



OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

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.]	Apology
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

Members completed the attendance register.

2) CONSTITUTION OF THE MEETING

It was noted that a quorum was present

3) APPROVAL OF PREVIOUS MINUTES

The minutes was approved at the AGM meeting. The minutes of the AGM meeting was signed

4) MATTERS ARISING FROM PREVIOUS MEETINGS

	Action
<p>Matters Arising</p> <p>a. BUILDING COMPLIANCE</p> <p>i. Building Compliance</p> <ol style="list-style-type: none"> 1. It was noted: <ol style="list-style-type: none"> a. Three houses did not comply with the DRC regulations. 2. It was resolved: <ol style="list-style-type: none"> a. The attorneys for EOA is Weder Kauta Hoveka b. The incidents where members do not comply with the DRC regulations must be handed over to the attorneys c. Members must be informed that they will be liable for all costs d. Schalk Sr. will attend to these matters <p>ii. Amended Rules</p> <ol style="list-style-type: none"> 1. It was noted: <ol style="list-style-type: none"> a. The rules required amendment to accommodate certain aspects of the DRC regulations where circumstances have changed 2. It was resolved <ol style="list-style-type: none"> a. Schalk Sr. will use the current Rules and DRC regulations and make the necessary amendments in these documents b. The new drafts will be forwarded to the Trustees c. Once the Trustees have approved the amendments in principle: <ol style="list-style-type: none"> i. The amendments must be circulated to all the members ii. The Amendments must be approved by the various extensions iii. The amendments are finally approved at the next AGM meeting iv. The relevant Rules and DRC regulations are officially amended and registered with the necessary authorities <p>b. PHASE 3</p> <p>i. It was noted:</p> <ol style="list-style-type: none"> 1. 50 erven have registered 2. We have only accounted for 40 erven in the budget, meaning that there will be an improved income stream from Phase 3 3. It is expected that 50% of the erven will only register in January 2018 when the EOA must call the AGAEM for phase 3 <p>c. OPEN AREAS CLEANING</p> <p>i. Progress Report</p> <ol style="list-style-type: none"> 1. The estate is on an ongoing basis clearing and cleaning the areas 2. The EPDC have earmarked N\$1 million to upgrade the open areas 3. The EPDC does not have the money in cash available <p>ii. "Orange Pole Refuse Bins"</p> <ol style="list-style-type: none"> 1. Schalk Sr. will follow up <p>iii. Master Plan for open areas</p> <ol style="list-style-type: none"> 1. Not all the Trustees and representatives have received the master plan 2. Schalk Sr. will circulate the Master Plan <p>d. AGM MATTERS</p> <p>i. All matters have been dealt with</p>	

e. FINANCIAL REVIEW

- i. The following data was made available to the members
 - 1. Fin Statements 31 August 2017
 - 2. Trial Balance
 - 3. Balance Sheet
 - 4. Income Statement
 - 5. Budget Comparison
 - 6. Notes to the Budget Comparison
 - 7. Arrear Summary
 - ii. Budget
 - 1. HvN requested that budget must be available sooner after the year end
 - i. SL explained:
 - 1. The budget process is delayed by:
 - 2. 3 weeks after year end to prepare an audit file
 - 3. 4 weeks for the Auditors to prepare the first draft
 - 4. 2 weeks for the EPDC accountants to approve the draft
 - 5. 14 day notice for the Trustee meeting to be held to approve the financials in principle and to set dates for the AGAEM meetings
 - 6. 21 Day notice for the AGAEM meetings
 - 7. 21 Day notice to hold the AGM meeting after the AGAEM meetings
 - 8. All the delays mean that we only finalise the final approved budget to increase levies in October
 - 2. The budget is prepared based on the estimated expenses to determine the increase in levies
 - 3. The process is only completed in September for increase in October
 - 4. In future we will include the projected income until the levies increase and add the increase from October
 - 5. The budget presented to the members will highlight the anomaly
- iii. The net operating income for the six months amounted to N\$94,000-00
- iv. Arrears
 - 1. It was noted
 - a. The arrears as a percentage of total levies invoiced amounted to 5,3% and is commendable
 - b. A progress list was available of all the arrear clients
 - c. Most clients in arrears were handed over for collection with attorneys Etzold Duvenhage, Van der Merwe Greef and Erasmus & Associates
 - d. Members are liable for all costs
- v. It was noted that the surplus funds were invested with Trustco Bank
- vi. The erf number signage expense that was paid for by the EOA on behalf of the EPDC should be re-paid with the next payments batch

