



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

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

**A. ATTENDING:**

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

**In attendance prior to commencement of the meeting**

Riccardo Correia	(RC)	-	Insurance Broker
Priyanka Lutchman	(PL)	-	Owner

**B. APOLOGIES:**

Tersia Cole	(TC)	-	Trustee
-------------	------	---	---------

**C. DISCUSSION BETWEEN OWNER INSURANCE BROKER AND TRUSTEES.**

Following an incident involving the automated gate and a visitor's vehicle, PL was of the opinion that the Body Corporate should be held accountable for the incident.

RC noted that in public liability claims, strong evidence was required to ensure a successful claim. A camera image may but not necessarily have been useful with the claim. However, images were not recovered before the camera cycle was cleared.

RC offered to discuss the incident with the insurance company to see if there was any possible to proceed with a claim. He would respond by the end of the week.

LP asked RC what could be done to assist with any future claims. A disclaimer sign stating "Automated Gate - Beware"

RC answered queries regarding the renewal of Greenfields insurance policy to take effect from 1<sup>st</sup> December 2022.

QF noted that a complex valuation exercise needs to be completed within a few months.

The valuations would be compared to the insurance quote and adjustments can be made if necessary.

A copy of the pending renewal will be sent out 30 days prior to renewal date so that changes can be made if necessary.

BT queried a broker fee statement. RC said that the note was generic and not specifically for Greenfields. He agreed to change the wording.

**D. DETERMINATION OF A QUORUM:**

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

## **E. WINTER PROJECTS AND ACTIVITIES**

QF Reported on the following activities:-

- a. Wooden Door Refurbishment  
QF reported that this project was completed.
- b. Drainage  
The council has yet to assist with cleaning the.  
However, clearing was undertaken to a large extent, in-house and water flow should now be enabled.
- c. Water tank Re-positioning.  
The repositioning should be completed by the end of the week.
- d. QF said the putty application task had begun. BT asked when the staff would start to cut grass. Thomas was concerned that cutting the grass before the rains were in full swing would lead to burning and so this would not start just yet.
- e. Tree felling cannot be completed by our staff because there are two trees that require specialist tree felling people. QF will get quotes.
- f. Camera installation and improving cable layout.  
A quote for relaying the cables was R5000. However there still needs to be a connection for staff biometric staff access. This job can be started immediately.  
A quote for the installation a larger 32 port DVR board which will enable additional cameras must be sent to all Trustees prior to the AGM.
- g. Construction of the metal benches using old gate materials had begun. One bench in the poll area would be moved to the playground area.
- h. Stairwell Tapes will be positioned to prevent people slipping in the rain.

## **F. Painting Project**

QF Issued copies of the painting quotes to the Trustees at the meeting.

BT had a contact who was willing to look over the quotes to see that they are reasonable.

She also said that her contact suggested that, after cleaning, he had a clear solution that would keep the fences clean. LP was said that we should not apply anything that would require repeated applications every few years. QF suggested that the staff be asked to wash the walls after hours with sugar soap.

Alternatively, LP suggested that the complex acquire a high-pressure hose to clean the fences.

## **G. Water Tanks and Awnings**

There have been no objections received following the publication of as letter regarding permission for Owners to install either awnings or water tanks.

Now a follow up letter must be issued to state the proposal had been approved and Owners could install either of these items subject to the conditions noted in the proposal letter.

## **H. Staff Issues**

QF has a record of staff absenteeism over the past three months, and this will be forwarded to the Trustees.

A disciplinary meeting was held with the Edwin and Amos, QF and BT.

Amos was given a second warning. Amos requested leave for two days which was allowed but then he left a leave application note for two weeks.

A final disciplinary hearing will now have to be held.

LP believed that absenteeism should result in short pay and no annual leave should be granted to cover failure to report to work.

The balance sheet shows an amount of R500. AG agreed to investigate to find out what it was for.

I. **Financials**

- a. The budgeted storage income variance reflected a unit that was occupied but not billed. AG reported that an invoice had been raised to cover the period in question. The date of the invoice was 1<sup>st</sup> October 2022.  
QF reported that he had a costing with regard to the building of additional storage units. LP requested that a copy of the costing be sent to all the Trustees.
- b. The budgeted Mircom amount had included an amount for the telephone. AG had split the budget to reflect an amount for telephone. LP pointed out that the Mircom charge was higher than anticipated because about 60 visitors were being recorded each day. An amount of airtime purchased at a time was R500. BT wanted to know how any minutes this provided. QF would investigate.
- c. LP queried an amount budgeted for gate repairs. QF said this referred to the back yard gate which had yet to be refurbished.
- d. The owner of the unbilled storeroom was identified and an invoice for the period of occupation was sent to the owner. The cost of building additional units would be sent to Trustees for perusal.
- e. BT said she had prepared and exercise to explain why the complex was making a loss on electricity consumption. This involved payment of 10% administration fees each month.
- f. Outstanding Debtors
- g. The Oner of unit 101 had sold her property and consequently, Outstanding funds would be recovered before transfer could be registered.
- h. Unit 28 have been sent a final demand letter. The Owner says he is trying to sell the property.
- i. New batteries had been purchased for the main gate.

J. **General**

New batteries had been purchased for the main gate.

a. **Batteries for the gate**

New batteries had been purchased for the main gate.

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

QF advised that the ramp had been built but still needed treatment to avoid rust.

d. **Evotel.**

LP suggested that Evotel should write a letter to ask all residents to approach their landlords to ask them to consider Evotel's offering. A letter could also be sent to all Owners pointing out to them that the value of their property would be favourably impacted with the installation of a fibre service.

e. **Excess on Geyser claims.**

QF confirmed that excess amounts were being billed to Owners who chose to call out their own plumbers rather than making use of the insurance brokers plumbing service.

f. **AGM.**

The date of the AGM will be agreed after the Trustees have accepted the budget, the AFS and the chairman's report was available.

g. **Tree Felling.**

QF said that a contractor should be appointed to fell some large trees. The cost of the project would be about R25000. This would have to be built into the budget

K. **Close of Meeting**

The meeting closed at 19h50