

**MINUTES OF TRUSTEES MEETING**  
**Held at Brackenridge Estate HOA**  
**11 July 2024 at 08:30**


Agenda Item	Description	Details	Action																		
1.	<b>Welcome</b>	MV opened the meeting and welcomed everyone present.																			
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. Merwe Viljoen</td> <td style="width: 50%;">Trustee <b>(MV)</b></td> </tr> <tr> <td>Mr. Adrian Smith</td> <td>Trustee <b>(AS) Zoom</b></td> </tr> <tr> <td>Mr. Nols Kotze</td> <td>Trustee <b>(NK) Zoom</b></td> </tr> <tr> <td>Mrs. Michelle Thomas</td> <td>Trustee <b>(MT)</b></td> </tr> <tr> <td>Mr. Steve Ritky</td> <td>Trustee <b>(SR) Zoom</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> <tr> <td>Mr. Chris Meister</td> <td>EMC Chairman</td> </tr> </table>	Mr. Merwe Viljoen	Trustee <b>(MV)</b>	Mr. Adrian Smith	Trustee <b>(AS) Zoom</b>	Mr. Nols Kotze	Trustee <b>(NK) Zoom</b>	Mrs. Michelle Thomas	Trustee <b>(MT)</b>	Mr. Steve Ritky	Trustee <b>(SR) Zoom</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. Chris Meister	EMC Chairman	
Mr. Merwe Viljoen	Trustee <b>(MV)</b>																				
Mr. Adrian Smith	Trustee <b>(AS) Zoom</b>																				
Mr. Nols Kotze	Trustee <b>(NK) Zoom</b>																				
Mrs. Michelle Thomas	Trustee <b>(MT)</b>																				
Mr. Steve Ritky	Trustee <b>(SR) Zoom</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. Chris Meister	EMC Chairman																				
3.	<b>Establishment of quorum</b>	MV confirmed a quorum was present.																			
4.	<b>Declaration of Interest</b>	None.																			
5.	<b>Confirmation of previous minutes dated 31 May 2024</b>	The meeting unanimously approved the minutes.																			
6.	<b>Environmental Committee</b>	<p>Dr Chris Meister, Chairman of the Environmental Committee, addressed the board with a presentation on the Environmental Management Budget. In a strategic motivation he highlighted the statutory requirements, risk, eco-estate categories, value enabler and asset management as well as the budgeting. He informed the meeting that the appointed ECO currently works actively in the field educating Home form Home (HFH) staff as well as Ricky's and Eldred's staff. He tabled a request that the board consider extending the appointment for a further 5 months as well as consider the appointment for the future by considering the cost in budget preparation. MV thanked Chris for his time and presentation and confirmed that the matter would be considered by Fincom.</p>																			
7.	<b>Financial report</b>	<p>MV tabled the Management accounts for the period ending May 2024. He briefly discussed the income and expenditure for the month, with a surplus of R295k for the month and the Capital budget at R1m, he considered the financial position to be sound.</p> <p>MV tabled the age analysis requesting PPM to provide feedback. YE informed the meeting that there has been no further feedback from the court regarding the auctioned property. Two owners with long overdue accounts have requested a payment plan. One owner committed to settle the total outstanding</p>																			

		<p>amount by the end of July, which the meeting agreed to. The second owner proposed to settle R15k per month, which the trustees did not accept as the R15k per month included the monthly cost of approximately R8K which mean the outstanding debt and account will take far beyond the financial year to be settled. It was agreed that the owner must sign a payment agreement with the HOA Attorneys to settle the full account before the end of the 2024 financial year. It was noted that any non-payment would trigger immediate account hand over for collection with all Legal.fees to the property owner. This cause of action was decided as the specific account is regularly overdue and outstanding accounts.</p> <p>Two owners remain on thirty days overdue, after numerous communications, the meeting agreed that should the account not be paid in full, PPM must hand these accounts over for collection.</p>	
8.	<p><b>General Manager report</b></p>	<p>BG tabled his report with the following attracting discussion:</p> <p><b>2.3 Capex equipment purchased:</b> the new Tomcat chipper was purchased and expected delivery within the first week of August 2024.</p> <p><b>4.2 Concerned building sites:</b>  Erf 8310: Enclosed Courtyard  It was noted that this matter has been ongoing for over a year. Letter was sent to the owner notifying him of breach with penalties to be implemented from July 2024 if work to rectify the contravention did not commence. The owner requested a meeting with BARC where it was agreed that if the owner submits plans with a structure that is allowed in terms of the Architectural Guidelines and obtain a building line relaxation from the neighbours as well as Bitou, BARC would consider approving the application. Plans were submitted to the HOA on the 1<sup>st</sup> July and BARC is in the process of reviewing same.</p> <p>Erf 8294: Front garden enclosed with Clearvu fence:  On an onsite meeting with the owners, it was agreed that plans be submitted for BARC to consider based on the need to enclose the front garden and pool as this is the only usable space to accommodate two young children. The fence is considered to be of high quality; however, the area was covered beyond that of what was approved. The HOA received revised drawing which included plants and a berm that will hide the fence and would ensure an aesthetically pleasing view. BARC's is in the process of reviewing the matter.</p> <p>Erf 8437: Shade Cloth Covering: GM met with the owner to inform him that the structures were not included on the approved plans and that it was in contravention of the Architectural Guidelines. The owner confirmed that the structure has been up since 2019 with no complaints. The matter was referred to BARC for review. BARC confirmed that</p>	

