

Minutes of the 1st Trustee meeting

Date: 12/07/2022, 7:00 PM

Present: Guido, Tjeerd, Rob.

Note: this document is translated from the original minutes when it was published

1. Opening/Welcome

2. Approval of AGM report

Serge: some liability adjustments for later because Rob hadn't mentioned a number of things, such as why he didn't present a financial statement. Was discussed for a while.

Serge: couple of questions about the budget as presented by Rob.

To SBE renting for listed services: 17294; Don't get clear how it worked out. Serge wants to describe what will be delivered for the levies in the coming months. The board is aware of this. Rob must have that, has been sent to CJ and Chris. Give to Serge who compiles file. Action Guido

Tjeerd: Tools are listed in the levies for R2000/month = R24000/year. So they can't sell all the tools in liquidation. We are co-owners. Lawn mowers, small tools.

Guido still checks the minutes, if approved he sends them around. Serge Action: Forward minutes with feedback to Guido.

3. Communication (language/medium)

Communication: Dutch, rest in English. Meetings basically via teams. Serge shares dropbox folder with shared documents. Serge: in official communication, put English translation underneath. Mails in Dutch and English translation for others to look back. Objective is to create files that can be followed by everyone. All official documents in English. Choose Zoom or Teams (first has subscription) and otherwise possibly Google Meet.

Short conversation can be done via whatsapp.

4. Task appointment

Serge treasurer, Tjeerd maintenance and Guido chairman. Serge takes minutes. Do it together as soon as possible.

5. Transfer of administration

Serge: Got access to Xero but no further insight or access to the bank account. See overview serge, appendix 1

Tjeerd says that at no time has permission been given for repairs.

Serge has emailed CJ to ask if he will no longer pay anything as of July 1 for which we have not given an order. How to deal with costs before July 1st? No insight into the expenditure has been given despite promises. Making sure that no corpses come out of the closet.

Serge also foresees problems with levies receiving income from them. Because they also deduct costs from our account that are part of that 17294 lump sum (e.g.: MBA). Cost allocation must therefore be clear. So they have to pay, settle in difference.

6. Current state of Silonque / deployment of employees

Tjeerd: No improvements/changes in the past period. Number of photos overdue / no maintenance. Large part of the road and lighting is lacking. Electricity bill? Chris electrician hired for repair work, is not done properly. With extension cords etc. Maintenance of vegetation on the tennis court. Not much of our levies is done. Water supply is open.

Guido: Hiring someone external until 1 September?

Serge: When hiring, we get double costs.

Men not visible. Do some swimming pool at office and some bushclearing for an hour and the rest is no one to be seen. Is not directed and does nothing. Caiphus has been painting at no. 10 for 10 days. Before that, No. 11. Tjeerd wants to take this on board and manage it. But with the support of other trustees. Tjeerd can't control Ts but now.. Example: 2 barriers always closed. Chris sets the rules and we just have to follow them. From now on, day-to-day operations will be the responsibility of the board. That needs to be made clear. And everything by e-mail.

Plan: Outsourcing electricity. Have digging and mowing done by the gentlemen.

Guido, as chairman, sends an email to Christiaan and Tsakani (sales) that Tjeerd has the right to have work carried out for 1 staff member until September 1, with photos of the overdue maintenance to solve that, Tjeerd then visits Tsakani to coordinate this further. (In case of problems, report back to the board). Serge will outsource electricity. Action: joint

7a. Interview with Christiaan and Cees-Jan

Guido suggests that he and Mireille have a conversation with CJ. Serge: really has to work with the entire board, also to protect Guido. Tjeerd: Can raise barriers, but the business aspect must now be clear and cannot be bargained with.

Guido first proposes a meeting with CJ to make an inventory of what their plans are and then with the board for a plan of action and transfer. Serge then on location, Tjeerd via Zoom.

Sec. 7b. Overview of transition activities

Chantal joins us for an explanation of the possibilities of research into the possibilities of a bank account, conversion of BC/new BC, registration for CSOS. Summary: see Annex 2.

Serge presents budget proposal for after September 1 with Jackson and Gwen. Budget comes out below approved AGM budget so room for setbacks. Gwen will come up with an offer within 1 week, Jackson agrees in principle.

8. Transition of Silonque

See attachment 2

9. Create a To Do List with Load Balancing

See attached.

10. Survey

Serge: We approved Tjeerd's application for solar panels on the carport. Proposal to formally confirm this in this meeting so that there is no proliferation. Possibly also lay down rules in BC later. For the moment: Solar panels are allowed after the assessment of the board because the panels will be placed on the carport and are placed at an angle of 10 bones east/west (very flat).

Tjeerd; several HE students who do not pay levies to prevent them from moving on to SBE.

