

**MINUTES OF THE DIRECTORS MEETING OF THE RIETVLEI HEIGHTS COUNTRY ESTATE HOMEOWNERS ASSOCIATION ON TUESDAY, 22 SEPTEMBER 2020 AT 17H00 ON TEAMS**

No	Item	Action By
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>• Christo Viviers</li> <li>• Brad Mitchell</li> <li>• Jabulani Hlungwane</li> </ul> <p><b>ALSO, IN ATTENDANCE</b></p> <ul style="list-style-type: none"> <li>• Debby Lubbe (Estate Manager)</li> <li>• Madeleine Lottering (Pretor Group)</li> </ul> <p><b>APOLOGIES</b></p> <ul style="list-style-type: none"> <li>• Raymond Wright</li> </ul> <p><b>WELCOME</b> The Chairman welcomed all present and as a quorum was present declared the meeting duly constituted and open.</p>	
2.	<p><b>APPOINTMENT OF CHAIRMAN / VICE-CHAIRMAN</b></p> <ul style="list-style-type: none"> <li>• Pieter Becker: Chairman</li> <li>• Arthur du Toit: Vice Chairman</li> </ul>	
3.	<p><b>ALLOCATION OF DIRECTOR PORTFOLIO'S</b></p> <ul style="list-style-type: none"> <li>• Pieter Becker: Office &amp; HR</li> <li>• Johan Moolman: Aesthetics</li> <li>• Arthur du Toit: Security</li> <li>• Christo Viviers: Security</li> <li>• Brad Mitchell: Finance</li> <li>• Jabulani Hlungwane: Finance &amp; Roaming</li> <li>• Raymond Wright: Finance &amp; Aesthetics</li> </ul>	
4.	<p><b>APPROVAL OF PREVIOUS MINUTES DATED 29 JULY 2020</b></p> <ul style="list-style-type: none"> <li>• The minutes were duly approved by the Directors.</li> <li>• <b>MATTERS ARISING -</b> <ul style="list-style-type: none"> <li>○ Admin Budget Feb 2021 // Pretor to finalise and send to Directors for approval.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Approved.</li> <li>○ Reserve Fund Budget Feb 2021 // Pretor to finalise and send to Directors for approval. <ul style="list-style-type: none"> <li>▪ Approved.</li> </ul> </li> <li>○ A quotation for the Electrical and Fibre Trunking and the Electrical reticulation has been received from JFK Electrical // Raymond will ask for a breakdown of costs/profit from the Contractor to ensure that charges are reasonable. Thereafter Directors to consider the quote from JFK and approve accordingly. <ul style="list-style-type: none"> <li>▪ Approved and deposit paid.</li> <li>▪ Debby confirmed that a meeting will be held on Friday with all the relevant parties involved</li> </ul> </li> <li>○ Re-surfacing of the HOA roads // HOA or COT responsibility. <ul style="list-style-type: none"> <li>▪ It was confirmed that the common property roads must be maintained by the HOA.</li> <li>▪ Debby to obtain quotes to treat all affected areas and potholes where required.</li> </ul> </li> <li>○ Stand 71 Water Tank Matter // Debby to send a letter to the owner requesting proof that the installation of the tank is in accordance with the approved plans. If not, the tank is to be either removed or to be screened from view. Aesthetics Directors to be kept informed of progress. <ul style="list-style-type: none"> <li>▪ It was confirmed that the initial letter of compliance was sent to the owner.</li> <li>▪ The owner must therefore either remove or comply with the aesthetic requirements.</li> <li>▪ It was resolved that the Aesthetics Directors will set up a meeting with the owner and finalise the matter within 30 days.</li> </ul> </li> <li>○ The Aesthetics Directors will review the current standards pertaining to the installation of Solar Panels to ensure that such installations do not detract from our aesthetics requirements. // MOI to be amended if necessary. Debby to monitor such installations to ensure compliance. <ul style="list-style-type: none"> <li>▪ It was resolved that the Aesthetics Directors must finalise this matter.</li> </ul> </li> <li>○ Stand 12 // Aesthetics Certificate. <ul style="list-style-type: none"> <li>▪ It was confirmed that once the certificate is received, it will be shared with all parties.</li> </ul> </li> <li>○ Stand 20 // Debby to provide the Directors with an update on the Privacy Encroachment matter. <ul style="list-style-type: none"> <li>▪ It was confirmed that the plans were received for approval from the Directors.</li> <li>▪ Debby to send to the Directors and finalise the</li> </ul> </li> </ul>	<p><b>Debby</b></p> <p><b>Debby</b></p> <p><b>Raymond / Johan</b></p> <p><b>Raymond / Johan</b></p> <p><b>Debby / Raymond / Johan</b></p>

