

**MINUTES FOR ANNUAL GENERAL MEETING HELD ON THE 14<sup>th</sup> November 2020,**  
**AT ST HELENABAY HOTEL , ST HELENA BAY AT 10H00 , FOR THE SANDY POINT**  
**BEACH ESTATE HOME OWNERS ASSOCIATION**

Present :

Chairman	Dirk Baard
Vice Chairman	Rikus Serdyn
Trustees	Barney Vorster
	Leonard De Klerk
	Chris Pretorius
Admin	Kevin Brown
	Elizabeth Vorster

Apologies :

8165 Tebatso Mutibi	8106 Dave van Tonder
8027 Amorette Talbot & Collette Vermeulen	8144 Stephan Malan
8244 Theuns Kotze	8227 Alvarno Francis
8111 Martin Niemand	8206 Hennie van Zyl
8033 Peter Radasi	8045 Pietdrie Muller
8065 Peet van Vuren	8270 Ernst Bouwer
8130 8249 8277 Mike Ayyvazian	7997 Des Killassy
8164 Juanita Steenkamp	8172 Brinton Stafford
8265 Carolee Neethling	8242 Lloyed Fortuin
8169 8207 Thomas Minnie	8269 Rynette Joubert
8133 8129 Jaco Pretorius	8153 Cathy Mc Donald
7990 Marcia Meissenheimer	8160 Gregory Lewis
8031 Alex Smuts	8202 Chantelle Greefs
8074 Ray Harris	8183 Jochemes Prinsloo
8099 Charles Lamprecht	8068 8055 8055 8000 Biagio Nicolella
8212 8213 Kenneth Pretorius	8103 Andre Olivier
7996 Adolf Kader	8007 Bevin de Lange
8148 Stefanie Wium	8032 Regan Gounder
7995 8107 Johnson & Fourie	8278 Venture Seekers
8279 8280 Elize Pienaar	8271 Hannes Conradie
8006 Deon & Marti Kapps	8030 Hein Pretorius
8190 Gareth & Chantal Raaths	8171 Phillip Conradie
8044 Arend de Waal	8010 Sumeiya Limbada
8142 8023 Hettie Mostert	8040 Wentzel Jacobs
8093 8012 Hilda Engelbrecht	

Attending Home Owners :

8067 Niel Hagen	8091 Rene Brandt
8034 Matt and Tertia Vogler	7991 Shawn Simpson
X 6 Robert and Tanya Schilleman	8104 Gwen Olivier
8214 Frik Rothmann	8251 Janit Coetzee
8170 Hennie Kruger	8036 James & Des Gibson
8051 Ivan Mouton	8145 Dirk van Zyl
8254 Charnay Barendilla	8210 Trevor & Barbara Mitchell
8194 Mohammed Suleman	9786 Selwyn Brickles

## **THE AGENDA**

### **1. WELCOME and APOLOGIES**

The Chairman, Dirk Baard welcomed all present and noted people not attending. The Chairman also thanked all who made the effort to attend and who gave suggestions.

### **2. APPROVAL OF MINUTES**

Minutes of the previous meeting held on 20<sup>th</sup> July 2019, was approved. Proposed by Frik Rothmann and seconded by Barney Vorster.

### **3. CHAIRMAN'S REPORT**

The chairman applauded the amount of home owners attending the AGM, and that it reflects a positive outlook for attendance in the future. There are a total of 33 houses, either completed or in the final stages of completion on the Estate. He also thanked everyone for the hard work and contributions to the estate and the running of the HOA and acknowledged the challenges faced in the past 12 months. He discussed the overall growth and potential of the estate and also surrounding areas and was encouraged by the overall positive attitude regarding local economic growth and interest in the area.

It was requested by the chairman that any queries, suggestions during the course of the year be emailed to the HOA offices. All queries will be addressed accordingly and directly by Kevin Brown's office, including those relating to the AGM. Any queries relating to the AGM needs to be addressed before the AGM, thus enabling the meeting to be focused on the management items as listed in the AGENDA's.

### **4. PRESENTATION AND ADOPTION OF FINANCIAL STATEMENTS FOR THE PREVIOUS FINANCIAL YEAR**

a) Dirk noted (in response to comments about how much trustees are getting paid) that the do not get paid for their services and that the only people whom are being compensated for their duties, are contracted service providers. Trustees do not receive any compensation and only have the best interests at heart for the development.

b) The budget is proposed for the next 2 years. This would allow us to get budgets approved before the financial year begins as opposed to being done midway through the year.

c) Kevin noted that the financials show that the outstanding accounts are still high. Due to Covid-19 all litigation has come to a halt. All outstanding accounts and home owners not traced have been handed over to a collection agency and are making progress. Interest will be charged on outstanding accounts. Collection / tracing costs will be added to the home owners levy account.

d) The objective is to build up a reserve fund as required by the CSOC which equates to approximately 25% of annual expenses per year. The purpose of the Reserve Fund is to provide an emergency fund to assist with the overheads in times of economic stress.

e) It was suggested that the HOA invest in property to accumulate revenue / reserve fund. This is to be investigated.

f) The Levies are currently R 350.00 pm which is the 2019 rate. The levies will be increased to R 420.00 pm from March 2021. It was noted that If levies remain under the amount of R 500.00 pm the HOA does not

make a 10% contribution to the CSOC. However, once the levies go over the R500pm threshold, then we need to add a 10% contribution payable to CSOS.

The financials were discussed and approved. Proposed by Chris Pretorius and seconded Rene Verduciel.

