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OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

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## MINUTES OF THE ANNUAL GENERAL APPROVED EXTENSION MEETING

Circular 18

**Date** 7 September 2015  
**Time** 18h00  
**Venue** Christian Family Centre

### WELCOME ADDRESS BY THE MANAGING AGENT – EON PROPERTY SERVICES

Mr. Sjoerd Lohle (SL) from EON Property welcomed the members present and explained that this is the adjourned meeting of the meeting held on 24 August 2015. In terms of protocol the meeting can only proceed when a quorum is present or can continue with the members present at 18h30.

A special Circular 18 was distributed to members to inform them of the procedures of tonight's meeting, more particular that members that are in arears cannot participate in the meeting.

### COMPLETION OF THE ATTENDANCE REGISTER

Members completed the attendance register and submitted the proxy certificates

### CONSTITUTION OF THE MEETING

Mr. Lohle informed the meeting:

1. 97 members were present in proxy and in person
2. A quorum was not present but because this is an adjourned meeting - the members present formed a quorum and the meeting may proceed

### MEMBERS MEETING

SL noted that the Elisenheim "Proper" members held a meeting on 3 September 2015 where members discussed aspects of the budget and other relevant matters for the meeting of tonight. SL will deal with the issues as the meeting progresses

### MATTERS ON THE AGENDA

#### Chairman's Report

It was noted that the Chairman – Mr. Wayne Mc Teer – rendered his apology for not being at the meeting as his annual leave was arranged before it was known that the meeting of 24 August would be adjourned.

SL informed the meeting:

- The Chairman's report was distributed to all the members
- Questions with regard to matters mentioned in the report will be dealt with
- The issues raised at the meeting on 3 September will be dealt with first
- Other questions will be dealt with thereafter

Questions and answers were dealt with as follows:

- The Fuel expenses expressed in the financial statements was N\$30,753-00 - Why there is an increase in fuel expenses to N\$62,400-00
  - SL informed the meeting:
    - In the previous budget the costs were estimated at N\$120,000-00
    - The Estate Manager Position and workers, although included in the budget for the previous period was not utilized because the Estate Manager position was made redundant at a meeting in 2014
    - The Estate Manager position was reinstated from 1 August 2015
    - The activities for Estate Management will increase and hence the increase and the cost of fuel for the various vehicles
- What is the cost budgeted for Estate Management = N\$336,000-00
  - SL informed the meeting:
    - EON was appointed initially to attend to the administration of the Elisenheim Owners Association
    - The cost for the administration of the estate amounts to N\$292,560-00
    - After numerous complaints from members about the management of the estate the Board of Trustees decided that the position of "The Estate Manager" must be reintroduced from 1 August 2015
    - EON was appointed to attend to the Estate Management
    - Mr. Schalk Kruger (Snr) from EON was appointed by EON to attend to the Estate Management Position
    - Schalk was introduced to the members at the meeting and it was noted that EON circulated three Circulars with more information about the estate management
    - The composition of the costs queried were staff costs
- What is the amount for office rent = N\$42,000-00
  - SL informed the meeting:
    - It is important that the Estate Manager has a presence on the Estate
    - Until such time that EON can procure offices on the estate we have rented the container office on the contractors site on the estate
    - The cost of renting the office constitutes the office rent
- Why the amount in security provision remained the same when the EPDC assumed responsibility of the Perimeter fence at a cost saving of N\$660,000-00

- SL informed the meeting:
  - Security at the Estate remains the No 1 priority for preserving the lifestyle
  - The Trustees thought it appropriate to keep the budget the same as in the previous period and use the surplus to further enhance security on the estate
  - Access control is paramount to achieving security goals
  - Cost for implementing access control will be high and we must make provision
  - Continuous presence on the estate will further enhance security
  - It is envisaged that security on mountain bikes will patrol the area 24/7
  - Proposals are not final but the cost is estimated at N\$56,000-00 per month = annual N\$672,000-00
  - The security committee will finalise the security improvements

The meeting enquired the ability of members to vote and amend the budget as presented by the Trustees of the EOA.

