

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE HOME OWNERS ASSOCIATION OF GAMTOOS MOUTH
(NPC) REG NUMBER 1999/001483/08 HELD IN THE THORNHILL HOTEL, MAIN ROAD, THORNHILL ON
SATURDAY, 1 DECEMBER 2018 AT 14H00**

Para No	Heading and Summary of Discussions and Decisions Taken	Respo nsi- bility																																																										
1	<p>WELCOME: The Chairperson welcomed all the owners and thanked them for attending.</p> <p>Bellbuoy requested all owners sign the attendance register being circulated and where any owners' details had changed they were to complete an owner information sheet, copies of which were attached to the back of the attendance register, and reminded owners that it was their responsibility to advise Bellbuoy, by completing an owner information sheet, to change their details as and when this became necessary. Bellbuoy recommended that where schemes subscribe to the portal that owners change their preferred means of communication to receipt of documentation via the portal. This would result in cost savings in terms of printing, stationary, postage and administrative costs. The client portal is accessed via the Bellbuoy website (www.bellbuoy.co.za), and if owners required their access codes or passwords they were to contact Bellbuoy.</p> <p>Bellbuoy reminded owners of their rental and sales services, as well as their accounting services which offered affordable accounting for small to medium size businesses; the list of services offered could be obtained from the portfolio manager.</p> <p>Bellbuoy noted their various social media platforms, namely Facebook (www.facebook.com/TheBellbuoyGroup) and Twitter (www.twitter.com/bellbuoygroup), and encouraged owners to visit and like/follow the sites to keep abreast of the latest news regarding community scheme management.</p> <p>Bellbuoy was requested to manage the agenda on the chairperson's behalf, and with no objections thereto the meeting proceeded to business.</p>																																																											
2	<p>ATTENDANCE: (a) Present (Registered owner/s)</p> <table border="1" data-bbox="252 1126 1086 2067"> <thead> <tr> <th>Name</th> <th>Erf</th> </tr> </thead> <tbody> <tr><td>Adriaanzen CD and Du Plessis, B</td><td>414</td></tr> <tr><td>Behr, Mr JP</td><td>248</td></tr> <tr><td>Bekker, Mr DW & Mrs LG</td><td>466</td></tr> <tr><td>Channon, Ms PA</td><td>484</td></tr> <tr><td>Crombie, Mr TJ & Mrs JFE</td><td>109</td></tr> <tr><td>Crous, TC</td><td>67</td></tr> <tr><td>Deyzel, Mr R & Mrs H</td><td>123</td></tr> <tr><td>Dirker, Mr WJ & Mrs JS</td><td>467</td></tr> <tr><td>Eybers, Mr E & Mrs EL</td><td>58, 63</td></tr> <tr><td>Fourie, AW</td><td>110</td></tr> <tr><td></td><td>392, 108, 395, 398, 406, 408, 410, 411, 464, 489, 514, 520, 522 & 524</td></tr> <tr><td>Gamtoos Mouth Investments</td><td></td></tr> <tr><td>Gerber, Mrs T</td><td>149</td></tr> <tr><td>Gerber, Mr SJ</td><td>272</td></tr> <tr><td>Geyer, MJE</td><td>79</td></tr> <tr><td>Gouws B & B Waspe</td><td>12</td></tr> <tr><td>Gouws, AJ</td><td>103</td></tr> <tr><td>Gross, Ms S</td><td>531</td></tr> <tr><td>Hayes Family Trust</td><td>14</td></tr> <tr><td>Herselman, Mr ER</td><td>401</td></tr> <tr><td>Janse van Rensburg, DJ</td><td>136</td></tr> <tr><td>Jute, Mr B</td><td>101</td></tr> <tr><td>Laas, Mr J</td><td>222</td></tr> <tr><td>Minne, SD</td><td>164</td></tr> <tr><td>Morgan, Mrs C</td><td>506</td></tr> <tr><td>Mostert, Mr C</td><td>173</td></tr> <tr><td>Nell, Mr JJ & Mrs S</td><td>330</td></tr> <tr><td>O'Neill, Mr C</td><td>107</td></tr> </tbody> </table>	Name	Erf	Adriaanzen CD and Du Plessis, B	414	Behr, Mr JP	248	Bekker, Mr DW & Mrs LG	466	Channon, Ms PA	484	Crombie, Mr TJ & Mrs JFE	109	Crous, TC	67	Deyzel, Mr R & Mrs H	123	Dirker, Mr WJ & Mrs JS	467	Eybers, Mr E & Mrs EL	58, 63	Fourie, AW	110		392, 108, 395, 398, 406, 408, 410, 411, 464, 489, 514, 520, 522 & 524	Gamtoos Mouth Investments		Gerber, Mrs T	149	Gerber, Mr SJ	272	Geyer, MJE	79	Gouws B & B Waspe	12	Gouws, AJ	103	Gross, Ms S	531	Hayes Family Trust	14	Herselman, Mr ER	401	Janse van Rensburg, DJ	136	Jute, Mr B	101	Laas, Mr J	222	Minne, SD	164	Morgan, Mrs C	506	Mostert, Mr C	173	Nell, Mr JJ & Mrs S	330	O'Neill, Mr C	107	
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Oosthuizen, W Mr & Mrs	476
Rautenbach, Mr MS	86
Rossouw, Mr HJ & EA	179
Senekal, Mr R	550
Smith, A	485
Strydom, Mr GJP & Mrs JL	188
Thessner, Mr FP	176
Todd, Mr & Mrs MG	521
van Staden, Mr & Mrs AJ	341
van Vuuren, Mr A & Mrs L	428
Visagie, Mr JH	344
Vorster, Mr PJ	137
Wooldridge, JM	308

