

## **MEETING BODY CORPORATE : SILONQUE HOLIDAY ESTATE**

Date : 18 June 2022 17h00 (SA time)

Location : Digital via Zoom call

Chair : G Bos (GB)

Others present : CJ Ruitenberg (CR), I Adema (IA), T Adema (TA), F Pallett (FP), R Pallett (RP), Serge Settels (SS), Mireille Bos (MB)

Absent : Christiaan Hanssen, Taryn le Roux

Abbreviations :

Fund – Conservation Phomolong Foundation S.A.

Trust - Conservation Phomolong Foundation S.A.

SBER - Silonque Bush Estate Rentals Pty Ltd.

BC – Body corporate Silonque Holiday Estate

CSOS - Community Schemes Ombud Service (South Africa)

## AGENDA

- WELCOME
- CONFIRM QUORUME AND CONSTITUTE MEETING
- CONFIRM NAME AND CONTACT DETAILS OF PARTICIPANTS
- INTRODUCTION OF NEW HOMEOWNERS
- BRIEF SUMMARY OF EVENTS LAST YEAR
- CONFIRMATION OF MINUTES LAST AGM
- UPDATE CURRENT SITUATION OF THE TRUST
- MEMBERSHIP CSOS
- NAME BODY CORPORATE
- MAINTENANCE PLANS
- FINANCIAL OVERVIEW
- PROPOSAL LEVIES FY 2023
- VOTING IN NEW TRUSTEES
- FINAL ROUND OF QUESTIONS
- END

## **1) Welcome**

The Chair welcomed all to the meeting

## **2) Quorum**

The required quorum of 33% was met to constitute the meeting

## **3) Conform name and contact details of participants**

The names and e-mail details of section owners was confirmed (See Appendix I) except for Taryn le Roux from house 1. Laura to please send these contact details to RP.

## **4) Introduction of new home owners**

New homeowners Shaylock and Katrina Khoza were introduced at the AGM

## **5) Brief summary of events**

A presentation was made by the Chair summarising events last year (see Appendix II)

## **6) Confirmation of minutes of last AGM**

The minutes of the general meeting of 10 November 2021 were confirmed

## **7) Update current situation of the trust**

The current situation of the trust was updated. CR confirmed that the Trust will sell lodges (sections) owned by the Trust as one package or if this fails the lodges will be sold individually. There is no potential buyer yet, but the process has started and properties have been listed with Jane Williamson (Estate Agent). SBER will stop services from the 1<sup>st</sup> September. Staff to be informed in person at Silonque by C Hanssen at the end of June/beginning July. Services including security and bush clearing will continue to end of August.

The following questions were raised

7.1) SS asked about the empty plots. CR said these will be sold later. Development rights are until 2028. Plots that by that time have not been sold might be sold as “bush” and will then still contribute to levies to the BC..

7.2) TA asked what will happen to the belongings jointly owned by BC and trust and MB asked regarding the laundry and tools. The tools have always been paid for via the levies at R2000 per month and should be part of the value belonging to the BC. CR stated that SBER will be liquidated as at the 1<sup>st</sup> September 2022. All belongings to SBER will be sold (eg. motor vehicles). What is fixed will stay, what is loose will be sold. An amicable agreement between SBER and BC will have to be reached for tools and other items.

7.3) RP asked if the trust would commit to paying the sectional title levies until new ownership has been finalised, after 1<sup>st</sup> September 2022. CR confirmed this would be the case.

7.4) TA asked for an update on the tax (rates) liability with Ba-Phalabowa municipality. CR stated that valuation for some lodges is registered with the municipality, but not common

property. There has been nothing to pay in the past. SS thought that the valuation for rates of the lodges included their portion of the common property.

7.5) SS asked if house 3 owned by Ruitenbergh and Hanssen would be sold. CR said it was possible, but that he was representing the Trust at this AGM and therefore replied that his responses and votes during this meeting are as representative and not as a homeowner.

