



GREENFIELDS BODY CORPORATE

SS 1027 / 1995

MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 16th OF MAY 2023 AT 18H00

1. ATTENDING:

Lionel Parsley	(LP)	-	Trustee
Priyanka Lutchman	(PL)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Bianca Tumbler	(BT)	-	Trustee
Quintinn Ferreira	(QF)	-	Caretaker

2. APOLOGIES:

Melanie Diehl	(MD)	-	Trustee
Alan Gilman	(AG)	-	Ryse Managing Agents

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>LP queried how the Whatsapp group is coming along, QF noted that the group is going ok, that there are still 60 units not on the group further advising that emails have been sent advising them.</p>	
<p>5. <u>DISCIPLINARY PROCEDURES</u></p> <p>It was recorded that Amos had been dismissed, QF further confirmed that he has not yet come back to collect his UI19 form and still needs to collect his belongings, BT noted that his payment should not have been made before he collected everything, QF explained that the payment needed to be made, he further advised that he attempted to make multiple arrangements with Amos to collect the UI19 form but he never pitched on any of the confirmed dates, QF reported that he had taken the uniform claiming that it was his, however he needs his UI19 form to claim UIF.</p>	
<p>6. <u>SKIP AREA STORAGE AND COLLECTION.</u></p> <p>It was noted that the skip area has been cleaned up confirming that the only thing left is the big rocks, QF advised that skirtings have been placed in the skip after it had been cleaned out. LP queried who placed the skirtings there and if the camera can be checked, QF confirmed that he would check the camera.</p>	QF
<p>7. <u>ADT GUARD TEMPORARY REPLACEMENTS</u></p> <p>It was noted that there were no issues in this regard.</p>	
<p>8. <u>CONFLICT OF INTEREST - CARETAKER AND MANAGING AGENT.</u></p> <p>LP stated that nothing has been heard since the last letter had been sent.</p>	
<p>9. <u>COMPLAINTS PROCEDURE.</u></p> <p>It was noted that all parties have been addressed in this regard.</p>	QF
<p>10. <u>WINTER PROJECTS AND ACTIVITIES</u></p> <p>QF Reported on the following activities:-</p> <ul style="list-style-type: none"> a. The putty application task is completed. b. The Tree felling was noted to be completed. c. Construction of the metal benches is ongoing. 	
<p>B. <u>PAINTING PROJECT</u></p> <p>LP stated that the painting project seems to be ticking over ok, BT explained that there are some cracks on the bottom walls, QF requested that he be shown the cracks so that he can address it, he further advised that he's going to address a snag list before the final payment is made to ensure that the work is done properly. LP requested all snags be sent immediately to them in writing, QF noted that he will do this.</p>	QF

C. BALCONY TILES AND WATERPROOFING.

LP Queried if any of the parties responded, QF explained that some have acknowledged and some requested proof, QF advised that there was one member that wanted to speak to the member that complained and wants the written complaint sent to her, QF advised her that she just needs to go and have a look and that he would not be sending her the complaint, LP authorised QF to advise her that they go around and inspect the complex and as a caretaker it is his responsibility to ensure that the complex is in good order which it currently is not and further authorised that he may state that the people that run the complex are complaining, QF advised that he gave her the instruction to lift the tiles, waterproof and retile her balcony and advised her that the cost to do this would be around R4500.00. QF informed the trustees that the other members confirmed that they will attend to this in the winter. This was duly accepted.

QF

D. ANALOGUE AERIALS

This matter was discussed noting that the SABC is yet to discontinue the service which is delaying the removal of these aerials. QF advised that there was a notice that went out that the SABC are implementing the requirement for car radio licenses to increase their revenue.

E. FINANCIALS

LP queried if the MIRCOCM cutoff had been attended to, QF advised that this had been completed, he further advised that the cost for the MIRCOCM had decreased since the implementation of the cutoff, it was noted that they used R500.00 instead of R1000.00, LP queried if service providers have been contacted to assist in decreasing this cost, QF advised that they approached a company that does per second billing which is unlimited for R499.00, QF noted that he queried the network that they make use of as Greenfields cannot use Vodacom further advising that he requested on a quote for an MTN Package, he is waiting on a response for this.

QF

LP requested that the amount for the basketball paving be amended, QF noted that he would, however he needs to make sure that Thomas can attend to it as he is currently doing all of Amos's work, LP queried if they should hire a replacement for Amos, QF noted that he thinks they should, it was noted that they will ask if Thomas knows someone to fill this position. QF requested if he could purchase a jacket for the staff, this was discussed at length, ultimately deciding that they would get a quote for the winter jackets from Protekta in Meadowdale. BT advised that she purchased Thomas a new pair of safety boots noting that the previous brand must not be purchased again as the quality is not good. QF advised that the raincoats were still ok, further informing the Trustees that the only things Amos left was the raincoat and the masks that were purchased for the sanding, BT noted that they can also look at a beanie, LP noted that Johnsons has good quality, QF agreed however noting that they are expensive. It was noted that a pricelist would be obtained from Johnsons.

