



GREENFIELDS BODY CORPORATE
SS 1027 / 1995

TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 19th
APRIL 2022 AT 18H00

MINUTES

A. Attending:

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

B. Apologies:

No apologies

C. Determination of a Quorum:

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

D. Projects and activities

a) Signage

The last two signs would be put up shortly.

b) Gate Operation, Camera system and Guard monitoring

LP asked QF to arrange to have the entrance gate camera re-positioned to the top of the pole near the guardhouse. BT had received a quote for the job from a contractor for R1500. All agreed that she should accept the quote and to get the job done.

LP thought we should also consider installing another wide view camera from the other side of the guardhouse. BT to obtain a quote.

QF reported that he had had a meeting with ADT. Another guard would be rotated out if performance did not improve. In general, the guards have been more proactive and have reported people jumping on the benches. The Parents of those responsible for the damages will be billed for damages.

Rather than purchasing a wooden bench to replace the damaged one, LP said we should purchase a hardened plastic bench. If the new bench is found to be suitable then future purchases of this type of bench would be considered.

BT noted that currently, the camera cables cannot be easily traced to a specific camera because they have not been labelled. She would arrange to have the cables labelled as required.

c) Staff Access control

Rather than purchase software for the clock card machine, BT asked QF to investigate using the existing BioMetric system to monitor the start and end times of staff breaks.

BT volunteered to test the system for access control reporting. She would need access to the system.

QF confirmed that the airtime service provider had been changed as required.

d) Clubhouse Water tank.

Building of the base for the water tank will begin as soon as a dry spell is forecasted.

a) Individual private water tanks and Individual Awnings

LP will attend to the letter to Owners.

b) Drainage

The trench still cannot be dug due to inclement weather but will be completed as soon as a dry spell is anticipated. A notification letter has been sent out to ask residents to keep the sandbags set up as rain was expected.

c) Distribution Breaker Box.

It has been determined that the lowering of the boxes is not financially viable. To prevent damages to the boxes, a thick round bar (pole) could be erected in front of each box. SB offered to see if he could source the steel bar that is required. He asked QF to send him the specifications.

During winter LP suggested that he get one of his company workers to assist with refurbishing over a weekend.

d) Shade Cloth in the playground.

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

e) Staff Issues.

There was a discussion about the extent to which gardening should cover bed maintenance as well as lawn cutting and trimming around the beds. BT said the staff are not required to do more this year than in previous years. QF pointed out that trees and shrubs are now much larger than before and more effort is required to do the same job. Another factor was that the municipality is no longer attending to the maintenance of the perimeter lawn. Of necessity, the staff have had to take care of this task.

The letter to Owners concerning gardens must be reviewed before distributing. Perhaps revised rules could be presented at the next AGM. TC suggested that people who wanted to make gardens should be prepared to maintain the gardens at their own expense.

QF said that Thomas had a task to check lights once a week. LP suggested that the staff use a black bag to check to see if lights are working during the day. QF would follow up each week to see that the check was done and that lights were all working.

TC felt that a written daily task schedule should be issued to the staff each week. QF advised that each staff member already had a daily task schedule. However, both LP and QF agreed that a written schedule would be drawn up and given to the staff at the beginning of each week. QF would then check at the end of the week to see that everything had been completed.

Three staff members failed to arrive at work. There was no attempt to contact QF to say they would not be coming to work. When asked why no contact was made, a staff member said he did not have a phone. LP rejected this excuse saying that there was always a way to get hold of a phone.

The staff thought that they could convert the absent days to leave days. LP said this was not allowed. Leave must be applied for in advance so that adequate planning of labour resources is possible.

LP said that the salary must be reduced when days are not worked. QF said he was already planning to adjust the payslips as required but wanted to hold some disciplinary hearings. BT warned that a process had to be followed.

A lawn mower basket was damaged. LP asked QF to bring the basket to his factory. He would arrange to have the basket repaired.

E. Financials

a) Prepaid Electricity recoveries

QF reported that there for the year to date, there was an unfavourable KW usage variance which was offset by a favourable rate variance.

We will be focusing on the usage variance

To this end, a device that monitors actual power consumption has been purchased. This device will be placed inside each distribution breaker box in turn, to enable the reconciliation between electricity usage recorded for a meter and electricity actually purchased.

Each month QF receives a list of vacant units to assist with the analysis of low usages.

b) Outstanding Debtors

Debtor's overdue balances have improved this month.

With regard to unit 52, Alan Levy must be paid and once paid we need to terminate their services. We still need to know what the outstanding bond amount is on this property.

c) Utility Rates

A 10% power increase is anticipated in July 2022. We will have to notify the Owners once official documentation becomes available.

F. General

a) Fibre service contract

A final copy of the contract must be sent to the Trustees for signature.

b) Additional boundary Cameras

As noted at the last meeting, the project will be re-visited at a later date.

c) Provisional budgeting for next year

QF asked AG to prepare a draft budget. This has been done and LP. QF and AG will meet to review the assumptions to be used.

d) Infringements requiring action

People have been guilty of contravening the body corporate rules:-
A resident has been parking his motor cycle in his yard.
An Owner has painted his door white without permission.
A resident has gas bottles on his premises which suggest that he is using the gas internally and must be investigated further.

e) Scorpions have been found in the complex. Pest control action is required in this regard

f) Other maintenance issues include:-

1. paving repairs
2. painting of buildings
3. door varnishing
4. water break to take care of flooding
5. carport pillar maintenance.

G. Close of Meeting

The meeting closed at 19h38