## **8) Membership of CSOS**

Statement from GB (chair): At the moment Silonque Rental executes the services for the home owners and the trust has majority of votes. BC not legally registered and a lot will change when the Estate is sold. The administration was not checked by accountant and the trustees were not able to do everything to run the BC properly. No bank account, levies not paid to that bank account and not registered at CSOS. Need resolved before September 1st. New BC, own bank account, register CSOS, admin checked by accountant. Only then loose from Renting. Tjeerd and Rob did outstanding job maintenance plan and calculating budget. If we agree on new levies it will become active next month after AGM. If not then levies stay same and we organize new meeting in September. CR confirmed that he and C Hanssen will register the body corporate with the CSOS as soon as possible. SS commented that it might be wise to use new bank account since the admin of Renting and BC is mixed, GB confirms this. This would start the BC operating as a new entity because we have no own bank account, no budget Registration before the 1<sup>st</sup> September 2022 would be desirable in terms of BC functioning with own bank account and administration.

## **9) Name of body corporate**

Silonque Holiday Estate was agreed as the name of the body corporate. This is the name that appears on the sectional title registered with the Surveyor General (deed SS 1060/2004).

## **10) Maintenance plan**

TA presented the ten year maintenance plan (see Appendix III). An inventory of all common property buildings was compiled in January 2022 with the help of SBER staff (mainly Caiphus). The logo pool is standing empty and requires major refurbishment. This has been excluded from the plan. Certain tasks have been completed since January 2022 as listed. GB thanked TA for completing an awesome job. The maintenance plan was accepted by the meeting.

## **11) Financial overview**

No overview of the 2021/2022 financial position was presented GB: We will leave it as is, we will have to discuss with the Trust about all questions that we have before they leave. The budget therefore is based on the limited information that we received.

## **12) Proposed levies FY2023**

A budget of ZAR342k and levy income proposal of ZAR28 243/month was presented by RP (see Appendix IV). An additional budget required for mandatory items to set up the BC correctly was then included to give a total annual budget of ZAR394k and levy income of ZAR32 812/month. Levy per lodge would be based on the section title participation quota.

12.1) SS protested to the use of the participation quota as the means to calculate the levy for each section, since that means that the levy will be increased by 43% for house #9 alone while the level of services for all houses remain the same. MB asked if the change to PQ should be voted for since levies have always been levied equally to all houses. CR stated that all levies were held equal by SBE because they had issues with the registration of the houses and they were only resolved in 2020. They first informed home owners in the AGM of April 2021 of a PQ calculation where it was already disputed. CR stated that PQ is mandatory and hard to change, SS has information that the BC can settle this by special resolution (section 11.2 of the act). The discussion is postponed to a next AGM by chairman because any vote on this issue should be notified before the meeting and the owner of #1 is not attending this meeting; SS would like a future review of this but agreed to continue with the process in the meantime so at least we would have a budget for this year.

12.2) CR questioned the amount budgeted to run the common property at a high standard. It was his view that the costs to run the estate are double the budgeted amount (ZAR342k) and closer to ZAR 750k per annum for BC common property only (no rental costs included). In his view the budget should be reviewed. GB asked how this could be resolved if the costs for SBER and the BC only have not been recorded separately in the past.

12.3) MB felt it not advisable to sell lodges with too low a levy, if levies would have to be increased a lot in future. SS suggested new buyers could be advised that levy amount is temporary, until audited costs are available. .

12.4) The Chair asked if the levies could be accepted as presented. With new book keeping and record of costs, the levies could be reviewed with updated information. SS proposed that the levies be imposed for a year while accurate costs are accumulated.

12.5) KK wanted to know what happens in the interim between AGM and introduction of new levies. GB stated levies have to be introduced within a month after AGM. RP highlighted that new levies were introduced on the 1<sup>st</sup> March 2022. RP suggested new levies be implemented on registration of BC and own bank account in order to record costs and have control of expenditure.

12.6) The new levies were agreed associated with budget of ZAR394k based on participation quota and monthly revenue with voting as follows.

SS	CR	KK	RP	MB	TA
yes	abstain	yes	yes	yes	yes

### 13) Voting trustees

13.1) RP said he would not be a candidate for the new board, but living on the estate he would give practical help wherever possible to see Silonque succeed.

