

**MINUTES OF TRUSTEES MEETING**  
**Held at Brackenridge Estate HOA**  
**27 March 2024 at 08:00**

Agenda Item	Description	Details	Action																				
1.	<b>Welcome</b>	Peter Hawkes welcomed everyone present and congratulated the newly elected trustees.																					
2.	<b>Present, Apologies &amp; Not Present</b>	<p><b>Present:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mr. Peter Hawkes</td> <td style="width: 50%;">Trustee <b>(PH)</b></td> </tr> <tr> <td>Mr. Willie Ford</td> <td>Trustee <b>(WF)</b></td> </tr> <tr> <td>Mr. Merwe Viljoen</td> <td>Trustee <b>(MV)</b></td> </tr> <tr> <td>Mr. Adrian Smith</td> <td>Trustee <b>(AS)</b></td> </tr> <tr> <td>Mr. Nols Kotze</td> <td>Trustee <b>(NK)</b></td> </tr> <tr> <td>Mrs. Michelle Thomas</td> <td>Trustee <b>(MT)</b></td> </tr> <tr> <td>Mr. Boet Grobler</td> <td>General Manager <b>(BG)</b></td> </tr> <tr> <td>Mr. Patrick Sassin</td> <td>Plett Property Management <b>(PS)</b></td> </tr> <tr> <td>Ms Yolanda Evans</td> <td>Plett Property Management <b>(YE)</b></td> </tr> </table> <p><b>Apologies:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mr. Steve Ritky</td> <td style="width: 50%;">Trustee <b>(SR)</b></td> </tr> </table>	Mr. Peter Hawkes	Trustee <b>(PH)</b>	Mr. Willie Ford	Trustee <b>(WF)</b>	Mr. Merwe Viljoen	Trustee <b>(MV)</b>	Mr. Adrian Smith	Trustee <b>(AS)</b>	Mr. Nols Kotze	Trustee <b>(NK)</b>	Mrs. Michelle Thomas	Trustee <b>(MT)</b>	Mr. Boet Grobler	General Manager <b>(BG)</b>	Mr. Patrick Sassin	Plett Property Management <b>(PS)</b>	Ms Yolanda Evans	Plett Property Management <b>(YE)</b>	Mr. Steve Ritky	Trustee <b>(SR)</b>	
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3.	<b>Establishment of quorum</b>	Peter Hawkes confirmed a quorum was present.																					
4.	<b>Declaration of Interest</b>	None.																					
5.	<b>Trustees Portfolios</b>	Peter Hawkes – Chairman Merwe Viljoen – Financial Michelle Thomas – Financial Nols Kotze – Security & BARC Adrian Smith – Environmental Willie Ford – Electricity and Water Steve Ritky - Fire																					
6.	<b>Discussion</b>	<p>WF informed the meeting that electricity and water entailed a great deal of work due to the current investigations and proposed projects, however, this would taper down within the next 6 to 12 months and should then fall within the finance committee’s portfolio. PH agreed and proposed that the finance committee get involved straight away, to which WF agreed. MV requested that Nolan Loxton not be in a position to act on behalf of the trustees as he had no mandate to do so. He was confident that MT and himself were more than capable to correspond with service providers on behalf of the board as well as assist WF with the financial model and calculation that is required. All agreed.</p> <p>PH informed the new trustees that MyVoltage is being considered for the Smart Meter installation and the contract that the Estate would enter into. He proposed that the contract be shared with the estate attorney, Newton van der Mescht, to ensure that the estates interest is protected. All agreed.</p>																					

		<p>It was further agreed that the necessary communication to assist homeowners during the transition period would be in place as part of the SLA with the Contractor.</p> <p>MV proposed that Mr K Miller be removed from the BARC committee as NK is more than competent to fill this role in future. BG explained the procedural process of plan submission and the role Mr Miller played prior to referring the plans for approval to the estate architect Jerome Starkey. The meeting further discussed the lack of availability of Jerome Starkey. MV proposed that an alternative architect be considered as well as the reviewing of the current Guidelines. NK informed the meeting that he had a team of experts employed by his company which could assist with this process. PH proposed that NK first get actively involved with the procedural process and then decide whether he'd like to continue with the current committee or propose changes. All agreed.</p> <p>PH tabled the recent incident which involved Mr K Falcke and BG amongst other accusations that has been made by Mr Falcke. After a lengthy discussion the meeting agreed to PPM informing Mr Falcke that the board, as per the AGM, agrees to meet with him, subject to the condition that all available trustees as well as BG will be attending the meeting. Furthermore, he would be requested to provide all matters he wishes to discuss in writing prior to the meeting.</p> <p>With no further business to discuss the meeting adjourned at 09h18</p>	
15.7.	<b>Date of next meeting</b>	25 April 2024	

Read and confirmed this 25 day of April 2024

  
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 Chairman