



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

**MINUTES OF THE TRUSTEES MEETING HELD AT THE  
CLUBHOUSE ON THE 15<sup>th</sup> OF NOVEMBER 2022 AT 18H00**

**A. ATTENDING:**

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

**B. APOLOGIES:**

Quintinn Ferreira	(QF)	-	Ryse Managing Agents
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**C. DETERMINATION OF A QUORUM:**

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

**D. Special Claim for Vehicle damage from Gate.**

Our broker has submitted an extraordinary claim for the damages. The Driver of the vehicle was unable to provide specific details to the insurance company and the claim was rejected.

Prianca Luxman had yet to be notified by the broker or Ryse as to the outcome of the claim. The new sign warning motorists of automated gate closing had been purchased but still needs to be placed on the gate.

**E. WINTER PROJECTS AND ACTIVITIES**

QF Reported on the following activities:-

- a. Wooden Door Refurbishment had been completed
- b. The drainage project has been completed.

- c. Water tank has been Re-positioned but still needs to have a pipe installed to link to tank to the roof.
- d. The putty application task is still in progress.
- e. AG said that QF had a quote for R25000 but that he wanted the Trustees to inspect the trees to see if the job was indeed worth the money. TC did have a tree felling contractor. LP said that whoever we appointed, they needed adequate insurance cover in case accidental damage occurred. TC said she would ask her contact if he had insurance.
- f. Camera installation and improving cable layout.  
A quote for relaying the cables was R15000 including additional ports and a larger derive to save images for 30 days and to enable biometric links to the staff gate. The Trustees approved the quote and the project could be started. BT would tell the contractor to proceed with the installation and she would liaise with QF in this regard.
- g. Construction of the metal benches was not yet completed.
- h. AG reported that QF still needed to purchase adhesive for the stairwell tapes

**F. Painting Project**

The painting project would be delayed until the rains have subsided in the new year. BT said she had sent the quotes onto Priyanca Luxman's father, who was in the paint contracting trade, for comment.

**G. Water Tanks and Awnings**

Letters were sent out but no requests have been received for permission to install.

**H. Staff Issues**

Amos is back at work but QF needed to get a labour consultant to attend the hearing. This hearing must be held urgently.

The leave breakdown had been sent to BT.

LP said he did not need a "mockup" of a payslip. He would see when the next payslip was issued.

At the next trustees meeting on the 13<sup>th</sup> December as we need to agree on bonuses for the year.

We need to agree on salary increase before January pay date.

BT requested IRP 5's for staff. Edwin has lost his ID and so he has no tax number. Only Thomas pays PAYE and QF will be requested to forward a copy of Thomas IRP 5 to Bianca.

## I. Financials

- a. BT noted that staff loans had risen to R 2,500.00. LP wanted an explanation as to why loans are still being given. BT said it was probably due to a personal problem by one of the staff who needed an advance on his salary to travel to a funeral.
- b. BT reported that new batteries were installed by Bestman Media. The contractor reported that The previous contractor, G&C Electrical did not use new batteries and the installation had not been done correctly. BT will forward the report to all trustees. QF to communicate with Costa of G&C. LP wanted to know if there are two or four batteries because Bestman only had to install two of them. The report must be sent to QF.
- c. LP was concerned that at the 9<sup>th</sup> of the month 25% of the Owners had not yet paid their levies. He said we should send out a letter stating that the rules say that levies must be paid in advance. A further 5 days is allowed to cover situations where Owners have banking problems.
- d. Admin fees must be billed on follow-up warning letters.
- e. Mircom expenses were over budget. Guards phone is also very high. AG to look for historical misallocations.
- f. QF to investigate cost of a third party skip high, as used by the neighbouring Complex.
- g. BT handed a calculation. She noted that AG was not including the fixed municipal charge on his variance report. She handed AG, a calculation she had prepared showing that the Body corporate was making a loss on recovery. AG would look over the calculation. AG to send BT municipal bills for August and Sep 2022.

**J. General**

- a. AG reported that the annual insurance payment would need to be paid on 30<sup>th</sup> November 2022. LP and BT noted that they had not had sight of the proposal including the annual and alternative monthly payment amounts. BT wanted to check the wording on the proposed policy schedule. In view of time available, this should be treated as “urgent”. BT agreed to follow up with the broker and with QF.
- b. LP had advised QF of an adhesive he had seen in Australia for Tile waterproofing. QF is investigating.
- c. BT reported that Evotel had a promotion running at the moment offering four times the current speed for the same price as currently provided. There was a question regarding the need for such a high speed connection but Owners will be offered the deal. Leaflets have been placed in the mail boxes.
- d. For future projects we need to discuss IBR sheeting for the clubhouse to offer protection from the rain.

**K. AGM.**

The AGM pack was sent out on the 15<sup>th</sup> November for the 29<sup>th</sup> November 2022. It was suggested that we supply Coffee and biscuits for those who attend. We then need to contact every Owner to request their attention and to offer the free coffee and biscuits.

**L. Close of Meeting**

The meeting closed at 18h55