f. OTHER MATTERS

- ii. Special Levy
 - It was the opinion of the Trustees that the Trustees may call a

	<p>special levy but that the lawyers at Trustco will look into this</p> <ul style="list-style-type: none"> • Notwithstanding – the Trustees will Circulate to all the members to explain why they want to introduce a special levy • The members will have an opportunity to vote on the aspect of special levies • Schalk Jr. must prepare the motivational letters for the EOA members 	
iii.	<p>Kiosk</p> <ul style="list-style-type: none"> • The EPDC has the final say with regard to a Kiosk • It is anticipated that this will soon be resolved 	
iv.	<p>Waste Water Treatment</p> <ul style="list-style-type: none"> a. The EPDC must submit their claim to the EOA b. Grey Water c. The EPDC must continue to negotiate with the COW for the use of “Grey Water” on the estate d. If need be the Trustees of the EOA will lend support to the initiative e. Infrastructure for grey water must be installed on the estate f. EON will write a letter to the EPDC in this regard g. It was noted that the first WWT agreement comes to an end in October h. The inclusion of Phase 2 & 3 meant that the plant must be extended i. The extended plant means that a new agreement is in place to pay for the “excess” sewerage to the COW on the same basis as with the first plant, meaning that we must continue to budget for the EOA expense for the WWT 	
v.	<p>Complaint Cana Court Levies General Residential</p> <ul style="list-style-type: none"> a. If we receive a request for a meeting the Trustees will arrange the meeting 	
vi.	<p>Proposal for TLB Purchase</p> <ul style="list-style-type: none"> a. The matter stands over 	
vii.	<p>Surveillance Cameras</p> <ul style="list-style-type: none"> a. Schalk Sr. will collect a list from the contractor that will illustrate where the cameras must be fitted on the lamp posts. Once we have the list we will hand this to Heleen whom in turn will negotiate with the COW to draw electricity from these lamp posts for the surveillance cameras 	
viii.	<p>Pump Station</p> <ul style="list-style-type: none"> a. It was noted b. There was a cost of N\$160,000-00 for the pump station that broke c. The Trustees wanted to know why the EOA should pay for this cost because: d. It does not form part of the WWT e. The pump station forms part of infrastructure that the COW or the EPFC must provide f. We understand that the pump station could not meet the capacity and if this is so then the engineers responsible should be held liable g. SL will take issue with Schalk Jr. on this aspect h. We should investigate what is the cost of a stand by pump station – if possible 	
ix.	<p>Registration of Erven</p> <p>Resolution will be drafted and included in the minute book</p>	

<p>x. Signage at the Entrance</p> <p>a. Schalk Snr. will investigate where the signage can be erected and that the size of the sign should be within the maximum requirements before we need Municipal approval</p> <p>xi. Street Signage</p> <p>It was noted that the signage ordered was beyond the minimum requirement from the COW and accordingly the cost for this signage is payable by the EOA</p>	

Thus approved and signed by the Chairperson and Trustees:

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

Chairperson

Trustee

Trustee

Trustee

Trustee

AT THE ELISENHEIM OWNERS ASSOCIATION TRUSTEE MEETING HELD:

Date: 14 September 2017

Time: 15h00

Venue: EON Property Boardroom

THE TRUSTEES RESOLVED:

1. LEVIES

- a. In terms of the Articles of Association it is resolved that every member shall become liable to pay levies at the same rate that would be applicable to residential or general residential erven or property from the month following the registration into the name of the owner

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

Chairperson

Trustee

Trustee

Trustee

Trustee