



BUILDING NUMBER SS 340/1995

GREENFIELDS BODY CORPORATE

SS 1027 / 1995

MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 17th OF JANUARY 2023 AT 18H00

ATTENDING:

Lionel Parsley	(LP)	-	Trustee
Priyanka Lutchman	(PL)	-	Trustee
Melanie Diehl	(MD)	-	Trustee
Alan Gilman	(AG)	-	Ryse Managing Agents
Quintinn Ferreira	(QF)	-	Ryse Managing Agents

APOLOGIES:

Bianca Tumber	(BT)	-	Trustee
Tersia Cole	(TC)	-	Trustee

OWNER RESIDENTS Attending part of meeting:

Pat Vincent	(PV)
Leigh-ann Louw	(LL)
Maren Naicker	(MN)

ITEM	Action
<p>A. <u>CONCERNS OF RESIDENTS NOTED</u></p> <p>PV noted that she had not received the AGM minutes. QF noted that the minutes had been published. However, it was noted that not all people had access to the internet and a hard copy had been delivered to these people in past years. QF would deliver a hard copy to these people.</p> <p>PV reported that a gardener has been working on garden beds despite the agreement at the AGM that work on beds were not to be done during working hours.</p> <p>LP suggested that Bianca's Partner Vukani be asked to talk to the staff in their own language so that they understood clearly what was required. LP said that there were only two staff members on duty over the past few weeks. LL pointed out that years ago, only two people did the whole complex and there should not be a manpower issue.</p> <p>One staff member had cut a bush down far too much and they need to be told not to do this. LP said that they should be told not to work in the garden beds at all.</p> <p>LL reported that plants were dying, and she thought it may be because dirty water from cleaning may be thrown into the beds.</p> <p>LP said a warning letter should be handed to the staff member responsible.</p> <p>The staff member in question had been given warning letters for different offences.</p> <p>QF believed that you could not dismiss somebody unless three warnings for the same offence have been issued. PV advised that the labour law had changed. QF would read up on the current legal position.</p> <p>PV wanted to know why the JOJO tank was not connected. QF thought it had been connected but PV said there was no tap attached to the tank. QF would discuss with Thomas.</p> <p>Residents were dumping their materials in the skip. This was not to be allowed.</p> <p>A business sign had been left there. PL said she would talk to the person who owned the sign and resolve the issue.</p> <p>PV said she spoke to the Ombudsman and confirmed that there was a conflict of interest where the managing agent and the caretaker was one and the same person. LP said that in Greenfields case the caretakers' activities and expenditure were managed by the Trustees and that he could not see where the conflict could arise. LP said we should speak to an attorney in this regard.</p> <p>LL said that the response time for queries was too long. We need a standard time within which a response to a query is sent. She also noted that she thought that a breach of the POPI act was evident in that somebody had said the managing agent has mentioned that she had a child.</p>	<p>QF</p> <p>BT</p> <p>QF</p> <p>QF</p> <p>PL</p> <p>QF</p>

QF said he was unaware of the complaint and needed evidence of this breach before he could comment.

LP said that if a resident had a complaint it was to be put in writing.

MN recounted the incident already discussed at a previous meeting. A fine was issued but there was no proof that he was responsible for the offence. LP asked QF to remove the fine because the complainants were not prepared to come to a Trustees meeting.

MN complained that QF would not assist in the case of a blocked drain on New Years Eve. LP said that a letter was issued with emergency numbers for times where the Managing Agent could not assist. The timing of the incident was unfortunate because it was difficult to source help on New Year Eve.

LL advised that vandals had intentionally blocked the drains. QF said that we need proof to be able to take action.

MN complained that his grass had not been cut and a branch from the neighbour had not been trimmed. A boundary wall was damaged and needed to be replaced.

LP said that gardening would resume now that all the staff were available.

QF said that he would get the wall repaired on Monday and the tree would be trimmed immediately. The visitors left and the meeting resumed.

QF

QF

B. WINTER PROJECTS AND ACTIVITIES

QF Reported on the following activities:-

- a. Water tank has been re-positioned and the pipe installed to link the tank to the roof. QF will check to see if a tap had been fitted.
- b. The putty application task will be completed next month.
- c. QF wanted the Trustees to inspect the trees to see if the job was indeed worth the money. TC did have a tree felling contactor. BT and QF were still to inspect the trees to be cut.
- d. Camera installation and improving cable layout.

QF/ BT

QF / BT

QF reported that the project has been completed. The staff were using the biometrics system as required.

- e. Construction of the metal benches was not yet completed.
- f. Glue for the non-slip tape must be sourced to be able to position tape on the stairs. PL would ask her father for advice in this regard.

PL

C. PAINTING PROJECT

The painting project would be delayed until the rains have subsided in the new year.

PL's father had looked at the quotes but he needed to know the specific type of Dulux paint that would be used.

PL

QF said that the crack filling and preparation for painting would start in March and painting would probably only commence in May.

D. WATER TANKS / AWNINGS

MD is awaiting approval to install a water tank.

QF

E. BALCONY TILES AND WATERPROOFING.

Some upstairs balconies needed to be sealed to prevent water from seeping into the ground floor units. LP asked QF to visit Union tiles to find out what sealant they have available. LP also needed a list of all units requiring repairs. Letters should be sent to these Owners giving them a specified time to address their problems.

QF

PL would ask her father for advise regarding materials for water proof sealant.

PL

F. EVOTEL FIBRE.

There are a large number of tenants, and the question is can a Fibre installation be arranged without approval of the Owner. It was felt that there would be negative impact on an Owner.

G. FINANCIALS

- a. AG to reconcile the wages staff LOAN account, still showing R500.
- b. QF advised the Trustees that the batteries installed by GC Electronics were in fact new ones, but due to a faulty PC board, there was a prolonged period without power, which damaged the batteries.
- c. Admin fees must be billed on follow-up warning letters.
- d. Mircom expenses were over budget. Guards phone is also very high.
- e. The private Skip alternative was found to be too expensive.
- f. LP noted that as at 16th 18 Owners had not paid their levies. Interest based on beginning month balances must now be charged.
- g. AG noted that water recoveries were about 90% of the council bill.
- h. LP needed details of the building maintenance account.

AG

QF/AG

QF/AG

H. GENERAL

- a. The idea of erecting an IBR cover between the pool and the clubhouse was raised. Galvanised Poles could be erected with both dark and Light IBR sheeting to enable sufficient natural light into the clubhouse. The need to replace the grass in this area would be monitored after construction.
- b. We have achieved more Clubhouse bookings recently. PL suggested that we advertise the club as a venue to all residents.

QF

<p>c. A further two storerooms are to be erected to earn additional income. AG reported that the information provided regarding the Owner who was using the room was incorrect. The solution was to break the lock and to look inside the room to make sure that it is not empty. If not empty, a new lock should be placed on the door along with a notice asking the person using the room to contact the managing agent for the key.</p> <p>d. Some Owners had raised an issue where “private” gardens were being attended to by complex staff and in effect were being financed by upstairs units. Exclusive use of gardens are to be considered. Currently all gardens are common property and are not technically for the exclusive use of Owners.</p> <p>e. A Cat from the neighbouring complex is roaming around the complex. Since the complex was not pet friendly, the cat can be taken to the SPCA if it continues to visit the complex.</p>	<p>QF</p>
<p>f. BT was still to sit with AG to explain her Electricity calculation.</p> <p>I. <u>CLOSE OF MEETING</u></p> <p>The meeting closed at 20h15</p>	<p>BT/AG</p>