13.2) CR said he would stand down from the board. GB thanked CR for his past role as trustee.

13.3) There was **unanimous** votes for the following board of trustees

GB Guido Bos	Chair
TA Tjeerd Adema	Secretary & Maintenance
SS Serge Settels	Treasurer

#### **14) General**

14.1) An important point was raised by TA. The review slides for the AGM had been sent inadvertently to Silonque office staff. It was therefore important to address the staff urgently regarding their future situation.

14.2) The Chair thanked all participants for a fruitful meeting and closed the meeting at 19h20.

## APPENDIX I : e-mail contact details of share owners

SILONQUE HOLIDAY ESTATE BODY CORPORATE					
OWNERSHIP					CONTACT
Owner name	Section (as per SS 1060/2004)	area (m <sup>2</sup> )	Participation quota (%)	Lodge number	email (to whom you should write)
le Roux	1	79	4,3122	1	<a href="mailto:taryn.leroux@silonque.co.za">taryn.leroux@silonque.co.za</a>
Pallett	2	103	5,6223	2	<a href="mailto:francespallett@silonque.co.za">francespallett@silonque.co.za</a>
Ruitenbergh/Hanssen	3	88	4,8035	3	<a href="mailto:cj.ruitenbergh@silonque.co.za">cj.ruitenbergh@silonque.co.za</a>
TRUST	6	97	5,2948	?	<a href="mailto:cj.ruitenbergh@silonque.co.za">cj.ruitenbergh@silonque.co.za</a>
Settels	9	134	7,3144	9	<a href="mailto:chantal@silonque.co.za">chantal@silonque.co.za</a>
TRUST	10	95	5,1856	?	<a href="mailto:cj.ruitenbergh@silonque.co.za">cj.ruitenbergh@silonque.co.za</a>
TRUST	11	92	5,0218	?	<a href="mailto:cj.ruitenbergh@silonque.co.za">cj.ruitenbergh@silonque.co.za</a>
TRUST	17	597	32,5873	Phomolong	<a href="mailto:cj.ruitenbergh@silonque.co.za">cj.ruitenbergh@silonque.co.za</a>
TRUST	18	236	12,8821	10	<a href="mailto:cj.ruitenbergh@silonque.co.za">cj.ruitenbergh@silonque.co.za</a>
Bos	19	100	5,4585	7	<a href="mailto:info@logosil.com">info@logosil.com</a>
Adema	20	107	5,8406	6	<a href="mailto:ti.adema@silonque.co.za">ti.adema@silonque.co.za</a>
Khoza	21	104	5,6769	5	<a href="mailto:katrina.khoza@silonque.co.za">katrina.khoza@silonque.co.za</a>
<b>TOTAL</b>	<b>12 sections</b>	<b>1832</b>	<b>100,0000</b>		

For privacy reasons the email addresses are obscured in this published document

# AGM SILONQUE JUNE 2022

## THE FUND IS SELLING AND LEAVING.

Christiaan and Cees-Jan will be selling their properties and licenses.  
What effect will it have?

## NEW LEVIES

The main issue of the AGM.  
Tjeerd and Robert have done a masterpiece trying to make the right calculations?

**In anticipation of the AGM and partly due to the recent changes at Silonque, I have put a few things on paper, so everyone is well-informed.**

**The past year has been busy for the board. A new BC had to be set up, on top of that, Cees-Jan and Christiaan recently informed us that they will be selling their properties at Silonque including rental and development starting sale this September.**

## ATTACHMENTS

**Attached you will find the calculations for the levies and maintenance plans.**

2 / AGM SILONQUE

This sale is completely unexpected, that also applies to both gentlemen. So it's a good thing that the new BC is already well on its way. It will be a lot of work for Silonque because the share of Silonque Rental has always been very large in many areas. But I am confident that we will all get through it together. The reason for sale is twofold. Firstly, it is not financially feasible to make Silonque Rental profitable after Corona and secondly, the cooperation between party's did not always work out, caused by a difference of opinion and future perspective of how Silonque should or should not be. I am convinced that everyone has always acted with the best intentions for Silonque.

