SILONQUE HOLIDAY ESTATE

Trustee Meeting Minutes

Date: 8 June 2026
Time: 19:00
Attendees: Serge Settels, Guido Bos, Matt, Natasja van Dijk-Slegers
Absent: SPM

1. Welcome and Approval of Previous Minutes

The meeting was opened by Serge.

The minutes of the previous meeting were approved. Guido had condensed the earlier extended version into a shorter and more practical document. The trustees agreed that the key decisions and action points had been captured correctly.

2. Lawsuit and Settlement Discussions with SBE

Guido updated the trustees regarding ongoing discussions with Cees-Jan and Christiaan concerning the proposed settlement agreement.

The developers' main concern remains potential future Eskom and municipal back-billing related to historical utility consumption. Guido explained that the proposed arrangement already significantly limits their exposure and that the Body Corporate's willingness to waive legal cost recovery should be considered part of the overall settlement.

The trustees reiterated their preference for reaching a negotiated settlement rather than continuing legal proceedings.

Agreed

- Guido will continue discussions with the developers.
- If objections remain, a joint meeting between trustees and developers will be arranged.
- Should negotiations fail, the trustees will proceed with the appeal process.

Action

Guido to obtain a final response from the developers and report back to the trustees.

3. Financial Status

Serge provided an update on the financial position of the Body Corporate.

Current available funds amount to approximately **R170,000**, taking into account reserve funds and owner advances.

The trustees discussed the increasing pressure on the budget caused by:

- Pool restoration works
- Maintenance projects
- Security improvements
- General estate upkeep

The importance of spending discipline was emphasised. Future projects should be prioritised carefully and, where appropriate, deferred until sufficient funding is available.

Agreed

- Reserve fund expenditure should be managed conservatively.
- Future non-budgeted projects should be evaluated carefully before approval.

Action

Serge to confirm governance requirements regarding reserve fund expenditure.

4. Maintenance Update

Pool Restoration

The restoration of the communal pool has been completed.

Following inspection, a number of minor snag items were identified. These will be addressed by the contractor during a follow-up visit.

Action

Matt to oversee completion of outstanding remedial work.

Estate Grounds

Trustees noted the visible improvement in the appearance of the estate following recent clearing and maintenance work.

The efforts of Marina, Royal, Chantal & Serge were acknowledged and appreciated.

Main Water Pump

The servicing of the main water pump remains outstanding.

The pump must be removed for servicing, which requires careful scheduling to avoid disruption.

Action

Matt to coordinate servicing arrangements.

Jackson's Geyser

The previously intended replacement geyser was found to be leaking and unsuitable for installation.

A new geyser was purchased and installed successfully.

Estate Access Road

The condition of the access road remains a concern.

Several sections have deteriorated significantly and require attention.

Various repair options were discussed, including:

- Mechanical grading
- TLB assistance
- Manual maintenance
- Continued tyre dragging

Action **Matt** to investigate practical repair solutions.

5. Second Pool Restoration

Discussion continued regarding restoring the second pool.

The existing pump is beyond economical repair and replacement is considered the preferred solution.

Matt presented preliminary options for replacement equipment.

Action

Matt to prepare a detailed cost estimate including:

- Pump
- Filter system
- Plumbing
- Additional restoration requirements

6. Borehole Investigation

The trustees revisited the possibility of installing a borehole.

Potential benefits include:

- Water supply for pools
- Wildlife water points
- Landscaping
- Fire protection

Concerns remain regarding:

- Drilling costs
- Success rates (there are already holes but no water)
- Ongoing maintenance

No decision was taken due to current budget constraints.

Action

Further investigation to continue as opportunities arise (Guido will contact someone who made a quotation several years ago).

7. Security and Cameras

The revised camera quotation was reviewed.

Although the proposal offers improved coverage, trustees expressed concern regarding cost versus benefit.

The discussion shifted towards the broader topic of security and emergency preparedness.

Emergency Response

Trustees agreed that clearer emergency procedures are required for:

- Guests
- Homeowners
- Security incidents
- Fire incidents

MBA Security was mentioned as a possible partner for future support.

Action

Guido to continue coordinating security initiatives and contact MBA.

8. Rules and Regulations

Guido confirmed that draft documents have been prepared covering:

- Guest Rules
- Contractor Rules
- Additional estate regulations

Due to time constraints the trustees agreed to schedule a dedicated session to review all proposed rules before submission to homeowners.

