

**MINUTES OF TRUSTEES MEETING**  
**Held at Brackenridge Estate HOA**  
**8 August 2024 at 08:30**

Agenda Item	Description	Details	Action																
1.	<b>Welcome</b>	MV opened the meeting and welcomed everyone present.																	
2.	<b>Present &amp; Apologies</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. 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>Mr. Johann Koch</td> <td>Plett Property Management <b>(JK)</b></td> </tr> </table> <p><b>Apology:</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. 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. Boet Grobler	General Manager <b>(BG)</b>	Mr. Patrick Sassin	Plett Property Management <b>(PS)</b>	Mr. Johann Koch	Plett Property Management <b>(JK)</b>	Mr. Steve Ritky	Trustee <b>(SR)</b>	
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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 11 July 2024</b>	The meeting unanimously approved the minutes.																	
6.	<b>Financial report</b>	<p><b>6.1 Financial Update Report (MV/PPM)</b></p> <p><b>MV</b> tabled the June financial figures as approved by Fincom, expressing his satisfaction that the accounts continue to show a healthy position despite the major capital outlay on the Water Project. <b>BG</b> confirmed his request to analyse the costs incurred and ensure accuracy against cost centres as budgeted. He undertook to have this complete with the assistance of PPM by the next meeting. Currently the project is marginally over budget by some R13k, and there is an expectation that the project may be some R120k over budget by completion due to excavation issues being expensed on site.</p> <p><b>AS</b> enquired as to the provision of R300k previously raised in respect of electrical charges payable to Bitou municipality. <b>MV</b> confirmed that the provision remains in the Balance Sheet, as there remains concern for underbilling by Bitou, until the new system has been implemented by MyVoltage. This position will be re-assessed at year-end.</p>	BG/PPM																

		<p><b>BG</b> informed the meeting that an owner who had a water leak has requested a discount on his consumption for June &amp; July. The meeting decided that a 50% discount would be granted as the supporting documentation clearly showed irregularity, therefore, clearly a water leak that caused the above normal consumption.</p> <p><b>6.2 Debtors Report</b>  <b>PS</b> reported that three homeowners were 90 days or more overdue with appropriate action taken to recover the arrears under the direction of Fincom. One property has been taken to auction, another has a repayment plan in place for full settlement by end August/September, whilst the third has been handed over to start a debt collection process.</p>	
7.	<p><b>General Manager report</b></p>	<p>BG tabled his report with the following attracting discussion:</p> <p><b>4.3 Legal Issues:</b>  <b>BG</b> discussed a legal issue concerning a new property owner who is seeking legal action for undisclosed issues during the purchase. <b>BG</b> clarified that the HOA provides a completion certificate specific to the state of the property when building is complete, and it is the owner's responsibility to ensure compliance with all legislation. <b>BG</b> confirmed he would keep the Board informed if the matter progress.</p> <p><b>4.4 Concerned building sites</b>  <b>Erf 8310 – Enclosed courtyard.</b>  <b>BG</b> confirmed that newly submitted plans were approved by BARC with conditions. A letter was sent to the owner, with the signed agreement not received from the owner as yet. Work on the approved plans to commence soonest.</p> <p><b>Erf 8294 – Front garden enclosed with Clearvu Fence.</b>  Drawings where plants and a berm will hide the fence and ensure an aesthetically pleasing view were submitted and approved by BARC. Work is expected to commence soonest.</p> <p><b>Erf 8437 – Shade cloth covering either side of garages.</b>  This matter was referred to BARC, who confirmed that the shade cloth covering did not conform to the Guidelines. A letter, proposing the owner to consider submitting plans for a permanent lean-to covering which comply with the Guidelines was sent to the owner, with a response still pending. It was noted that the Architectural Guidelines were under review and may have a bearing on future applications.</p> <p><b>4.5 Architectural Guidelines:</b>  <b>BG</b> and <b>NK</b> discussed the need for improved building guidelines and the compliance thereto. Concerns about the current architect, Jerome Starkey were raised. They suggested consulting with another architect René de Langen, to oversee the technical side of the architecture and Jerome Starkey to keep working on the overall look and feel of the estate. <b>BG</b> undertook to follow up with Jerome Starkey regarding architectural review turnaround times.</p>	

