

The Owner  
AMBERFIELD VALLEY Home Owners Association NPC  
Capensis Road  
**ROOIHUISKRAAL**  
0157

Dear Sir/Madam

**RE: MINUTES OF THE ANNUAL GENERAL MEETING OF AMBERFIELD VALLEY  
HOME OWNERS ASSOCIATION NPC**

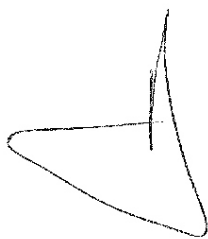
We refer to the Annual General Meeting held on Thursday, 27 November 2014 and attach hereto for your information and safekeeping:

- The Minutes of the Meeting; and
- The Chairman's Report

Kindly peruse the documents and please take note of owner's liability in respect of the proceedings at the Annual General Meeting.

We assure you of our best attention at all times.

Yours Faithfully,



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**Jannie Smit**  
**PORTFOLIO MANAGER**

**Pretor Group comprising of: Sectional Title Administration • Residential Communities Administration  
Home Rentals • Commercial Property Management • Financial Services**

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
AMBERFIELD VALLEY HOME OWNERS ASSOCIATION NPC**  
REGISTRATION NUMBER: 2005/023582/08

**HELD ON Thursday, 27 November 2014 @ 18H00 at the Offices of  
Pretor Group**

**1. NOTICE OF THE MEETING**

Notice of the meeting is given in terms of the Articles of Association of the Home Owners Association and it was noted that a quorum was present. Owners of (51) stands were present, either in person or by proxy, and eligible to vote.

**2. WELCOME AND ELECTION OF CHAIRMAN**

Mr F Sinthumule was elected as Chairman for the meeting and welcomed all members present.

As per Article 4 Mr F Sinthumule in his capacity as Vice Chairman for the Home Owners Association chaired the meeting and welcomed all members present.

**3. ATTENDANCE AND APOLOGIES**

Attendance was as per the attendance register. Proxies were recorded as apologies.

Jannie Smit (Pretor Group) was in attendance

**4. CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the Annual General Meeting held on 13 March 2013 were taken as read, approved by the meeting and signed by the Chairman.

The previous minutes was duly proposed, seconded and unanimously approved.

**5. CHAIRMAN'S REPORT**

The written report was taken as read and approved by the meeting. The following feedback were provided by the Directors:

- The Directors gave an overview of stand 3999 & 4000
  - o These properties has special conditions as the Conditions of Establishment.
  - o These properties are also registered as high density properties.
  - o They are not obliged to pay any levies as per the conditions of establishment.
  - o They HOA (Directors) will in 2015, force the developer his obligation as per the conditions to secure these properties with a proper fence.
- Security
  - o Parking of vehicles on the corners of the street are unacceptable.
  - o Lines on the street should be repainted.
  - o Marcel should be approached to get the contractors to remove their trucks on the curbs or the road.
  - o Stand 3855 complimented the security loops installation on the fence.

- Stand 3860 should be refunded +- R 1000.00 for his installation on the fence. Dewald to investigate the size of the wall together with the perimeter electric fence.
- Investigate the options to install more lights on the perimeter wall.
- All security incident reports should be distributed to all the members of the HOA.
- Members to create an Amberfield Valley HOA Zello application.
- The Directors will investigate the option to install motion lights on the palisade fence.
- Bicycles of the guards to be maintained.
- Communication
  - Stand 3831 requested that they need better/more effective communication from the Directors when projects are being implemented.
  - Stand 3692 requested that illegal dumping should be reported to council – Directors requested that all owners take ownership when they observe illegal dumping.

The Chairman's Report was duly proposed, seconded and unanimously approved.

## **6. CONSIDERATION OF AUDITED FINANCIAL STATEMENTS**

The Audited Financial Statements for the year ending 30 June 2013 & 30 June 2014 were tabled.

The financial Director Kevin Booysen gave an overview of the financial position of the HOA.

After discussion the Annual Financial Statements were considered and accepted by the meeting.

## **7. PRESENTATION OF:**

### **7.1 ESTIMATE OF INCOME AND EXPENDITURE**

An estimate of income and expenditure for the ensuing year, approved by the Board of Directors was presented to the meeting. Included in the estimate, a provision was made for a reserve fund of R 5000.00

Estimated expenses were set at R 1'973'003.00 and confirmed by the meeting.

Levies –	R 400.00 increased to R 430.00
Development Levies –	R 30.00 increased to R 70.00

The effective date for the levy increase will be **01 January 2015**

### **7.2 SPECIAL LEVY**

It was resolved that no special levy will be implemented for the ensuing year.

## **8. APPROVAL OF:**

### **8.1 LEVY PAYMENT IN ADVANCE**

It is confirmed that levies are payable monthly in advance, on or before the 1<sup>st</sup> day of each month. It is further resolved that the levies as accepted under the estimate of income and expenditure comprises the amount of levies payable by each owner

### **8.2 ARREAR LEVY : ACTION TAKEN**

Directors are authorised, and authorise the managing agent on their behalf, to take all necessary steps, including legal action and the sequestration of the owners, to ensure that the Home Owners Association receives levies and other monies due to it. The current interest rate is set at 1.5%,(equating to 18% per annum) which interest shall be calculated daily and capitalized monthly on all amounts outstanding including, *inter alia*, debt collection and attorneys charges at the beginning of each month when levies are payable, but is subject to change from time to time in accordance with the provisions of and limitations or requirements imposed by the applicable Legislation.

### **8.3 ALLOCATION OF PAYMENTS**

Any payment made by an owner to the Home Owners Association will be allocated firstly to the overdue debt which is newest in time and only once all overdue debts have been paid will it be allocated to current amounts due.

## **9. APPOINTMENT OF AUDITOR**

AFCA & Partners Auditors were re-appointed as Auditors for the ensuing year.

The re-appointment of the Auditors was duly proposed, seconded and unanimously approved.

## **10. REMOVAL AND ELECTION OF DIRECTORS:**

**10.1** In terms of Article 4 the Association determined the number of Directors at .... (4) persons.

**10.2** As set out in Article 4 each Director shall continue to hold office from the date of this appointment until the Annual General Meeting next following his appointment, at which meeting each director shall be deemed to have retired from office, but shall be eligible for re-election to the Board of Directors as such meeting. In terms of the above all current Directors are deemed to have resigned as from date of this meeting.

The following persons were nominated and elected as Directors for the ensuing year:

1. Graham McLeod
2. Natasha Carstens
3. Freddie Sinthumule
4. Thupelo Matubetube

Anya Soonderpershad offered her assistance to take minutes at Meetings, or to assist with the drafting of newsletters.

**11. APPOINTMENT OF COMPANY SECRETARY**

The meeting confirmed the appointment of Pretor Group (Pty) Ltd as the company secretary for AMBERFIELD VALLEY Home Owners Association NPC.

The Appointment of Company Secretary was duly proposed, seconded and unanimously approved.

**12. CONFIRMATION OF THE REGISTERED ADDRESS OF THE COMPANY**

The registered address of the company was confirmed as:

The AMBERFIELD VALLEY Home Owners Association NPC  
c/o Pretor Group (Pty) Ltd  
River Falls Office Park  
262 Rose Avenue  
DORINGKLOOF  
0157

Private Bag X115  
CENTURION  
0046

**13. CLOSING**

There being no further matters under discussion, the Chairman thanked the members for having attended and closed the meeting.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
**CHAIRMAN**