



## **GREENFIELDS BODY CORPORATE**

**SS 1027 / 1995**

### **MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 15<sup>th</sup> OF AUGUST 2023 AT 18H00**

**1. ATTENDING:**

Lionel Parsley	(LP)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Quintinn Ferreira	(QF)	-	Caretaker
Priyanka Lutchman	(PL)	-	Trustee
Bianca Tumbler	(BT)	-	Trustee
Alan Gilman	(AG)	-	Ryse Managing Agents

**2. APOLOGIES:**

Melanie Diehl	(MD)	-	Trustee
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**3. DETERMINATION OF A QUORUM:**

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

ITEM	ACTION
<p><b>4. <u>DISCIPLINARY PROCEDURES</u></b></p> <p>LP queried if Amos’s papers are still at the guardhouse, QF confirmed this to be correct. It was noted that this agenda point will no longer be discussed.</p> <p><b>5. <u>SKIP AREA STORAGE AND COLLECTION.</u></b></p> <p>LP queried if the skip had been cleared and the rocks removed, QF advised that the rocks are still there, the skip gets cleaned every month by council, it is just the boulders that need to be moved.</p> <p>LP queried how QF had been getting the skip sorted, QF noted that he has been going to the council office and that Ryse cannot call at all at the moment due to council lines being down. LP advised that the municipal phones at the depot have been out now for 6 months, they have been advised to contact the staff on their cell numbers.</p> <p><b>6. <u>ADT GUARD TEMPORARY REPLACEMENTS</u></b></p> <p>LP queried what happened to the 16% increase, QF noted that they negotiated and managed to get the increase down to 8% which will bring the cost to R35 000. QF proceeded to present a quote breakdown for quotes received from 3 guarding companies, he further explained each quote in detail to the Trustees. After much discussion, the Trustees opted to rather stay with their current Guarding company being ADT.</p> <p><b>7. <u>WINTER PROJECTS AND ACTIVITIES</u></b></p> <p>LP queried if QF was going to bring the benches to him to have them galvanised, QF confirmed that he would.</p> <p>It was confirmed that all projects necessary have been attended to and completed, however the clubhouse still needs to be painted which will be attended to when THORN returns to do their final works and snags.</p> <p>QF advised that new nets need to be put up as the current nets have holes in them again.</p> <p>The slide needs to get a new rubber, QF advised that the slide had been re fiberglass as the slide had a number of holes.</p> <p>The fence around the pool needs to be washed down as it has dirty hand marks everywhere. This was further discussed at length where it had been decided the fence needs to be cleaned more often. Furthermore, it was stated that they need a fourth staff member as they are not getting to everything. It was further noted that Thomas referred his son to work alongside him, this was discussed and accepted.</p> <p>QF proposed getting a blower/sucker to use instead of sweeping as this is taking up too much of the worker’s time. This was discussed at length and accepted. A notice will need to be sent to the members regarding the noise.</p>	

## **8. PAINTING PROJECT**

All the tops are sealed and lines repainted.

## **9. BALCONY TILES AND WATERPROOFING.**

LP queried if anyone had done their balcony repairs, QF advised that Unit 108, Unit 47, and Unit 44 did theirs, however, Unit 39 didn't do their repairs properly. It was further noted that Unit 108 bought white sealer which cannot be seen unless you look. LP noted that this shouldn't be encouraged.

After much discussion it was noted that the owners that have not done their balconies will be taken to CSOS. Alternatively, the owners of the below units can take the above units to CSOS as well.

## **10. FINANCIALS/ACCESS SYSTEM**

LP noted that the access system seems to be working well however he seems to sometimes need to place his finger on the reader 3 times. QF advised that he can also use the card. LP advised he does like to test the system sometimes.

QF advised that he thinks a longer boom needs to be obtained and feels the current boom is too short, LP suggested getting a plastic boom. This was accepted.

QF explained that Christophers cameras are still at the complex and they either need to take the cameras or tell him to fetch his cameras. It was noted that they have not been paid for them. LP queried if Christopher still wants them, QF advised that he will be coming through to review the hard drive. He further noted that the new hard drive is working and is no longer motion censored. LP advised that either the complex purchases them, or they don't, this will be considered.

