

MINUTES OF TRUSTEES MEETING
Held at Brackenridge Estate HOA
15 March 2024 at 08:30

Agenda Item	Description	Details	Action																		
1.	Welcome	The Chairman welcomed all.																			
2.	Present, Apologies & Not Present	<p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mr. Peter Hawkes</td> <td style="width: 50%;">Chairman (PH)</td> </tr> <tr> <td>Mr. Derek Chambers</td> <td>Trustee (DC)</td> </tr> <tr> <td>Mr. Willie Ford</td> <td>Trustee (WF)</td> </tr> <tr> <td>Mr. Merwe Viljoen</td> <td>Trustee (MV)</td> </tr> <tr> <td>Mr. Boet Grobler</td> <td>General Manager (BG)</td> </tr> <tr> <td>Mr. Patrick Sassin</td> <td>Plett Property Management (PS)</td> </tr> <tr> <td>Ms Yolanda Evans</td> <td>Plett Property Management (YE)</td> </tr> </table> <p>Apologies:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mr. Steve Ritky</td> <td style="width: 50%;">Trustee (SR)</td> </tr> <tr> <td>Mr. Nico Westraat</td> <td>Trustee (NW)</td> </tr> </table>	Mr. Peter Hawkes	Chairman (PH)	Mr. Derek Chambers	Trustee (DC)	Mr. Willie Ford	Trustee (WF)	Mr. Merwe Viljoen	Trustee (MV)	Mr. Boet Grobler	General Manager (BG)	Mr. Patrick Sassin	Plett Property Management (PS)	Ms Yolanda Evans	Plett Property Management (YE)	Mr. Steve Ritky	Trustee (SR)	Mr. Nico Westraat	Trustee (NW)	
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3.	Establishment of quorum	The Chairman confirmed a quorum was present.																			
4.	Declaration of Interest	None.																			
5.	Confirmation of previous minutes dated 26 January 2024.	The meeting unanimously approved the Minutes of 26 January 2024.																			
6.	Matters arising from previous minutes.	None.																			
7.	Financial Report	<p>7.1 Monthly Financial Management Accounts (MV/PPM):</p> <p>MV provided a brief overview on the January Management accounts, which, in his opinion remains sound, with the Balance Sheet reflecting R5.8m, with the Capex Budget reflecting a balance of R1.7m.</p> <p>PH complemented FinCom for their efforts in ensuring the estate is in an extremely good and well managed financial position.</p>																			
8.	General Managers Report	<p>BG tabled his report with the following points attracting discussion and feedback:</p> <p>3.1 Borehole Water Project Feedback:</p> <p>BG confirmed that the reservoir design had been completed with groundwork to commence on 18 March as approved by the SGM.</p>																			

		<p>3.2 Smart Meter Project: WF confirmed that communication regarding the proposals was shared with the board and proposed that the board consider the appointment of MyVoltage. The board agreed that MyVoltage would be the preferred service provider. It was agreed to have Newton van der Mescht scrutinise the final contract to ensure the interest of the Estate are protected, pending the approval of the project at the AGM.</p> <p>4.2 Concerned Building Sites: DC enquired on the progress on erf 8310, and proposed BG send a final notice with date to be completed, as the owner has not responded with any feedback on the matter. All agreed.</p> <p>5.1 Main Gate Damage: BG confirmed that the claim had been approved and that a contractor was appointed to commence with repairs.</p> <p>5.2 60/60 Deliveries: BG confirmed that a meeting held with management confirmed that future offenders would be blocked from entering the estate.</p> <p>5.3 Vehicle Accident: BG reported an incident whereby a resident's visitor had damaged a lamp post, the owner undertook to repair the lamp post and pay for all damages.</p> <p>5.4 Golfcart: BG informed the meeting that the golf cart had broken down with a quote of R25k for the repair thereof. The board approved the repair. MV proposed to include more funds within the next budget for replacement as the cart is being used daily and is getting old.</p> <p>5.5 E-Bike: BG requested approval for the sale of the old E-bike which has been standing at the bike shop for over a year, as the Bike Shop had a potential buyer who offered R9k. All agreed, sale approved.</p> <p>7.1 Fire Breaks and Block Burns: It was confirmed that the fire breaks in Block 5 and 6 had been completed by WOF, with regular maintenance on these blocks to be implemented. Block burns is scheduled to commence on 15th June. BG informed the meeting that PPM had enquired on increasing the Public Liability cover for the HOA with quotations pending.</p>	
9.	AGM 25 March 2024	PH proposed that the two special resolutions, 1% Sales Levy and Special Resolution quorum of 50% with 50% +1, be withdrawn and only be up for discussion at the meeting. The meeting agreed to the withdrawal of same, and to accept the direction from the members on the evening.	
10.	Ratifications	None.	
11.	Approvals	11.1 Appointment of Environmental Control Officer as per the recommendation of the EMC:	

		BG informed the meeting that the EMC requested the budget to be reviewed to allow for the appointment of ECO for a period of 6 months. The meeting agreed to the appointment for 3 months only. Board agreed to review after 3 months.	
12.	Any other business	Sewer: BG informed the meeting that he had obtained a quote from Louw Brothers for the clearing of the sewer which totals R51k. The spend was approved.	
13.	Date of next meeting	27 March 2024	

Read and confirmed this 25 day of April 2024


Chairman