(b) **Apologies** (Registered owner/s who have not submitted a proxy)

Mr Otterson	457
Mr Bekker	282
Mr Lombard	102

(c) **Proxies** (Apologies are automatically recorded from all those who submit proxies)

Akers, Mr AD (Erf 421)	proxy ifo P Gouws / B Waspe
Anthony, Mr JF (Erf 348)	proxy ifo L Garner
Barrow VM & AB Fulton (Erf 238)	proxy ifo H Visagie
Bradley, Mr ABD & Mrs I (Erf 325)	proxy ifo H Visagie
Buitendag, Mr DC & Mrs A (Erf 488)	proxy ifo J van Vuuren
Dagher, N (Erf 326)	proxy ifo H Visagie
de Ville, Mr JC (Erf 105)	proxy ifo H Visagie
Develing, Mr RE (Erf 402, 403)	proxy ifo T Wooldridge
Deyzel, Mr M (Erf 358, 365)	proxy ifo H Visagie
Dicks Family Trust (Erf 13)	proxy ifo Z Hayes
Egberink, LL (Erf 385)	proxy ifo C Egberink
Elliott-Gentry, WFE (Erf 219)	proxy ifo P Gouws / B Waspe
ERF 17 Gamtoos Mouth CC (Erf 17)	proxy ifo V Kasperski
Field, EB & CB (Erf 491)	proxy ifo P Gouws / B Waspe
Foreman, J & C (Erf 332)	proxy ifo H Visagie
Funston, Mr A (Erf 461)	proxy ifo T Funston
Fyfe, Mr AC (Erf 140)	proxy ifo H Visagie
Gombert, Mr RR (Erf 75)	proxy ifo T Wooldridge
Govind, C (Erf 343)	proxy ifo H Visagie
Gravett, Mr RH (Erf 47)	proxy ifo J Wooldridge
Greyling, Mr B (Erf 480)	proxy ifo W Oosthuizen
Grobler, Mr W (Erf 18)	proxy ifo H Visagie
Hain, Mr EF (Erf 284)	proxy ifo H Visagie
Hechter, C (Erf 124)	proxy ifo Chair
Koutsoudis, Mr CG (Erf 193)	proxy ifo H Visagie
Lochore, Mr I (Erf 45)	proxy ifo H Visagie
Lombard, Mr C & Mrs CA (Erf 235)	proxy ifo P Gouws / B Waspe
MWR Trust Rep (Erf 383, 384, 388)	proxy ifo CHAIR
Minnie, Ms A (Erf 43)	proxy ifo H Visagie
Nel, PW & V (Erf 157)	proxy ifo S Gerber
Nortjie, Mr DC & Mrs RV (Erf 518)	Proxy ifo A Van Vuuren
Coetzee, Mr DJ (Erf 456)	proxy ifo J Nell
Olivier, DJ (Erf 312)	proxy ifo H Visagie
Pennacchini (edo), Mr R (Erf 224)	proxy ifo P Gouws / B Waspe
Rautenbach, FA & D (Erf 59)	proxy ifo H Visagie
Raepsaet, Mr V (Erf 141)	proxy ifo CHAIR
Ross, M (Erf 444)	Proxy ifo C Egberink
Saayman, JJ (Erf 118)	proxy ifo S Gerber
Salzmann, Mr H (Erf 25)	proxy ifo T Funston
Shaddock, Mrs D (Erf 147)	proxy ifo J Gerber
Smith, Mr SC & Mrs BJ (Erf 523)	proxy ifo CHAIR
Steele, Mr O & Mrs D (Erf 66, 375)	proxy ifo D Steele

