



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

**MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE  
ON THE 16<sup>th</sup> OF AUGUST 2022 AT 18H00**

**A. ATTENDING:**

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

**B. APOLOGIES:**

Alan Gilman	(AG)	-	Ryse Managing Agent
Bianca Tumber	(BT)	-	Trustee

**C. DETERMINATION OF A QUORUM:**

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

**D. WINTER PROJECTS AND ACTIVITIES**

LP stated that the flooding problem should take priority over door maintenance.  
QF explained that a winter task schedule had been set up and the following projects, including drainage, would be attended to within the next few weeks.

- a. Wooden Doors Refurbishment is progressing and will be completed toward the end of the month.
- b. The water tank is currently being re-positioned
- c. Drainage will be attended to within two weeks.
- d. Putty will be addressed during the first two weeks of September.
- e. Fertiliser will be applied during the next week.

The lawnmower and weed trimmers had been sent for servicing.

**E. Painting Project**

LP asked QF for the third painting quote which had yet to be received by the Trustees.  
QF thought he had already sent the quote but would follow up.

## F. Staff Issues

### **Disciplinary meeting with Amos**

A warning letter has been given to Amos. Following the letter, QF reported that this employee failed to report for duty again and an explanation for this is expected. If there is no satisfactory explanation, a second warning will be issued.

## G. Financials

LP acknowledged that the financials reflected only one month and so no trends could be identified. However, He noted that there was no building budget for the month. QF said that the Budgeted figure was in fact included in the "Projects: budget." This would have to be reallocated.

LP was also concerned that we had over budgeted for the months Water and Sewerage. One would have expected that the budget would have been derived from historical data. QF would investigate.

There was still a storeroom that was not being billed.

QF would ask Alan Gilman for an explanation.

The pension contribution also showed a variance to budget. This would also have to be reviewed.

The Mircom budget was understated.

With regard to the Age analysis. A CSOS conciliation date has been set for Anamathoo.

A CSOS date has been set up for an on line meeting with MR Perumal regarding payment of levies.

Unit 101 has still not been rented out.

The cost of attaching the property would be R40 000.

The cheaper option would be to use CSOS.

Annual Financial Statements for the year to June 2022 are currently being prepared by the auditors.

## H. General

### a. Playground

QF was asked to make sure that the contents of the sand bags used previously for water retention has been emptied into the childrens' sandpit.

LP has designed the bench to be manufactured from the gate metal.

### b. Special request to build a ramp for disabled resident.

QF noted that according to the building regulations, the body corporate has to comply and build the ramp. We need to build two small ramps between the unit and the carport.

## H. Close of Meeting

The meeting closed at 19h09