

BODY CORPORATE OF GREENFIELDS

MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON 14th SEPTEMBER 2016 AT 18H00

CLUBHOUSE, GREENFIELDS

1. WELCOME

Pierre Wyss of Direct Complex Services welcomed everyone and thanked them for attending the 2016 AGM.

2. QUORUM

15 Owners were present and 8 proxies received totaling 23

3. APOLOGIES FOR NON-ATTENDANCE. –

Unit 18 – N. Eyres

4. APPROVAL OF THE MINUTES OF THE 2015 ANNUAL GENERAL MEETING

Approved by S. Blair (Unit 21) and seconded by R. Crawford (Unit 02)

5. TRUSTEES REPORT

Both the Chairman and Financial Reports were emailed with the AGM pack and no subsequent issues were raised.

6. ADOPTION OF THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2016.

An explanation on some of the financial figures was circulated with the AGM. There were no issues raised.

Accepted by B. Baptista (Unit 04) and seconded by M. Matthysen (Unit 08)

7. APPOINTMENT OF AN AUDITOR FOR THE FINANCIAL YEAR-ENDING 30TH JUNE 2017

Mr Wyss proposed that the current auditors, Nichabiz in Edenvale, be retained for the 2017 financial year. They have proven to be meticulous in their work.

Accepted by W. Jonathan (Unit 82) and seconded by R. Crawford (Unit 02)

8. APPROVAL WITH OR WITHOUT AMENDMENT OF:

- a. **The schedule of Sum Assured Values of Units for replacement values;** - The document is sent out with the AGM pack. Please contact Managing Agent if any queries.

- b. **Estimate of income and expenditure for the 2017 financial year;**

A 5% increase has already been implemented and in terms of regulations, this increase has to be accepted at this AGM

Allowances have been made for the out of date intercom system to be replaced, as well as increases in costs incurred by the complex.

The main problem with the intercom system is the cellphone reception which has to be rectified in the complex before any refurbishment or replacement can occur.

Mr Joffe (Unit 36) enquired as to why the Salaries & Wages budget for 2017 was less than the actual spend in 2016. Mr Wyss explained that this would be due to reduced staff overtime as the projects are now being done during normal working hours.

The proposed increase was accepted unanimously
Proposed by M. Mathysen (Unit 08) and seconded by D. Cole (Unit 66)

c. **Decision on penalty on late payment and interest on overdue accounts**

Mr Wyss re-iterated that there were very few overdue accounts and that the current admin fee of R50 should be maintained for any letters that have to be sent out in this regard. This was accepted by all present.

9. **ELECTION OF TRUSTEES FOR THE ENSUING YEAR**

The current trustees are - L. Parsley, P. Rossouw and C. Penanda
Mr Penanda has to be step down as he is no longer an owner

Mr. Rossouw was highly irate at the poor response of owners to put their names forward to become new trustees. He felt that he had done a lot of work for the complex in previous years and was not prepared to carry on with hardly or no support. He also highlighted the fact that he was subject to abuse from tenants and owners alike and could no longer accept this.

Mr. Rossouw left the meeting at that point.

Mr. Parsley offered to continue as a trustee for the 2017 year. However, he maintained that it was important to have new trustees on a continual basis from year to year.

A discussion ensued regarding the appointment of new trustees. A number of issues were discussed – Mr. Parsley explained that trustee meetings would occur on a monthly basis and that a 5 year plan should be implemented so as to ensure continuation. Meetings normally take place around the 10th – 15th monthly unless there are any urgent matters to discuss. Mr. Wyss explained that the reluctance of owners to become trustees was not unique to Greenfields and that new legislation was in the pipeline to overcome this situation.

Mr. D Cole (Unit 66) and Mr. S. Ramjoo (Unit 77) offered their services for the coming year.

It was suggested that an email be sent out to owners asking for any more volunteers to become trustees

Mr. Venner (Unit 06) has offered his services on the task team

Special Note – *Mr. Parsley wanted to thank Mr. Rossouw for his commitment and time offered to Greenfields as the chairman for the past 2 years. A lot of the improvements and renovations were due to the current team's efforts and long hours of planning and discussions. The Chairman's report is a testament to the sheer amount of work taken on over the last 2 years. A special thanks to Mr. Penada who recently had to step down after moving to a larger house.*

10. **The determination of the *Domicilium Citandi et Executandi* of the Body Corporate.** – Accepted to remain the Direct Complex Services physical and postal addresses.

11. **General**

- a. **Prepaid Electricity** – Very few owners – 20% - have corresponded with The Meter Boys to date. Mr Wyss suggested (with the exception of these owners) that he gives the contact details of all outstanding owners to The Meter Boys so that they can contact owners directly. This was agreed to due to the short time left before the change over due on 15 October. A letter will be drawn up to all owners to contact Meter Boys urgently if not already done so.
- b. **Electricity Holding Deposit** - initially required by Ekurhuleni Municipality was approximately R140 000, however this has been reduced to R23 200. This works out to R 215 per unit. Mr Wyss suggested that the holding deposit be paid out of current funds so as to minimise administration work and the auditing trail required if owners were to be invoiced separately.
- This was accepted unanimously.
- c. **Complaints Received** - with regards to Unit 79 servicing cars in the complex. The trustees are to follow procedures and ensure that this practice comes to an end although numerous letters have already been sent to the owner. Mr Wyss stated if you notice anything please email him so that he is aware of any problems
- d. **CSOS – Community Scheme Ombuds Services** – will be approving a 2% levy fee for the financing of the abovementioned scheme. This 2% levy will only be raised on the portion over and above R500 per month. Managing agents are compelled to deduct this levy from levies and pay over to ombudsman.
- e. **General Reserve** – this can only be 15% of the annual levies and a five year detailed plan of this proposed reserve must be in place
- f. **Public Liability Insurance** must be increased so as to ensure it is relevant to the current financial state.
- g. **Owners to Tenant Ratio** - A request from Mr. R Tucker (Unit 40) to establish the ratio of owners to tenants residing at Greenfields was received.

12. **Close of Meeting**

There being no more matters to discuss the meeting closed at 7.15pm