wants to reposition the one sensor as well.

With regards to the basketball paving, LP requested who is doing the work and what the size will be, QF noted that it will be 3x3m and Thomas will be doing it and a aluminium edge needs to be applied.

It was noted that 1000KL is not enough to support a household and larger tank permissions is to be considered.

LP queried the awnings and if anyone had requested permission to install them, QF noted that no one requested permission further noted that a letter had been sent out, it was noted that there are historical issues such as pets, awnings and wendy houses, it was noted that current requests are being declined and replacements are not being accepted.

It was noted that there are unit owners that are housing cats, it was noted that one cat had been removed, one of the cats however the one cat has not yet been caught, this same can is not being claimed, however there are other owners that are encouraging the cat. The matter was discussed at length.

H. CLOSE OF MEETING

The meeting closed at 17h40

Tasks Scheduled	Est Date	
Metal bench assembly	30/04/23	
Set up of Complex Whatsapp Group	Completed	
Set up labour lawyer appointment to terminate staff member	12/04/2023	
Putty application project (3 month project April May June)	25/06/23	
Additional storage alternative cost update	Completed	
Clearing of skip area	12/04/2023	
Tree felling project	Completed	
Letter to residents noting gardening responsibilities	Completed	
Removal of rocks from skip area	12/04/2023	
Painting of gate	12/04/2023	
Signage for expediting gate drive through	Completed	
Investigating per second billing for Mircom Communications	Completed	
Re positioning Down Pipes	12/04/2023	
Moving gate sensors further out	12/04/2023	
Rights to switch off services (email to CSOS)	12/04/2023	