



BODY CORPORATE OF GREENFIELDS

MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON THE 29TH OF NOVEMBER 2022 AT 18H00

AT THE GREENFIELDS CLUBHOUSE & ONLINE VIA THE ZOOM PLATFORM.

1. Opening and election of Chairperson for the meeting

The chairman of the Body Corporate, Mr L. Parsley (LP), asked Mr Q. Ferreira (QF) of Ryse Managing Agents to chair and facilitate the meeting.

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.

2. Signing of the attendance Register, and Recording of Proxies

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

Unit 5
Unit 43
Unit 54
Unit 59
Unit 106

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

Unit 01	Unit 20	Unit 46	Unit 96
Unit 04	Unit 21	Unit 47	Unit 97
Unit 06	Unit 23	Unit 49	Unit 98
Unit 08	Unit 25	Unit 68	Unit 101
Unit 09	Unit 27	Unit 78	Unit 102
Unit 11	Unit 33	Unit 83	Unit 103
Unit 12	Unit 38	Unit 93	
Unit 15	Unit 42	Unit 94	
Unit 16	Unit 44	Unit 95	

3. Determination of a Quorum as per Management Rule 57 of the Section Titles act 8 of 2011.

In view of the 38 Owners present or proxies attending the meeting, QF advised that a quorum had been achieved and he declared the meeting open.

4. Recording of the meeting

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



5. Presentation of notice of meeting or waivers of notice

QF stated that notice of the meeting had been sent out two weeks prior to the meeting date. All accepted that sufficient notice time had been given.

6. Approval of Agenda.

QF asked if everyone agreed that the agenda items listed were acceptable.

7. Approval of the Minutes of the last Annual general Meeting.

QF asked if anyone he could take the minutes as being read. He noted that there were no objections to accepting the minutes as correct and that the Trustees would be asked to approve the minutes. The minutes will be kept on file.

8. Review of the Trustees report.

All attendees had read the Trustees report and there were not concerns or comments regarding the report.

9. Confirmation with or without amendment of the Audited Annual Financial Statement for as at 30th June 2022.

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 was approved by the members present. Noting this, the Trustees can sign off for registration.

10. Appointment of an auditor for the year ending 30th June 2023.

QF noted that Nicabiz 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.

11. Budget and Maintenance Plan

QF suggested that items 11 to 13 be discussed simultaneously.

He noted that an 8% increase had been applied to 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 obliged to raise a maintenance levy of 15% for the year. We have sufficient funds not to have to do this. However, only where reserve fund holding exceed 100% of the levy budget, would it be possible to remove a maintenance reserve levy. We do not have the 100% and consequently we must raise a levy to assist with major projects.



He advised that major projects had to be completed within the next year. One project is to spend around R500 000 to paint the complex. A further R15 000 is needed to install additional security cameras within the complex. He noted that the maintenance plan could be adjusted if anyone was opposed to the plan and other projects can also be included.

The painting project included water proofing. The R500 000 would probably not be enough to paint the whole complex in one year and it may spill over into the next year.

The need for paving was raised. QF explained that this would be attending to this requirement under general maintenance. Putty replacement will also be completed shortly.

12. Determination of the extent of insurance cover to be held by the Body corporate for the current year.

QF recommended to members that they make sure that they have adequate insurance cover for their units. 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 for 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 additional cover.

We have adequate fidelity and public liability cover.

A valuator would be appointed to revalue the complex this year. A valuation exercise is required to be prepared every three years.

Greenfields policies cover public liability and fidelity insurance cover and Ryse has fidelity cover as required by the property practitioner's regulatory authority and NAMA.

QF noted that we have changed the insurance broker and the members will now enjoy lower premiums and better excess demands. There will be no Geyser excess charged if the Owner accepts a contractor appointed by the broker for the replacement.

13. Confirmation of interest rate on arrear levy accounts and CSOS procedures adopted.

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 reminder letter will be issued. If the levies are not paid by the 14th of the month a final demand letter will be issued along with an administration charge and interest which will be calculated from the beginning of the month. If payment is still not made within a further 14 days, the matter will be handed over to CSOS of attorneys for collection procedures.



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

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

14. Determination of the number of Trustees to hold Office and Election of Trustees.

It was agreed that 5 trustees should be retained.

There were no additional people who were prepared to serve on the committee.

QF had 5 nominations excluding that for Sean Blair who said that he was not prepared to stand for re-election.

All nominees accepted their nominations and all were elected unopposed.

Therefore the Trustees for 2022- 2023 are: -

Mr. Lionel Parsley

Ms. Tersia Cole

Ms. Bianca Tumber

Mrs. Melanie Diehl

Ms. Priyanka Lutchman

15. Report on lodging of changes Body Corporate Rules.

QF reported that there were two amendments lodged this year.

- a. Any unit that directly faces the sun may have an awning installed within the specifications agreed upon. An example of the approved awning was erected on the guard house.
- b. Owners can apply for a water tank to be installed.

A suggestion was to enable clamping of repeat parking offenders.

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.

16. Confirmation of the domicilium citandi et executandi of the scheme

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

17. New items added to the agenda.

- a. ***Conflict of interest in Quintinn Ferreira holding both positions as the managing agent & caretaker of the complex.*** After general discussion it was thought that the forum for the issue should be at a Trustees meeting. To enable attendance at a Trustees meeting, a note would be sent out to all Owners showing anticipated meeting dates.



- b. **Ground staff performance.** A problem was raised regarding gardening. The staff should only cut the grass weekly and overturn beds only once a month. Gardeners are not permitted to attend to flower beds. Residents may negotiate privately with a staff member to get additional work done but this activity must only be performed after hours and the body corporate will not be responsible for payment or the quality of work done.

18. Close of Meeting

The meeting was Closed at 06:50.