



GREENFIELDS BODY CORPORATE
SS 1027 / 1995

MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE ON
THE 28th OF JUNE 2022 AT 18H00

A. Attending:

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

B. Apologies:

Tersia Cole	(TC)	-	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

BT will call expedite a quote for installing an additional camera and for repositioning and labeling of the cables leading to the camera ports.

b. Playground benches and table tennis tables.

LP reported that he had designed bench that could be manufactured using metal from the four scrapped gates. He had taken some measurements which indicated that there should be sufficient material to make up three benches. Decking would be purchased from a retail outlet. LP would ask his welder to build the benches.

QF agreed to cut out the required metal from the gates.

QF had rejected an offer of R150 for the table tennis tables. LP offered to arrange refurbishment of the tables. Before selling the tables, one more attempt would be made to drum up some interest among the youth.

c. Painting Project

QF said he had received a second quote and was waiting on a third quote.

LP noted that prior to going ahead with the project, we were required to request permission to proceed with the project from the Owners.

Quotes for damp repairs are also pending.

d. Clubhouse Water tank.

LP thought that the water tank could still be positioned out of sight on the side of the clubhouse. The kitchen window not need to be opened to its fullest extent.

e. Individual private water tanks and Individual Awnings

LP had sent a draft of his letter to Owners to the Trustees. He asked the Trustees to read the letter and to comment where necessary.

The complex rules prohibit people from erecting structures without permission from the Trustees. QF would put out a letter to refrain from placing pot plants on the top of their balcony walls so that water marks do not start to appear on the walls.

f. Drainage

The drains will be attended to after the re positioning of the water tank.

g. Tree Trimming

LP requested that the trees be trimmed urgently. QF said that we needed scaffolding for the job.

h. Distribution Breaker Box.

The breaker boxes had been installed but had still to be painted.

SB reported that the pipes he had sourced were almost ready for collection

i. Shade Cloth in the playground.

This item was not discussed.

E. Staff Issues

a. Absenteeism

One worker failed to arrive at work for another three days and made no attempt to contact anyone in this regard. Then he went off for a death in the family without notifying anyone. Since the deceased was not part of his immediate family, a day would have to be deducted from his wages. A disciplinary hearing will have to be held with regard to his failure to contact management when requiring leave.

The same employee twisted his ankle at work. He was taken to the clinic for treatment. Workmen's compensation claim documentation was handed over to the clinic.

b. Staff Access control

QF reported that the readers had been purchased. He asked BT to arrange the person who would be labeling the cables to run a conduit to the biometric reader. Controls to make sure that staff made use of the readers for tea breaks as well as start and end times must be discussed further. An idea was to place the reader at the guardhouse and to make the staff log in at each break.

F. Financials

a. Outstanding Debtors

Unit 14 was recently purchased but was sold again immediately. Transfer funds will be posted shortly.

Final demands have been sent out to two other Owners.

The status of Perumal was forwarded to CSOS to see if some outcome will be possible through them. If so, the Alan Levy file will be closed.

b. Biometric card deposits

The bio-metric card deposits are all not shown on the balance sheet. AG will trace the transactions to identify transactions.

c. Storeroom Rentals

Actual rentals are lower than budget. One storeroom is not being used at the moment and must be rented out.

d. The advertising budget is much lower than actuals.

This is because the service provider has upgraded its system and training on its use was necessary. However, hosting charges have not been increased for many years.

e. Insurance Excess

This was lower than budget because there was a delay in converting to the new broker.

However, it was noted that where owners called in their own plumbers and did not use the designated broker, excess will be billable and forwarded to the owners. LP said that the owners must use the designated broker to avoid excess.

QF reported that people were putting wet wipes down the drain and blockages were being experienced. This expensive problem must be highlighted in a general letter.

f. Pension Contributions

Actuals are lower than budgeted. AG will investigate

g. Mircom and telephone

Costs exceed budget but the latter was thought to be based on a presumably understated actual figure for the previous year.

G. General

a. Request to build a ramp for disabled resident

An Owner wished to build a ramp for a wheelchair. The body corporate would consider allowing this, but it did not believe that it was their responsibility to finance the structure.

There was another request to enclose their balcony. This could not be allowed unless every Owner agreed to it via a special resolution.

b. Note on Wendy houses already installed.

A letter to all owners with Wendy houses must be reminded that they must take the structure away on selling their unit and to maintain the structure until sold.

c. Sand Bags.

Now that the rains have subsided, the bags must be used to fill the playground sand pit.

H. Close of Meeting

The meeting closed at 19h09