van der Mescht, CRD (Erf 27)	proxy ifo V Kasperski
van der Riet, Mr MC & Mrs GM (Erf 134, 135)	proxy ifo V Kasperski
van Deventer, Mr B (Erf 250)	proxy ifo L Garner
Vermeulen, E/L Mr JJ & Mrs MEC (Erf 106)	proxy ifo P Gouws / B Waspe
Waldeck, Mr GJ & Mrs KL (Erf 131)	proxy ifo H Visagie
Wolmarans, JM (Erf 181)	proxy ifo S Gerber
Wolmarans, Mr D (Erf 174)	proxy ifo S Gerber
Wooldridge, Mrs JM (Erf 306)	proxy ifo T Wooldridge

(d) **In Attendance** (For those not representing an owner at the meeting)

Mr W Pinnock	Representing the Bellbuoy Group
Mrs M Visagie	Spouse of owner of Erf 344
Mr R Green	Owner Erf 366 & 453 (did not sign attendance register)
Mr R Green & Ms C Claassen	Owners Erf 335 (did not sign attendance register)
Mr AP Nell	Owner 257 (did not sign attendance register)
Mr J Gerber	Non-Owner
Mr Channon	Spouse of owner erf 484
Mr Gross	Spouse of owner erf 531
Mrs Laas	Spouse of owner erf 222
Mr Morgan	Spouse of erf 506
Mrs Mostert	Spouse of owner erf 173
Mrs Smith	Spouse of owner erf 485

(e) **Chairperson**

G Rushmere	GMI appointed member
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(f) **Quorum.**

A quorum, in terms of Memorandum of Incorporation clause 29, of 97 out of 449 members (22.2477 in value) being represented, the meeting was declared duly constituted and proceeded to business

3 **DIRECTORS' REPORT [S61(8)(a)(i) of the Act][MOI 31.1.1]:**
Mr G Rushmere tabled and read the Board of Directors' report at the meeting and asked those present whether there were any questions in relation to the report.

Mr Rushmere noted that the report would be circulated to all members with the minutes of the meeting.

Aspects of the report included:

- The BOD, Exco and employees of the Association serve the members to the best of their abilities. Mistakes can be made and are corrected when identified.
- The non-rotation of audit partner was noted, with the ultimate result that the originally published June 2017 & June 2018 audits had been withdrawn. Members were notified before the meeting and this issue had now been corrected. The Auditor was in the process of finalizing the new audits for these two periods (at no cost to the Association). The financials would be recirculated to the members and presented to the Members in a meeting in January next year.
- The importance of representation at a local level was highlighted, and any members willing to be involved in the Exco would be appreciated.

RESOLUTION: With no queries or objections forthcoming the report was unanimously accepted by all those represented. It was agreed that the report would be circulated to all owners with the minutes of the meeting.

B/buoy

4 **CONFIRMATION & ADOPTION OF THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:**
The minutes of the Annual General Meeting held on 2 December 2017, having been circulated with the notice of the meeting, were discussed and were unanimously accepted as a true reflection of proceedings.

5 **MATTERS ARISING FROM THE PREVIOUS ANNUAL GENERAL MEETING MINUTES:**
(a) **Para 5(a) - Scheme Administration - Joint Management of the adjacent Kouga Municipal Caravan Park:**
Previous Resolution: The BOD to continue with discussions in this regard.

