

17 August 2021



**MINUTES OF THE DIRECTORS MEETING OF RIETVLEI HEIGHTS COUNTRY ESTATE HOME OWNERS' ASSOCIATION HELD ON TUESDAY, 20<sup>TH</sup> JULY 2021 AT 18H00 VIA MICROSOFT TEAMS ONLINE VIDEO CONFERENCE PLATFORM**

No	Item	Responsible Person
1.	<p><b>WELCOME &amp; QUORUM.</b></p> <p><b>PRESENT</b></p> <ul style="list-style-type: none"> <li>• Pieter Becker (Chairman)</li> <li>• Johan Moolman</li> <li>• Arthur du Toit</li> <li>• Raymond Wright</li> <li>• Jabulani Hlungwane</li> <li>• Brad Mitchell</li> <li>• Samuel Swanepoel</li> </ul> <p><b>ALSO, IN ATTENDANCE</b></p> <ul style="list-style-type: none"> <li>• Debby Lubbe (Estate Manager)</li> <li>• Angelique Takacs (Pretor Group)</li> </ul> <p><b>APOLOGIES</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>WELCOME</b></p> <p>The Chairman welcomed all present and as a quorum was present declared the meeting duly constituted and open.</p>	
2.	<p><b>APPROVAL OF THE PREVIOUS MINUTES DATED 16 FEB 2021</b></p> <p>The minutes were duly approved by the Directors.</p>	
3.	<p><b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b></p> <p>a. Perimeter CCTV Project update</p> <ul style="list-style-type: none"> <li>• Arthur provided an update on the project as follows: <ul style="list-style-type: none"> <li>✚ Phase 1 has been 90% completed save for a number of snags that are being attended to.</li> <li>✚ Once Phase 1 is finalized then the planning for Phase 2 can start with an assessment of our camera needs to ensure that all the weak spots and/or security gaps can be covered.</li> <li>✚ It was reported that the original Installer is now deceased, and alternative arrangements have had to be made to address the snag list. This will come at additional cost to the Project.</li> </ul> </li> <li>• Project Timeline</li> </ul>	Debby/Arthur

**Pretor Group comprising of: Sectional Title Administration • Residential Communities Administration  
Home Rentals • Commercial Property Management • Financial Services**

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

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	<p> <span style="color: blue;">+</span> Phase 1 – To be finalized by the end of August 2021.  <span style="color: blue;">+</span> Phase 2 – To be start by the beginning of September 2021. The process will include drafting of a specification, obtaining proposal/quotations and appointment of a service provider. </p> <p>b. Stand 71 // Water Tank</p> <ul style="list-style-type: none"> <li>• It was noted that the water tank is not on the plans and can't be obscured with a tree.</li> <li><span style="color: blue;">+</span> It was resolved that Johan and Raymond to set up a meeting with the owner.</li> </ul> <p>c. Stop Sign &amp; Extension of Slipway</p> <ul style="list-style-type: none"> <li>• It was noted that an application for the installation of a stop sign will need to be submitted with City of Tshwane Roads Department.</li> <li><span style="color: blue;">+</span> It was resolved that Pretor will attend to the request.</li> <li>• It was noted that a representative from the Gauteng Roads Division has advised Debby that the slipway installation will need to be discussed with City Planning. Debby to follow up with Siphon from time to time.</li> </ul> <p>d. Emergency Siren Alert // Suggestions</p> <ul style="list-style-type: none"> <li>• It was resolved that the installation of an emergency siren or some other form of alert will be investigated, and feedback provided to the BOD. ClickOn may be able to supply such a facility on their system.</li> </ul> <p>e. Stand 15 // Refund.</p> <ul style="list-style-type: none"> <li>• It was resolved that Pieter, Brad &amp; 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. Debby to get a date from the owner.</li> </ul> <p>f. Click-On Upgrade</p> <ul style="list-style-type: none"> <li>• It was resolved that Raymond will arrange a demonstration of the system for the Board of Directors.</li> </ul> <p>g. Insurance</p> <ul style="list-style-type: none"> <li>• Pretor to follow up with OUTsurance who did submit a quote which was found to be lacking in sufficient detail.</li> </ul> <p>h. Stand 69 // Aesthetics.</p> <ul style="list-style-type: none"> <li>• It was resolved that Debby will send Pretor list of all the non-compliance areas of the stand.</li> <li>• Once received, Pretor to send an official letter to the owner to attend to the aesthetics issues by the end of October 2021 failing which penalties may be imposed. It was noted that the owner is in arrears with Admin Levy payments.</li> </ul> <p>i. Streetlights</p> <ul style="list-style-type: none"> <li>• It was noted by Debby that the replacement of all Street Light fittings is in progress with 5 lights being replaced per month.</li> </ul> <p>j. National "Boomplantdag"</p> <ul style="list-style-type: none"> <li>• It was noted that Debby purchased the 10 x trees/plants as per previous meeting and the Eco Park Interest Group has sponsored trees/plants for the Boomplantdag. Trees are to be planted along 12 St a.s.a.p.</li> </ul>	<p>Johan/ Raymond</p> <p>Pretor</p> <p>Debby</p> <p>Arthur/Pieter/ Brad/Raymond</p> <p>Raymond/ Debby</p> <p>Raymond</p> <p>Pretor</p> <p>Debby/Pretor</p> <p>Debby</p> <p>Debby</p>

