



GREENFIELDS BODY CORPORATE
SS 1027 / 1995

TRUSTEES VIRTUAL MEETING HELD AT THE CLUBHOUSE
ON THE 15th FEBRUARY 2022 AT 18H00

MINUTES

A. Attending:

Lionel Parsley	(LP)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Bianca Tumber	(BT)	-	Trustee
Quintinn Ferreira	(QF)	-	Ryse Managing Agents
Alan Gilman	(AG)	-	Ryse Managing Agents

B. Apologies:

Sean Blair	(SB)	-	Trustee
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C. Determination of a Quorum:

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

D. Projects and activities

a) Signage

QF handed some sign design to LP. Rather than having expensive Chromadec signs made up, LP had previously offered to arrange to have stickers made which would be placed on the signboards. LP said he still needed the exact size of the signs. LP requested additional signs for gates to the pool and the pool area, to say "This gate must be kept closed at all times". The signs would be printed on stickers which would be placed on the signboard

b) Operation of the gates

The sequence of the gate was to be changed to open the gate before lifting the boom. However, the camera images covered only the visitors entrance and not the residents and it was therefore difficult to confirm that the sequence change would negate the possibility of the gate closing on vehicles. LP asked if a wide-angle lens could be installed to assist. QF said he would look at the options.

c) Camera system and Guard monitoring

LP said he was unhappy with the system of camera monitoring. He said that he could not understand why the damage to the playground bench had not been noticed. QF said that he was unhappy with one guard who said he could not monitor the cameras all the time and who, when incidents were occurring, had not made notes in the OB book. He suggested that the guards need to be changed. Had the incident been reported earlier, the camera images history could have been studied. LP also felt that the complex staff should also check for damages.

d) Individual private water tanks and Individual Awnings

LP said he would prepare a letter for all staff regarding the conditions of installing these items.

e) Drainage

The drainage holes in the wall between our complex and the neighbouring complex is blocked, This will be cleared. The drainage ditch beginning from near unit 25 needs to be cleaned out urgently. LP asked if the patio leading to the flooded unit should be raised to prevent flooding. Units 27 to 35 could be attended to during winter. QF believed that bricks should be used to reduce the amount of concrete that would be required to complete the job. He thought bricks would be cheaper than concrete. LP asked QF to cost out the materials used for different solutions method.

In the interim, the sandbags need to be emptied into the playground.

f) Distribution breaker boxes.

QF had confirmed with a contractor that this can be moved underground. Prepaid meters for common areas are also housed in the breaker boxes. LP called for quotations from a contractor to do the job.

g) Alternative Electricity service providers.

LP said that the cost of purchasing new meters would prevent us pursuing a move to and service provider in the near term

h) Outstanding maintenance projects.

Shade cloth in the playground.

Further consideration would be made regarding shaded areas in the playground.

E. Financials

a) Mircom Airtime and Telephone

The Mirom airtime charges have been merged with telephone expenses. Excess on Geysers repairs has been low over the past few months.

b) Prepaid Electricity recoveries

QF reported that there was an unfavourable KW usage variance for the year. He said that he would price the Ellies consumption device to monitor usage of electricity.

LP wanted to know if we could read the bulk electricity meter QF would find out if this is possible.

c) Outstanding Debtors

Unit 30A has been referred to CSOS for arbitration. They did make a payment equal to half the amount due on the 16th February 2022.

101 also been referred to CSOS The unit is on the market or up for rent. If it is rented, we will endeavour to attach the rent until amounts due have been settled.

LP said that There were far too many accounts in areas at the 20th of the month. He said that the Owners were well aware that levies were due on the 1st of a month. If payment was not received by the 7th, interest should be charged from 1st of the month.

He agreed to draw up a letter the Owners in this regard.

A warning letter will be sent out by the 7th of a month along with an admin charge of R50 for the cost of issuing the letter.

F. General

a) Fibre Service

LP and QF met with Evotel, a prospective service provider. They would use conduits where possible.

A contract was handed to LP for signature. There were some stipulations in the statement that he has crossed out because they were unacceptable or unclear. The contract with comments will be returned to Evotel for amendment or clarification.

b) Unauthorised Fencing

The Fencing Border fencing had been taken down but re-erected on the units patio. This was not acceptable. It must be removed.

In addition, the Owner has dug up soil from the common property to dress his lawn, This is also unacceptable.

c) Additional boundary Cameras

This must be reviewed at a later time when more funds become available.

i) Company Debit Card.

LP noted that the debit card was issued. QF noted that there was a bank charge for a debit card. QF suggested that he would open up a credit card in his name that would be used exclusively for Greenfields. This would enable better control with regard to payment refunds.

j) Staff Issues

QF said that Thomas was not being adequately supported by the rest of the staff. The staff are complaining that there was a lot of work to get through. QF noted that there had been a very high amount of rain over the past months. LP said that at one stage there were only three staff members and then they had complained and a fourth was employed. They should not have too much to do even with high rainfall.

QF said he had issued a warning letter to one of the staff for failing to follow instructions.

LP wanted to know if the staff were arriving on time each day. QF will install a clock card machine and that the staff will clock in once the software has been installed.

QF reported that a mower needed to be repaired and a ladder was broken and could not be repaired.

BT reported that the staff were helping people to load furniture when they were being paid to work for the complex.

QF was to prepare a detailed fixed task list. BT offered to monitor staff activities over the next week.

TC asked if the wages had been adjusted for work done for private people. QF assured her that overtime was not paid for the time worked for private people.

AG requested confirmation of the staff pay date.

It was agreed that the payment should be loaded early but that pay date should be set at the 24th make sure that funds reflect in staff accounts on the 25th of a month.

d) Close of Meeting

The meeting closed at 19h38