With this understanding, I would like to ask everyone to part amicably and respect everyone's point of view in the process ahead of us..

This leave will speed up a few tasks that we are already working on.

If we succeed before the AGM is unsure. Things like registering the BC with right names at the municipality and registering with the CSOS will definitely take more time. The calculations for the levies may also need to be revised in view of Silonque without Rental.

# highlights



1

## Levies

Robert did an extreme job, trying to find out what the height of the levies should be. For this first year it is almost impossible. It is very likely that a new meeting will be announced to finalize this.

2

## Maintenance plans

Tjeerd spent many hours trying to find out what most likely must be done to common properties and area's in the near, medium and far future. He also calculated the costs and made a plan. This is included in the new levies.

3

## Trust is leaving

It is really regretful that certain circumstances compelled the trust to decide to sell their properties and licenses. Hopefully the process will be smooth and succesful. Wishing them a "Trust-worthy" future! Thanking them for all their hard and passionate work for Silonque

4

## Trustees

As already announced last year, Cees-Jan will draw back from the trustees. His input has been of great value! Thank you so much, Cees-Jan! If someone wants to join the board, please let me know.

- All services done by SBER will stop september 1st!
- The staff will be notified after the AGM.
- The staff won't be let down.

# APPENDIX III : 10 year maintenance plan for Silonque Holiday Estate common property

## Short term Mar 2022- end Feb 2023

Item	Description	Labour inc groundsman	ZAR	
<b>Swimmingpool (logo)</b>	Fibre glass Re-lining		142025	
	Painting Pool		38000	
<b>1 Swimmingpool</b>	Cleaning	365 hrs	inc in levies	
<b>Poolpump</b>	Service/replacement		3000	
<b>Poolhoses,baracuda</b>	replacement		2000	
<b>Roofing</b>	Thatch maintenance inc: Bopa, ablution house, "Jacksons" house, Bundles thatch	already done (Christiaan)  already done	5000  5000	
<b>Grass cutting</b>	alongs roads CP	120 hrs	inc in levies	
<b>Bush clearing</b>	on the Estate	200 hrs	inc in levies	
<b>Gardening/raking</b>	near reception	52 hrs	inc in levies	
	swimmingpool/Bopa	260 hrs	inc in levies	
<b>Water supply</b>	Labour piping inside Estate	156 hrs	inc in levies	
	Labour piping outside Estate	156 hrs	inc in levies	
	Watermanagement	52 hrs	inc in levies	
<b>Materials Water supply</b>	Piping/couplings inside Est.		8000	
	Piping/couplings outside Est.		4000	
<b>Roads</b>	Maintenance after heavy rain	40 hrs	inc in levies	
	Check+repair lights path	26 hrs	inc in levies	
	Dragging tyres	55 hrs	inc in levies	
<b>Refuse handling</b>	Upgrade refuse collection area		2000	
<b>Tree protection</b>	Wire netting Marula tree trunk 5x		2000	
<b>Tenniscourt</b>	Replacing net	already done (Christiaan)	2000	
<b>Firefighting</b>	Firebeaters fingertype 5x		2000	
<b>Window</b>	"Jacksons" house glass repair		400	
<b>Tools</b>	Gardening/maintenance		4000	
<b>Unforseen</b>			15000	