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	<p>k. Eco Park Interest Group Update</p> <ul style="list-style-type: none"> <li>• It was reported that Kerry Stephenson of Rietvlei Rest is the leader/Chair of the Group</li> <li>• It was resolved that Kerry will report back on the Group's progress at the AGM – to be included on the Agenda.</li> <li>• It was noted by Debby that due to the currently lockdown regulations meetings aren't possible and online meetings aren't viable. Therefore, a meeting will be called the moment the restrictions are eased.</li> </ul> <p>l. Outsourcing of All Grounds Maintenance</p> <ul style="list-style-type: none"> <li>• Both Permanent Grounds Staff have been offered, and have accepted, Voluntary Severance Packages and are no longer in our employ.</li> <li>• An updated SLA with Green Cube to be signed by the Chairman.</li> </ul> <p>m. Amendments to Architectural Guidelines, Building Standards &amp; Rules</p> <ul style="list-style-type: none"> <li>• All proposed amendments were distributed to the Directors, the queries raised was as follows: <ul style="list-style-type: none"> <li>✚ The query surrounding geysers on the outside of the unit will be discussed with Chantel and Raymond and the finalized clause will be placed in the document.</li> <li>✚ The query surrounding renovations and items within the garden area was discussed. It was resolved that the item will be left within the rules, it was however agreed that a clause stating that the onus is on the owner of the unit to ensure that they are compliant with the bylaws will be included.</li> <li>✚ It was resolved that the amendments will need to be finalized and sent to Pretor for distributed with the AGM notice on the 26<sup>th</sup> of July 2021.</li> </ul> </li> </ul> <p>n. Review of Governance Manual</p> <ul style="list-style-type: none"> <li>• It was agreed that this review will be deferred for the new Board to consider.</li> </ul> <p>o. Pool Marbelite // Refund</p> <ul style="list-style-type: none"> <li>• It was resolved that the legal process will follow in order to recover the funds.</li> </ul> <p>p. Levy Defaulters – Personal Interviews</p> <ul style="list-style-type: none"> <li>• It was resolved that the Collection attorneys have been change to EY Stuart. Personal interviews with defaulters are considered inappropriate.</li> </ul> <p>q. Boundary wall refurbishment</p> <ul style="list-style-type: none"> <li>• It was noted by Debby that the palisade is currently being treated.</li> <li>• It was resolved that the wall refurbishment will be decided once the full impact of the cost of the CCTV System is confirmed by the Financial Directors.</li> </ul> <p>r. Review Capital Expenditure Budget</p> <ul style="list-style-type: none"> <li>• A query was raised surrounding the items currently allocated under Project Perimeter (Fibre / Elec Fence / Electrical Reticulation / CCTV).</li> <li>• It was resolved that the Finance Directors and Debby are to meet to sort out the cost allocations to see exactly where we stand with the Project costs.</li> </ul>	<p>Pretor</p> <p>Debby</p> <p>Debby</p> <p>Directors</p> <p>Raymond/ Pieter</p> <p>None</p> <p>None</p> <p>Pretor</p> <p>Debby/Brad Raymond</p> <p>Debby</p> <p>Finance Directors</p> <p>Finance Directors/ Debby</p>