QF

BT

- Storeroom rental – all have been taken and a quote is being obtained to have another couple done, LP queried what each storeroom makes, QF advised that they undercharge for the storerooms, normally a storeroom goes for R350 pm and they charge R165 pm. A discussion

AG

surrounding increasing the price of the storeroom rental was had, ultimately deciding that new storeroom renters will be charged R250 going forward and the current will be increased to R200.

- LP queried if the Municipality advised the new tariffs yet, QF noted that they had not informed anyone yet of the tariff increase for the water. It was noted that the increase is pertinent to the budget. QF advised that they should know by the 1st of June. LP noted that the Common Property Electrical bill is sitting at R35000.00 QF noted that this is about right, LP queried if they could crank up the meters so that the people pay there, QF informed that people are already complaining that they are charging a profit, this matter was discussed at length ultimately deciding that they are not charging a profit as they have to cover the bill for the common property as well and that the tenants issues need to be directed to the owner of the unit.

QF

F. GENERAL

LP queried the previous statement regarding the cameras in the front being motion sensitive, QF advised him that the camera doesn't record all of the time, only when it detects motion from cars or people walking in its range, however noting that movement outside its range will not be recorded, LP queried why we have the motion sensitive camera, BT noted that the recording takes up storage so the motion sensitive recording reduces the amount of storage space required, currently they are using 1 TB if they record constantly then this dramatically increases resulting in the need to purchase more storage, or the footage will be over written in about a week, LP queried how much it would cost to put in an addition TB hard drive, QF noted that they could use an external hard drive, this was further discussed at length. LP noted that the pole has been dinged plenty, QF noted that they are going to be repainting the curb and the lines for the open car park.

QF

BT advised that the cats are back and now there are two there is a ginger one and a black and white one. This was discussed at length ultimately deciding that a notice will be sent to the owners to stop the throwing of food on the lawns due to the food attracting cats and rodents.

QF

It was noted that there is one member that is planting tomatoes and berries in the common property gardens, BT noted that she advised the member that they may not do this, she ignores this instruction, January has been clearing these plants out consistently, LP requested that she be sent warnings and fines each time she does this.

QF

QF advised that there is a section that has loose refuse in their bin, a notice was sent to this section and they are all advising that they did not do this, LP queried if they could put a camera to see this happening QF noted that the staff no longer want to clean these dustbins due to the state of the bins. This matter is being discussed at length and it was ultimately decided that a camera will be placed up for a week to get proof of the transgression occurring.

QF

LP queried the wendy house, it was noted that it was half painted and not properly and there are still rats being attracted.

It was noted that the foam has been put in to prevent pigeons from gathering in the roof.

BT advised that Cristopher wants to take the readers for a day to upgrade them, LP noted and approved this.

BT

It was noted that the reader gets hot and needs a cover to prevent the sun baking on the reader, QF will look into this accordingly.

QF

LP explained that the gate takes too long to open, this matter was discussed at length ultimately deciding that the timer will be changed to make sure that the gate and boom will open simultaneously and new motors will be looked into after the biometrics and the timer.

BT explained that the reader on the pedestrian gate is dead, this was discussed at length ultimately deciding that the old readers are to be updated and the dead reader is to be replaced.

The matters regarding the gate and access was further discussed at length by the Trustees present and QF.

G. FINANCIALS/ARREARS

LP queried the audit fees and why it hasn't gone through, QF advised that AG needs to accrue for it and it will go through in August.

LP queried the members that had been taken to CSOS for arrears, QF noted that they had been taken and are now in the process of catching them up, LP queried Kevin and Haley, QF noted that these are going to be taken to High Court due to non-adherence to the CSOS ruling, it was noted that another 28k is expected to be received from unit 52 account, it was noted that Mpho paid her account Skola is trying as well and Chetty has an arrangement in place.

H. CLOSE OF MEETING

The meeting closed at 19h10

Tasks Scheduled	Est Date
Metal bench assembly	30/06/23
Basket Ball Paving	21/06/23
Wall cleaning	Ongoing
Rights to switch off services (email to CSOS)	Queried awaiting reply
Painting Project Progress	30/06/23
Investigating per second billing for Mircom Communications	Received
Additional; Storerooms	30/07/23
Notice to residents regarding feeding of cats	21/06/23
Warning letter for Planting Vegetables	21/06/23
Temporary Camera to identify misuse of bins	30/06/23
Cover for Biometric Readers	25/06/23