

HOME OWNERS ASSOCIATION

SONNEVELD ATLANTIS CITY

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT THE THABONG WEDDING AND CONFERENCE, PLOT 172, DENNE ROAD, RAND COLLIERIES, BRAKPAN ON TUESDAY THE 1ST DECEMBER 2020 AT 6:30 PM.

PRESENT: AS PER ATTENDANCE REGISTER

	ACTION
1. NOTICE OF THE MEETING:	
The notice of the meeting having been sent in the prescribed manner and there being a quorum of 51 members present or represented by valid proxy, the meeting was declared properly constituted and duly convened by Mr. Ruele. Mr. Wilkins, Mrs Reddy and Mrs Oliver advised that they were not able to download any of the attachments sent with the notice of the meeting. Selection Estates was requested to investigate. Following a brief discussion it was agreed that the notice be taken as read.	
2. COMMITTEE MEMBERS REPORT:	
The report of the Chairman was taken as read.	
3. MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING HELD ON THE 12TH OF SEPTEMBER 2019 TO BE READ AND APPROVED:	
The minutes of the Annual General Meeting held on the 12 th of September 2019 were approved as presented.	
4. TO CONSIDER THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 28TH FEBRUARY 2020:	
Mr. Wilkins advised that due to some owners not being able to access or view the supporting documents, the Audited Financial Statements could not be approved. This was seconded by Mr. Reddy. Mr. Simelane proposed that the Audited Financials be approved as presented, seconded by Mr. Mahlangu. Following a vote by show of hands (5 in favour of objecting to the approval of the Audited Financial Statements and 46 in favour of accepting the Audited Financial statements), it was agreed to approve the Audited Financial Statements as presented.	
5. THE APPROVAL, WITH OR WITHOUT AMEDEMMENT OF:	
5.1. The insurance covering the Common Areas The insurance was approved as presented.	
5.2. Insurance/ fidelity cover The Fidelity Insurance over the Homeowners Association was approved as presented. Mr. Scott confirmed that the Body Corporate was currently covered for Fidelity Insurance under the following Insurance Policy – CIA 0000-71096 for the total sum of R 381,214.00 at a monthly premium of R 159.73. It was agreed that the sum insured be adjusted to comply with regulation 15(1). R 753,820.00 (cash on hand R 462,442.00 (AFS) + 3 months levy income R 291,378.00 (R 97,126.00 x 3) with effect from the 1 st of March 2021.	BIANCA / HENCIA
5.3. Proposed Estimate for Income and Expenditure The Proposed Estimate of Income and Expenditure was approved as presented, thus increasing the monthly Levy by 7.5% with effect from the 1 st of March 2021. No objections were received. Mr. Scott highlighted compliance in terms of the Community Schemes Ombud Service Act 9 of 2011 for an HOA to provide for a financial reserve of no less than 25% of the Annual Levy which equates to R 291,379.00. The members resolved that the CSOS Levy continue to be reflected as a separate line item on each and every owners levy account.	KYLEE / TASHA
6. APPOINTMENT OF AUDITOR:	
It was unanimously agreed that Messrs Carla Rae Nurden Chartered Accountants SA be reappointed as the Auditor for the ensuing year. (Proposed by Mr. Bronkhorst, second by Mr. Nkgapele – No objections were received).	BIANCA / HENCIA