Total 234425

Minus 180025

**Total amount 54400**

## Medium term Mar 2023- end Feb 2026

Item	Description	Labour inc groundsman	ZAR	
<b>1 Swimmingpool yearly</b>	cleaning	365 hrs	inc in levies	
<b>Poolpump</b>	Service/replacement		9000	
<b>Poolhoses,baracuda</b>	replacement		6000	
<b>Pumphouse swimmp.</b>	Renew roofing		1500	
<b>Roofing</b>	Thatch maintenance inc: Entrance/office		20000	
<b>Grass cutting yearly</b>	alongs roads CP	120 hrs	inc in levies	
<b>Bush clearing yearly</b>	on the Estate	200 hrs	inc in levies	
<b>Gardening/raking yearly</b>	near reception	52 hrs	inc in levies	
<b>Water supply</b>	swimmingpool/Bopa 1 Yoyo tank laundry 5000 L replace	260 hrs	inc in levies 6000	
<b>yearly</b>	Labour piping inside Estate	156 hrs	inc in levies	
<b>yearly</b>	Labour piping outside Estate	156 hrs	inc in levies	
<b>yearly</b>	Watermanagement	52 hrs	inc in levies	
<b>Materials Water supply</b>	Piping/couplings inside + outs Est.		20000	
<b>Roads yearly</b>	Maintenance after heavy rain	40	inc in levies	
<b>yearly</b>	Check+repair lights path	26	inc in levies	
<b>yearly</b>	Dragging tyres	55	inc in levies	
	Installing 2 new pathlights between house 3 and house 5		2000	
<b>Tree protection</b>	Wire netting Marula tree trunk 5x		2000	
<b>Tools</b>	Gardening/maintenance		12000	
<b>Painting</b>	Door/doorframe laundry		200	
<b>Watertower</b>	Outside stairs repair		1500	
<b>Unforseen</b>			15000	
<b>Total amount</b>			<b>95200</b>	
<b>Yearly</b>			<b>31733</b>	

## Long term Mar 2026- end Feb 2032

Item	Description	Labour inc groundsman	ZAR	
<b>1</b>			inc in	
<b>Swimmingpool(yearly)</b>	cleaning	365 hrs	levies	
<b>Poolpump</b>	Service/replacement		15000	
<b>Poolhoses,baracuda</b>	replacement		12000	
<b>Roofing</b>	Thatch maintenance inc: Bopa		25000	
<b>Grass cutting yearly</b>	alongs roads CP	120 hrs	inc in levies	
<b>Bush clearing yearly</b>	on the Estate	200 hrs	inc in levies	
<b>Gardening/raking yearly</b>	near reception	52 hrs	inc in levies	
<b>yearly</b>	swimmingpool/Bopa	260 hrs	inc in levies	
<b>Water supply yearly</b>	Labour piping inside Estate	156 hrs	inc in levies	
<b>yearly</b>	Labour piping outside Estate	156 hrs	inc in levies	
<b>yearly</b>	Watermanagement	52 hrs	inc in levies	
<b>Materials Water supply</b>	Piping/couplings inside + outs Est. Boosterpump (replace)		40000 7500	
<b>Roads (yearly)</b>	Maintenance after heavy rain	40	inc in levies	
	Check+repair lights path	26	inc in levies	
	Dragging tyres	55	inc in levies	
<b>Tools</b>	Gardening/maintenance		24000	
<b>Painting</b>	Doors/doorframes/windowframes staffhouse		2000	
<b>Watertower</b>	Bricks in window space		400	
	Safetydoor to toolroom		2000	
	Ledlights workroom		400	
	Pump irrigation		5000	
<b>Unforseen</b>			30000	

