



BODY CORPORATE OF
GREENFIELDS

**MINUTES OF THE ADJORNED ANNUAL GENERAL
MEETING HELD ON THE 13TH OF DECEMBER
2023 AT 18H00
AT THE GREENFIELDS CLUBHOUSE & ONLINE VIA THE ZOOM
PLATFORM.**

1. Opening of the meeting

Mr. Q. Ferreira (QF) thanked those present for their attendance and advised that some Owners could not attend the meeting physically but would join the meeting via Zoom.

QF announced that the meeting would be recorded and asked if anyone objected to this. All were comfortable with the recording of the meeting.

The meeting commenced at 18h30

2. Confirmation of proxies, nominees, and other persons representing members as per Prescribed Management Rule 20(4) (5) of the Sectional Titles Management Act 2011.

The attendance register had been signed by all present members and online members were verified. Online attendees were as follows:

Unit 08	Unit 21
Unit 23	Unit 29
Unit 36	Unit 47
Unit 54	Unit 93

Attending the meeting in person or by proxy were as follows:

Unit 01	Unit 42	Unit 81
Unit 04	Unit 43	Unit 87
Unit 05	Unit 44	Unit 91
Unit 06	Unit 46	Unit 97
Unit 11	Unit 48	Unit 98
Unit 15	Unit 49	Unit 102
Unit 16	Unit 66	Unit 104
Unit 33	Unit 69	

3. Determination of a quorum in terms of the Prescribed Management Rule 19(2) of the Sectional Titles Schemes Management Act 2001.

As per prescribed Management Rule (4) if a quorum is not present within 30 minutes from the time appointed for the meeting, the members entitled to vote and present in person or proxy constitute a quorum.



Members holding 26.54% of the total votes of all members in the scheme were recorded as being present.

PMR 19(4) states that if within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting stands adjourned to the same day in the next week at the same place and time. If, on the day to which the meeting is adjourned, a quorum is still not present within 30 minutes from the time appointed for the meeting, the members entitled to vote and present in person or by proxy constitute a quorum.

A binding quorum was not formed but as this was an adjourned meeting 30 minutes was given to achieve the required quorum. The members present now stand as the valid quorum.

4. Election of Chairperson for the meeting

The Chairperson Mr. L Parsley resigned 2 weeks before the sitting of the adjourned annual general meeting, so one of the current trustees of the Greenfields Body Corporate, Mrs. B Tumber was asked to chair the meeting. BT agreed to Chair the meeting and asked Mr. Q Ferreira (QF) of RYSE Managing Agents to facilitate the meeting.

5. Presentation of notice of the meeting or waives if notice.

QF stated that notice of the meeting had been sent out two (2) weeks before the meeting date. All accepted that sufficient notice time had been given.

6. Approval of the Agenda

QF asked if everyone agreed to the agenda items listed and asked if any additional items needed to be added. Everyone attending and online agreed to the agenda items. No Additions were made.

7. Approval of the Minutes of the last Annual General Meeting held on 29th November 2022.

QF asked if anyone he could take the minutes as being read. QF ask if any amendments were required and if anything had been omitted from the presented minutes.

He noted that there were no objections to accepting the minutes as correct and that the Trustees would be asked to sign the minutes. The minutes will be kept on file.

8. Review of the Trustees' report.

QF asked if all attendees had read the Trustees report and if any concerns or comments were forth coming from the attendees. None were raised.



9. Confirmation with or without amendment of the Audited Annual Financial Statement foras of 30th June 2023.

QF asked the members if they would like him to work through the Annual Financial statements (AFS) at this time. Nobody felt that this would be necessary as the AFS was included in the AGM pack sent out 2 weeks prior. The AFS were approved by the members present. Noting this, the Trustees can sign off.

QF noted the following short points on the amendment of Audited Annual Financial Statements:

The cash Reserves at the end of June 2023, Greenfields BC had R672 136.00
Outstanding levies for 2022 was R191 987.00 and came down to R181 849.00
Greenfields BC had a strong equity balance of R510 883.00
Levies received for the year was R2 007 920.00

Unit 29 asked where the recoveries from the utilities were indicated on the Audited AFS. QF advised that he would request the information from the auditors and advise the owner by email.

