



**GREENFIELDS BODY CORPORATE**

**SS 1027 / 1995**

**MINUTES OF THE TRUSTEES MEETING HELD AT THE  
CLUBHOUSE ON THE 18<sup>th</sup> OF APRIL 2023 AT 18H00**

**1. ATTENDING:**

Lionel Parsley	(LP)	-	Trustee
Priyanka Lutchman	(PL)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Bianca Tumbler	(BT)	-	Trustee
Alan Gilman	(AG)	-	Ryse Managing Agents
Quintinn Ferreira	(QF)	-	Caretaker

**2. APOLOGIES:**

Melanie Diehl	(MD)	-	Trustee
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**3. DETERMINATION OF A QUORUM:**

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

ITEM	ACTION
4.	
<p data-bbox="197 259 759 293"><b>5. <u>WHATSAPP GROUP FOR GREENFIELDS</u></b></p> <p data-bbox="253 327 1286 528">LP noted that not all members were on the whatsapp group and that we are obliged to let all members know of happenings in the complex not just the members on the whatsapp group, QF confirmed that all members were still being informed via SMS or e:mail. He believed that current system provides additional assurance that every member and resident will be informed of the happenings in the complex.</p> <p data-bbox="197 562 624 595"><b>6. <u>DISCIPLINARY PROCEDURES</u></b></p> <p data-bbox="253 629 1286 831">It was noted that the disciplinary hearing was meant to be done today however Amos did not show up for the hearing, QF noted that he had attempted to contact Amos has apparently changed his cell phone number and this attempt proved futile. QF was given Amos’s current number from his friend but after trying three more times, there was no answer and so an SMS was sent informing Amos that the hearing has been rescheduled for the following Friday.</p> <p data-bbox="253 864 1286 1200">LP queried if Amos was aware of his charges of theft, QF stated that Amos was indeed aware of the charges noting that a sander had been removed from the property. A resident had complained that items had been stolen from her residence. QF had advised the resident her to lay a charge of theft, it was further noted that she had given a set of keys to her domestic worker who QF advised was in known to have been in a relationship for some time. This same worker was found by Thomas crying outside the unit due to her boss (the resident) wanting to fire her because all of her jewellery had been stolen. The worker subsequently told QF that the keys were missing from her bag and that she had found them in Amos’s bag.</p> <p data-bbox="253 1234 1286 1402">The worker had told QF that she had access to Amos residence and she agreed to accompany QF to conduct a search of the residence. A number of items that were missing from the complex were found in the residence, The process had been recorded and QF notified Amos of the search and the items missing items found in his premises.</p> <p data-bbox="253 1435 1286 1503">It was noted that the keys were removed from the possession of the worker noting that she no longer works there anymore.</p> <p data-bbox="253 1536 1286 1637">It was noted that a disciplinary hearing was conducted for Edwin, he further noted that he will get a sick note for the day he was absent from work by the end of the month.</p> <p data-bbox="197 1671 775 1704"><b>7. <u>SKIP AREA STORAGE AND COLLECTION.</u></b></p> <p data-bbox="253 1738 1286 1805">QF advised that the skip area has been cleaned up noting that the only thing left to be removed were some big rocks.</p> <p data-bbox="253 1839 1286 1973">LP said he had tried to call the council refuse department to replace the skip but he could not get anyone to answer the phone. Consequently he drove to the council to arrange for the skip to be replaced. QF noted that he has now resorted to going to them rather than calling them.</p> <p data-bbox="197 2007 815 2040"><b>8. <u>ADT GUARD TEMPORARY REPLACEMENTS</u></b></p> <p data-bbox="253 2074 1286 2141">It was noted that all items and issues regarding the Temporary guards have been attended to.</p>	<p data-bbox="1358 349 1398 383">QF</p> <p data-bbox="1358 651 1398 685">QF</p> <p data-bbox="1358 1727 1398 1760">QF</p>

**9. CONFLICT OF INTEREST - CARETAKER AND MANAGING AGENT.**

LP advised the meeting that he had responded to a hand delivered letter that he had received from the Owner of unit 95. BT stated that all communication needs to be done on email.

LP shared the contents of the letter with the meeting, noting that she did not contact the CSOS, and instead went "Direct to ombudsman via Google" LP said that there were answers contained in the letter but the actual questions asked were not disclosed in the letter. Without the specific questions asked, a validation of the answers was impossible.

LP continued to read out the letter, noting that the writer had completely missed the point and do not have all the facts and that a request for the request to and response from CSOS will be made.