Mr. Schalk Kruger (Jnr.) informed the meeting that the members cannot change the budget and that members should direct all their queries via the Representatives that will be elected tonight for submission to the EOA Board of Trustees for comment and response.

The meeting resolved to follow the process as explained and that the meeting should continue with the election of representatives.

### **Election of Representatives**

SL referred the members to the Circular that dealt with the procedures for the election of representatives:

- Nominations received by the Board of Representatives before the meeting will be announced and the members introduced to the meeting with a short résumé
- The meeting will call for further nominations of members present at the meeting
- Persons nominated will be requested to give a brief résumé to the members present
- Once all the nominated members are introduced we will call for the meeting to start with the voting process
  - Voting for members will be by a show of hands
  - If there are more than four nominations:
    - Vote to determine who the elected four members will be

SL informed the meeting that the following nominations were received:

1. Mrs. Corine Brink
2. Mr. Gerbrand Prinsloo
3. Mr. Paulus Shituna
4. Mr. Jakobus Lowe
5. Prof. Elizabeth Amukugo

Each nominee provided the meeting with a short résumé.

SL informed the meeting:

- In terms of the votes received Mr. Shituna procured the least votes and is eliminated
- From the remaining four nominees members must vote:
  - To elect the two representatives who will serve on the Board of Trustees
  - The remaining two members will serve on the board of representatives

The voting continued whereby members voted by a show of hands to determine the number of votes for each nominee that will be elected to serve on the EOA Board of Trustees. Each member had two votes. In terms of the voting:

- Mr. Gerbrand Prinsloo and Mr. Jakobus Lowe were elected to serve the on the Board of Trustees
- Prof Amukugo and Mrs. Corine Brink were elected to the Board of Representatives.

At the first meeting of Trustees and Representatives the portfolios assigned to the members will be determined

### **Sub Committee Members**

SL informed the meeting that the sub committees require members to assist with the management of the estate and members should nominate persons to be co-opted onto these committees.

More than one member showed an interest to serve on these committees and it was agreed that the persons nominated will serve on the committees

- **DRC, Environment and Building Control Committee**

The following persons were nominated and accepted their nomination to serve on the committee:

- |           |                  |
|-----------|------------------|
| ○ Erf 160 | Mr. Terblance    |
| ○ Erf 365 | Mr. R. Du Pisani |
| ○ Erf 69  | Mr. F. Roux      |
| ○ Erf 146 | Mr. Ahrens       |

- **Disciplinary Committee**

The following persons were nominated and accepted their nomination to serve on the committee:

- |           |                  |
|-----------|------------------|
| ○ Erf 86  | Van der Merwe    |
| ○ Erf 253 | Page             |
| ○ Erf 169 | Van der Merwe    |
| ○ Erf 262 | Prof. E. Amukugo |

- **Security Committee**

The following persons were nominated and accepted their nomination to serve on the committee:

- |           |               |
|-----------|---------------|
| ○ Erf 337 | Riaan Stadler |
| ○ Erf 131 | Gee Prinsloo  |
| ○ Erf 227 | Mr. Shituna   |

**Estate Manager**

SL informed the meeting that the matter had been dealt with

**Street Names**

It was noted:

The installation of the street names remains the responsibility of the previous developer. We have entered into negotiations with them for the installation of the street names and would hope to have completed the process soon so that the Street names can be installed.

