



**GREENFIELDS BODY CORPORATE**  
**SS 1027 / 1995**

TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 17<sup>th</sup>  
OF MAY 2022 AT 18H00

**MINUTES**

**A. Attending:**

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

**B. Apologies:**

Bianca Tumber	(BT)	-	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) Gate Operation, Camera system and Guard monitoring**

One gate camera had been re-positioned, But a further camera is still required.

One cable was cut during garden trimming. This had to be repaired. A quote is still to be received for the other side of the guardhouse. This quote would include an amount for labelling the cables to enable easy identification of camera ports.

QF reported that the guard's performance had improved this month. The bench damages had been billed to two-unit owners. QF found that the cost of plastic benches were R5,600. LP said we should consider constructing metal benches.

The idea of using the table tennis tables for bench materials was rejected. These tables must be sold.

**b) Painting Project**

QF said he would go out to quote and that the project would not begin before July this year.

The decision to paint by a section each year or to paint the entire building would be dependent upon the quotes received. Greenfields staff would paint boundary walls.

**c) Clubhouse Water tank.**

The water tank must be re-positioned around the side of the clubhouse. The gates that were currently stored in this location must be sold for scrap metal along with any additional metal goods that have been kept by the staff. The staff will be told to remove their stored items and if they do not attend to same, these items will be sold for scrap as well.

**a) Individual private water tanks and Individual Awnings**

LP will attend to the letters to Owners.

An owner had erected an awning without notifying the Trustees. This was unacceptable.

**b) Drainage**

The drain will be enlarged now that rain season has stopped.

**c) Distribution Breaker Box.**

QF will fetch the labourer from QF on Friday at 13h00.

SB advised that he has kept three poles for Greenfields at his offices.

**d) Shade Cloth in the playground.**

Suitable material for the shade is still being investigated.

**E. Staff Issues**

**a) Gardening duties**

The letter to Owners concerning gardens has still to be distributed to Owners.

QF noted that there was a standard task schedule, and each staff member knew exactly what was required each day.

The payslips of the three staff members failed to arrive at work had been adjusted to reflect short paid days.

LP said that they should be told that their annual; bonus would also be adjusted down if they did not contact management when they were not going to arrive at work.

QF had repaired the lawnmower basket.

**b) Staff Access control**

QF had received a quote of R2500 for the biometric system for the staff entrance.

This system should be investigated, prior to this a biometric reader would be installed at the pedestrian gate to report on the coming and goings of the staff.

## **F. Financials**

### **a) Prepaid Electricity recoveries**

Ekurhuleni tariffs are to be increased from 1<sup>st</sup> July 2022.

A letter should be sent out to notify Owners that the tariffs are to be increased.

The device to record actual electricity consumption has been placed in a distribution breaker box and consumption will be monitored and compared to token purchases. LP noted that any tampering with pre-paid meters impacts on the complex and a charge of theft will be raised with the police.

### **b) Outstanding Debtors**

Debtor's overdue balances are poor for the month thus far.

With regard to unit 52, QF had discussed the amount that is due with Alan Levy staff.

QF believes that no benefit has accrued from Alan Levy services and he needs Alan Levy himself to discuss the way forward in the matter. Alan Levy is not proceeding with anything unless they are paid.

Alternatively, the file must be closed.

With regard to unit 101, LP said we should write to the Master of the court to say that the executor has not been willing to assist us.

## **G. General**

### **a) Fibre service contract**

A resolution must be drawn up to enable implementation of the service.

### **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**

There was a cat at one of the units and the owner must be told to remove the cat

### **e) Other maintenance issues include:-**

#### **c) Carport supports to be maintained.**

A solution must be looked at regarding the method of repairs.

## **H. Close of Meeting**

The meeting closed at 19h13