	<p>It was noted that Kouga actually leased the area from Sarah Baartman Municipality, which complicated proposals and negotiations with the municipal authorities, but the BOD would continue to look into it. It was noted that advancing dunes were heading towards this area, and may in fact envelop the area at some point in the future. This would remain an important development to keep track of, as well as keeping in mind with regard to the proposals to the municipal authorities.</p> <p>RESOLUTION: BOD to continue negotiating with the relevant municipal authorities with regard to the camping ground</p> <p>(b) Para 13(a) - Scheme Administration – Security: Previous Resolution: BOD to negotiate with SMHART to ensure the presence of a 24 hour security vehicle/patrol at the Resort</p> <p>In terms of the matter initiated by the Board on 2 December 2017, it was noted that the 24 hour security presence at the resort was still in place. It was confirmed that the Board felt that this was an important and valuable service for the resort and were happy to continue with the system in place. This notwithstanding, the Board would take instruction from the members in this regard. The meeting noted no objections and the current system and funding would remain in place.</p> <p>RESOLUTION: Meeting confirmed that the current status and funding regarding the 24 hour security arrangements at the resort would remain in place.</p>	BOD
6	<p>CONSIDER & APPROVE AUDITED FINANCIAL STATEMENTS FOR THE PREVIOUS FINANCIAL PERIOD [MOI 31.1.4 & 5]: Mr Rushmere noted, as referred to in the chairpersons report, that the auditors did not rotate partners, resulting in the necessity to withdraw the June 2017 and 2018 audited financials. It was again confirmed that PKF were addressing the issue, and that the re-audit of the two periods had almost been finalized. The audited financials would be compiled by an external party as required, but all indications were that there would be no changes to the withdrawn financials which had already been forwarded to members. This process necessitated that the Financials for the 2 periods be presented again to the members, and a Special General Meeting would be arranged late January in order for the financials to be presented as per the requirements of the MOI. It was noted that the financials are presented to the members after approval by the Board of Directors (and do not require the approval of members). The meeting noted no objections in this regard.</p> <p>RESOLUTION: The re-audited Audited Financials for the June 2017 & 2018 financial period to be presented to the members subsequent to completion at a Special General Meeting to be held in late January 2019.</p>	B/buoy
7	<p>CONSIDER AUDITOR'S REPORT AND APPOINT AUDITOR TO HOLD OFFICE UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING [S61(8)(c)(i) of the Act] [MOI 31.1.6]: Bellbuoy asked those present whether they were happy to continue with PKF Inc as auditors for the forthcoming financial period.</p> <p>RESOLUTION: It was unanimously agreed by all present that PKF Inc would be re-appointed as auditors for the forthcoming financial year.</p>	B/buoy
8	<p>DETERMINING THE AMOUNT FOR FINES, PENALTIES AND RECONNECTION FEES IN TERMS OF MOI 8.2.3 AND PLAN SUBMISSION FEES IN TERMS OF MOI 49 FOR THE ENSUING YEAR [MOI 31.1.7]: Mr Rushmere asked those present whether they were happy to confirm that current amount for fines, penalties, reconnection fees and plan submission fees as agreed to at the prior AGM would be applicable for the ensuing year.</p> <p>The meeting unanimously agreed.</p> <p>RESOLUTION: It was unanimously agreed by all present that current amounts for fines, penalties, reconnection fees and plan submission fees as agreed to at the prior AGM would be applicable for the ensuing year.</p>	
9	<p>DETERMINATION OF THE DOMICILIUM CITANDI ET EXECUTANDI OF THE HOME OWNERS ASSOCIATION: Bellbuoy confirmed that the legal address of the Home Owners Association was The Bellbuoy Group, 1st Floor, KPMG House, 200 Norvic Drive, Greenacres, Port Elizabeth.</p> <p>RESOLUTION: All those present agreed that the <i>domicilium citandi et executandi</i> should be that of The Bellbuoy Group and mandated Bellbuoy to amend same with CIPC as well as register this change with the Community Schemes Ombud Service.</p>	