**CONCLUSION**

SL thanked the members for their presence and the meeting closed at 20h00

Thus signed at Windhoek on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

\_\_\_\_\_  
**Representative  
Chairperson**

\_\_\_\_\_  
**Representative**

\_\_\_\_\_  
**Representative**

\_\_\_\_\_  
**Representative**

\_\_\_\_\_  
**Representative**

## ATTENDANCE REGISTER

### In Person

ERF NUMBER	REGISTERED NAME	OWNER
00008 P 01	ELISENHEIM OWNERS ASSOCIATION	R. Stadtherr
00024 P 01	ELISENHEIM OWNERS ASSOCIATION	R & JH Cloete
00029 P 01	ELISENHEIM OWNERS ASSOCIATION	JH Cloete
00042 P 01	ELISENHEIM OWNERS ASSOCIATION	FI & CC Brink
00046 P 01	ELISENHEIM OWNERS ASSOCIATION	B. ADENHORST
00060 P 01	ELISENHEIM OWNERS ASSOCIATION	S & AT Kalumba
00063 P 01	ELISENHEIM OWNERS ASSOCIATION	JA Fuller
00082 P 01	ELISENHEIM OWNERS ASSOCIATION	ER & EE Carstens
00086 P 01	ELISENHEIM OWNERS ASSOCIATION	TP & M V/D Merwe
00093.1 P 01	ELISENHEIM COM CHURCH	F V/D Berg
00096 P 01	ELISENHEIM OWNERS ASSOCIATION	KC & CC Brink
00100 P 01	ELISENHEIM OWNERS ASSOCIATION	F. Vergh & R. Venter
00102 P 01	ELISENHEIM OWNERS ASSOCIATION	JA Van Wyk
00129.1 P 01	ELISENHEIM OWNERS ASSOCIATION	C.E & W.J Lowe
00131.1 P 01	ELISENHEIM OWNERS ASSOCIATION	G. Prinsloo
00144 P 01	ELISENHEIM OWNERS ASSOCIATION	HP & H Meintjies
00146 P 01	ELISENHEIM OWNERS ASSOCIATION	MJ & HJ Ahrens
00149 P 01	ELISENHEIM OWNERS ASSOCIATION	T. Roodt
00152.1 P 01	ELISENHEIM OWNERS ASSOCIATION	L.J De Haast
00158 P 01	ELISENHEIM OWNERS ASSOCIATION	HJ Bruyns
00160 P 01	ELISENHEIM OWNERS ASSOCIATION	F V/D Merwe
00166 P 01	ELISENHEIM OWNERS ASSOCIATION	H Louw
00167.1 P 01	ELISENHEIM OWNERS ASSOCIATION	PA & C Steenkamp
00169 P 01	ELISENHEIM OWNERS ASSOCIATION	PJ & AJ V/D Merwe
00193 P 01	ELISENHEIM OWNERS ASSOCIATION	CM Schoeman & JB Lofty-Eaton
00199 P 01	ELISENHEIM OWNERS ASSOCIATION	A. Weilbacher
00200 P 01	ELISENHEIM OWNERS ASSOCIATION	L. Monye
00204 P 01	ELISENHEIM OWNERS ASSOCIATION	JJ Lowe
00219 P 01	ELISENHEIM OWNERS ASSOCIATION	MN Nepembe
00227 P 01	ELISENHEIM OWNERS ASSOCIATION	PM & UM Shituna
00250.1 P 01	ELISENHEIM OWNERS ASSOCIATION	D.C Du Plessis
00253.1 P 01	ELISENHEIM OWNERS ASSOCIATION	JC & PN Page
00258 P 01	ELISENHEIM OWNERS ASSOCIATION	JD Jurgens
00260.1 P 01	ELISENHEIM OWNERS ASSOCIATION	JN Piek
00261 P 01	ELISENHEIM OWNERS ASSOCIATION	EJ & MS Hetjies
00262 P 01	ELISENHEIM OWNERS ASSOCIATION	EM Amukugo
00263 P 01	ELISENHEIM OWNERS ASSOCIATION	NG & MN Petrus