		the Guidelines do not allow for any temporary structures nor Shade Cloth structures and recommended that the owner remove same, however, the owner may submit plans for a permanent lean-to covering which would comply with the Guidelines. GM wrote a letter to the owner informing him of BARC's decision. Feedback from the owner is awaited.	
9.	<b>Approvals</b>	<p><b>9.1 Road repairs</b></p> <p>BG tabled a quotation for the repair of the traffic circle in Orchid Valley, an estimated cost of R58k to replace the cobble stone with interlocking bricks. MV confirmed that the budget allowed for a R150k spend on road repairs and proposed the quote be approved, all agreed.</p>	
10.	<b>Ratifications</b>	The trustees resolved to appoint the GM to sign the contracts with both MyVoltage and Ground 2 Tap.	
11.	<b>Any other business</b>	<p><b>11.1 Park Area Proposal</b></p> <p>NK informed the meeting that a number of homeowners has approached him with a request to create a play area in the current park. He tabled a proposal to erect a play area for children, an open gym facility as well as coffee stand. This could be outsourced to ensure no costs to the HOA. The meeting unanimously agreed that this could potentially be well received by the homeowners and requested NK to prepare a formal proposal for consideration by the homeowners.</p> <p><b>11.2 Future Estate Revenue Possibilities</b></p> <p>NK informed the meeting that he has considered the possibilities of alternative revenue for the estate.</p> <ol style="list-style-type: none"> <li>1. Create more stands for resale, with vast open areas available a survey could possibly produce an estimate 70 additional stands.</li> <li>2. Treat sewerage to feed potable water back into the estate.</li> <li>3. Solar plant</li> <li>4. Realtor commission share.</li> </ol> <p>After a lengthy discussion, MV proposed that NK provide a formal presentation on the possibility of creating extra stands for resale, which can be presented to the homeowners for consideration.</p> <p><b>11.3 Preferred Suppliers &amp; Advertising opportunities</b></p> <p>BG proposed that the current list of suppliers be updated on the website as well as publishing a booklet where contractors and suppliers may advertise at a cost. This will not restrict owners on any choice who to use on the Estate, but it would allow for the current Service Provides to advertise and for residents to easily find suppliers working on the Estate. Board agreed and BG to table proposal with costs etc at the next meeting for review and approval.</p>	

		<p><b>11.4 BARC Structuring/Architectural Guidelines &amp; Fee Structure</b> NK informed the meeting that this matter is still in review and that the guidelines and Building Control and Compliance Documents must be reviewed.</p> <p><b>11.5 Environmental Control Officer/Systems Administrator</b> AS shared a presentation on possible cost savings to be in a position to extend the current appointment of the ECO and the possible appointment of Systems Administrator. After a lengthy discussion, MV thanked AS for his presentation and proposed the matter be referred to Fincom for consideration. All agreed.</p> <p><b>11.6 Matters raised by Mr Falcke</b> Mr Falcke raised two matters to be tabled at the trustees meeting for discussion and feedback.</p> <ol style="list-style-type: none"> <li>1. Erf 8437 illegal shade cloth erected on carport. This matter was discussed in the GM report as above.</li> <li>2. GM E-bike Mr Falcke remains of the opinion that the GM does not make use of the E-bike within the estate. The meeting discussed the matter and resolved that the GM makes use of the E-bike as weather and time permits.</li> </ol>	
12.	<b>General</b>	None	
13.	<b>Date of next meeting</b>	8 August 2024 at 8h30.	

Read and confirmed this 8 day of August 2024

  
Chairman