10	<p>CONFIRMATION OF APPLICABLE RULES AS PER SECTIONS 15 & 16 AND REGULATION 16 OF THE COMPANIES ACT 71 of 2008</p> <p>It was noted that the scheme was regulated by:</p> <ol style="list-style-type: none"> 1. Companies Act 71 of 2008, Amendment Act 3 of 2011 & Regulations 2. CSOSA 9 of 2011 1 to 60 3. CSOSA Regulations: Levies and Fees 1 to 5 4. CSOSA Regulations 1 to 23 5. Annexure C – MOA (Sections 1 to 9) & MOI (Sections 1 to 62.8) 6. Annexure D - Building Code of Practice, Points 1 to 7 7. Addendum 1 - Items 1 to 8 8. Resort Rules Tenants and Owners – Rule 1 to 18 (updated Aug 2018) 9. Slipway Rules 	
11	<p>SPECIAL BUSINESS OF WHICH DUE NOTICE HAS BEEN GIVEN: None.</p>	
12	<p>ELECTION OF DIRECTORS' IN TERMS OF THE RULES:</p> <p>(a) Number of Directors in terms of MOI 9.3: Mr Rushmere noted that there were currently 3 GMI appointed Directors, and that this would remain in place, being himself, Mr C Egberink and Mrs L Garner.</p> <p>(b) Nominations: The following persons, having been nominated in terms of the MOI and having accepted the nomination were duly elected to hold office until the conclusion of the next Annual General Meeting:</p> <ul style="list-style-type: none"> ➤ Mr AJ Gouws (Erf 103) ➤ Mr T Wooldridge (Erf 308) <p>Mr Rushmere noted that the BOD hoped to co-opt further members to the Board, and would welcome any input from the members in this regard and the meeting noted no objections.</p> <p>It was further noted that Mr Visagie, the Operations Manager would remain in this position for at least a further year and would not make himself available for election as a Director.</p> <p>Bellbuoy was mandated to submit form CoR 39 on behalf of the HOA in term of S. 70(6), R 39 to the CIPC to confirm the newly elected directors.</p> <p>(c) Any restrictions or directions, in addition to the following recommended directions:</p> <ol style="list-style-type: none"> i. Estimates of income and expenditure to run concurrent with financial year. ii. Compound interest, at a rate decided by a Directors' resolution from time to time (currently 20%) to be added to arrears. Monthly statements to be sent specifically for the purpose of informing owners of variable charges only and not as a reminder in respect of levies. Payment for variables to be made upon presentation of statement. Contributions raised are resolved to be payable monthly in advance. iii. Arrears limitation and debt collection procedures, as required in terms of the Debt Collector's Act No. 114 of 1998, are implemented where owners are in default; relevant owners, except where the regulations prescribe costs are not recoverable from the debtor, to be debited with all administrative charges in respect of arrears. iv. At the expiry of every financial year the Board of Directors shall approve, with or without amendment, the estimate of income and expenditure, and shall determine the amount estimated to be required to be levied upon the owners during the ensuing financial year. At least fourteen days prior to the expiry of the scheme's financial year the Board shall advise each owner in writing of the amount payable by him or her in respect of the estimate, whereupon such amount shall become payable in instalments, as determined by the Board of Directors. v. Interest earned on Home Owners Association funds to be retained in their account and no portion thereof paid over to the Estate Agency Affairs Board. vi. Payment of any insurance excess relating to damage to the common property caused by an individual, to be decided by the Board of Directors. The Board reserve the right to examine each case on its merit and apply their minds to the responsibility for the excess. vii. Notice for Board of Directors' meetings to be sent to the Board Members only; any owner may, on written request, obtain notice of Board meetings, and any related costs shall, subject to the owner signing consent, be debited to that owner's levy account. Alternatively the documents may be viewed at the offices of the managing agent by mutual arrangement. 	

	<p>viii. Taking cognizance of the Electronic Communications and Transactions Act 25 of 2002 and the Companies Act 71 of 2008, which gives electronic communications the same status as paper communications, the owners confirm that all communications, whether standard or for resolutions, should be sent to the owners' preferred means of correspondence; whether this is electronic or postal.</p> <p>ix. English will be the language used for all communications and where the translation of any document into any of South Africa's other ten official languages is required, the owner concerned will be responsible for the cost of the translation.</p> <p>RESOLUTION: The owners confirmed that no additional restrictions and directions were necessary, other than the recommended directions listed herewith, which were accepted unanimously by all owners present.</p>	
13	<p>GENERAL TOPICS FOR DISCUSSION [MOI 31.1.3]:</p> <p>(a) Scheme Rules - Building Codes: Mr Rushmere noted that consideration for the amendments of the building code had been discussed and would be finalized for member approval over the course of the next few months. Proposals would be discussed at Board level and the proposal forwarded to the members in due course for ratification and approval (or rejection) at the required meeting. Mr Rushmere noted that the initial draft thinking had been circulated with notice of the meeting, but that this was still a work in process and subject to amendments. The reasoning behind the proposed changes to the code were primarily linked to take into account the changes in needs at the Resort (eg use of steel fencing versus timber for security reason, building materials, et al). Further, through the years many departures, transgressions, etc had taken place and changes in the code could bring most issues into alignment with the updated building code. Therefore, the process was not only about amendments to coverage and sizes, but also a method to ease historical transgressions, as well as trying to find a path as to what was reasonable coverage in the context of protecting and enhancing the natural state of the Resort. It was however noted that whatever changes proposed and eventually agreed upon by the members, would need to be approved by the Municipality before final implementation. In the context of the draft discussion document, the meeting suggested that an increase in the numbers proposed (eg an increase to 100m / 30% for phase 1) would offer better options in general. It was confirmed that this would be considered in the context of the points noted.</p> <p>RESOLUTION: Proposal to amend the building code to be finalized and presented to members for voting and implementation.</p> <p>(b) Scheme Administration – General presentation with regard to the Resort Boundaries and the development in general: Mr Rushmere presented on the process of how the overall development land had developed, detailing how the subdivisions and consolidations that made up the Resort had been implemented since the beginning of the resort.</p> <p>RESOLUTION: Item to be removed from the agenda.</p> <p>(c) Scheme Rules – Consideration of making Garbage Stands compulsory: It was noted that garbage stands were a preferable way of keeping refuse off the ground, and that in principle, proceeding with making them compulsory was ultimately beneficial to the resort. It was noted that garbage stands were already available at the Resort office and could be purchased currently for R350.00. The meeting was asked if there were any objections to phasing in the necessity to install stands over a period of 1 to 2 years, and making this part of the resort rules. The meeting noted no objections to this, and this would be implemented through the rules in the near future.</p> <p>RESOLUTION: Compulsory installation of Garbage Stands to be phased in over the course of the next 2 years.</p> <p>(d) Scheme Administration – Speeding at the Resort: The problem of speeding at the resort was noted. It was confirmed that speeding was not allowed and the safety of residents was paramount and that members adhere to this. It was requested that any details of individuals speeding be reported in order for this to be addressed with them. In this regard it was noted that, particularly the festive season, members should be aware of the legal limits in terms of drinking at the resort, and to conduct themselves as safely as possible, especially with regard to the abuse of alcohol either driving or on the river.</p> <p>RESOLUTION: Members to report any instances of speeding, etc with appropriate identification of the culprit in order for this to be addressed. Members and visitors not to speed in the resort.</p>	BOD