Serge : we can't pay for work and BC.. will follow in a moment. So serge communicates this what to do.

Mireille: take care of it when Jackson comes onsite. Serge: This has been discussed with him, he doesn't see a problem because he gets a different task than the gentlemen.

11. Close

List of action items

Who	Action	Deadline
Guido	Forwarding the elaboration of 'listed services SBE'	20-7
Serge	AGM Minutes to Guido	14-7
Guido	Checking AGM Minutes, accepting "changes" (making them invisible) and sending them around to all HO'ers	20-7
Serge	Photo frame excluding 'electricity' to Guido	14-7
Guido	Mail request maintenance + support Tjeerd to the gentlemen	20-7
Serge	Coordinating with Gwen for repairing electricity	1-8
Tjeerd	Coordinate maintenance with Tsakani	1-8
Guido	Conversation with CJ 'making an inventory of what SBE is going to do' + making an appointment for a joint conversation	1-8
Joint	Conversation with CJ 'transition'	1-8
Serge	Plan of action Levie payments	20-7
Serge	Dropbox map section	20-7
Serge	Enable CSOS	1-8
Serge	Apply for a bank account	1-8

Appendix 1: Inventory of the status of Finance

- I don't have access to the bank account yet
- I do have access to Xero. Bank account linked, only CJ can "refresh".
- On 11-7 there is an error message in the bank feed. I can't refresh.
- Laura would still book a lot of payments (reconcile) and levies Guido still have to be settled
- I asked CJ/Laura about status house #1 who also never paid.

Payments after 1 July:

- Only levies invoices (including SBE itself) and only paid by Rob and Settels
- Balance in the bank account on July 1 according to Xero: approx. ZAR 5735
- Will we make the cut on 1 July?

Before 1 July:

- Levy invoices were sent to 1,2,5,6,7,9 and SBE and paid by 2,6,9
- The new rate will apply on 1 July.
- 5 has not yet paid the invoice for June and July
- 1 and 7 are not never booked.
- SBE has never paid

Invoices paid (before 1 July)

- | | | | |
|----------------------|-----------|-----------|---------------------------------------|
| • MBA | 490 | per month | |
| • Silonque East | 1200 | per month | |
| • FNB | 265 | per month | |
| • INV Q1 R19283 | 13,229.61 | 30 June | ← SBE depreciated but levies not paid |
| • Ben van Westhuizen | 650 | June ?? | |
| • Pest Control | 3162 | June | |
| • Repair pump | 2700 | april | |
| • Fixing lights | 5360 | april | |
| • Fixing roofs | 5000 | april | |
| • Waterpipe Q2/Q3 | 8171 | March | |

Payments (unclear for what)

- | | |
|-------------------------------|-----------------------------|
| • NT-BANKING PMT FRM L211004/ | 1449,25 (unclear from whom) |
| • Deposit | 560 |
| • FNB app payments | 530 |

Note: before March 1

- | | | |
|-----------------------|-------|----------|
| • Check fire | 2755 | October |
| • A&G new camera | 13265 | november |
| • Check alarm House 7 | 1871 | 23 dec |
| • Pest Control | 7015 | January |

Appendix 2: Transition BC

- ➔ Open bank account
 1. Can only be done by SA resident
 2. Must be a BC account
- ➔ Needed for a BC account:
 1. Trustee resolution formulier + Kopie ID forms trustees
 2. Kopie founding docs, audited financial statements
 3. Certificate of registration at CSOS
- ➔ Registration CSOS needed
 1. Certificate of incorporation
 2. Constitution
 3. Rules (management en conduct)
 4. Memorandum of incorporation
 5. Terms and conditions community scheme
 6. Copy of registration of CIPC
 7. Copy Titles deed
 8. Levie schedule that everyone has paid for it

@ Titles deeds: on the last one we received and as it would have been registered at the Deeds office, the demolished buildings are still on it. How is this possible when another change was made in 2020. In addition, the date signed off is 2015. So we should not accept them . In addition, it should be about 16 pages (we once had one) and these are not included.

As long as the buildings are there, we don't have a leg for the municipality to stand on. The common properties were listed on the original one, so they were also known to Deeds office. We should not legally want this, because if the municipality suddenly comes, we will have the cost item retroactively. We also need to have a login code for the municipality of SHE so that we know what is open in our name. Are all the deeds there? And that's what the BC trustees should have, not the lords.

@ management&conduct rules; these were once adjusted between Adema and Settels without consultation with HO-ers at the time, so actually not legally. Do we want to deposit it at all or do rules have to be written or are rules deposited at the start and we have never seen them. (This e.g. commercial area may charge for the use of the pool while the pool is common property). Especially in relation to future potential investors and we have to protect ourselves from their majority votes.

