OAKWOOD HOME OWNERS ASSOCIATION

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OAKWOOD HOME OWNERS ASSOCIATION DATEDTHE 4TH OF DECEMBER 2017, HELD AT THE MERIDIAN PRIVATE SCHOOL IN PINEHURST, DURBANVILLE AT 18:30

1. OPENING AND WELCOME

As due notice has been circulated and a quorum present, the meeting was declared properly constituted.

The chairperson, Mr G Thurtell opened the meeting and welcomed all present.

2. APOLOGIES

The following apologies were tabled at the meeting:

- G Hogg
- R Knoetze
- P Pillay
- T Moller
- M Taylor
- L Reebein
- R Van Schalkwyk

3. CHAIRPERSONS / MANAGING AGENTS REPORT

The chairpersons report was sent to all owners prior to the meeting and was accepted as read.

Mr G Thurtell thanked the executive committee and Independent Property Group (IPG) for their tremendous work and assistance to date.

Mr G Thurtell discussed all general projects and maintenance items which were funded from the budget since January 2017.

The following items were highlighted:

- ➢ The completion of the electric fence project for the fence bordering Okavango Road.
- ➢ The painting of both guardhouses.

- The painting of the perimeter wall adjacent to the Langeberg / Brackenfell Boulevard circle.
- The service and repair of exit and entrance booms.

The executive committee has completed a maintenance audit for the estate. Various infringements were addressed in writing.
Owners who wish to bring their caravans, boats and trailers into the estate need to apply to the executive committee in writing for approval.

No major break-ins were reported.

4. CONFIRMATION OF THE MINUTES OF THE ANNUAL GENERAL MEETING DATED THE 17TH OF JANUARY 2017.

The minutes of the previous Annual General Meeting (AGM) were circulated prior to the meeting.

The confirmation of the minutes was proposed by Mr T Coomber and seconded by Mrs J Peddie.

5. AUDITED FINANCIAL STATEMENTS

Mr P Potgieter explained that the Home Owners Association (HOA) has received a clean auditors report. The HOA remains in a healthy financial position.

The audited financial statements were accepted by all present.

6. BUDGET FOR 2017/2018

Budget meetings have been held during the year.

The following items were discussed:

- The scanning devices at the gates have been included in the new budget. The devices are being rented on a month-to-month basis.
- The municipal accounts for the guardhouse and administration buildings remain under investigation with the City of Cape Town. The applicable rates were calculated incorrectly. We are awaiting a rebate from the City with amendments on both accounts.
- The boom motors for the Vivier entrance and exit gates have been discontinued. Although we have sufficiently budgeted for the replacement of these items, we are currently monitoring and servicing the system.

- The printing and reproduction costs are for the delivery of notices. These include the estate's infringement letters and AGM notices.

- Our security costs have been budgeted for in accordance with the annual statutory increases.

- All additional items in the budget have been budgeted for conservatively, based on actual expenses, and in line with the CPI (Consumer Price Index).

- Numerous building deposits are held in the estate's account. These are refundable to the owners on completion of their home improvements. The deposits are refunded upon consent from the supervising architect.

A suggestion was tabled that the budget be completed prior to the new financial year. It was also suggested that a 24-month budget be approved at the next AGM. A proposal was tabled at the meeting to schedule the AGM for July or August.

The executive committee will draft a long-term maintenance plan for the estate.

The budget was accepted by all present.

7. LEVIES

At the previous AGM a levy increase of 6%, which would be applicable from the beginning of the financial year (May 2017), was approved.

It was proposed that the levies increase with 6% again from the 1st of May 2018. The current levy of R291.50 will therefore increase to R310.00 per month.

The proposal was accepted by all present.

8. ELECTION OF EXECUTIVE COMMITTEE MEMBERS FOR THE ENSUING YEAR.

As per clause 5.5 of the Constitution, the executive committee shall consist of five executive members. The HOA has received six nominations. It was agreed that all six nominations be accepted.

The following members were nominated and accepted their nominations:

- G Thurtell
- S Mullany
- A Kleinhans
- T Coomber
- B Hull
- J van Tonder

9. DETERMINATION OF THE DOMICILIUM CITANDI ET EXECUTANDI OF THE BODY CORPORATE

The determination of the Domicilium Citandi et Executandi of the Body Corporate is to be c/o Independent Property Group, 5 Sir Benjamin Promenade, Oxford Street, Durbanville

Accepted by all present.

10. GENERAL

10.1 ARMED RESPONSE PATROLLING VEHICLE FOR THE ESTATE

Although the estate is an access-controlled village, the executive committee investigated the cost of a designated armed response patrolling vehicle exclusive to the estate. Having a vehicle within the estate will ensure a rapid response time to any incident.

While the primary function of this patrolling vehicle will be to respond to the electric fence alarms and to patrol the estate, there will also be an option for owners to subscribe to a (discounted) alarm monitoring and armed response service by this vehicle. To make use of this service, each owner will have to enter into their own agreement with security company at their own risk, without any involvement from, or liability by the HOA whatsoever in this regard.

While various companies were approached to tender for the above-mentioned service, the executive committee recommended that the company currently overseeing the guarding of the estate (Servest) be employed for this service in order to consolidate the security services for the estate. The amount quoted by Servest for this service was also very competitive compared to the other companies.

The optional alarm monitoring and armed response service will be offered by ECP (Effective Crime Prevention), who has a close relationship and direct radio link with Servest, and who will dispatch the Servest vehicle patrolling the estate to the relevant property where an alarm was activated. Owners who wish to subscribe to this ECP service will be afforded the opportunity to subscribe at a monthly cost of R85.50. The vehicle will not respond to alarms monitored by other armed response companies.

<u>The following two options for the service were tabled:</u>

- A 24-hour armed response patrolling vehicle, along with roaming guards at night (as at present), which will result an additional security levy contribution of R69.85 per month per owner.

- A 24-hour armed response patrolling vehicle with no roaming guards at night, which will result in an additional security levy contribution of R29.30 per month per owner.

The second option was approved via a majority vote.

The proposed date to implement the services of the patrolling vehicle will be the 1st of February 2018.

10.2 PURCHASE OF EQUIPPED WATER TRAILER FOR THE ESTATE

There are three open spaces in the estate of which the flower bed areas and circles are watered with municipal water. The remainder of the public open spaces within the estate are watered with treated effluent water.

Due to the current water restrictions, the executive committee has investigated the possibility of purchasing an equipped water trailer which will be used by the existing gardening services to water the estate's flowerbed areas and circles.

The executive committee has received approval from the City of Cape Town to make use of the treated effluent water supply.

Quotes received to purchase a trailer varied between R25 000 and R30 000. The trailer will be funded from our reserve fund.

The trailer will be stored in the area adjacent to the administration room. Vegetation will be removed and the necessary gates fitted to secure the trailer.

The committee was mandated to proceed with the purchasing of the equipped water trailer for the estate.

Approved and accepted by a majority vote.

11. MEETING CLOSED

The meeting was closed at 20:20.