



GREENFIELDS BODY CORPORATE
SS 1027 / 1995

TRUSTEES VIRTUAL MEETING HELD AT THE CLUBHOUSE
ON THE 15th MARCH 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
Sean Blair	(SB)	-	Trustee

B. Apologies:

No apologies

C. Determination of a Quorum:

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

D. Mediation Meeting with tenant of unit 35:

QF explained that he there had been a number of complaints about fighting in his unit along with the use of unacceptable language.

The tenant apologised and accepted the criticism and agreed to stop the disruption. He also noted that he would be moving out of the complex at the end of the following month. LP said that the police would be called out if this continued. BT and TC agreed that would be the correct procedure.

LP also noted that the owner of the property was responsible for her tenant and she must be told to resolve the problem.

E. Projects and activities

a) Signage

LP said he required a copy of the order that had been placed with the signage supplier. From the order he would see the size ordered. He said the sign that prohibited glass in the pool area, should also 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) Gate Operation, Camera system and Guard monitoring

LP said the gate system was still not working. He did not believe that the sequence of lifting the boom and opening of the gate had changed.

The camera pointing to the entrance gate was currently not able to cover the path of both residents and visitors. The possibility of positioning an additional camera to over a wider view was suggested. Alternatively, the camera could be raised to the top of the pole. QF did warn that this would require cabling and installation costs.

QF reported that the guards were not monitoring activities in the pool area. 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.

BT thought that the guards should not be responsible for monitoring activities in the playground and pool area. He should not be focusing on the entrance and exit gates. The parents of the children must be held accountable for any incidents in the play/clubhouse area and the staff should be asked to check each day for breakages and the cameras should then be reviewed to identify the guilty parties.

QF said the guards must also monitor all cameras and he should be able to notice that something had been damaged. The time he notices the problem should be recorded in the OB book.

LP said that he would like Thomas to check the area every morning to see that nothing is broken.

QF confirmed that the Mircom airtime service provider would be changed from Vodacom to MTN once current airtime was depleted.

c) Individual private water tanks and Individual Awnings

LP needs all specifications for the largest awning so that he can write a letter to Owners to stipulate this size and make. Individual Water tanks to be discussed further.

d) Clubhouse Water tank.

The tank and materials for the building of the base have been purchased and are on Site. Thomas will begin to build when he has four to five dry days.

e) Drainage

A trench will be dug as soon as a dry spell is expected. A notification letter has been sent out to ask residents to keep the sandbags set up as rain was expected.

f) Distribution Breaker Box.

WF agreed to get a formal quote to do this job.

g) Shade Cloth in the playground.

A shade solution must be high enough to ensure children cannot swing on the covering.

F. Financials

a) Mircom Airtime and Telephone

The Mirom airtime charges have been merged with telephone expenses. Excess on Geyser 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

LP read out the rules regarding the payment of levies :-

Monthly levies and all other monies due to the Body Corporate are due and payable not later than the seventh (7) day of each month.

Failure to pay the full monies promptly when due, will result as follows :-

By the 7th of every month – the **Levy Roll report** is generated. This report highlights the outstanding levies not paid.

By the 15th of the month - A **courtesy call or email** to the owner will be done, reminding them of their non-payment;

By the 25th of the month - Failure of receiving payment will result in an **“Levies in Arrears” letter** being sent to the respective owner;

By the 7th of the following month – **Final Notice letter** will be sent with an **Admin Fee** charged to the levy account. The Admin Fee cost/value is reviewed at the AGM for the next financial year.

By the 25th of the second month - of non-payment the account will be handed over to legal. All associated legal costs will be debited to that owner’s levy account.

However, LP said we should still had many owners not paying by the 7th of the month. He said therefore, that we should be charging interest on all moneys outstanding on the 7th of a month.

AG asked LP to compose a letter to confirm that interest will be charged on all moneys overdue on the 7th of a month.

d) Utility Recoveries

LP queried the electricity usage for the common property. This worked out at about R4000 per month.

Water recoveries were reasonable, but sewerage was too high.

e) Club House bookings

There have not been as many bookings as budgeted.

f) Pool chemicals

Poor weather has required additional chemicals for the pool.

g) ADT Revised Fee.

Credits due for the first three months of the year, did not materialise. QF had raised this as a concern with ADT. In response they reworked the fees for twelve months from 1st March 2022.

The net effect was a cumulative advantage of R12000 for the complex.

G. General

a) Fibre Service

The contract has been changed as required. A copy of the contract to be sent to all Trustees.

b) Unauthorised Fencing

The Owner has been instructed to remove her fence materials from her patio. A general email will be sent out to instruct people to clean up their patios within the next few weeks.

c) Additional boundary Cameras

As noted at the last meeting, the project will be revived at later date.

h) Company Debit Card.

QF will use his own credit card in future as the debit card is proving to be expensive.

i) Staff Issues

BT is monitoring activities and the complex is looking better.

She noted that the staff appeared to be working less than required.

QF said that we need to get a labour lawyer to advise on the legislated tea and lunch break requirements.

Currently they staff work from 07h00 to 16H30 Monday to Thursday and 07h00 to 13H00 on a Friday. Tea breaks are paid but lunch hours are deducted.

They are currently working a 40 Hour week.

BT said we could ask the staff to work on a Friday is necessary. LP did not believe that overtime was necessary. Tree trimming was offered as a task that takes time but LP thought this should be a winter function.

LP said we issue one set of clothing every six months. QF reported that the Staff were asking for two sets now. LP said we should purchase rainsuits to be kept in a cupboard until it rains. The Trustees approved the purchase of the additional clothing.

The Trimmer was not operating as required. LP said a new trimmer must be purchased.

Some of the staff said that they did not do work because casual labour organised by QF were responsible for some work. They were told that they must not make any such assumption.

Clock cards are still to be introduced. Software is still to be sourced.

d) Provisional budgeting for next year

AGH agreed to start work on a draft budget for 2022 2023

e) Close of Meeting

The meeting closed at 19h38

.