00265 P 01.1	ELISENHEIM OWNERS ASSOCIATION	S W Kruger
00267 P 01	ELISENHEIM OWNERS ASSOCIATION	A & HH Gumpenberger
00270 P 01	ELISENHEIM OWNERS ASSOCIATION	EA Hofmann
00337.1 P 01	ELISENHEIM OWNERS ASSOCIATION	WA & A Stadler
00359 P 01	ELISENHEIM OWNERS ASSOCIATION	J & JS De Kock
00360 P 01	ELISENHEIM OWNERS ASSOCIATION	D & HML Joubert
00365 P 01	ELISENHEIM OWNERS ASSOCIATION	R. Du Pisani
00368 P 01	ELISENHEIM OWNERS ASSOCIATION	GJ Reitz
00372.1 P 01	ELISENHEIM OWNERS ASSOCIATION	TR Stonehouse
00391 P 01	ELISENHEIM OWNERS ASSOCIATION	P & B Kotze
00404 P 01	ELISENHEIM OWNERS ASSOCIATION	S. Namindo
00407 P 01	ELISENHEIM OWNERS ASSOCIATION	A V/D Riet
00408 P 01	ELISENHEIM OWNERS ASSOCIATION	A. Badenhorst
00414 P 01	ELISENHEIM OWNERS ASSOCIATION	JK & RK Rushibiza
356	EPDC	H Louw
357	EPDC	H Louw
377	EPDC	H Louw
397	EPDC	H Louw
411	EPDC	H Louw

### By Proxy

ERF NUMBER	REGISTERED NAME	MEMBER	PRINT PROXY
00017 P 01	ELISENHEIM OWNERS ASSOCIATION	WT & A Verdoes	JS De Kock
00036 P 01	ELISENHEIM OWNERS ASSOCIATION	SM Viljoen	S Lohle
00037 P 01	ELISENHEIM OWNERS ASSOCIATION	P Viljoen	S Lohle
00038 P 01	ELISENHEIM OWNERS ASSOCIATION	MJ De Klerk	S Lohle
00041 P 01	ELISENHEIM OWNERS ASSOCIATION	AW Kruger	S Kruger
00048 P 01	ELISENHEIM OWNERS ASSOCIATION	AY Weiland & G Siska	H Louw
00053 P 01	ELISENHEIM OWNERS ASSOCIATION	JE V/Huyssteen & SJ Retief	Simon
00177 P 01	ELISENHEIM OWNERS ASSOCIATION	WT & A Verdoes	JS De Kock
00151 P 01	ELISENHEIM OWNERS ASSOCIATION	GR Coetzee	HJ Bruyns
00155 P 01	ELISENHEIM OWNERS ASSOCIATION	S Labuschagne	HJ Bruyns
00182.1 P 01	ELISENHEIM OWNERS ASSOCIATION	IP & EL Petherbridge	CC Brink
00245 P 01	ELISENHEIM OWNERS ASSOCIATION	Pretorius	S Kruger
00248 P 01	ELISENHEIM OWNERS ASSOCIATION	JL & A Swanepoel	H Louw
00266 P 01.1	ELISENHEIM OWNERS ASSOCIATION	FC Langford	S Kruger
00281 P 01	ELISENHEIM OWNERS ASSOCIATION	P Jansen	L Du Plessis
00283 P 01	ELISENHEIM OWNERS ASSOCIATION	A Trust	L Du Plessis
00284 P 01	ELISENHEIM OWNERS ASSOCIATION	A Trust	L Du Plessis
00374 P 01	ELISENHEIM OWNERS ASSOCIATION	S Bergh & R Winckler	H Meintjies
00380 P 01	ELISENHEIM OWNERS ASSOCIATION	P Louw	H Louw

00383 P 01	ELISENHEIM OWNERS ASSOCIATION	E & J Nel	HJ Bruyns
00394 P 01	ELISENHEIM OWNERS ASSOCIATION	S Berg & R Winckler	H Meintjies
01019 P 01	ELISENHEIM OWNERS ASSOCIATION	P Viljoen	S Lohle