	<p>(e) Scheme Administration – Control of Pets at the Resort: It was noted that there was currently an issue with Feral Cats at the resort. In general, pets needed to be controlled in terms of the rules and members were requested to ensure that this be done. BOD to discuss to issue of feral cats and attempt to find a solution to remove the cats from the resort.</p> <p>RESOLUTION: Members to adhere strictly to the rules regarding pets in the resort. BOD to find a solution to the feral cats at the resort.</p> <p>(f) Scheme Administration - Playground for phase 2: The meeting requested that the possibility of creating a playground area in phase 2 be considered. It was noted that the placement of the playground needed to be carefully thought out, and that the BOD would investigate the matter, and consult with affected parties when possible areas are identified.</p> <p>RESOLUTION: BOD to investigate possibilities of creating a playground area in phase 2.</p> <p>(g) Scheme Administration – Budget Process: The meeting requested that the budget process in general be sensitive to overall cost of living increases, and to ensure that levies remain as low as possible. It was confirmed that the bulk of the levy increase in 2018 was due to the absorbing of the 24 hour security into the levy. The budget process this year had implemented various strategies to try and be as transparent as possible. There were many variables in the context of the budget, and it would be impossible to be able to implement all member suggestions or attend to excessive queries in order to ensure that a representative and realistic budget could be implemented timeously. Member and Exco meetings all formed part of the process, and it was noted that it was likely that the process needed to start a bit earlier in order to be as flexible as possible with input from interested members.</p> <p>RESOLUTION: Budget process to begin earlier to allow for flexibility with regard to member input into the budget.</p> <p>(h) Scheme Administration – Emergency Procedures: The meeting requested that emergency evacuation procedures be detailed with regard to exiting the resort in case of runaway fires, etc. In this regard it was confirmed that an overall emergency plan was in the process of being finalized, which would also be distributed to members. It was noted that the second gate to Phase 1 would need to be opened in certain situations to assist with evacuating. The BOD to discuss emergency procedures at the upcoming BOD meeting.</p> <p>RESOLUTION: Emergency Evacuation procedure to be discussed at the next BOD meeting.</p>	
15	<p>DATE OF THE NEXT ANNUAL GENERAL MEETING: It was agreed that the next Annual General Meeting would be held towards the beginning of December 2019 with the time, date and venue to be notified to members.</p>	

There being no further business to discuss the meeting closed at 16H28

CHAIRPERSON: _____

DIRECTOR: _____

DATE: _____

GAMHOA CHAIRMAN'S REPORT – 1 DECEMBER 2018

Good afternoon and a warm welcome to everybody and especially any new members. We really appreciate the efforts of those members and interested parties who have made an effort to attend this AGM. We also appreciate those that could not attend but have taken the time and effort to give proxies to neighbours and friends.

It gives me pleasure to present my Chairman's report to the members of Gamhoa at this the 2018 AGM and I am happy to reflect and report on some of the many challenges and achievements that took place over the past year.

Firstly, let me thank Exco, the board, the employees of Gamhoa and other members for their hard work and contributions over the year. These are not easy positions so we really appreciate everyone who is prepared to assist and serve the members of Gamhoa.

