



AMBERFIELD VALLEY

MINUTES OF THE ANNUAL GENERAL MEETING OF AMBERFIELD VALLEY HOME OWNERS ASSOCIATION, HELD AT THE NG CHURCH HALL, WIERDA PARK SOUTH, 18:30 ON 13 MARCH 2013

1. OPENING AND WELCOME

Mr Sinthumule opened the meeting and a hearty welcome was extended to all present. He presided as Chairman for the duration of the meeting. He requested the meeting to allow some time to ensure that all members have the opportunity to sign the attendance register.

Mr Sinthumule said that on 25 April 2012 the current Directors were mandated by the owners to manage the Estate, unfortunately Ms Alet Swarts had re-located to Australia and therefore resigned from the Board of Directors. The Director's decided not to appoint an alternative Director to co-opt on the Board for the remaining of the financial year. After a minute of silence he Declared the Meeting Opened and preceded with the proceedings.

2. ATTENDANCE REGISTER

2.1 PRESENT

N & V Mudau	Stand 3674	
TD Rambau & T Nyezi	Stand 3677	
MI & I Ikaneng	Stand 3679	
A Senoko	Stand 3680	
N Carstens	Stand 3686	
TP Dibetle & T Kekana	Stand 3712	
MW & LF Kalaba	Stand 3725	
SR & NR Netshifhefhe	Stand 3731	
AF & AT Sinthumule	Stand 3732	(Vice-Chairman)
SW & VT Mahlangu	Stand 3742	
SP Qasana	Stand 3746	
T & OT Magabe	Stand 3751	
EP & N Valentine	Stand 3759	(Director - resigned)
MN Lesejane	Stand 3760	
RJ Zwane & M Ntuane	Stand 3781	
KDL Kogtleng & DW Mokokwe	Stand 3783	
KM Mokaba & NM Nchabeleng	Stand 3807	
ME & FR Siphuma	Stand 3819	
Marcus & Wouda	Stand 3831	
JC & E Visagie	Stand 3838	
B & KH Zimase	Stand 3865	
NG Badenhorst	Stand 3878	
FFG & KB Booysen	Stand 3880	(Director)

supervisor.

- f) Mr McLeod informed the meeting that from 1st March 2013 all Estate Agents must be registered and accredited with the Estate and it will be a prerequisite that Estate Agencies operating within the Estate must advertise their services on the website of the Estate.
- g) Cameras and lights cannot be installed currently. Tshwane Council do require that a pre-paid meter be installed, it is illegal to make use electricity from street lights. Mr McLeod reported that the Directors are in the process with negotiations with the developer of the stands across the river and that residents will be kept informed on the progress. The meeting noted that a quotation was obtained for the installation of "beams" however a special levy of ±R1 000.00 per house hold will be levied should the project be approved.
- h) Mr Buys said that residents will be informed on the emergency number via the newsletter and magnets will be handed out.

No further questions were raised, the Chairman extended a word of thank you to Mr Buys and he then left the meeting.

5. MINUTES OF THE PREVIOUS MEETING – 25 APRIL 2012

5.1 APPROVAL

The Minutes were distributed with the AGM documentation and it was considered as read.

The meeting agreed that the minutes were a true reflection of the proceedings of the meeting held on 25 April 2012, It was adopted unanimously.

Approved	AS Mashishi & SE Moletsane	Stand 3987
Seconded	ME & FR Siphuma	Stand 3819

5.2 MATTERS ARISING

"Item 4.1 – Audited Financial Statements....."

....for the financial year 20010/2011..... to be amended to read " for the financial year 2010/2011....."

6. PRESENTATION OF:

6.1 CHAIRMAN'S ANNAUL REPORT

The Chairman tabled his report and the following items were briefly discussed:

(Report will be circulated with the AGM Minutes)

1. The objectives of the management team are to:-

- Make life better for all residents;
- Increase the value of the property;
- Create a safe and secure environment for all.

2. Finances:-

A number of wins have been recorded of which the most significant one was to reduce the bad debts over the past financial year. Mr

McLeod said that each member of the HOA has an obligation to ensure that his/her levies due are paid timeously and that no member should fall into arrears.

3. Security:

The meeting noted that this item is the biggest concern as well as the biggest expense. The security company was replaced with Blockwatch Security. The security procedures were reviewed and systems were put in place to ensure that only authorized people could enter the Estate. The intercom system is in operation and reported to be functioning well. It was noted that almost 2/3 of the Estate has been developed. The palisade at the river remains a soft target and will remain as such until the successful development of the land. Mr McLeod reminded all residents that security starts at home, do not be a soft target – fit burglar proofing, security gates, alarm system and be vigilant at all times.

4. Aesthetics:

A huge improvement in the upgrading of the gardens at the entrance and circle has been noted. It was proposed that each household has to plant one tree per month, which will result in more than 3800 trees being planted over a period of 12 months. A garden of the year competition has been implemented; final judging will be at the end of November 2013.

5. Vacancies:

Ms Alet Swarts re-located to Australia which left the portfolio of Aesthetics vacant. Mr Eugene Valentine tendered his resignation from the Board which left the portfolio for Maintenance vacant. These two positions need to be filled.