QF advised that the COC on the electric fence needs to be done soon, this was discussed and accepted. QF advised that a new D10 motor needs to be added to the budget, this was accepted.

QF noted that the staff don't like the new uniforms saying that the quality isn't good and doesn't fit them properly, however the embroidery is nice. It was noted that additional uniforms will be bought that are bigger and the smaller will be given to Thomas's son.

## **11. GENERAL**

It was noted that Unit 97 is going to conciliation regarding their illegal cat. The resident advised that the cat is not theirs and it was just visiting for the time being. QF further noted that he takes the cats to the SPCA, but they are microchipped and the SPCA phones the owner, the owner fetches them and the problem restarts, LP noted that QF needs to tell the SPCA that if the cat needs to be brought back again, then the cat needs to be taken for a long ride.

It was noted that any further notices for pot plants need to be issued with fines.

It was noted that the owner of unit 5 was issued a letter for refuse and the staff will not be cleaning the bin anymore. LP queried who the occupants are, QF advised that he is not sure, they are odd people and still have not come to register at the gate. LP noted that the lease needs to be obtained and they need to register at the gate. The matter regarding the occupants was discussed at length.

QF advised that the ant treatment needs to be done after the snags before the rainy season, this was accepted.

LP noted that the pigeons need to be dealt with by the servitude, he further noted that they are breeding around the servitude and the gap beside his unit, he proposed closing the area. BT noted that some residents were also feeding the birds.

QF advised that a new accounting system was soon to be installed. The new system would be used to issue monthly statements to Owners. The installation process had been initiated and Owners would be notified of the software change prior to implementation.

QF noted that Edwin has not been performing adequately, he advised that he was approached with regards to the sweeping, and he laughed it off, there are days that he just does not pitch up for work, LP noted that the bonus will be affected by the poor performance, increases will also be affected by this as well.

QF noted that the MTN contract is R499 for R450 activation month to month, a handset is not included, this was discussed and accepted, the intercom will be down for a day but will work better.

The automatic closer for the refuse area is still to be done.

QF advised that Tamia sent out the quotes for the valuation, the Trustees noted that they have not received these, they will be sent out for review.

It was noted that the basketball court will be attended to, the matter was discussed, LP advised that he would like the net to be at the standard height.

## **12. FINANCIALS/ARREARS**

LP queried the storeroom rental. It was advised that the increase was not budgeted for, he further queried if the empty storerooms have been filled, BT noted that she took one and 201 took 202 as well.

/LP queried the refund received for water and sewerage, QF explained that council had done interim readings and they have since reversed the interims and credited the difference. LP queried why there were interims, QF advised that council don't care and on occasion don't look at the readings that AG submits.

Arrears interest is down, QF advised that this will be looked at. AG noted that he was unclear on whether or not he should charge interest when handing over to CSOS, QF explained that this depends on the order given, however we try to keep the interest on.

Bank charges have increased a lot this month being R400 over budget.

It was noted that the electricity budget is 45% over, QF advised this is due to putting in a bit extra this month.

It was noted that the security / Maintenance was done and cost about R8 000.

AG noted that the Audit fees for the month have not yet been accrued, however it will be soon.

Arrears were discussed by the Trustees, LP suggested that a letter should be sent issuing a R150 fine, QF advised that the debtors would never be able to pay it and will continue to be behind on their levies. QF noted Unit 50 is always behind and is currently vacant. BT confirmed this, LP noted that the unit should be sold. QF noted that some owners can only pay a certain amount, LP stated that then they need to sell if they cannot afford it. The matter was discussed at length where it had been decided that if there is a rental, they need to attempt to attach the rental, this was accepted. The matter was further discussed at length.

It was noted that the increased tariffs will reflect the end of this month.

It was advised that the audit is underway.

### **13. CLOSE OF MEETING**

The meeting closed at 19h00

Task Scheduled	Est Date
Benches to be delivered for Galvanising	17/09/2023
Purchase of Garden blower/Vacuum	Complete
Installation of Plastic Boom	16/09/2023
Purchase of staff uniforms	16/09/2023
Basket Ball Upgrade	17/09/2023
Clubhouse Painting	31/09/2023
Pigeon spike or like bird proofing	17/09/2023

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