It is easy to shout from the sidelines and make allegations but it is much harder to actually contribute and assist. Directors and members of Exco have fiduciary duties and have to serve the interests of all members. From my perspective I believe the board together with exco, archcom, the managing agents and the Gamhoa operations manager and his team have again done good and tireless work this year. Gamhoa is not the easiest entity to operate with well over 400 members but I believe it is in a healthy state. This does not mean that mistakes aren't made but they are always given attention when correctly identified.

An example of this was having to withdraw the audited financial statements for 2017 and 2018 which was advised to all members (and which will be discussed further under the relevant agenda item).

So a big thank you to everyone involved as well as all members who make a positive contribution to Gamtoos. To my fellow directors, Dries Gouws and Tris Wooldridge (being the directors elected by members) and Lorraine Garner and Chris Egberink (from the developer) - thank you.

To all members who served on Exco during the year, being Andre Van Staden, Tris Wooldridge, Charlene Green, Riaan Senekal, Jackie Dirker, Lorraine Garner (Liaison), Hannes Visagie (Ex officio) and Chris Egberink (standing in as Chairman) - thank you all for your hard work and efforts for Gamtoos.

To Hannes and the entire Gamtoos employee team – thanks for everything you do. Thanks to Bellbuoy our managing agents and to all individual

members who assist in different areas and whom I will hopefully mention later. I apologise if I have missed or miss anybody.

Exco

The Executive Committee appointed by the board has again been active the past year but we have unfortunately not been able to find a steady Chairman from the community. This is critical for the whole idea and success of Exco and we are really hoping to solve this in the near future. If not, the board may need to assess the viability of continuing with Exco.

Suggestions/nominations for Exco members for next year will again be sent out to the community in the next few weeks and hopefully someone from the community will be prepared to serve as Chairman of Exco.

Arch Comm and plans passed

Arch Comm comprises of John Rushmere (architect/chairman), Chris Egberink (representative director) and Hannes Visagie as secretary. They continue to spend significant time on plans, inspections and the like as continued compliance with GAMHOA's rules and applicable legislation and the development ethos and aesthetic of Gamtoos remains important to everyone.

11 Arch Comm meetings were held during the year and 43 plans were discussed, inspected and reported on. 34 plans were approved and 9 are still being attended to for approval. There were 12 inspections and reports dealt with on houses sold or transferred.

Beautiful new homes have again been built this year and I think Gamtoos remains a development to be proud of.

I need to emphasise again that it is each owners responsibility to ensure that their plans and buildings are compliant. All building and houses at Gamtoos are subject to Gamhoa's MOI and rules and to applicable municipal and national legislation. From Gamhoa's perspective, we will continue to obtain and enforce compliance as best we can and we will as a rule not allow property transfers until discrepancies are rectified. This is also the strong ~~the~~ mandate we still have from the large majority of members.

Possible changes being considered to the building code will be discussed under the relevant agenda item.

Building Inspector Service Provider

Gamhoa continues to make use of the services of Gideon Jansen Van Rensburg to perform various duties, from building site inspections and liaising

with Kouga Municipality and including all the necessary certificates required in terms of the National Building Regulations. He reports to Arch Comm and we thank him for his assistance.

Gamtoos Office

Hannes Visagie and his team have again had a busy year and we congratulate them.

I believe their efforts are evident in the high standards that are being maintained at Gamtoos. Vanessa Kasperski has joined the office this year.

The office will remain open over the Christmas period except for 25 and 26 December and 1 January, to assist all homeowners on holiday and our permanent residents.

ACTIVITIES 2018

I would like to highlight some of the activities from the last year.

High site

The installation of the solar high site tower on the Gamhoa property perimeter was completed and operational at the end of last year. Gamhoa and members now enjoy good connectivity to a Wide Area Network. Upgrading of the various transmission points was also attended to at the same time. The Gamhoa office enjoys the significant benefit of free internet, improved camera monitoring and recording with significant reduction in downtime and a Voice over IP telephone service with no rental for the handset or other equipment (the office only pays for calls made).

Safety and Security

We believe that the contract with Smhart Security for a 24 hour patrol vehicle has proved beneficial for all homeowners. 53 Homeowners currently have their own Smhart alarms and contracts and receive full benefits. However, a dedicated telephone number is available to all homeowners and the Smhart armed response vehicle reacts immediately. This benefit is also available to homeowners that make use of other service providers.

The current monthly cost to Gamhoa is approximately R17,300 which will increase in January to R18,300. These costs are included in the budget.