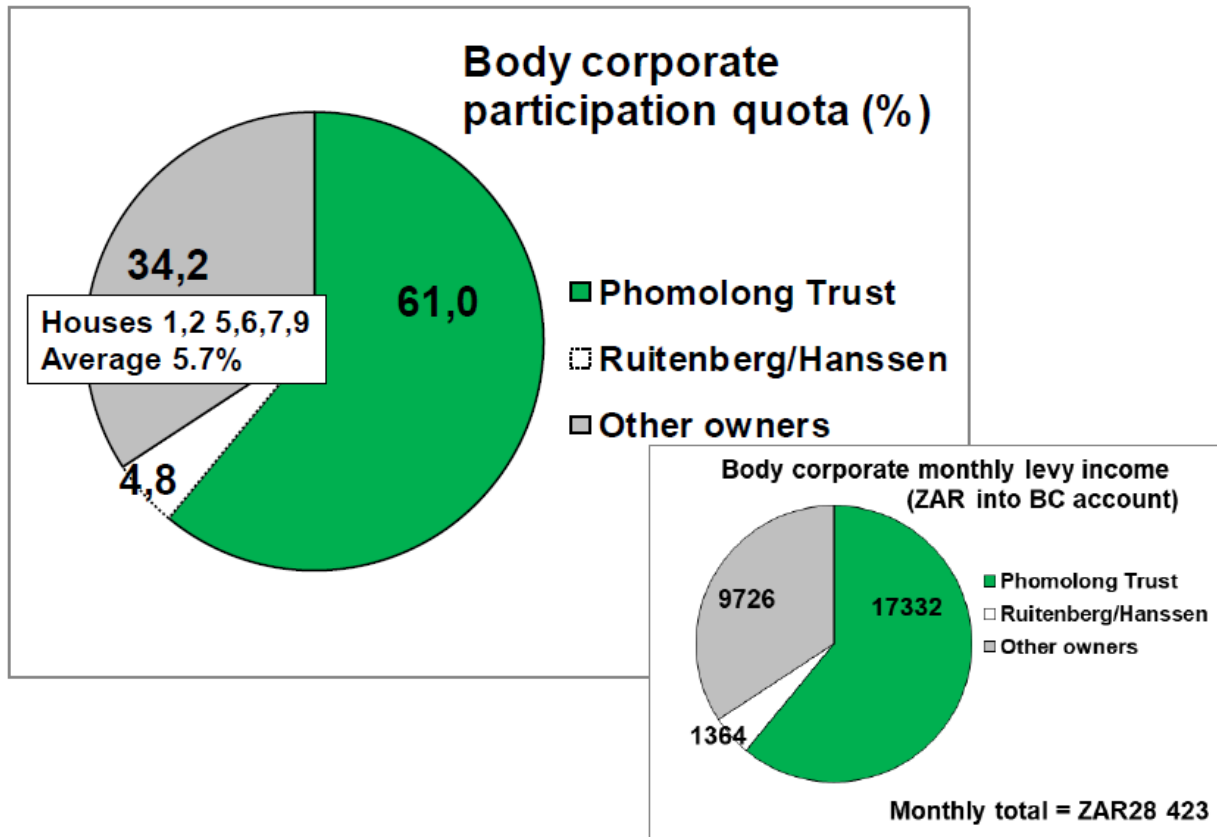
**Total amount**

**163300**

Yearly

27711

## Base levy calculation based on participation quota



## Proposed budget FY2023

SBE renting listed services provided	FY2022 levy as per XERO	FY2023 proposed		
		Levy per 5.7% share	Levy per 1% share*	TOTAL monthly income
Security	205	109,36	19,19	1919
Groundsman bush clearing and public area	357	548,76	96,27	9627
Pest control (public area)	60	14,25	2,50	250
Waste disposal	100	17,15	3,01	301
Technical maintenance roads and lights paths	138	133,84	23,48	2348
Admininstration invoicing section owners	100	111,91	19,63	1963
Insurance common property	267	128,19	22,49	2249
Reserve fund	222,25	212,12	37,21	3721
<b>TOTAL (ZAR/month)</b>	<b>1449,25</b>	<b>1275,57</b>	<b>223,78</b>	<b>22378</b>
plus 10% increase implemented Mar22 for FY2023	144,93			
Plus specific maintenance projects for CP as per job card		344,53	60,44	6044
Monthly levy	1594	1620	284,23	28423
Participation quota (%)		5,7		100

\*Levy based on calculation activity hours and materials as per XERO schedule presented 17Jan22

**FY2022 levy based on actual cost as per XERO accounting software**

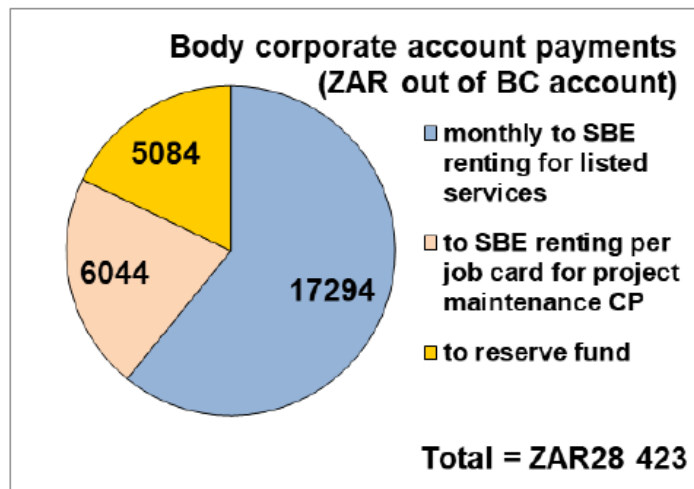
**FY2023 levy increased by 10% and implemented from 1Mar22**