@ levie schedule : according to Serge there are no levie payments in the account of several people (at least not from last year), most likely has to do with mutual settlements but is legally a challenge.

- ➔ Applying the rules of the law:
 - Think of liability insurance mandatory
 - Think about tax returns (although we have tax exemptions)
 - Think of a mandatory 10-year plan that must be quoted by an external company. we have these.
 - Think of....???

Annex 3: Budget after 1 September

Description	Revised 6Jun22 ZAR /annum	Notes	Proposal Jackson	Notes
People costs	139.088		99.200	
Administrator	23.560	0.2 FTE admin function as described	6.000	Westhuizen for 1 staff member
Groundsman	80.992	1.0 FTE	60.000	Estate Manager: Jackson (5000R living in his old house, options to earn extra)
Groundsman assistant/gardening	12.376	0.2 FTE	31.200	Gwen 2 times a week (2 x 1300 per month)
Groundsman clothing	2.400		2.000	Jackson clothing
Transport taxi homeowners share	19.760	20% of cost 52 weeks per year	-	to be decided, km allowance jackson ho business
				-39.888 difference between AGM budget and this one
Materials costs	28.176		21.603	
Swimming pool	16.603	Materials to maintain one pool	16.603	Materials to maintain one pool
Tools replacement	11.573	50% to body corporate	5.000	Only small materials for Jackson, rest via Gwen
Sundry maintenance materials	-	See below maintenance projects	-	See below maintenance projects
				-6.573 difference between AGM budget and this one
Service costs	29.634		37.400	
Garbage removal	3.612		20.000	do not know yet how to organize. Ask Gwen. 570 per trip, 3x pm
Security	5.880	Only MBA contract 490/month	-	Jackson will use neighbours
Drone	8.438		-	Jackson does security rounds
Green gate Silonque East	7.200	50% of SBE	14.400	We pay the full amount, or nothing
Security camera	-	Not required by homeowners	-	Not required by homeowners
Pest control common property	3.000	Once a quarter	3.000	once per 6 months
Daily road tyre dragging	1.505		-	Jackson (km allowance or car support)
				7.766 difference between AGM budget and this one
Fixed costs	50.986		27.000	
Insurance common property	26.986		27.000	
Ba-Phalaborwa municipal rates common property	24.000		-	
				-23.986 difference between AGM budget and this one
Maintenance projects	72.533		38.400	
	54.400	per job card	38.400	per job card
	18.133	9 months maintenance plan to end Feb2023 annualised (add 3months)		annualised (add 3months)
				-34.133 difference between AGM budget and this one
Additional costs	-		47.000	
water/electricity common property (pool) (missing in the AGM approved budget)	-		21.000	
audit			20.000	
bonus jackson end-year				
bank accounts			6.000	
				47.000 difference between AGM budget and this one
Security/Estate manager	-		19.400	
water/electricity common property (staffhouse)			14.000	also bopa, streetlights, ...
phone (staff = security)			1.200	prepaid 100/month
wifi common property (security)			3.480	290/month
Radio (security)		annualised (add 3months)	120	4000 once, 3 years
dstv (staff house, bonus to keep jackson)			600	50 per month, donate a 2nd hand tv and decoder
				19.400 difference between AGM budget and this one
Reserve fund	20.657		43.500	
One months running costs, rates (8%)	20.657		43.500	15% of TOTAL incl. maintenance
Staff pension reserve included in people costs above	16.362	where does this go?	-	salary = pension Jackson
Municipal rates included in fixed costs above	24.000	where does this go?	-	reserved but not paid at this moment
	71.643			
TOTAL (excl maintenance project costs and reserve)	247.885		251.603	
TOTAL (excl reserve)	320.418		290.003	
TOTAL (incl maintenance and reserves paid into body corporate account)	341.075		333.503	-7.572 difference between AGM budget and this one
MANDATORY ITEMS	52.674	Additional costs (ZAR/annum)		
CSOS membership	3.600		3.600	* indication, CSOS is dependent on levies.
Auditor costs for body corporate	40.000			
Additional reserve fund to meet 20% of levy (INCORRECT)	3.074	see tab "additional", main sheet is invalid	-	
Fees for two bank accounts	6.000			
TOTAL	393.749	As approved on AGM june 2022	333.503	-60.246 difference between AGM budget and this one
	per month	32.812		into Unforseen expenses
	1% share	328		
CORRECTIONS	-1.561		-	
Additional reserve fund = 2855 (or 3074), what is this? From 8 to 15% should	-			
Pool water + electricity	21.000			
Equipment 100% for BC (and not 50% any more)	11.573			
Maintenance 38400 instead of 72533 (parts have been done)	-34.133			
OVERALL TOTAL including corrections. The AGM budget should be	392.188		333.503	-58.685 difference between AGM budget and this one