7. DETERMINATION OF THE NUMBER OF COMMITTEE MEMBERS:	
<p>In terms of the newly accepted Memorandum Of Incorporation (MOI) the Board of Directors is to consist of a minimum of 3 (three) and a maximum of 7 (seven) Directors.</p>	
8. ELECTION OF COMMITTEE MEMBERS:	
<p>Mr. Ruele confirmed receipt of signed and accepted nominations for the following members:</p> <ul style="list-style-type: none"> - Mr. Francis Ruele - Mr. Thamsanqa Simelane - Mr. Sydwell Sekole - Mr. Johan Slabbert - Mr. Johnny Makhale - Mr. Lukey Nkgapele <p>Mr. Ruele nominated Mr. Lewis Bronkhorst as a Director, which nomination was duly accepted by Mr. Bronkhorst.</p> <p>It was agreed that the above nominees be elected as the Directors for the ensuing year.</p> <p>Mrs. Reddy objected to the lack of female representation on the Board of Directors. Mr. Wilkins objected to the appointment of Directors as the members who were not able to download the documents are thus not provided to opportunity to submit their nominations. Mr. Reddy expressed dissatisfaction with the same Directors being re-elected. Concern was raised with regard to cameras and electric fencing that was not working. Mr. Reddy emphasized the need for security awareness.</p> <p>Following a vote, by show of hands (3 members against the appointment of the nominees with 48 members in favour of the appointment of the nominees) the nominees were duly elected.</p> <p>It was noted that the following members left the meeting:</p> <ul style="list-style-type: none"> - Mr. and Mrs. Reddy - Mr. and Mrs. Oliver - Mr. Wilkins - Mr. Schoeman 	VANESSA
9. DETERMINATION OF SERVICE ADDRESS:	
<p>It was determined that the Domicilium Citandi et Executandi of the Home Owners Association will be: Selection Estates, 91 Main Road, Farrarmere, Benoni, 1500. P.O Box 15014, Farrarmere, 1518 Tel: 011-849-6800 Fax: 011-425-0128</p>	
10. MATTERS FOR THE INCOMING DIRECTORS:	
<p>a) <u>Communication:</u> Mr. Mrense (Erf 387) proposed that a mid-year review be done to evaluate the progress made by the Directors since the last Annual General Meeting. The Directors were requested to apply their mind to the use of:</p> <ul style="list-style-type: none"> - Quarterly Newsletters - Suggestion Box at the entrance of the complex - Future implementation of a website when the finances of the HOA were not a concern. <p>b) <u>Entrance and Guardhouse:</u> Mr. Ruele advised the members that the upgrading of the entrance and guardhouse was still an outstanding item on the Directors Project agenda. The members were provided an overview of the security project being investigated by the Directors, which included the following:</p> <ul style="list-style-type: none"> - CCTV cameras - Boom Gate - Guardhouse Upgrade - Policy to be established for the appointment of security service providers (The first priority is to set up a policy and procedure to govern the length of contract and the options for rotation of service providers) <p>The Directors were requested to establish a "wish list" of matters currently under review or placed on the Maintenance list in terms of their order of priority. It was further agreed that the Directors establish time frames for the commencement and completion of each project and suitable feedback provided to the members of the HOA.</p>	

- c) Community spirit:
Mr. Slabbert proposed that consideration be given to hosting a street party / festive interaction with children and members to encourage and grow community spirit in the building.

11. NEW MATTERS:

Changes in the memorandum of incorporation:

Mr. Ruele proposed that the following amendments be made to the Memorandum of Incorporation for the HOA:

1. The electronic communication to be changed

14.6 No General Meeting of the Members shall be performed using electronic communication.

Amendment

14.6 General Meeting of the Members may be performed using electronic communication provided that all members or proxies are afforded a reasonable opportunity to effectively participate.

2. The AGM

14.1 An Annual General Meeting of the Members shall be held:

14.1.1 in the case of the first such meeting, within 6 (six) months after the financial year end of the Association; and

14.1.2 thereafter, within 3 (three) months after the end of each ensuing financial year.

The following to be added

14.1.3 In case 14.1.2 cannot be reached for some sound compelling reasons, a written notification to owners, giving reasons and alternative date, must be issued to all owners within two weeks before the expiry of given period as mentioned in 14.1.2.

The AGM Quorum

18.1 A quorum at a General Meeting of the Association shall be established when:

18.1.1 at least 3 (three) Members of the Association are personally present, in the case where the Members of the Association consist of more than 2 (two) Members;

Amendment:

18.1. A quorum at a General Meeting of the Association shall be established when:

18.1.1 at least 25% of all of the voting rights that are entitled to be exercised is constituted

3. Delegation of Authority for once purchases:

Amendment

Once-off purchases

All once-off purchases for goods or services shall comply to the criteria listed below:

Amount	Number of quotations required	Delegation Of Authority
R0 .00- R10,000.00	minimum of one	Approval by Chairperson or *delegated director
R10,001.00 and above On approval by the board	minimum of three	Approval by Chairperson and two directors

*** Delegation can only be done by the chairperson in writing**

Following a brief discussion, the above amendments were unanimously approved as presented.

There being no further business to discuss the meeting was closed at 8:47 PM.

CHAIRPERSON: _____

DATE: 22-02-2021 _____