

**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 (<i>Registered owner/s</i>)</p> <table border="1" data-bbox="252 1115 1088 2056"> <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>Gamtoos Mouth Investments</td><td>392, 108, 395, 398, 406, 408, 410, 411, 464, 489, 514, 520, 522 & 524</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 | Gamtoos Mouth Investments | 392, 108, 395, 398, 406, 408, 410, 411, 464, 489, 514, 520, 522 & 524 | 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 | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gamtoos Mouth Investments | 392, 108, 395, 398, 406, 408, 410, 411, 464, 489, 514, 520, 522 & 524 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|--------------------------|-----|
| 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 |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------------------------|-----------------------|---|-----------------------|------------------------------|--------------------|--|-----------------------------|-----------------------------------|---------------------|-------------------------|--------------------|---------------------------|--------------------|------------------------------|------------------------|--|--|--------------|---------------------------------|---------------|----------------------------|------------|--|----------------------------|---|------------|--|-------------|-----------|------------|-------------------------|----------|-------------------------|----------|-------------------------|-----------|-------------------|-------------|-------------------------|-----------|-------------------------|------------|----------------------|--|
| | <table border="1"> <tr> <td>van der Mescht, CRD (Erf 27)</td> <td>proxy ifo V Kasperski</td> </tr> <tr> <td>van der Riet, Mr MC & Mrs GM (Erf 134, 135)</td> <td>proxy ifo V Kasperski</td> </tr> <tr> <td>van Deventer, Mr B (Erf 250)</td> <td>proxy ifo L Garner</td> </tr> <tr> <td>Vermeulen, E/L Mr JJ & Mrs MEC (Erf 106)</td> <td>proxy ifo P Gouws / B Waspe</td> </tr> <tr> <td>Waldeck, Mr GJ & Mrs KL (Erf 131)</td> <td>proxy ifo H Visagie</td> </tr> <tr> <td>Wolmarans, JM (Erf 181)</td> <td>proxy ifo S Gerber</td> </tr> <tr> <td>Wolmarans, Mr D (Erf 174)</td> <td>proxy ifo S Gerber</td> </tr> <tr> <td>Wooldridge, Mrs JM (Erf 306)</td> <td>proxy ifo T Wooldridge</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>(d) In Attendance (For those not representing an owner at the meeting)</p> <table border="1"> <tr> <td>Mr W Pinnock</td> <td>Representing the Bellbuoy Group</td> </tr> <tr> <td>Mrs M Visagie</td> <td>Spouse of owner of Erf 344</td> </tr> <tr> <td>Mr R Green</td> <td>Owner Erf 366 & 453 (did not sign attendance register)</td> </tr> <tr> <td>Mr R Green & Ms C Claassen</td> <td>Owners Erf 335 (did not sign attendance register)</td> </tr> <tr> <td>Mr AP Nell</td> <td>Owner 257 (did not sign attendance register)</td> </tr> <tr> <td>Mr J Gerber</td> <td>Non-Owner</td> </tr> <tr> <td>Mr Channon</td> <td>Spouse of owner erf 484</td> </tr> <tr> <td>Mr Gross</td> <td>Spouse of owner erf 531</td> </tr> <tr> <td>Mrs Laas</td> <td>Spouse of owner erf 222</td> </tr> <tr> <td>Mr Morgan</td> <td>Spouse of erf 506</td> </tr> <tr> <td>Mrs Mostert</td> <td>Spouse of owner erf 173</td> </tr> <tr> <td>Mrs Smith</td> <td>Spouse of owner erf 485</td> </tr> </table> <p>(e) Chairperson</p> <table border="1"> <tr> <td>G Rushmere</td> <td>GMI appointed member</td> </tr> </table> <p>(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</p> | 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 | | | 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 | G Rushmere | GMI appointed member | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G Rushmere | GMI appointed member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>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.</p> <p>Mr Rushmere noted that the report would be circulated to all members with the minutes of the meeting.</p> <p>Aspects of the report included:</p> <ul style="list-style-type: none"> 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. <p>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.</p> | B/buoy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>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.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|---|---|--------|
| | <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 <i>DOMICILIUM CITANDI ET EXECUTANDI</i> 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: