

**MINUTES
TRUSTEES MEETING
BRACKENRIDGE ESTATE HOA
THE BOARD ROOM OF BRACKENRIDGE HOA
TUESDAY, 20 NOVEMBER 2018 @ 14:00**

1. ATTENDANCE

Mr. Ludo Briet	Chairman (LB)
Mr. Stewart Lithgow	Trustee (SLi)
Mrs. Robyn Eidelman	Trustee (RE)
Mr. David Brown	Trustee (DB)
Mr. Sean Lance	Trustee (SL)
Mr. Brian Madeley	Trustee (BM)
Mr. Keith Miller	General Manager (KM)
Mr. Wesley Andrews	Security Manager (WA)
Mr. Patrick Sassin	Plett Property Management (PS)

2. WELCOME

The Chair welcomes all present, including Mr Patrick Sassin from PPM as well as the GM and SM. Apologies received from John Wessels (JW).

3. ACCEPTANCE OF THE MINUTES OF TRUSTEES HELD ON 2 OCTOBER 2018

The minutes were accepted as accurate.

4. GENERAL MANAGER OVERVIEW

The GM gives an overview.

- He highlights the end of year rush to finish houses and alterations before the Christmas period starting on December 14.
- A number of homeowners have requested that work can be done on Saturdays. This should remain an exception rather than a rule. No noise and minimal disturbance to other homeowners are key.
- On garbage and waste disposal the GM mentions that we are still awaiting guidance from the municipality.

5. SECURITY UPDATE

- Wesley Andrew adds that some homeowners have crossed the line by bringing in workers as “friends” over the weekend.
- New trackers for the security guards arrive soon. He said that short term residents will be issued a security card for the duration of their stay. LB reminds him of the guidelines on short term accommodation adopted in 2017.

6. FINANCES

- Trustees review the main elements of the draft budget and confirm that the proposed levy increase of 7% is sound, given inflation and the broader economic situation in SA.
- They recall that some 6 budget items count for 75% of the increase in expenditure and that half of the expenditure is subject to VAT (+1% on April 1, 2018).
- They welcome the progress made on collecting levies from homeowners who are in arrears.
- PS expects the auditors to approve last year's financial reports soon.
- DB asked for AGM that financials should only show pertinent figures for visual clarity.

7. LEGAL AND ACTION

- The trustees decided in principle at their last meeting (see point 4 above) that the building penalties levy should be introduced but only in 2021 given the agreed objective to complete all construction in the estate in the next 4-5 years. They recall that the levy was suspended in 2008 by decision of the trustees. This decision must be announced and explained at the forthcoming AGM.
- The proposed amendments to the constitution are mentioned briefly. Trustees agree that the AGM announcement notice must ask homeowners to hand in any proxy forms at the latest at the start of the AGM. They agree that Trustee nomination forms must be handed in at least three days before the AGM meaning by COB on December 15th to make sure that there is time for an appropriate evaluation process to take place.

8. OTHER BUSINESS

- On the request made by the Plett Evangelical Church to be given access to water by the estate the trustees are in principle in favour subject to clarification of the technical execution.
- On the request by the owner of Erf 81-433 (next to the golf course) to reduce the building line from 30 to 19 meters the trustees mark their agreement.
- The trustees also discussed the request by one homeowner to drill a borehole on his stand in Brackenridge. After a detailed discussion the trustees decided against the drilling of private boreholes on the estate. Man-made changes in the water table are likely to cause damage to the foundations of existing buildings.
- The trustees discuss the wish of many homeowners to be informed of their exact water and electricity meter readings (even if they can read their own meters themselves). The GM says that he will soon start testing a mobile meter system to be used by estate manager Ricky Taylor.
- One homeowner erected a wooden second story timber frame structure. The GM stopped the building process, reminded him and his architect that wooden structures are not permitted and that the (approved) alteration plans provided for a brick supporting structure. The trustees endorsed the actions taken by the GM.
- Parking spaces: the trustees expressed concern at the extent of rocks or stone balls directly on the kerb. They agreed all that each homeowner should allow for parking space on his or her kerb and/or driveway.
- The trustees asked the GM to remind homeowners that they should not conduct a touring car or taxi business on or from their private premises using the pavement area for parking.
- Street lights: Brian Madeley explained the recurring problems with the street lights. Repairing each and every top is not cost effective. There are some 225 lampposts. The trustees asked the GM to examine cost-effective ways to replace the top structure of each lamppost with a new LED or solar light.

- BM added that Google Maps has been asked to update their maps with proper street names and house numbers. GM has had no success with this to date.
- RE recalled that some homeowners have still not fixed a readily readable house number on their erf. This poses a risk in case of emergencies.
- The GM was asked to send a further post re garden refuse collection.
- Complete street light fittings as per those in Brackenridge can be purchased from Glow lighting at R1998.00 each. We should look at modifying to accept an LED globe. I am still waiting to hear if we can purchase the top reflector and arms to fix the broken lights.
- Street light has been removed in Watsonia heights, needs replacing.
- Generator. Problem not starting when power failure. I contacted Dane. Izatt of Garden Route Generator Services and asked him to contact Keith for visit. He is able to check our unit out and to service.
- Kiosks. Need servicing and repairs.
- Mini subs. Actom service staff from JHB will visit to repair 2 mini subs. Fault was advised in 2015 by HOW Electrical. In 2015 new cable links were ordered to replace existing. Only 3 were done. Power to those houses will be out during service. A notice to be sent out.

9. There were no other items under General and the meeting was concluded. The next meeting is scheduled for Tuesday 15th January 2019 @ 14:00.

Chairman _____

Date _____