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	<p style="text-align: center;">approval to the owner to proceed.</p> <ul style="list-style-type: none"> <li>○ Pretor to investigate the Waste Management costing for the HOA and any cheaper alternative options to be considered. <ul style="list-style-type: none"> <li>▪ It was concluded that the HOA will continue with the current service from BI-Waste.</li> <li>▪ Debby to obtain a Recycling quote for discussion and approval of the Directors.</li> </ul> </li> <li>○ Pretor to action the below with COT: <ul style="list-style-type: none"> <li>▪ Replacement of Stop Sign at the 12 Street / M52 Intersection.</li> <li>▪ Extension of slipway into 12 Street at the same intersection. <ul style="list-style-type: none"> <li>• It was confirmed that successful contact has been made with COT.</li> <li>• Debby to follow up and update all parties with any progress made.</li> </ul> </li> </ul> </li> </ul>	<p style="text-align: center;"><b>Debby</b></p> <p style="text-align: center;"><b>Debby</b></p>
5.	<p><b>AGM &amp; CIPC DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>• All required documents were explained for submission by the Directors.</li> </ul>	<p style="text-align: center;"><b>Directors</b></p>
6.	<p><b>APPROVAL OF ADJOURNED AGM MINUTES DATED 02 SEPT 2020</b></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>	
7.	<p><b>APPROVAL OF AGM BUDGET FEB 2021</b></p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul>	
8.	<p><b>LEVY RECOVERIES FROM MULTI-UNIT STANDS</b></p> <ul style="list-style-type: none"> <li>• It was concluded that more investigation is required w.r.t. this matter. <ul style="list-style-type: none"> <li>○ Raymond to provide all historic information / communication / advice on the matter.</li> <li>○ Pretor to provide the Directors with an opinion from Executive Management. (Giles)</li> <li>○ If not finalised with the above 2 steps, a further legal opinion will be obtained.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Raymond</b></p> <p style="text-align: center;"><b>Pretor</b></p>
9.	<p><b>WESTERN BOUNDARY WALLS OF REED DRIFT &amp; PEBBLE CREEK BC</b></p> <ul style="list-style-type: none"> <li>• It was requested that a Painting Project be considered for the Boundary Walls, as there are areas in a poor condition.</li> <li>• Two options were discussed i.e. The repair and re-paint of the entire Boundary Wall, which will be very costly or the repair / repaint of parts or sections where more urgent i.e. the outside of the Reed Drift and Pebble Creek walls</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Arthur &amp; Debby to investigate the best option/s and present quotes to the Directors for consideration.</li> </ul>	<b>Arthur / Debby</b>
10.	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Fixed Assets // Pretor to send a list of the GL's of the Projects to the Directors. <ul style="list-style-type: none"> <li>○ The Directors to advise on the projects to be capitalised.</li> </ul> </li> <li>• Pretor to send a Communique to the owners, reminding them of the requirements to install Solar Panels, Water Tanks &amp; Generators.</li> <li>• It was requested that Raymond provide his opinion as to the maintenance responsibilities of the Pebble Creek and Reed Drift Boundary Walls on the inside and the outside.</li> <li>• National "Boomplantdag": <ul style="list-style-type: none"> <li>○ It was discussed and concluded that the HOA will host an event on this day and get the owners and Willow Feather to sponsor the cost of one or more trees.</li> <li>○ Arthur &amp; Debby to investigate options, type of trees and the costing thereof.</li> <li>○ Communication to be sent to the owners once finalised.</li> </ul> </li> <li>• Kiddies Playground: <ul style="list-style-type: none"> <li>○ Various options and quotes were obtained for discussion.</li> <li>○ Debby to distribute to the Directors to finalise. Once finalised must Debby proceed with the project.</li> </ul> </li> <li>• Heated Pool: <ul style="list-style-type: none"> <li>○ This request was declined by majority vote.</li> </ul> </li> <li>○ Re-Marbelite of Pool <ul style="list-style-type: none"> <li>○ It was discussed and concluded that quotes be obtained for the repairs / resurface of the pool.</li> </ul> </li> <li>• Gym: <ul style="list-style-type: none"> <li>○ It was confirmed that the squash court membership is minimal.</li> <li>○ It was discussed that the gym can either be installed inside the squash court area or an outside gym area behind the Squash Court.</li> <li>○ A survey to be carried out of Members of the HOA in this regard.</li> <li>○ Debby to obtain quotes for further discussion.</li> </ul> </li> <li>• It was approved that Debby obtain quotes for the Trimming of the Trees in the River Reserve Area. The Chair of the River Reserve Project Team (Kerry Stephenson) to be consulted.</li> <li>• Pretor to set Director Meeting dates for the rest of the year and set up calendar reminders to all accordingly.</li> </ul>	<p><b>Pretor</b></p> <p><b>Brad / Raymond / Jabulani</b></p> <p><b>Debby / Pretor</b></p> <p><b>Raymond</b></p> <p><b>Arthur / Debby Pretor</b></p> <p><b>Directors / Debby</b></p> <p><b>Debby</b></p> <p><b>Debby / Pretor</b></p> <p><b>Debby</b></p> <p><b>Pretor</b></p>

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11.	<b>CLOSING</b>  There being no further items for discussion, the Chairman thanked all the Directors for their attendance and input and closed the meeting at 19h30.	

\_\_\_\_\_  
Chairperson

DATE: \_\_\_\_\_