



OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

AGENDA – TRUSTEE & REPRESENTATIVES MEETING**Date: 14 September 2017****Time: 15h00****Venue: EON Property Boardroom**

<u>Elisenheim Owners Association Board of Trustees</u>	<u>Position</u>	<u>Representative</u>	<u>Initials</u>	<u>Present</u>
Heleen Steyn	Chairperson	Developer	[HS]	YES
Hugo Van Niekerk	Vice Chair - Rep Phase 2	Home Owners	[HvN]	YES
Schalk Kruger (Jr)	DRC, Environ & Security	Developer	[SK Jr.]	YES
Willem Van Heerden	Finance	Developer	[WvH]	YES
Phillie Vd Merwe	Rep Phase 1	Home Owners	[PvdM]	YES
<u>Elisenheim Owners Extension- Phase 1 Board of Representatives – Invited</u>				
Renaldo Du Pisani	Rep Phase 1	Home Owners	[RdP]	Apology
<u>Elisenheim Owners Extension – Phase 2 Board of Representatives – Invited</u>				
<u>IN ATTENDANCE</u>				
Adrian Muller	Rep Phase 2	Home Owners	[AM]	YES
S.E.M. Lohle (Eon Prop Services)		Managing Agent	[SL]	YES
Schalk Kruger Snr. (EON Prop Services)		Estate Manager	SK Snr.	YES

- 1) COMPLETION OF THE ATTENDANCE REGISTER**
- 2) CONSTITUTION OF THE MEETING**
- 3) APPROVAL OF PREVIOUS MINUTES**
- 4) MATTERS ARISING FROM PREVIOUS MEETING 19 NOVEMBER 2014**

	Action
MATTERS ARISING FROM THE MINUTES EOA Trustee Meeting 6 December 2016 The matters were reported as completed	

Matters Arising

a. BUILDING COMPLIANCE

- i. Progress with members that do not comply - Attorneys
- ii. Progress with amendment to rules/DRC regulations

b. PHASE 3

- i. Progress – when will register (50%)

c. OPEN AREAS CLEANING

- i. Progress Report
- ii. “Orange Pole Refuse Bins”
- iii. Master Plan for open areas

d. AGM MATTERS

e. FINANCIAL REVIEW

- i. Fin Statements 31 August 2017
 - 1. Trial Balance
 - 2. Balance Sheet
 - 3. Income Statement
- ii. Budget Comparison
- iii. Notes to the Budget Comparison
- iv. Arrear Summary
- v. Comments Received
 - Possible Savings:
 - Debtors outstanding:
 - A summary of outstanding debtors age analysis
 - 2018/2019 Budget:
 - The current budget approval process for 2017/2018 budget were too late in 2017.
 - 2018/2019 budget needs to be prepared by end January 2018 for review and approved before mid-March or as soon as 2017/2018 financials being audited and signed off.
 - Election for new Trustees in the different phase also needs to be pulled forward as per EOA Constitution.
 - Capex:
 - Fix Asset Register of current Capex on hand needs to be submitted on Budget Review Meeting or sooner to new Trustees of the EOA.
 - Accumulated Funds:
 - Induction/Briefing of new EOA Trustees where accumulated funds are invested and signing powers.
 - Order and GRV process:
 - Induction/Briefing on process followed on ordering and receiving of goods or services delivered.
 - EON Managing Mandate:
 - A document needs to be in place to under scribe EON's Managing Mandate. Document needs to be shared with new Trustees.

f. OTHER MATTERS

ii. Special Levy

In my opinion the members are the members at an AGM meeting meaning that provided we have a quorum at an AGM or EGM meeting the people present can impose a special levy provided that **a due motivation accompanied by a detailed feasibility study has been made available to members** – members being the representatives of all the extensions.

With regard to the above – can the lawyers at Trustco please provide us with final opinion.

iii. Kiosk

iv. Waste Water Treatment

a. Claim EPDC

b. New Plant

v. Complaint Cana Court Levies General Residential

vi. Proposal for TLB Purchase

vii. Surveillance Cameras

viii. Registration of Erven

Resolution to be confirmed:

Levies will in future be imposed on any owner that becomes a member from the month following the registration of an erf into the name of the owner

ix. Signage at the Entrance

It was resolved that SK Snr will arrange for a notice board to be placed at the entrance to the estate to inform all people that enter the estate that they are subjected to the rules of the Estate

Thus approved and signed by the Chairperson and Trustees:

Thus signed at Windhoek on this _____ day of _____ 201____

Chairperson

Trustee

Trustee

Trustee

Trustee