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4.	<p><b>NEW MATTERS</b></p> <p>a) Proposed amendments to be presented at the AGM.</p> <ul style="list-style-type: none"> <li>• It was resolved that the proposed amendments will be presented at the AGM.</li> </ul> <p>b) Preparation for AGM</p> <ul style="list-style-type: none"> <li>• Draft AFS Feb 2021 <ul style="list-style-type: none"> <li>✚ It was resolved that the BOD is satisfied with the financials and same can be presented at the AGM.</li> </ul> </li> <li>• Budget 2022 (Mar21 – Feb22) <ul style="list-style-type: none"> <li>✚ It was noted that there are no concerns on the budget, the financial Directors will however meet in order to discuss the budget prior the AGM.</li> </ul> </li> <li>• Chairman’s report <ul style="list-style-type: none"> <li>✚ It was resolved that the different portfolios will provide information to the chairman for the drafting of the chairman’s report.</li> </ul> </li> </ul> <p>c) Acsur &amp; Network Alliance</p> <ul style="list-style-type: none"> <li>• Raymond provided background surrounding Acsur and Network Alliance, the following was noted: <ul style="list-style-type: none"> <li>✚ Acsur obtained equipment from Network alliance to the value of R 219 859.65.</li> <li>✚ The equipment was installed and is being utilized by Rietvlei Height HOA.</li> <li>✚ Acsur however didn’t make payment to Network Alliance for the material/equipment and legal action had been taken by Network Alliance.</li> <li>✚ In the interim the owner of Acsur had passed away.</li> <li>✚ A legal letter has therefore been sent to the HOA by Network Alliance requesting that the amount of R 131 764.80 be paid once off, and the credit amount of R 3 082.00 be placed on the levy account for a period of 14 months.</li> </ul> </li> <li>• It was resolved that the Board of Directors will obtain legal advice surrounding the matter in order to determine the best route forward.</li> </ul>	<p>None</p> <p>Financial Directors</p> <p>Pieter</p> <p>Directors</p>
5.	<p><b>GENERAL</b></p> <p>a) Farmers Market</p> <ul style="list-style-type: none"> <li>• A farmers’ market on a monthly basis was recommended. It was resolved that Debby will implement same.</li> </ul> <p>b) Play Area Upgrades</p> <ul style="list-style-type: none"> <li>• It was noted that the play areas at the Club requires upgrades. It was resolved that Debby will investigate, obtain proposals, and present same to the BOD. Thereafter the location of the play area will be discussed and finalized.</li> </ul> <p>c) Generators</p> <ul style="list-style-type: none"> <li>• It was noted that the generator noise is causing a disturbance to the surrounding units.</li> <li>• It was resolved that additional information will be provided to Pretor and a letter will be drafted providing the owners with 3 months to install a silent generator or a noise reduction chamber/box.</li> </ul>	<p>Debby</p> <p>Debby</p> <p>Raymond/ Pretor</p>

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	<p>d) Quarterly Meetings It was noted that quarterly meetings can be arranged with the board and that same will be distributed by Raymond and Pretor shortly.</p> <p>e) Stand 3 Request for Alterations to Fence in the River Reserve.</p> <ul style="list-style-type: none"> <li>• It was resolved that the owner will need to send a recommendation to the BOD in writing to get the request investigated. Raymond to liaise with owner.</li> </ul>	<p>Raymond/ Pretor</p> <p>Raymond</p>
6.	<p><b>CLOSING</b></p> <p>There being no further items for discussion the Chairman thanked all the Directors for their attendance and input and closed the meeting at 20h45.</p>	