

10 June 2021



MINUTES OF THE DIRECTORS MEETING OF RIETVLEI HEIGHTS COUNTRY ESTATE HOME OWNERS' ASSOCIATION HELD ON TUESDAY, 18 MAY 2021 AT 17H00 HELD TEAMS

No	Item	Responsible Person
1.	<p>WELCOME & QUORUM</p> <p>PRESENT</p> <ul style="list-style-type: none"> • Pieter Becker (Chairman) • Johan Moolman • Arthur du Toit • Raymond Wright <p>ALSO, IN ATTENDANCE</p> <ul style="list-style-type: none"> • Debby Lubbe (Estate Manager) • Madeleine Lottering (Pretor Group) <p>APOLOGIES</p> <ul style="list-style-type: none"> • Jabulani Hlungwane • Brad Mitchell • Ruan Burger (resigned) <p>WELCOME</p> <p>The Chairman welcomed all present and as a quorum was present declared the meeting duly constituted and open.</p>	
2.	<p>APPROVAL OF THE PREVIOUS MINUTES DATED 16 FEB 2021</p> <p>The minutes were duly approved by the Directors.</p>	
3.	<p>MATTERS ARISING FROM THE PREVIOUS MINUTES</p> <p>a. Perimeter CCTV Project update</p> <ul style="list-style-type: none"> ○ Raymond provided all with an update. <ul style="list-style-type: none"> ▪ The phases are 1, 1B and 2. ○ It was confirmed that approximately R600K has been expensed on the project to date. <ul style="list-style-type: none"> ▪ JFK = 50% of R725 920 ▪ Accsure = 70% of R173 000 ○ The project is halfway, and the aim is to be completed within the next 45 days. ○ Raymond confirmed that Network Alliance has not been paid their R200K for the equipment due to them from the service provider that has already been paid. <ul style="list-style-type: none"> ▪ Legal action will be taken by Network Alliance. 	Raymond/ Arthur

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Home Rentals • Commercial Property Management • Financial Services**

Directors GO von Broembsen BA (LLB) (Managing), DO Weir Bcomm (Hons) CA (SA) (Financial), BN Cowie Bcomm.

Reg No 1960/000260/07 **Vat No** 4920102888 **Registered Debt Collector** Reg No 0037104/09

Tel: +27 (0) 12 001 9000 • Fax: +27 (0) 86 502 9999 • River Falls Office Park, 262 Rose Avenue, Doringkloof, 0157 • Private Bag X115, Centurion, 0046
Email: pretor@pretor.co.za • www.pretor.co.za

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	<ul style="list-style-type: none"> ○ Arthur confirmed that there are some short comings on the technical side of the project. ○ Some trees are problematic within the view of certain CCTV cameras. <ul style="list-style-type: none"> ▪ Decisions need to be made relating to the trimming of removal of certain trees. ○ There is a possibility that a different contractor might have to be appointed to complete phase 2 of the project. <p>b. Stand 71 // Water Tank</p> <ul style="list-style-type: none"> ○ The tank has been confirmed to not be on the plans. ○ The owner planted a tree, which is not sufficient. ○ A warning was sent with no further responses form the owner. ○ Johan and Raymond to set up a meeting with the owner by no later than 28/05/2021. <p>c. Stop Sign & Extension of Slipway</p> <ul style="list-style-type: none"> ○ Pretor obtained a contact Sipho Mthombeni (Sipho.Mthombeni@gauteng.gov.za). ○ After a site visit it was confirmed that this is not his area to attend to. ○ Raymond suggested assisting with a contact from his side. <p>d. Emergency Siren Alert // Suggestions</p> <ul style="list-style-type: none"> ○ It was agreed that this matter be put on hold. <p>e. Stand 15 // Refund</p> <ul style="list-style-type: none"> ○ It was confirmed that the final recon was approved. ○ It was agreed that a letter to the owner is not appropriate. ○ It was agreed that Arthur, Pieter, Brad & Raymond conducts a meeting with the owner to discuss the matter and negotiate a settlement agreement i.e. a credit or a refund or both. <p>f. Click-On Upgrade</p> <ul style="list-style-type: none"> ○ It was confirmed that the HOA will save a monthly amount of R5K, as the new upgrade will cost approximately R17k per month. ○ Raymond will arrange a demonstration of the system. ○ When approved, clear communication will follow to all owners. <p>g. Insurance</p> <ul style="list-style-type: none"> ○ Pretor confirmed that the CCTV cameras are insured as approved. ○ Pretor to follow up on the quote from OUTsurance. <p>h. Stand 69 // Aesthetics</p> <ul style="list-style-type: none"> ○ Debby to send Pretor list of all the non-compliance areas of the stand. 	<p>Debby/ Raymond</p> <p>Johan/ Raymond</p> <p>Pretor/ Debby</p> <p>Directors</p> <p>Pretor/ Raymond/ Brad/ Jabulani</p> <p>Raymond</p> <p>Pretor</p> <p>Debby</p>

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	<ul style="list-style-type: none"> ○ Once received, must Pretor send a letter to the owner to complete all maintenance by no later than 31 Nov 2021. 	Pretor
	<ul style="list-style-type: none"> i. Streetlight Globes <ul style="list-style-type: none"> ○ Debby to proceed with the repairs and maintenance required for all street lights. ○ Colour = Warm white. 	Debby
	<ul style="list-style-type: none"> j. National "Boomplantdag" <ul style="list-style-type: none"> ○ Debby to purchase 10 x trees and plants. 	Debby
	<ul style="list-style-type: none"> k. Eco Park Interest Group Update <ul style="list-style-type: none"> ○ The Eco Park group was created. ○ Debby to request that the group sponsor some trees or plants for the Boomplantdag. ○ Debby to communicate with the group to commence with regular meetings and updates to the BOD. ○ Debby to ensure the expenses remain in line with the Budget. 	Arthur/ Debby
	<ul style="list-style-type: none"> l. Outsourcing of All Grounds Maintenance <ul style="list-style-type: none"> ○ An update was provided by Arthur. ○ It was approved that Arthur proceed with the retrenchment process of all general workers. ○ Debby to continue with the performance management process in the meantime. 	Debby/ Arthur
	<ul style="list-style-type: none"> m. Amendments to Architectural Guidelines, Building Standards & Rules <ul style="list-style-type: none"> ○ All proposed amendments were distributed to the Directors for their feedback or amendments. ○ It was concluded that the Directors will send their final feedback by no later than 28/04/2021. 	Arthur
	<ul style="list-style-type: none"> n. Review of Governance Manual <ul style="list-style-type: none"> ○ It was agreed that the Directors will review the entire Conduct Rules and provide all or any amendments. 	Directors
	<ul style="list-style-type: none"> o. Pool Marbelite // Refund <ul style="list-style-type: none"> ○ It was confirmed that the service provider is non-responsive as to the refund due to the HOA. ○ Pretor to proceed with a legal letter with a 21-day deadline for the refund. 	Pretor
	<ul style="list-style-type: none"> p. Levy Defaulters – Personal Interviews <ul style="list-style-type: none"> ○ Pretor to continue with the vigorous debt collection of the arrear levies. 	Jabulani/ Brad/ Raymond/

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