**FY2023 proposed base levy based on services required by body corporate as per**

**XERO schedule, activity hours and maintenance schedule (detail available)**

**Total monthly levy proposed income to BC account = R28 423**

## Proposed body corporate account administration



Base levy per 1% participation = ZAR284.23/month

**Keep it simple**

**A portion of the levy income is paid from the body corporate acc**

**as a single monthly payment to SBE Renting for listed services (R17 294)**

**Propose further payment to SBE renting (preferable) for specific**

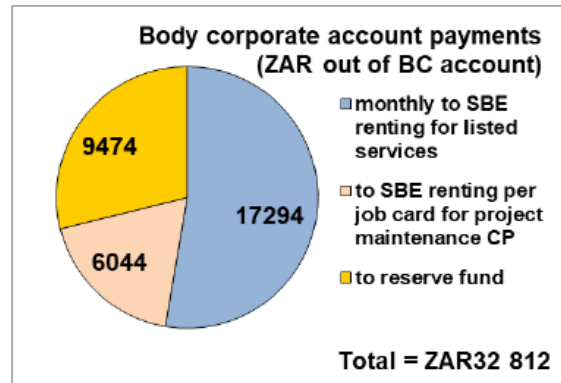
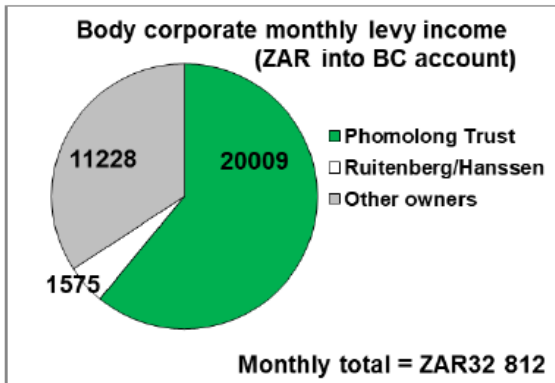
**common property projects costed in a job card system (maintenance plan)**

**Retain levy income in the BC account as a reserve (incl. common property rates, staff pension one month running costs contingency)**

## Additional base levy payments to set up BC correctly

MANDATORY ITEMS	Additional costs (ZAR/annum)	Additional levy per 1% participation (ZAR/month)
CSOS membership	3600	3,00
Auditor costs for body corporate	40000	33,33
Additional reserve fund to meet 20% of levy	2855	2,38
Fees for two bank accounts	6000	5,00
<b>Total</b>	<b>52455</b>	<b>43,71</b>

Total base levy per 1% participation increases to ZAR328.12/month



## Insurance body corporate monthly premiums

Insurer                      Bryte Insurance Company Ltd.  
 Branch                        Nelspruit  
 Legal name of insured      Silonque Bush Estate Pty Ltd.  
 Policy number                20239  
 Duration period              1Feb22 to 31Jan23

Description	Sum insured (ZAR000)	Monthly premium (ZAR)			Policy doc page
		Premium	sasri	Total	
Bateleuer street pump outbuilding	35	5,87	1,02	6,89	5
Thatch entrance building	1387	918,23	40,31	958,54	6
Thatch lapa and kitchen (Bopa)	1309	866,91	38,05	904,96	7
Store, 8 water tanks workshop and laundry	173	103,81	5,02	108,83	8
House under tile cables and transformers	583	96,11	16,95	113,06	11
Liability	63000	156,59	0,00	156,59	28
TOTAL monthly premium				2248,87	
Total annual cost				26986,44	