#### **5. APPOINTMENT OF AUDITORS FOR THE NEXT FINANCIAL YEAR**

Kevin Brown was instructed to obtain other quotations for alternative auditors to better suit the HOA needs. The financial statements took longer due to Covid-19 restrictions .

The appointment of Reko as Financial Auditors was approved. Proposed by Niel Hagen and seconded Barney Vorster.

#### **6. APPROVAL OF BUDGET AND LEVIES FOR 2021 and 2022**

a) Kevin Brown gave explanations regarding the changes in the budget amounts from year to year. New items such as a reserve fund (which is required by new legislation) and security implementation was discussed and agreed on. Kevin noted that the sooner we start providing for these items the easier it will be on future levy increases.

b) Kevin discussed the need to increase the levies as indicated on the budgets presented. The increase in levies to R 420.00 pm from 1<sup>st</sup> March 2021 was approved whilst taking note of the current Covid-19 situation.

c) The change over to PayProp was decided to be unnecessary and no need to change the current system as all the necessary legal requirements has been met, and the cost of services will be saved.

d) Kevin was instructed to look at options for alternative electrical supplier. We get power direct from Eskom and then buy from Power Measurement on a certain package. This needs to be investigated, and we need to renegotiate the current package to save costs. The Costs per unit bought from Power Measurement needs to be assessed.

e) Tenders were sent out for garden and maintenance. Documents were compiled by Kevin Brown and Chris Pretorius to cover every eventuality in the near future.

Mr Hagen suggested employing a full time site manager to see to day to day duties (including gardening, oversee builders etc). This option was discussed and the general consensus by the floor was that it would be unwise to do so due to complications to the HOA regarding labour laws, Workmen's Compensations, UIF, management of labour, buying and maintaining equipment, etc .

It was noted that there were problems with broken refuse bags, loose papers littering the areas until refuse collection day . As Bins are collected on Thursdays, it is the home owner's responsibility to make sure the bin is available for collection on those days and be put back in a safe place, and not be placed out in the street a few days earlier. Additional bags which are not collected by the council must be removed by the home owner. As per council, if the bags are not in the bin, they will not collect, due to health concerns. Loose papers make the estate looked unkempt, and we rely on the home owners to assist in reporting any violations and incidents in order to keep the estate clean.

f) The repairs and maintenance of the roads was in the process. A time table will be sent to all home owners to when repairs will be done. Everyone will be accommodated as much as possible and the project will be done in phases.

g) Some electrical boxes / kiosks still need to be repaired, and will be done in areas when building starts.

h) There is concern regarding personal safety with people walking through the estate. Suggestions were made and to be investigated. Cameras will be installed in strategic places to monitor these unauthorised traffic .Notice boards will be put up. We are not allowed to prevent the public to go the beach, but we can monitor the traffic movement. Singita Security will be appointed to monitoring monitor these cameras and help control the access of illegal traffic. The home owners are asked to inform security of any suspicious or illegal activity, etc.

As a HOA we are not yet financially stable to offer 24 hrs security services, and so will build up the system each year as budgets allow until the service meets all our requirements.

Implementation of colour coded bibs for domestic and general workers. To be investigated which will help in the identifying of pedestrians.

It was stressed that it was the responsibility of the home owner to implement sufficient personal security for their premises and that it was not the responsibility of the estate.

i) Management and control over building times, movement of contractors, control of building sites needs to be implemented. Fines will be imposed for transgressions. It was requested that Home owners inform the HOA office of any problems or violations in order to facilitate an orderly and peaceful construction process in the estate.

j) The role and influence of the developer was discussed. It was noted that they have always acted in good faith towards the HOA and estate and has been supportive in tough times. With reference to decision making, the developer has left the management of the Estate to the trustees without interference.

k) Access to the estate has been problematic, particularly during load shedding. Cell reception is a problem due to Vodacom and Eskom complications. As a temporary measure a keypad system was installed to assist. The Problem is that builders gave out keypad code to sub-contractors and there was no control over who had access,, and so now the Keypad code is changed on a weekly basis . It was suggested to investigate a tag system to assist in this access problem.

The Budget was approved. Proposed by Chris Pretorius and seconded by Rikus Serdyn.

## **7. ELECTION OF TRUSTEES**

The Current Trustees are - Rikus Serdyn  
Dirk Baard  
Barney Vorster  
Chris Pretorius  
Leonard de Klerk  
Basil de Sousa

Ballots were handed out, nominees were listed and voting was done by secret ballot. Votes were counted by Kevin and Elizabeth, and the new board was announced.

New Trustees -                      Rikus Serdyn  
   Dirk Baard  
   Barney Vorster  
   Robert Schilleman  
   Leonard de Klerk  
   Basil de Sousa

**9. POPI ACT**

We have until June 2021 to implement the safety requirements of the POPI act.

**10. BUILDING REGULATIONS**

We will send out new building regulations to all home owners. Our Website will also be updated to provide the latest information.

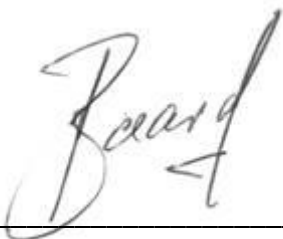
Kevin requested that everyone be cautious of how heavy duty vehicles use the roads to minimize risks of damages. He will have a Meeting with builders to discuss the same.

Kevin informed the meeting that the Marina concept is an impractical one and is unlikely to be approved by the relevant authorities. The developer is considering alternative concepts to fit in with the status and feel of the area.

Kevin informed the meeting that the developer will be adding an additional 23 plots to the estate during the next year.

**11. CLOSE**

There being no further items to discuss, the chairman declared the meeting closed.



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CHAIRMAN  
DIRK BAARD

26.03.2022

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DATE