**10. COMPLAINTS PROCEDURE.**

It was accepted that any complaint concerning the conduct of other resident's 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 ongoing.
- b. The Tree felling was noted to be completed.
- c. Construction of the metal benches is ongoing.

**B. PAINTING PROJECT**

LP noted that this is a disaster, BT noted that there is light at the end of the tunnel, their administration is terrible, however they presented the layout and noted that with the Dulux requires the walls to be cleaned which was in the spec, it was noted that Dulux will be providing the guarantee, LP queried why they were only allocated two weeks, BT noted that they have teams, this current team was allocated two weeks and then another team will be brought in, the plan is currently to complete the project in 6 weeks.

It was noted that they had to change their starting point due to objections received from a concerned resident. BT explained the new order to the Trustees. The matter was further discussed at length. It was decided that a general letter will be sent to the members updating the members on the painting project.

QF

QF

QF

**C. BALCONY TILES AND WATERPROOFING.**

It was noted that letters have been sent to the relevant owners, it was noted that unit one of the owners is arguing and wanting evidence of the leak, it was noted that this will be given. It was noted that if the owners do not attend to this, they will be taken to CSOS. The Trustees approved this decision.

**QF**

**D. ANALOGUE AERIALS**

It was noted that the aerials will be removed once they receive notice that the SABC has been shut down.

**E. FINANCIALS**

LP queried if the key box is working QF noted that this is working, it was noted that unit 7 had 22 visitors in March and only 9 made use of an exit code, this matter was further discussed at length, QF further noted that he and BT told the guards are to ensure the guest has an exit code, otherwise they will not be let out. The matter was further discussed at length. QF noted the guest amount is 15 and 27 guests in a month. It was noted that the airtime cost is about R650 per month. It was noted that the Mircom system doesn't cut off, QF noted that he will be contacting the service provider to cut off after a minute, it was noted that this cut off time is sufficient.

**QF**

It was noted that the downpipes have been repositioned.

It was noted that the costs for the basketball paving has been increased, QF noted that mesh needs to be placed in the cement and stones need to be included, further to this, the basketball paving will be completed in May to ensure the entrance is completed first.

**AG**

**QF**

**Income statement;**

- Storeroom rental – there is one empty, making R14000.00 per year
- Water contributions to be raised it was noted that the water charges are going to increase due to no free water being implemented, QF expects and 8 or 9 % increase in July for water, it was noted that the cost on the meter would be increased to fix the cost issue. BT proposed providing options on an email to be reviewed, this was approved.
- Admin fees, the general culprits are still ongoing, LP noted that the numbers are looking a lot better and the little debtors are sorted out.
- It was noted new overalls need to be purchased.
- It was noted the common property electrical bill is sitting at R35,000.00.
- Pool Chemical budget to be increased.
- It was noted that the credit needs to be transferred to the maintenance reserve. This was further discussed at length regarding calculations.
- All items that have gone over needs to be increased. AG noted that he will be applying 8% on actuals and add to the budget, this was approved.
- Security maintenance – QF noted that the cameras caused this item to go over budget.
- Security monitoring, QF noted that he wants to negotiate, he further noted that the service provider wants to increase the cost by 6 – 8 %, he wants to negotiate this down.

**QF**

**AG**

**QF**

- It was proposed to increase the maintenance reserve levy, this matter was discussed at length ultimately deciding that for the next 4 years increases will be applied.

**F. GENERAL**

It was noted that the minutes are displayed on the website for everyone to see.

BT noted that the cameras are motion sensitive, The downside was if a vehicle was too far from the sensor it might not be activated. However, upgrading the system not be viable as it would take up too much memory.

QF told a resident that if he sees the cat he is to report the matter immediately. PL was sure that the suspected owner of the cat had overheard the conversation.

PL advised that a member had complained that a visitor had parked in another residents parking. PL told the complainant that, she should not get involved in matters that were not directly affect her and that the Trustees were there to take care of matters raised by affected parties only.

QF there was a member who had been throwing seeds on common property and in the unit below, which is causing rats to come back. It was noted that this same person wants to feed the birds which is attracting rats, QF reported that he requested that she rather make use of a bird feeder. QF proposed adding additional bait stations down this line and 1 or 2 by the “wendy house” to try reduce the rats in this area.

It was noted that some walls are very dirty and need to be cleaned, it was noted that lovemore can attend to it, alternatively they can get a sprayer to assist with the cleaning of the walls. This matter was discussed at length.

It was noted that there are pests(pigeons) going into the roofs, it was noted that there is a foam that can fix this, it was noted this can also be used for the “parktown prawns”. This was further discussed at length.

**G. CLOSE OF MEETING**

The meeting closed at 19h25