Action

Dedicated rules review meeting to be scheduled before the AGM.

9. Jackson Health Update

Jackson recently experienced health issues and was diagnosed with elevated blood pressure.

Following medical assessment, he received treatment and medication.

The trustees agreed that supporting Jackson during this period was appropriate and necessary.

10. Communication with Homeowners

The trustees agreed that communication with owners can be improved.

Short project updates and maintenance notifications would reduce misunderstandings and provide greater transparency.

Agreed

Increase regular communication regarding estate activities and projects.

11. Staff Accommodation and Future Staffing

A substantial portion of the meeting focused on the future role of Royal and possible accommodation on the estate.

The trustees were generally positive regarding the concept.

Potential benefits identified include:

- Additional security presence
- Maintenance support
- Guest assistance
- Estate management support
- Greater activity around the entrance area

The possibility of employing Royal's wife was also discussed.

Potential responsibilities could include:

- Gate control
- Visitor registration
- Reception duties
- Laundry services
- Guest breakfasts
- Additional hospitality services

The trustees agreed that the concept has significant potential but requires a proper business model.

Agreed

A detailed proposal should be prepared before any commitment is made.

Action

Matt to prepare a business case including:

- Accommodation requirements
- Salary structure
- Budget impact
- Potential revenue streams
- Management structure

12. Estate Identity and Logo

The proposed new estate logo was presented.

The logo features the estate entrance gate as the central visual element.

Feedback

Natasja
Strongly supported the proposed design and preferred it over the existing concepts.

Serge
Supported the overall concept and symbolism but suggested a slightly softer visual appearance.

Matt
Preferred the existing brochure logo but had no objection to adopting the proposed new design.

Guido
Explained that the design was developed with practical use in mind, including printing, embroidery and signage applications.

Agreed

General support was expressed for the new logo.

Action

Guido to make minor refinements and proceed with implementation.

13. Estate Income Opportunities

Guido presented several ideas aimed at strengthening the estate's financial position.

Conservation / Entrance Fee

The possibility of introducing a conservation or estate fee for guests was discussed.

Examples from other South African estates were referenced.

Trustees recognised the potential value but noted that administration and implementation would require further investigation.

Property Transfer Contribution

Guido proposed investigating whether a small percentage of future property sales could be allocated to the Body Corporate.

Although the reasoning was understood, both Serge and Matt indicated that they would not support such a measure.

No further action was taken.

Service-Based Revenue

Strong support was expressed for revenue generated through services such as:

- Breakfast offerings
- Laundry services
- Garden maintenance

- Airport transfers
- Hospitality services
- Guest assistance

Trustees agreed that these initiatives could create value while helping fund additional staff.

14. Use of Communal Facilities

Guido requested guidance regarding the use of the Boma for a travel agent group of approximately 18 guests visiting in November.

The discussion expanded into a broader conversation regarding future use of communal facilities.

Examples included:

- Boma events
- Group braais
- Visitor functions
- Hospitality activities

Agreed

A framework should be developed governing:

- Use of communal facilities
- Cost recovery
- Booking procedures
- Responsibilities

The November event can serve as a useful test case.

Action

Guido to prepare a proposal for discussion at the next meeting.

15. We-Connect / SPM System

Guido advised that he had requested assistance from SPM regarding the use of We-Connect for document management and communication.

No response had yet been received.

Action

Follow up with SPM regarding training and functionality.

16. Inner Ring Vegetation Clearing

Serge raised concerns regarding vegetation clearing undertaken by SBE contractors within the inner ring.

The trustees agreed that work affecting common property should be coordinated through the Body Corporate to avoid confusion and maintain oversight.

Action

Monitor future activities and ensure proper communication with trustees.

17. Fire Protection

Serge revisited the proposal for a portable firefighting pump.

Given recent fire incidents in the wider area, trustees agreed that additional fire-fighting capability remains desirable.

Potential future options include:

- Portable pump systems
- Water extraction from ponds
- Fire hydrants
- Grey-water infrastructure
- Borehole integration

Action

Further investigation to continue.

18. General Discussion

The trustees noted that despite financial constraints, there is strong commitment from all trustees to improve and develop the estate.

Several ideas require further investigation, but the overall direction remains positive.

19. Next Meeting

The next trustee meeting was scheduled for:

Date: 21 July 2026 **Time:** 19:00 **Format:** Online

Meeting Closed

The meeting closed at approximately **21:41 South African time**.