The AGM will be asked to again to confirm whether members feel the board should continue with this initiative We also wish to continue encouraging homeowners to install Smhart alarms which improves overall security and also helps reduce the required Gamhoa funding.

Website

We now have a much more comprehensive website packed with valuable information which is regularly updated. We encourage members to make use of the website as it is a very important communication tool. I think we are testing a water reading submission facility and a new emergency information brochure should also be added shortly. Many thanks to Charlene Green for all her efforts and the remarkable job she is doing.

Wood chipper

Gamhoa recently purchased a wood chipper which we use for bush cutting and the wood chips are used to help maintain the slipway road. This also helps reduce garden refuse and assists with the alien vegetation control work.

Slipway

The slipway and picnic area remains well maintained and is well used by residents. To the left of the main picnic spot/slipway is a "new" road that leads to an area called "Oompies Spot". This has been improved as a fishing spot and creates a turning circle for vehicles.

Roads, fences and gates

Gamhoa management and team continue to maintain the roads, potholes and verges in the resort, the slipway road and the district road 434 from Nocton corner. Shrubs have been planted along the fence at Kabeljous to encourage the growth of a hedge and to better beautify the entrance. Battery back-up support has been installed on both the electric gates to keep them operational in times of electricity outages.

Communication methods

Once Cal left Gamtoos, the board resolved not to continue with the newspaper but to reintroduce a 'bulletin' from Gamhoa as and when required (and possibly after each board meeting). Internal notices will keep members advised on all necessary issues, for example, water and electricity increases, changes in rules, etc. Information is also displayed on the notice boards at the entrances to both phases. Gamhoa and the managing agent will continue to use bulk emails and sms's as required.

Fire Fighting

As most members are aware, a fire broke out around midday on the dune between the two suburbs on Christmas day last year. Management, our fire

team, residents and their visitors all jumped in to contain the fire under severe weather and windy conditions. Thanks to everyone who was involved.

This focused everyone's attention on the risk of fires which lead to various decisions and measures to improve our fire prevention and fire fighting capacity. 19 existing hydrant connections positioned in roads were redirected to the side of the road with stand alone fire hydrant systems. 5 Fire hose boxes which are fully equipped were installed in strategic areas and we are currently installing a fire alarm system.

The fire team has continued with its training during the whole year and we wish to encourage more homeowners to join the team. Thanks as always to our fire chief, Riaan Senekal, and he has indicated that he is prepared to do a fire drill periodically on a Saturday. Exco is updating our emergency plan which will be distributed to all homeowners in due course and as mentioned, the Emergency information brochure will be published on the website shortly. Thank you to all involved with the planning and work involved in this project.

Conservation

The invader eradication program continues as an when staff have the time. Thanks to Tris and Hannes and their team for their efforts in this regard. Tris has recently written a very informative article which was published on our website and we encourage all members to read this.

Engineering Services

Andre Van Staden remains our advisor on engineering services and we continue to rely on his knowledge on these matters – many thanks to Andre.

Zane Hayes remains our competent person electrical affairs and Martin Todd is our 1st line maintenance Service Provider. They are doing a fine job as always so a big thanks to both of them.

Kouga Camping Ground

Our efforts to become involved in the management of the camping ground are continuing but with little success as yet. Efforts will continue.

It has been noted (by Tris) that the dune is advancing towards the camping ground at an angle and might cover some of the camping ground over the next few years. He has also noted his concern that the fresh water pond has shifted, pushing the water inland. We will continue to monitor the situation.

Properties sold/transferred this year

23 Properties were sold/transferred this year (December 2017 to November

2017) – 12 houses and 11 plots. This is 4 less than the previous year. The income generated from the 1% admin fee for re-sale/re-transfer levy fee was approximately R137,200.

So all in all I think Gamtoos remains well managed, well maintained and a great place to live and visit. However as with most things in life, it is impossible to please everyone and not all people are reasonable – but we will continue as best we can and will also continue to welcome and appreciate constructive input and assistance from all members.

Unfortunately the actions of some members have reached a level and are of such a nature that the Chairman, board members and the managing agent cannot be expected to deal with them on a continuous basis. We have accordingly advised the members concerned that they should please get their own legal advice in the future and I will be asking for board approval next week to refer frivolous, vexatious, misconceived and/or without substance allegations or legal views to Gamhoa's legal advisors in the future. Although this will cost Gamhoa, there really is no other option if this continues.

Thank you again for attending today and have a fantastic holiday break.

GRAEME RUSHMERE
Chairman of GAMHOA