		<p><b>BG</b> informed the meeting that a total of 17 formal letters had been sent to owners regarding con-compliance. The meeting agreed to the Architectural Guidelines being reviewed to include a revised scrutiny and deposit structure for building alterations and additions, which is not currently covered within the documents. <b>BG</b> presented a potential revenue of R220,000 in 2025 from a compliance and profit centre. Monthly building fees would include administration, road reserve, and security fees, which are non-refundable and payable monthly during the construction period. He mentioned the need for compliance with architectural guidelines before issuing completion certificates.</p> <p>The Board discussed the need to address the placement of rocks and other objects along the road verges. It was confirmed that cement balls or rocks are not allowed to be placed on road verges unless considered and approved by the board. <b>BG</b> will start highlighting this in the monthly newsletters.</p> <p><b>8.1 Gate House minor repairs and painting</b>  <b>BG</b> informed the meeting that he is in the process of obtaining quotes for minor repairs to the main gate and gate house, he estimates the cost to be between R60,000 and R80,000. A small contractor/painter will also be asked to quote for the work.</p>	<p>BG</p> <p>BG</p>
8.	<b>Approvals</b>	<p><b>8.1 Environmental Control Officer</b>  It was confirmed that Fincom had discussed extending the appointment of the ECO to the end of the financial year, being December 2024 and tabled the proposal for consideration by the board. The meeting agreed to approve said appointment.</p> <p><b>8.2 Systems Administrator</b>  <b>MT</b> informed the meeting that she had met with a Contractor in respect of the architectural guidelines as well as the building compliance document. The meeting accepted the quote for R12500 for the agreed work to be completed. <b>MT</b> to prioritize the project with deadlines.</p> <p><b>8.3 Preferred Suppliers List and Booklet</b>  <b>BG</b> highlighted the benefits of having preferred suppliers for estate maintenance, suggesting it could lead to cost-effective pricing for homeowners and provide additional work opportunities for suppliers. The meeting agreed to approve this proposal, with condition that there is a vetting process in place.</p>	<p>MT</p>
9.	<b>Ratifications</b>	None.	
10.	<b>Any other business</b>	<p><b>10.1 Road Sign Project Update</b>  <b>BG</b> informed the Board of the work to date and discussed the need for a new approach re this project. A Town Planning Architect provided the initial draft proposals which are being tweaked for approval, costing and implementation.</p>	

		<p><b>10.2 Plett South Fire Management Block Burn Report</b>  <b>BG</b> confirmed that the Block Burns 5 &amp; 6 was completed on the 17<sup>th</sup> July with success. The process to identify the next Block Burn and Fire Break preparations will be started under the guidance of the EMC. Stack burning is still outstanding in block 6.</p> <p><b>10.3 Park Development</b>  <b>NK</b> presented a map of the proposed Brackenridge Park project, emphasizing its mission to improve social interaction among residents. The discussion also touched on the need to avoid additional costs to Brackenridge in funding such an initiative.</p> <p>The plan for maintaining privacy in the area for residents was also presented, including the creation of a natural hedge perimeter using trees and vegetation for aesthetic appeal. The Board approved additional work to be done by <b>NK</b> and asked for a formal proposal to be tabled at the next meeting for consideration and something the Board could share with residents at the next Information evening which should be towards end October.</p> <p><b>10.4 Fauna and Flora re-establishment on estate</b>  <b>AS</b> presented a 2028 vision for environmental sustainability and discussed securing a budget with the Environmental Committee for related initiatives. <b>AS</b> also tabled the Environmental Vision Statement for the Estate and asked for comments and adoption by the Board. The Board confirmed they would provide this at the next meeting which is scheduled for 26<sup>th</sup> September.</p> <p><b>NK</b> mentioned that through WhatsApp communication on Monkey Ridge a homeowner had indicated that he had heard that the fauna and flora of the estate was under discussion with reference to the homeowner's initiative to introduce Springbuck onto the estate. It was confirmed again by the Board that springbuck was not an option nor under review.</p> <p><b>AS</b> mentioned, that the environmental committee will determine what type of animals could be accommodated inside the estate by contacting the Dept of Environmental Affairs to establish which type of fauna is endemic to the area. The EMC will provide feedback when it becomes available.</p>	<p>BG/SR</p> <p>NK</p>
11.	General	<p><b>11.1 Compost</b>  <b>BG</b> discussed the idea of selling bags of compost to Brackenridge Homeowners, with a potential revenue stream of around R55,000 to R60,000. The compost is expected to be ready by the end of September, and <b>BG</b> suggested that selling it in bags could be a cost-effective solution. The meeting agreed that the sales would not be to outside parties but be marketed exclusively to homeowners.</p> <p><b>11.2 Staff Appraisals</b></p>	

		Michelle discussed the performance appraisal processes for all staff. BG confirmed appraisals are done 1/2 times a year and is kept on file with PPM.  <b>11.3 Request from Mr Falcke</b> Mr Falcke requested that all communication be shared via email and not the App and Website. The Board discussed and confirmed that it would be impractical to send Board Minutes to all members every month. The minutes are available for review at the office and electronically for anyone that wants to view it.	
12.	<b>Date of next meeting</b>	26 September 2024 at 8h30.	

Read and confirmed this 26 day of September 2024

  
Chairman