



GREENFIELDS BODY CORPORATE

SS 1027 / 1995

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

1. ATTENDING:

| | | | |
|-------------------|------|---|----------------------|
| Lionel Parsley | (LP) | - | Trustee |
| Bianca Tumbler | (BT) | - | Trustee |
| Quintinn Ferreira | (QF) | - | Caretaker |
| Melanie Diehl | (MD) | - | Trustee |
| Alan Gilman | (AG) | - | Ryse Managing Agents |

2. APOLOGIES:

| | | | |
|-------------------|------|---|---------|
| Priyanka Lutchman | (PL) | - | Trustee |
| Tersia Cole | (TC) | - | Trustee |

3. DETERMINATION OF A QUORUM:

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

| ITEM | ACTION |
|--|----------------------------------|
| <p>4. <u>DISCIPLINARY PROCEDURES</u></p> <p>LP queried if this was all done and that Amos was gone, QF advised that Amos has not picked up his stuff that is still sitting at the guardhouse. LP queried if he doesn't stay with another one of the workers, QF explained that he spoke to January as he has the most contact with Amos and requested, he ask Amos to collect his stuff from the guard house. LP queried if UIF have been advised of the dismissal, QF advised that he had done so however Amos will not be able to get UIF as he was dismissed.</p> <p>5. <u>SKIP AREA STORAGE AND COLLECTION.</u></p> <p>It was mentioned that the skip is not full but there are some people still placing items there, QF advised the workers to send the skip away so that it is only the 3 bins, garden stuff, scaffolding and the metal remains there.</p> <p>6. <u>ADT GUARD TEMPORARY REPLACEMENTS</u></p> <p>LP queried if feedback was received regarding the guarding company not advising when there is a new guard on duty, It was noted that Evans was sick and Bongani took over, that they still have to phone somebody to let them know which is not being done at this time, there is another guy stationed there at the moment with Andries, however QF stated that he did request they advise someone when there is a new guard on duty so that the members may be informed, QF further advised that he is making arrangements to discuss performance and increases. LP queried if QF has been reviewing quotes, QF advised that he refreshes the quotes each year. MD noted that a board needs to be placed with the name of the guard on duty or if a trainee guard is on site with Andries, this was accepted. It was noted that the cats have not yet been caught in the cat box, QF advised that there are now 3 cats roaming the complex, MD advised that one of the cats stays with a smoker as it smells of smoke, MD noted that the lady above her has someone in her unit that smokes and is throwing out ash and cigarette butts into her garden and the cat goes up those steps. It was noted that the cats will be caught and taken to the SPCA, QF informed the Trustees that unit 97 have gone to CSOS for the cat in their unit, the owner expressed that it was an isolated incident, it was further advised that it was not.</p> <p>7. <u>WINTER PROJECTS AND ACTIVITIES</u></p> <p>QF Reported on the following activities:-</p> <p>a. Construction of the metal benches is ongoing.</p> <p>BT expressed that she has a problem with the metal benches, she expressed that she discovered that this had been ongoing for some time and queried why it had been taking so long, QF advised that he is not a metal fabricator and the metal being used is from their old gate that needed to be cut up designed and welded which is currently underway. This matter was discussed at length among the committee. BT asked for the measurements of the bench because she wanted to ask her uncle did welding jobs and she wanted to ask him if he could assist with the manufacture of the benches.</p> | <p>QF</p> <p>QF</p> <p>QF/BT</p> |

B. PAINTING PROJECT

LP queried when the painting will be complete, QF explained that they are complete and have been going through the snags, QF advised that the Dulux people have been requested to give advice on why there are white marks showing in some areas and to provide a solution.

C. BALCONY TILES AND WATERPROOFING.

LP queried if it was only the one lady who moaned, QF confirmed this as correct, it was noted that the members in question are not taking the matter seriously, should this continue, it will need to be taken to CSOS for resolution.

D. ANALOGUE AERIALS

LP stated that they are finally going to discontinue SABC in December 2024, QF proposed placing a letter on the door of the units requesting the members advise if their household uses the aerials, all that do not use the aerials will be removed.

QF

E. MIRCOM SYSTEM

LP queried if the MIRCOM cutoff had been attended to, QF advised that this had been completed, he further advised that the cost for the MIRCOM had decreased since the implementation of the cutoff, QF advised that he found 2 packages so far, MTN – no cell phone just a card R499 and the You and me cellular package as well, they need one more then they can decide which one they want to use.

LP noted that they had discussed doubling up purchasing on prepaids so that they don't run out of services, he further mentioned that Thomas goes around each week to read the meters, they know how much each meter needs more or less then Thomas can check once a month and replace accordingly, QF advised that they have to monitor each week to ensure they catch faults as they arrive

F. STAFF

BT advised that Thomas is not happy, he advised that that QF and his team installed a picture board when he had gone home for the weekend, meanwhile it was discussed that Thomas would, Thomas has expressed that he is unhappy that he is not being asked to do work that he is capable of doing and has the capacity to do. QF advised that when they do request work to be done, he doesn't get to it. This was further discussed at length. it had been decided that a sterner approach will be taken.

