MINUTES TRUSTEE & REPRESENTATIVES MEETING

Date: 9 April 2019

Time: 15h00

Venue: EON Property Boardroom

ATTENDANCE REGISTER

Elisenheim Owners Association Board of Trustees	**Position**	**Representative**	**Initials**	***Present***
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**
Extension Proper - Phase 1 Board of Representatives – Invited				
Erika Preuss		Home Owners	**[EP]**	**YES**
Extension 7 – Phase 2 Board of Representatives – Invited				
Adrian Muller	Rep Phase 2	Home Owners	**[AM]**	**Absent**
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 were approved and assigned

4 **MATTERS ARISING FROM PREVIOUS MEETING 18 June 2018**

1. **SERVICE LEVEL AGREEMENT – EON**
   i. The final draft was mailed to SK Jr
   ii. The matter stands over

2. **PROCUREMENT POLICY**
   a. Approved

3. **CAPEX POLICY**
   a. Approved

4. **DISASTER MANAGEMENT PLAN**
   a. Not all the Trustees have reviewed the document
   b. The matter stands over

5. **STREET NAMES**
   a. SK Jr and HvN will meet with the COW

1. **PUBLIC TOILETS ON ESTATE**
   i. The project was declined and will not be pursued

2. **SHREDDER**
   i. The shredder is to expensive and will not be purchased

3. **SPEEDING ON THE ESTATE & SIGNAGE ON THE ESTATE**
   i. Speed humps were approved subject to COW approval

4. **CAPITAL EXPENDITURE**
   The budget was presented and adjusted with the decisions of the Trustees.
   a. **Speed Humps**
      i. The cost for 10 humps was approximately N$187,000-00
      ii. The budget for the speed humps of N$250,000-00 was approved
      iii. The EOA will install the extra speed humps to make up the budget of N$250,000-00
      iv. The speed humps can only be constructed once the COW has approved the specifications of the humps
   b. **TLB**
      i. The cost for the TLB was approved
      ii. SK Sr must look at acquiring a good second hand TLB

iii. If we buy a second hand TLB – the difference will be allocated to reserves of the EOA

c. Recreation Sports Court

i. It was resolved that a "sports court" would be more appropriate
ii. The budget is increased to N$200,000-00
iii. The court should be used for a variety of sports
iv. The matter must be further discussed by the representatives with the members

d. Road

i. The budget of N$800,000-00 was approved
ii. The Trustees will look at the minimum specifications required by the COW to see if the price can be reduced
iii. HvN will speak to other road users to see if they will contribute to paying for the road

e. EOA Office

i. It was again recognised that the EOA requires land for the operations of the EOA
ii. The request to the EPDC was noted
iii. The EOA awaits the response from the EPDC
iv. No amount was allocated for the Office/land for the EPDC

f. The CAPEX budget was approved as follows:

TLB	1,075,000.00
Concrete and Interlocking Speed Humps	250,000.00
Recreational Sports Court	200,000.00
Concrete Sit Benches	28,705.00
Honda 7kva Generator	13,815.00
Phase 2 Jungle Gyms	100,000.00
Interlocking of gravel road	800,000.00
EOA Head Office	-
	2,467,520.00

5. INVESTMENT

i. The rates payable on the investments are 8% and 8,25% respectively
ii. An permanent agenda item must be recorded in the Agenda to consider the amount of cash to be placed on investment
iii. The recommendations for investment options by EP is awaited

6. NOISE POLLUTION BOKOMO

i. EOA received a letter from the COW informing the EOA that the noise is within the regulated limits
ii. The matter is referred to the Minister of Environment
iii. The matter will be further discussed at the AGAEM meetings with members

7. SECURITY

i. The Trustees will inform the supplier that 10% increase is not acceptable and that the EOA will accept 7,5%
ii. The security company must make recommendations of how the EOA can reduce the cost of security with new technology methods
iii. SK Sr will obtain quotes from other service providers for delivering the service

	8. CORNER ERF 162 a. It was noted that there is no movement (building) on the erf b. The matter will be referred to the EPDC **9. DEVELOPMENT OF GREEN AREAS.** a. PvdM reuested that the EPDC comment on the record of the minutes regarding improvements on open spaces in the Minutes 14 09 2017: *Progress report* 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.* b. SK Jr. informed the meeting that the record of the minutes does not reflect the position of the EPDC c. The improvement of the green areas is the sole responsibility of the EOA d. At no stage has the EPDC recorded in writing that they will make the improvements on the green areas e. The responsibility for the green areas is recorded in the Articles of Association, Article 4 **10. SEWERAGE PUMP STATIONS.** i. SK Sr. must get quotes to operate the pump station on Solar power ii. The quotes are more than N$200,000-00 and is therefore not accepted	
5	**NEW MATTERS** **i. Management Accounts** a. Income Statement b. Balance Sheet The management accounts were noted and the Trustees will await the audited financial statements **ii. Budget 2019 to 2020** The budget was presented and the following was noted: a. 15 General residential erven is incorporated from 1 July 2019 a. Levies are included from 1 July 2019 b. Waste Water Treatment must increase with 10% from May 2019 a. The budget is adjusted accordingly c. The diesel and petrol expense must increase to N$15,669-20 from 1 May 2019 d. The name blocked drain must change to “Pump Station Maintenance” a. The amount for maintenance must reduce to a cost of N$1,000-00 per month e. It was noted that the management fees was split into EON Management Fees and the cost of Estate management Salaries as separate items in the budget f. The security cost currently being paid by EPDC must be allocated to the EOA	

	a. The budget did make provision for this expense from 1 May 2019 g. The employment of the office assistant and the EPDC control officer was discussed a. EP recorded her objection to the appointments b. The employment was approved by majority vote effective 1 July 2019 c. SK Sr will provide detailed job descriptions to the Trustees h. It was noted that the electric fence in Phase 1 will have to be removed at the cost of EOA a. It is anticipated that it will not occur in this financial year i. An increase of 5% in levies is proposed for 1 October 2019 a. The increase is accepted **iii. Electricity Erf 999** a. SK Sr must investigate the electricity meters on the erf and determine b. Who is consuming electricity from these meters c. If the EOA then we must determine where the account is **iv. Arrear Schedule** a. The arrear schedule was handed to HvN and SK Sr b. SK Sr will investigate to see if anyone on the list is in the process of building or already finished building so that we can follow up on these members to pay their levies **v. Trustee Meetings** a. The Trustees agreed that the Trustee meetings will in future start at 13:00 b. EON will buy refreshments on behalf of the EOA for the meeting	

Thus approved and signed by the Chairperson and Trustees:

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

_____
Chairperson

_____ _____
Trustee Trustee

_____ _____
Trustee Trustee