6. Conclusion

With your support the property values will soon match those in surrounding estates and we will be able to pull off some of the projects envisaged. In conclusion, it is our honor to work with you – it really warms our hearts when residents do approach us with solutions as opposed to problems.

6.2 AUDITED FINANCIAL STATEMENTS FOR 2011/2012 FINANCIAL YEAR

The audited financial statements were distributed with the notice of the Annual General Meeting and therefore it was considered as read.

Ms Yvette Deyzel, from Deyzel Odendaal & Partners tabled the Audited Financial Report and elucidated that the report is for 12 months ending 28 February 2012.

	2012	2011
Levies	R 882 425	R673 775
Development Levies	R 106 096	R 80 462
Other income	<u>R 94 919</u>	<u>R111 945</u>
Total Income	R1 083 440	R866 182

Total Expenses	R1 249 886	R946 377
Deficit for the year ()	<u>(R 178 660)</u>	(R 96 903)

A question was raised from the floor by Messrs Fourie of Stand 3958 regarding the huge increase on the management fees from 2011 to 2012 reflected on the financial statements. The Chairperson responded that the increase was due to the number of stands that were registered and that management fees are only applicable once the stand is no longer registered in the name of ABSA.

A second question was raised from the floor by Messrs Fourie regarding the secretarial fees. The Chairman responded that it is additional fees charged by the auditors for attending to any other related financial matters of the HOA except for conducting the financial audit.

After deliberations the Audited Financial Statements were unanimously Approved by the meeting

Approved	WJJ & IJ Badenhorst	Stand 3906
Seconded	CP & MS Webb	Stand 3900

6.3 RATIFICATION: BUDGET FOR THE 2012/2013 FINANCIAL YEAR

Mr Booyesen said that the budget for 2012/2013 with an estimated income of R1 223 640.00 per annum was implemented with effect 1 July 2012 and that the levies for the financial year under discussion was increased from R250.00 to R330.00 per month per household. The budget was circulated with the AGM notices and therefore it was considered as read. It was noted that levies are payable on the first day of the month in advance.

The meeting unanimously Approved the budget for 2012/2013.

6.4 NOTIFICATION: BUDGET FOR THE 2013/2014 FINANCIAL YEAR

Mr Booyesen said that the budget for 2013/2014 with an estimated income of R1 666 680.00 per annum was circulated with the AGM notices and therefore it was considered as read. He informed the meeting that the HOA has complied with the statutory requirements for registering with SARS for VAT purposes.

After deliberations, it was resolved that levies will be increased from R300.00 to R400.00 per house hold per month, the Development Levy will remain unchanged at R30.00 per house hold per month. **The total levy for 2013/2014 Financial Year payable by each house hold will be R430.00. The increased levy will be implemented with effect 1 July 2013.**

It was noted that levies are payable on the first day of the month in advance.

7. APPOINTMENT OF AUDITORS

The Chairman proposed that the directors appoint the auditors. The reason is merely to show the transparency of the directors. The appointment will be communicated in the next newsletter. The meeting unanimously adopted the proposal.

Approved	SJ & TF Lupembe	Stand 3986
Seconded	CP & MS Webb	Stand 3900

7.1 VALIDATION OF AUDIT FEE FOR 2013/2014 FINANCIAL YEAR

The meeting unanimously approved the audit fees of R13 324.00 for the financial year 2013/2014.

8. DIRECTORS

8.1 DETERMINATION OF NUMBER OF DIRECTORS

The Chairman requested that before the meeting proceed with the election of Directors that he would like to inform those nominated on the duties, accountability and responsibilities which is required from any person who serves as a Director.

Nominees were informed that it is a requirement that the SARS documentation of those nominated are up to date, if not, the nomination will not be valid as the Director cannot be registered with CIPC.

The meeting DECIDED that FIVE Directors be appointed. Only two vacancies will be filled.

8.2 ELECTION OF DIRECTORS

The following Directors were duly nominated:

Ms AS Mashishi	Stand 3987
Ms N Carstens	Stand 3686
Mr Fourie	Stand 3958

The appointments for Ms AS Mashishi Stand 3987 and Ms N Carstens Stand 3686 were unanimously **ACCEPTED**

The following Directors will service on the Board of Directors for the ensuing financial year:

Mr Graham McLeod	Stand 3994	Chairman
Mr Fred Sinthumule	Stand 3732	Vice-Chairman
Mr Kevin Booysen	Stand 3880	Director
Ms Tshepi Mashishi	Stand 3987	Newly elected as Director
Ms Natasha Carstens	Stand 3686	Newly elected as Director

9 SPECIAL BUSINESS

9.1 NOTIFICATION: AMENDED CONDUCT RULES

The meeting noted the amendments on the conduct rules. The meeting were informed that a pet register will be implemented in due course.

9.2 LAUNCH OF WEBSITE

Mr McLeod informed the meeting that the objective of the website is mainly to provide information to residents. Any suggestions can be e-mailed to comments@amberfieldvalley.co.za

10. CLOSING

There being no further business, the Chairman thanked everyone for their attendance and adjourned the meeting at 21:30.

CHAIRMAN

DATE