It was noted that end of June beginning of July putty work would be completed. Then over the next two weeks is lines and the clubhouse room would be painted. QF advised that he gave an instruction to keep the bin area closed so that the bins and flies are not seen from the outside, LP proposed having an automatic closer installed, this was accepted.

QF

LP queried if they are looking for Amos's replacement, QF advised that the three guys are fine for now when spring comes along, he wants to look for a worker more local so that the Tembisa shut downs don't affect attendance. This was accepted.

QF

G. FINANCIALS

Prepaid Purchases

LP noted that they had discussed doubling up purchasing on prepaids so that they don't run out of services, he further mentioned that Thomas goes around each week to read the meters, they know how much each meter needs more or less then Thomas can check once a month and replace accordingly, QF advised that they have to monitor each week to ensure they catch faults as they arrive.

QF

Staff clothing

LP queried the quote on winter jackets, BT noted that she hadn't yet received Quoted from Protekta., QF offered to assist but BT said that she would check online as she has an account, LP queried the beanies, QF noted that Thomas has a new beanie and queried where he got it from, LP queried if they should be getting them new overalls now as there is still capacity on their clothing budget, QF confirmed this is correct. It was decided after being discussed at length that they would move over to protekta and discontinue work with Javlin. QF noted that his personal drill is being used by Thomas. He asked if the committee would prefer to purchase it. This was discussed at length where it had been decided that he must claim for it and with regards to the debit card he must provide a statement to claim back.

BT

QF

Levy Increases

Storeroom rental – it had been confirmed that the store room rental increase will be effective as at 1 July.

LP queried if the Municipality advised the new tariffs yet, it was noted that the new tariffs have not been received yet, efforts have been made to obtain this information with no success, it is assumed to be about 13.9 %, it had been decided that a notification will be sent out advising that the assumed increase is 14% for electricity, 12% for water and 9% for sewer and that this may need to be adjusted once the account is received based on the actuals.

AG

Arrears

QF advised that 2 units are at CSOS we are awaiting the adjudication order, 28 have an arrangement, LP queried what Kevin and Haley proposed at the CSOS conciliation, QF advised that they wanted to pay an additional R1000,00 above current which would not have really helped. QF proposed R2000,00 above current. Skoler has been taken to CSOS recently, Naidoo, QF advised that unit 70 is a deceased estate, this will be paid and is being followed up on.

H. GENERAL

It was noted that there are some units still placing pot plants on ledges, after much discussion it had been decided that a notification would be sent out advising the members that this is not permitted as well as no ball games on CP.

QF

BT noted that an additional hard drive can be installed for the cameras, it was noted that the cost is approximately R1000.00, this was accepted.

LP noted that the gate is not working properly, QF advised that it is an old system and may need to be updated, it was noted that a new boom needs to be purchased that is shorter than the old boom and longer than the short boom currently in place. The gate was further discussed at length where it had been ultimately decided that a replacement motor needs to be bought and the gates need to be serviced properly, it was further decided that the XD cameras will be installed for better clarity and security. Further discussion was had regarding the gate and boom, it was ultimately decided that a discussion will be had with the contractor to fix the gate or update the system.

It was reported that the lady and the tomatoes has been resolved.

The members putting loose refuse in the bins are still doing this, a camera will be installed to find the person responsible. This matter was discussed at length.

It was noted that the pigeons are still sitting on the gutters and the geysers, QF advised that he is looking into a solution such as spikes to alleviate this issue.

LP queried why the audit fees are being paid late, AG noted that when they date the invoice, they date it months before the actual year end. It was decided that accruals would be done.

It was noted unit 80 has a lizard, and there are some units that have, hamsters' mice and budgies. The matter was discussed at length where it had been decided that that LP would review the rules.

I. CLOSE OF MEETING

The meeting closed at 19h30

QF

| Tasks Scheduled | Est Date |
|--|-----------------|
| Metal bench assembly – Dimensions to be handed to BT | 15-07-2023 |
| Aerial removal letter | 01-08-2023 |
| Camera installation by trouble bins | 01-07-2023 |
| Quotes for MTN - Mircom | 01-08-2023 |
| Automatic closer for bin area door | 01-08-2023 |
| Tariff increase notification | 01-07-2023 |
| New hard drive for cameras | 01-08-2023 |
| New boom | 01-08-2023 |
| Letter – pot plants – playing on CP | 23-06-2023 |
| Get options for gate (update system or fix) | 01-08-2023 |
| Pigeon spikes or like bird proofing | 01-08-2023 |
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