

# **BODY CORPORATE OF GREENFIELDS**

## **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 27 SEPTEMBER 2018 AT 18H30 CLUBHOUSE, GREENFIELDS**

**WELCOME** – Mr. Wyss of Direct Complex Services welcomed everyone and thanked them for attending the 2018 AGM.

### **SIGNING OF THE ATTENDANCE REGISTER, PROXIES RECEIVED**

The attendance register was duly signed by all present and has been filed for future reference.

Proxies were recorded as apologies.

Apologies for non-attendance were received from:

- Sent by all members with proxies.

### **DETERMINATION OF A QUORUM AS PER MANAGEMENT RULE 57 OF THE SECTIONAL TITLES ACT 8 OF 2011**

Mr. Wyss suggested that the AGM continue as the numbers were marginal. This would be noted in the Minutes. If any objections are received then a new AGM would have to be conducted - A majority show of hands agreed to proceed on this basis.

Subsequently 14 Proxies Received for Units – 88; 33; 97; 68; 48; 72; 3; 21; 94; 83; 66; 71.

23 Unit Owners were present and signed the attendance register - **A Quorum was finally achieved.**

### **PROOF OF NOTICE OF THE MEETING**

As per the requirements the AGM Pack was emailed to all owners and notice/reminders was posted out on BCMTrac, as well as on the community notice board.

### **APPROVAL OF THE MINUTES OF THE LAST ANNUAL GENERAL MEETING**

No questions or queries were raised and the minutes were accepted by the members present.

### **OBJECTION RAISED WITH REGARD TO ADMINISTRATIVE CHARGES FOR ISSUING OF LATE PAYMENT (Notification letters).**

A gentleman, presumably, a member of the body Corporate, interjected at this stage to raise an objection for Administration charges for a letter issued in response to a late payment. The complainant said he had paid by the 15<sup>th</sup> of the month. He refused to declare either his unit number or his name.

Nevertheless, Mr. Parsley reminded the complainant that payments were to be paid in advance on or before 1<sup>st</sup> of the month. Mr. Wyss invited the complainant to contact him personally during the following days to clarify the problem.

The complainant continued to disrupt the meeting and some of the members present requested that the meeting proceed and that further interjections should be ignored.

## **WATER METER DISCUSSION**

Mr. Wyss advised the meeting that, he had visited Ekurhuleni to seek clarity on the issue of free water allocations. He had established from a senior financial staff member, that any property, with a municipal valuation of less than R750 000, would continue to receive 6KL free water. The published Ekurhuleni rates tables had failed to disclose this concession and hence the call for a proposal to install water meters. The impact on the budget would have been over R 220,000 per annum.

However, Mr. Wyss suggested that limited water resources in Gauteng was likely to come under pressure in future and that tariffs would increase substantially each year. For this reason, members must consider purchasing and installing water meters in the not too distant future.

For information the price of water meters installed in the complex was quoted at R 1.500 per unit. The reason for this cost was largely due to units not having only one water supply, the plumber would need to reroute the some of the water pipes to get around this problem.

A concern was raised from the floor that in the event of severe water rationing, meters would be necessary to control usage - This was acknowledged by all. Mr. Joffe suggested that the installation of water meters should be carried out over a period of a year this would not have direct once off cost impact.

A suggestion from the floor was to install ZoZo tanks at the end of each block to conserve water for the gardens. This would be considered by the newly elected Trustees.

It was agreed that the current system would be retained for the current year.

## **TRUSTEES REPORT AND DECISIONS**

A detailed trustees report had been included with the AGM pack for owners to read. No questions were raised.

Mr Wyss noted that some large projects had been completed during the year.

- The plastering project. The cost of this project was much higher than anticipated but as explained that the additional work could not be avoided. Mr. Wyss agreed to record the warrantee terms in the minutes.
- The playground area adjacent to the clubhouse had been upgraded.
- Almost two thirds of the carport roofing project had been completed at the time of the meeting. The final third would be completed after the rainy season next year.
- Fibre Optics infrastructure has been installed and members have begun to sign contracts with their service provider of choice.

The extent of the projects undertaken in the past year meant that there were no urgent projects needed to be commissioned in the new year. Consequently, maintenance costs would be restricted to enable reserves to be replenished.

## **APPROVAL OF THE SRV (SCHEDULE OF INSURANCE REPLACEMENT VALUES)**

### **DETERMINATION OF THE EXTENT OF INSURANCE COVER**

Addsure, the brokers appointed last year have proved to be both proficient and efficient. This broker specializes in sectional title insurance cover.

Complex buildings insurance cover is based on standard unit valuations. Mr. Wyss encouraged those owners who have upgraded their units to consider taking out additional insurance to guard against short payments on future claims. Owners should send an email to arrange additional insurance. The appropriate premium will be added to their levy statements.

The previous fire services company Taylor Made Fires, had not made any effort to assist with our annual fire equipment servicing. Consequently, Logistical Fire Tech. (Lumko Industries) will be on site to carry out the inspection of existing equipment as well as to install fire extinguishers as to comply with SANS insurance requirements.

The need for fire extinguishers for the carports would be evaluated.  
A request from the floor was to provide training for Owners on how to use the fire equipment - Mr. Wyss said he would arrange to have a demonstration for Owners.

Mr. Wyss stated as per the CSOS requirements the managing agent has also had to take out fidelity insurance for Greenfields as per the annual financial statements.

### **APPROVAL OF BUDGETS – RESERVE AND ADMINISTRATIVE FUNDS FOR 2018**

A brief explanation was given as to what expenses are recorded in the Administrative budget – essentially all cost related to the day to day running expenses of the complex e.g. Monthly security fee, employee salaries, management fees, Water & Light bill etc.

