



## **GREENFIELDS BODY CORPORATE**

**SS 1027 / 1995**

### **MINUTES OF THE TRUSTEES MEETING HELD AT THE CLUBHOUSE ON THE 23<sup>rd</sup> OF JANUARY 2023 AT 18H00**

**1. ATTENDING:**

Bianca Tumber	(BT)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Cesar De Oliveira	(CD)	-	Trustee
Priyanka Lutchman	(PL)	-	Trustee
Quintinn Ferreira	(QF)	-	Caretaker
Alan Gilman	(AG)	-	Ryse Managing Agents

**2. APOLOGIES:**

**3. DETERMINATION OF A QUORUM:**

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

**4. ELECTION OF CHAIRMAN OF TRUSTEES**

BT was asked to serve as the Trustees Chairman with immediate effect.

It was also agreed that portfolios be set up to be assigned to individual Trustees.

Trustee	Portfolios
BT	Staff, Gardens, Utilities
TC	Finance
PL	Security
CD	Maintenance

Trustees were encouraged to assist each other at the outset.

It was reported that Lionel Parsley would assist with releasing bank payments for a short while until a change of signatories can take place. Lionel Parsley will not be able to continue to assist because the current insurance indemnity only covers the managing agent or the Trustees.

QF noted that Standard bank charges were very high and that the Trustees should investigate alternative user security control systems and or banks. Once agreement has been reached either to change banks or systems or to leave systems unchanged, we can initiate the change of signatory process.

Suggested Signatories were Tersia, Bianca and Quintinn. Where Trustees are asked to release payments they will have to cross check requests for payments against the actual invoices to be paid.

If a new bank account is opened, the existing account will have to be kept open so that owners who do not immediately change our banking details can be accommodated and current debit orders details can be changed.

TC  
BT  
QF

**5. SECURITY**

QF was concerned that ADT staff changes have not been discussed with us. A meeting will be set up with ADT to clarify the guarding situation and the necessary training for new guards.

**6. MAINTENANCE**

- a. Painting of Parking Lines will be held back until winter.
- b. The benches have been galvanised and the wood would be fixed to the benches within two weeks.
- c. The painting contractor is due to return in February. This appointment could only be made after the builder's holidays. An amount of R25 000 has still to be paid to the contractor.
- d. Balcony repairs are not the responsibility of the body corporate but Owners have been asked to repair their balconies. Some have adhered to the request and others not. Owners will be told that where no effective repairs have been done, the body corporate will do the job and the Owner will be billed on their levy statement.

QF  
QF  
QF  
QF

- e. QF Advised that the gutters cleaning is currently being worked on. CD said the Owners should be told not to feed birds because the latter are partly responsible for gutter blockages. The owner of unit 8 wants to have a Rooftop Bird Repeller. Installed. QF said that these items were too expensive for the body corporate to install in all areas to be effective.
- f. The recently repaired boundary wall slates will be painted in the winter months. An industrial cleaner is still to be hired once the parking line painting has been completed. When this exercise is in progress, gardening will be held over for a week or two. Owners will be advised beforehand.
- g. Tree Trimming of council owner trees outside the premises. Following the council's failure to attend to the imposing tree branches, Heather Hart has advised that we may cut the branches back ourselves. QF noted that a skip would have to be hired to remove the wood at this time.

**QF**

**7. GENERAL**

BT advised that the AGM minutes has still to be uploaded to the website.

A general newsletter must be sent out to Owners, confirming the appointment of the new trustees and to refer Owners of the rules regarding feeding of Cats and feeding of birds.

**QF**

It was reported that garden taps were being used to replace metered water. It was suggested that garden taps be clamped so that they cannot be used. If Owners need to use water, they will have to purchase a meter which will be read each month along with the existing Owners meter and the additional water will be billed each month.

The idea of a water fountain and tap being installed in the clubhouse area will be discussed further.

The Trustees have been asked to approve a cupboard installed on a patio for Unit 13.

The Trustees will visit the unit the unit so see if it can be approved.

Renovation forms and exact measurements and materials to be submitted.

**8. FINANCIALS/ARREARS**

Analysis of Income and expenses against budget are acceptable.

After a review of municipal charges, the idea of changing 10 common property prepaid meters to analogue meters should be investigated.

CD proposed that solar be installed for all common area lighting.

TC queried the amount budgeted for tree felling. It was noted that the budgeted figure was for the total year and will still be expensed.

BT suggested that the clubhouse shelter project would be expensive. Alternatives will be investigated. QF believed that the current canvas could be refurbished or a gazebo could be purchased.

Alternatives would be discussed at a future date.

Debtors, A total of R20 000 has been received from the Owner of unit 52 for the months of December and 2023 January 2024 . This means that all legal billing has been cleared.

Final demands have been issued to all defaulting Owners and the owner with an arrangement has been told that interest will be charged because one payment was missed.

**9. STAFF SALARIES**

Salaries have been increased form January 2024 as follows.

Thomas 8%

January 8%

Edwin 6% which will be paid in April backdating to January as required.

Andrew will not receive an increase as he has only recently been employed.

However, it was noted that Andrew received a 100% incentive bonus in December 2023. We will also look at increasing his allowance near future.

**10. CLOSE OF MEETING**

The meeting closed at 19h16

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