Unit 54 asked why the maintenance costs had decreased from June 2022 R166 224.00 to June 2023 R93 737.00.

QF advised because a lot of maintenance work was performed during the previous financial year, there were fewer repairs required. Also, a lot of the major projects were carried out during the previous financial year.

10. Determination of the extent of insurance cover to be held by the Body Corporate for the current year.

10.1 Public Liability Cover – Prescribed Management Rule 23(6):

Greenfields Body Corporate has a Public Liability Cover to the value of R50 000 000.00 on the current active insurance policy.

10.2 Fidelity Insurance Cover – Prescribed Management Rule 23(7):

QF advised that Greenfield Body Corporate have fidelity insurance cover of R500 000 for Cash reserves.

10.3 Additional Cover – Prescribed Management Rule 23(8):

QF advised that the current Insurance provider CIB and broker 2Sure advised that due to the high number of insurance claims in the past 12 months, the annual premium increased from roughly R128 000 p/a to R156 000 p/a. Before the premium was accepted the contract was tendered out to various other insurance companies. However, due to the high loss ratio, no other insurance company was prepared to even provide Greenfields with a quote. Therefore, the current insurance provider had to be maintained. This also came with an exception relating to the repair and replacement of geysers. Previously, if the CIB Call center was contacted and one of their contractors was utilized for the repair/replacement there was no excess fee. Unfortunately, there is now an excess of R2000.00 for the replacement and repair of the geyser at Greenfields irrespective if the CIB call center is contacted for assistance or not.



LP noted that there had been for several years an R15 insurance excess buffer included in the normal levy that would cover the excess for geyser repairs/replacement. QF advised that this is now included in the administration levy charged. The excess for the repair/replacement of the geyser will be covered by the Body Corporate. The exception would be if the geyser is non-compliant and there is additional excess over and above the R2,000.00.

11. Approval, with or without amendment, of the insurance replacement values referred to in Prescribed Management Rule 23(4) of the Sectional Titles Schemes Management Act.

QF advised that as per requirements a valuator is to be appointed to revalue the complex every 3 years. Mirfin Valuation Services was contracted on the 30th of October 2023 to come out and do an evaluation of the registered sections and common property. The evaluation of Greenfields by Mirfin would be circulated for all fixed property that the Body Corporate is responsible for replacing.

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he valuation/ cost replacement report was completed and sent to the insurance broker. This was done to assist with the renegotiation of the annual insurance premium for Greenfields. The new replacement cost based on the Mirfin Report is the current insurance value of your unit.

He noted that any improvements that they had made must be added onto the standard cover that is normally applied for insurance premiums.

Owners must review the insurance schedule to see if they are satisfied with the insured value of their home. He noted that the insurance company will not cover internal improvements to a normal dwelling.

Should anyone need to apply for additional insurance, they should advise the Managing Agents and the insurance company would be contacted to quote on the additional cover. We have adequate fidelity and public liability coverage.

12. Approval of the administrative fund budget for the ensuing financial year ending June 2024.

QF asked the members if they would like him to work through the administrative fund budget for the ensuing year at this time. Nobody felt that this would be necessary as the administrative budget was included in the AGM pack sent out 2 weeks prior.

No question were raised on items with the budget, the percentage increase and CSOS Increase would be approved in section 13.



13. Approval of the levy and CSOS (Community Schemes Ombud Service) schedule for the primary sections referred to the Sectional Titles Schemes Management Act 2011; for the ensuing year ending the 30 June 2024.

QF noted that a 9.13% increase had been applied to the total of the Levy and reserve fund levy. QF explained the CSOS rules regarding the amount of funds held in reserve for maintenance projects. He explained that if we did not hold 25% of our levy budget for the year we would be in breach of the act. However, only where reserve fund holds amounts exceeding 100% of the levy budget, would it be possible to adjust a maintenance reserve levy. We do not have 100% and consequently, we must raise a levy to assist with any future major projects.

The proposed increase in the Maintenance levy and Administration levy were present to all present. A over increase of 9.13% was asked to be voted upon. No objections were noted and the motion for a 9.13% was approved.

14. Per prescribed Management Rule 22 (1) of the Sectional Titles Schemes Management Act 2011; review the maintenance repair and replacement report and the consideration of the proposed maintenance projects for the ensuing year, as well as confirmation that the requirements have been met in terms of holding the prescribed amounts as per the STSMA in the maintenance reserve fund.

