



GREENFIELDS BODY CORPORATE

SS 1027 / 1995

**MINUTES OF THE TRUSTEES MEETING HELD AT THE
CLUBHOUSE ON THE 18th OF JULY 2023 AT 18H00**

A. ATTENDING:

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

B. APOLOGIES:

| | | | |
|-------------------|------|---|---------|
| Priyanka Lutchman | (PL) | - | Trustee |
| Bianca Tumbler | (BT) | - | Trustee |

C. DETERMINATION OF A QUORUM:

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

| ITEM | ACTION |
|--|--------|
| <p>D. <u>DISCIPLINARY PROCEDURES</u></p> <p>QF advised that Amos has not picked up his stuff that is still sitting at the guardhouse.</p> | |
| <p>E. <u>SKIP AREA STORAGE AND COLLECTION.</u></p> <p>It was advised that the Skip had been attended to, MD queried if the rocks had been moved, QF stated that they had not been done as yet, MD proposed using a wheelbarrow to move them by the trees, this was accepted.</p> | QF |
| <p>F. <u>ADT GUARD TEMPORARY REPLACEMENTS</u></p> <p>LP queried if we were receiving notice when guards were to be changed.</p> <p>QF confirmed that this was done, QF noted that he advised all parties required to be advised, LP queried if the future costs were discussed, QF advised that they had requested a 16% increase, he further advised that they would take it to tender as the cost was too high, LP queried who quoted last year, QF advised that this was MAMBA and SOS, QF noted that they would consider keeping the guards and look at getting quotes from other companies. LP noted that quotes have to be received and discussed quickly, QF noted that Anene had already contacted 3 companies and the quotes will be sent out for review by Thursday. This was accepted.</p> | QF |
| <p>G. <u>WINTER PROJECTS AND ACTIVITIES</u></p> <p>QF Reported on the following activities:-</p> <p>It was noted that Bianca had been a bit too busy however the benches are in progress and should be completed in the course of September</p> <p>QF advised that the curbs are painted, the poles have been treated, the putty is being done on the windows, and drains have been cleaned, poles have been painted. Once putty is done, the play ground and clubhouse will be attended to.</p> <p>QF advised that the parking lines will be attended to in September.</p> | QF |
| <p>A. <u>PAINTING PROJECT</u></p> <p>The Painting project have received half payment and will receive the remainder once amendments have been done with regards to sealing the tiles. The matter was discussed at length.</p> | QF |
| <p>B. <u>BALCONY TILES AND WATERPROOFING.</u></p> <p>LP queried if this was being attended to, QF noted that not a single member has attended to this. The members are arguing that the BC is to attend to this, they have been advised to approach CSOS. MD advised requested that letters need to be resent to the owners with regards to this matter. LP queried if they sell and the balcony collapses who is responsible, QF advised that they won't issue clearance until the balcony is attended to, a letter would be sent out to all owners advising them of the severity of the maintenance required including the clearance being withheld until the balconies are attended to.</p> | QF |

C. SECURITY SYSTEMS

a. **ACCESS CONTROL**

LP queried if the MIRCOM system was functioning, QF advised that the system is working, only issue is that some people do not give codes to guests, MD noted that sometimes the SMS comes late, LP noted that the remote needs to be kept in a lock box and needs to advise QF why he took it out, he further proposed that the guard write the name of each person that did not provide a code. It was further advised that cards are being shared. It was advised that the entrance gate reader is not always reading correctly.

QF

b. **Cameras**

LP queried if the additional hard drive had been installed, QF advised that this is not yet done as he has an issue with the installer of the system noting that the system had not been recording, it was noted that he is to remove the system and they will get a new supplier for the CCTV.

D. GENERAL

a. **Staff Uniforms**

MD queried Shoes and uniforms for staff, QF advised shoes have been assigned, uniforms are being embroidered and will be assigned soon. It was noted that the prepaid purchases are being monitored and done, LP advised that there is an issue with a day night switch near his unit, this will be attended to.

QF

b. **Prepaid Purchases**

It was noted that the prepaid purchases are being monitored and done, LP advised that there is an issue with a day night switch near his unit, this will be attended to.

c. **Pets**

MD advised that the cat matter has improved, however a letter will still be sent to the members advising that they are aware that there are occupants with pets and they have 14 days to remove same prior to an inspection being done.

d. **Pot Plants**

It was advised that the letter regarding pot plants have been sent out on 2 occasions.

e. **Refuse bins**

LP queried the matter regarding the loose refuse being placed in bins, QF advised that there are 2 culprits, 5 and 53, they have been approached and will receive consistent fines should this continue. The camera will be repositioned to get a better picture. It was noted that there is a guy that comes and digs through the bins and dirties the bins, he has been approached but does not seem to understand English, LP noted that he doesn't want to interfere but would like to rather only do plastic bags there. This will be considered.

QF

f. **Pest Control**

LP queried the matter regarding Pigeons, QF advised that he is looking into plastic spikes. This was accepted and other options will be considered.

QF

The pest control quotes received for ants were discussed at length noting that the issue seems to have resolved itself and will be relooked at should it reoccur.

g. **Managing Agents Accounting systems**

QF advised that Ryse Managing agents will be moving from the currently used accounting system, BCM Track and to a new system called WeconnectU.

E. **FINANCIALS**

a. **Arrears**

LP queried the arrears, QF advised that all late payers have been sent final demands and that there are only 3 major issues at this time, Candice is meant to be paying R700.00 in addition to current per a CSOS settlement agreement which is not being adhered to, they will be sent a letter failure to comply will result in the matter being taken to court. 30 has an adjudication order whereby he had to pay R4000.00 monthly, last payment had been received in April, the matter is being taken to court. Unit 52 is being taken to CSOS. The Owner will be receiving CSOS papers at her new residence. 108 is trying to sell and has not paid this month.

QF

b. **Variances to budget**

Financial actual vs budgeted results for the year were discussed. The following items were highlighted:-

- i. Store room rentals was noted to be R19,000.00 instead of R22000.00 it was noted that there is a member that had moved out and did not advise the MA.
- ii. Insurance premium is over budget and will be looked into.
- iii. Clothing is on R6,600 of an R8000 limit.

- v. Building – R16,000.00 on R9,000.00

- vi. Gardening – R10,000.00 on R3,000.00 due to the lawn mower.

- vii. Security / Maintenance – R28,000.00 on R8,000.00 due to substantial work being done.

- viii. Mircom – R14,000.00 on R5,000.00

AG

F. **CLOSE OF MEETING**

The meeting closed at 19h30

| Tasks Scheduled | Est Date | |
|--|-------------------|--|
| Metal bench assembly | 31.09.2023 | |
| Camera installation by trouble bins (reposition) | Completed | |
| Quotes for MTN - Mircom | Completed | |
| Automatic closer for bin area door | Present @ Meeting | |
| Tariff increase notification | Completed | |
| New hard drive for cameras (CCTV to be replaced) | Completed | |
| Letter – pot plants – playing on CP | Completed | |
| Get options for gate (update system or fix) | Fixed | |
| Pigeon spikes or like bird proofing | 01.09.2023 | |
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