



HUISEIENAARSVERENIGING / HOMEOWNERS ASSOCIATION NPC

P.O. Box 2500
Brooklyn Square
0075

Tel: 012 483 2333
Fax: 012 483 2390

Registration Number: 2005/023582/08

Estate Manager: Marcel Beetge
E-Mail: office@amberfield-valley.co.za Tel: 060 993 5874

MINUTES

of the Amberfield Valley Directors meeting held on 21 June 2018 at 18:00
at 3809 Rock Alder Close Amberfield Valley.

Members:

Designation / Portfolio	Member
Maintenance & Development - Chairperson	Ruan Marcus (RM)
Aesthetics and Operations – Deputy Chair	Samantha Coetzee (SC)
Finance	Annette Weldon (AW)
Safety and Security	Stephen Kgomo (SK)
Vacancy	

1. Welcome

Host Samantha Coetzee.

2. Attendance

All present

3. Conflict of interest

Should a matter arise where an individual/s in attendance have a personal interest in any matters discussed, it is the responsibilities of the individual/s to announce the conflict of interest to the meeting and excuse themselves to allow for the objective discussion and voting on the specific matter at hand. After the matter is closed, the member may re-join the meeting.

4. Minutes of previous meeting

Minutes of the previous meeting held on 29 May 2018 approved by all present.

5. Matters arising from previous minutes

Item	Discussion	Responsible Person
1.	<p>Budget:</p> <ul style="list-style-type: none"> • Riverside invoice for security <ul style="list-style-type: none"> ♦ AW did get invoices ♦ Pretor invoiced Riverside for extra guards ♦ Was sent to Pretor for correction ♦ Pretor was asked for clarity ♦ AW will address 	AW

	<ul style="list-style-type: none"> • Access control <ul style="list-style-type: none"> ♦ Feedback on printers next week • Levy Increase <ul style="list-style-type: none"> ♦ Budget approved by all ♦ Matter closed 	SK
2.	<p>Riverside insurance policy</p> <ul style="list-style-type: none"> • Received, will be reviewed • All directors to reviewed, will be addressed at Directors meeting after SGM 	ALL
3.	<p>Capensis road feedback</p> <ul style="list-style-type: none"> • Matter closed until feedback from Tshwane is received 	
4.	<p>Bees and snakes email</p> <ul style="list-style-type: none"> • Ruan sent communication • Matter closed 	
5.	<p>Investment accounts</p> <ul style="list-style-type: none"> • Clear instruction to be given to Pretor that they cannot transfer money from the investment account without majority approval from directors • Communication sent via e-mail by RM to Pretor • Will monitor • Matter closed 	
6.	<p>SGM Dates</p> <ul style="list-style-type: none"> • Members not in good standing not allowed to attend SGM or any meetings • RM to send mail to Pretor to confirm • Agenda: <ul style="list-style-type: none"> ♦ Matters for consideration communicated to Pretor ♦ EY Stuart cannot be removed immediately – continuing cases ♦ Will not be given new cases • Matter closed 	
7.	<p>Communication – Paul Monthlabaki</p> <ul style="list-style-type: none"> • Communication sent to Paul by Pretor • See attached (attach letter on CIPRO) • Matter closed 	
8.	<p>Matters arising from neighbouring estates</p> <ul style="list-style-type: none"> • Communication sent • Matter closed 	
9.	<p>Security Issues</p>	

	<ul style="list-style-type: none"> • Communication was sent to all residents regarding their own safety outside the estate. • Matter closed 	
10.	Accelerit <ul style="list-style-type: none"> • Matter will be revisited at SGM • Matter closed 	
11.	Netvark <ul style="list-style-type: none"> • Judgement was not defended • Communication will be sent to RM and matter will be sent to Pretor for management 	RM
12.	Management company - Pretor <ul style="list-style-type: none"> • Confirmation was received that AV will not be charged for removing Paul on CIPRO • Invoice was received from Pretor regarding above • AW to confirm only single payment was made • Monthly invoice for fees – was communicated to Pretor • Directors need to meet with Pretor • Pretor has announced a new portfolio manager again – Mariette Du Plooy and Jenette van Heerden as her assistant • No letters to be sent without majority directors approval- communication sent • Paul to be removed – done • Board members update letter – done • Directors are concerned about the management company and options and proposals to be considered at the AGM 	AW
13.	Auditors <ul style="list-style-type: none"> • Audited financials received • To be presented, with notes, at SGM for approval • A new auditing firm will be appointed at the AGM 	

6. New matters arising

Item	Discussion	Responsible Person
1.	Accelerit presentation <ul style="list-style-type: none"> • Done 21 June • New plan presented • AV to cover electricity costs • Equipment remain property of and responsibility of 	

	<p>Accelerit</p> <ul style="list-style-type: none"> • Presentation to be served at SGM for approval 	
2.	<p>Website</p> <ul style="list-style-type: none"> • Portfolio managers info to be update 	RM
3.	<p>Telkom contract</p> <ul style="list-style-type: none"> • For estate manager • Quotes for internet at Marcells office • Find out about phone contract 	SC
4.	<p>LEAP</p> <ul style="list-style-type: none"> • Directors not certain what the initiative is about • Ruan will refer to portfolio manager 	RM
5.	<p>Payment terms</p> <ul style="list-style-type: none"> • No payment terms will be accepted for arrear levies except in extreme circumstances • Those cases will be assessed on a case by case basis • It is advised that if an owner cannot pay their levies, that they contact the HOA before they go into arrears to set up a payment plan. 	
6.	<p>Directors according to MOI</p> <ul style="list-style-type: none"> • MOI stated their needs to be 5 directors • Con not be on election of new board member because Riverside has to be presented on the board • RS body corporate to nominate and elect member to join AV board • Will be communicated as such at SGM 	
7.	<p>Cleaning of sidewalk across Capensis St.</p> <ul style="list-style-type: none"> • Ruan to ask Amberfield Manor to cut the grass across the road on Capensis • If do not agree, AV gardeners will cut grass between boundary walls. 	RM
8.	<p>Bees</p> <ul style="list-style-type: none"> • Query received about beehive • At the AGM where the matter for a bee/bird sanctuary was considered, the meeting was informed of a current hive in the Estate that has been there for six years. No objections were raised regarding this hive. 	
9.	<p>Levy payment on the 15th</p> <ul style="list-style-type: none"> • Rules state levies must be paid on the 1st of the month, in advance • No exceptions 	



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10.	Panic button for Estate Manger <ul style="list-style-type: none">• SK to see about getting Marcel a panic button	SK
11.	Measures for rude residents <ul style="list-style-type: none">• To be discussed after SGM	

7. Closure of meeting

Meeting closed at 19:30. No future director's meeting have been scheduled.

Ruan Marcus
Chairperson of the Board
Amberfield Valley HOA

21 June 2018

Date