QF advised that there were no major projects planned for the ensuing year.

Some short-term tasks will need to be carried out to maintain the complex namely:

- Remedial painting of some walls after the major painting project was done.
- Poles allocated in the common property areas used for signage.
- Repainting of demarcated parking area lines.
- Installation of camera down the driveways and parking lots.

The replacement/repair of the boom gate located at the entrance gate was put forth to the floor. QF advised that repairing the boom gate would cost R11 000.00 and installing a new boom gate would cost R35 000.00. A vote was taken to determine if the boom gate was to be repaired or replaced. All attendees were in favor of the removal of the boom gate.

15. To set the interest rate on arrear levies and to confirm the levy arrear collection procedures to be applied by the Body Corporate.

The prescribed interest rate will be kept at 24% per annum (2% per month). There were no objections in this regard.

QF advised the meeting that Owners were required to pay levies by the 1st of the month. A grace period is allowed until the 7th of a month following which a courtesy call will be made to the owner. If the levies are still not paid by the 14th of the month a final demand letter will be issued. On the 22nd of the month an administration charge and interest which will be calculated from the beginning of the month on the full outstanding balance.



All owner accounts sitting in the age analysis in 90 days or more will have the purchasing of electricity tokens from the EU revoked.

All owner's accounts sitting in the age analysis in 90 days or more and with no progress or resolution met between the parties will have a CSOS Claim lodged or legal debt collection against them by the Body Corporate actioned.

All attendees agreed to the levy arrears collection procedure.

If an Owner is unable to pay their levies due to financial constraints during the month, owners are urged to contact the managing agents and advise of this. The Trustees will be asked to accept special arrangements in this regard.

16. Determination of the Number of Trustees to hold office for the ensuing year.

It was agreed that 5 trustees should be retained on the committee for the ensuing year.

17. The election of Trustees for the ensuing year.

It was agreed that 5 trustees should be retained. QF asked members from the floor to be co-opted. Mr. Caesar Oliveira agreed to stand on the committee.

However, only four people were willing to serve on the committee.

QF had received 5 nominations including Melanie Diehl and Lionel Parsley who said that they were not prepared to stand for re-election.

All nominees accepted their nominations except Lionel Parsley and Melanie Diehl, and all were elected unopposed. Therefore, the Trustees for 2023- 2024 are:

Mrs. Tersia Cole
Mrs. Bianca Tumber
Ms. Priyanka Lutchman
Mr. Caesar De Oliveira

18. Appointment of an Auditor to audit the Annual Financial Statements for the Body Corporate for the year ending 30 June 2024.

QF noted that Nichabiz had been used for many years and asked members if they should be retained for another year. All agreed that no change to the auditors was necessary. Nichabiz would be asked to prepare the next audited financial statements.



- 19. To report on the lodgment of any amendments to the scheme's Rules adopted by the Body Corporate under Section 10 of the Sectional Titles Schemes Management Act 2011 and, if applicable, table a consolidated set of scheme rules.**

No amendments to the scheme rules were adopted.

A suggestion was to start charging the Garden Exclusive Use levy for all ground units. QF asked if the Trustees could discuss the legality of such a move at a Trustees meeting and once a decision has been made, a general announcement would be issued.

- 20. To give directions or impose restrictions referred to in Section 7(1) of the Sectional Titles Schemes Management Act, 2011.**

QF advised no restrictions were imposed. Any amount to be spent in excess of R40,000 and not provided for in the budget would be communicated to all residents prior to the execution as such.

- 21. Confirmation of the domicilium citandi et executandi of the scheme in terms of Prescribed Management rule 4 (1) of the Sectional Titles Schemes Management Act 2011.**

QF explained that all legal documentation is delivered to Ryse Managing Agents at 19 Bauhinia Crescent, Marais Steyn Park, Edenvale, 1609. He asked if this was acceptable to the Owners. All were comfortable with this address.

- 22. To deal with any new or further business as proposed by the Chairperson of the meeting.**

No new or further business was proposed by the Chairperson.

- 23. Closure of the meeting.**

The meeting was closed at 07:45pm.