Maintenance Plan budget – Should cover next 10 years – the major attention has been focused on the next 3 years – as the estimated costing greatly improved over a short period. The longer stated periods indicate as to when these re-occurring maintenance issues will be carried out.

The stipulated requirements as per CSOS is a 25% minimum reserve of the annual levies collected. As noted earlier in the meeting, high expenditure on past year projects have meant that at the end of the next financial year we will be marginally under the requirement. However, this will be rectified within a month or two.

### **ADMINISTRATIVE BUDGET**

#### **Levy increase of 3%.**

In spite of the project expenditure over the past year, monthly levies can be held to only 3% for the year.

Mr. Wyss suggested that special levies should be avoided at all costs and noted that the use of in-house staff had proved to be extremely beneficial to the complex in that special levies and high

normal levies had been avoided to date. He said the staff should be applauded for their skills and their ability to complete jobs at relatively very little cost. All agreed with his sentiment. Mr. Parsley agreed with the statement but did warn that in future years, levy increases could be in line with inflation.

The Anticipated profit for the year to June 2019 was budgeted to be R130,857.

**Approval for the administrative budget was given with no objections noted.**

**Approval of the maintenance budget was given with no objections noted.**

### **CONSIDERATION OF THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2017**

A detailed explanation on some of the financial figures was circulated with the AGM pack

#### **Finance Charges**

A member asked for an explanation of the expense entitled finance costs. Mr. Gilman explained that the provision for Ekurhuleni payment had to include potential finance charges from Ekurhuleni.

**Ekurhuleni Provision** – with the changeover to bulk metering, in December 2016, Ekurhuleni had been undercharging electricity for Greenfields on a monthly basis. As at the 31<sup>st</sup> August 2017, the accrued charges are sitting at R 531 451. Ekurhuleni had been notified in writing of their error. The funds will be held for three years so that in the unlikely event of a late claim from Ekurhuleni, the body corporate will have the funds to pay. Alternatively, since three years is the accepted claim limitation period, the complex could begin to use the funds for projects.

Approval of the Annual Financial Statements 2018 was given with no objections noted.

### **APPOINTMENT OF AN AUDITOR FOR THE FINANCIAL YEAR-ENDING 30<sup>TH</sup> JUNE 2019.**

Mr. Wyss proposed that the current auditors, Nichabiz in Edenvale, be retained for the 2018/9 financial year. The policy of rotating the auditor within the group was being applied for good governance.

### **CONSIDERATION OF DIRECT COMPLEX SERVICES CONTRACT BEING APPROVED**

With the new CSOS requirements no managing contract could run open ended on a continuous basis. The contract had to be renewed every 3 years. The contract document (is supplied by Alan Levy Attorneys) who present/lecture at the NAMA seminars on a regular basis. This was accepted by the majority present.

### **ELECTION OF TRUSTEES**

A special tribute to Derek Cole who served as Trustee – has stepped down as an active Trustee, due to poor health. His wife Tersia Cole will be taking his place as an active Trustee.

Mr. Pierre Wyss paid tribute to Mr. Cole who he said had provided valuable engineering advice for the complex.

Mrs. Jane Manthe had sold her unit and was therefore unable to serve as a Trustee. Mr. Wyss thanked her for her valuable contribution over the years.

Mr. L. Parsley (Unit 15) agreed to continue to serve as chairman of the Trustees and Mrs. N. Eyers (Unit 18) agreed to serve for another year. Both were elected unopposed.

Mrs. Bianca Tumber (Tenant) from Unit 33 volunteered to serve as did Mr. Sean Blair from unit 21 Both were accepted unopposed.

Mr. Parsley explained the trustees only meet one night a month – Mr. Wyss (DCS) makes sure that the tasks are managed and carried out.

### **RESTRICTIONS AND DIRECTIONS PLACED ON THE TRUSTEES**

It was agreed by the majority to keep the cap at R30 000, as per previous years.

### **GENERAL**

#### **INTEREST CHARGES ON OVERDUE LEVY STATEMENTS**

With the new CSOS Act all levy in arrears need to be treated equally with interest charges being added to their accounts. An Interest rate of 24% would be charged where payments are not received within 10 days after due date. An administrative charge of R50 will also be charged for the writing and distribution of letters advising owners of overdue accounts.

Mr. P. Wyss assured members that he would pass a credit and offer an apology if an amount charged was found to be unjustified or an error had been made.

#### **NOTIFICATION CHARGES**

It was agreed by the Body Corporate that we will continue to charge an admin fee of R150 per notification letter issued to owners, whereby their tenants or the owner themselves have not complied with the registered Conduct Rules.

Unfortunately, we have numerous residents that simply ignore or fail to comply with the Conduct Rules. For this reason, it has been approved that we continue issuing notification letters with the appropriate administrative fee.

Again Mr. Wyss has stated that where it is proven to be incorrect, Direct Complex Services will issue a letter of apology and reverse the administration fee with the Trustees approval.

**DOMICILLIUM**

The legal address of the Body Corporate will be that of Direct Complex Services.

**Postal Address**

P.O. Box 9604  
Edenglen  
1613

**Residential Address**

3A Gans Road  
Edenglen  
1609

**WEBSITE**

Mr. L. Parsley invited members to view Trustee minutes published each month on the website. Any member is invited to attend any Trustees meeting should they have a concern regarding the Complex.

**CLOSE OF THE AGM**

There being no more matters to discuss the meeting closed at 19h45