

**MINUTES OF THE DIRECTORS MEETING OF THE HOMEOWNERS ASSOCIATION RIETVLEI HEIGHTS ON WEDNESDAY, 29 JULY 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>• Raymond Weight</li> <li>• Johan Moolman</li> <li>• Arthur du Toit</li> <li>• Christo Viviers</li> <li>• Brad Mitchell</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>• 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 AGM AGENDA</b></p> <ul style="list-style-type: none"> <li>• The following item was removed from the Agenda: <ul style="list-style-type: none"> <li>○ Special Levy – Not applicable</li> </ul> </li> <li>• The following items were added to the Agenda: <ul style="list-style-type: none"> <li>○ Summary of proceedings of the Meeting</li> <li>○ Project // Perimeter CCTV</li> <li>○ Levy increase for the year</li> </ul> </li> </ul>	
3.	<p><b>CHAIRMANS REPORT</b></p> <ul style="list-style-type: none"> <li>• The Chairman’s Report was approved except for some changes to the Financial Summary to be submitted by Raymond prior to distribution to the Owners.</li> </ul>	<b>Raymond</b>
4.	<p><b>AFS FEB 2020</b></p> <ul style="list-style-type: none"> <li>• The AFS for Feb 2020 was duly approved for distribution to the Owners.</li> </ul>	<b>Pretor</b>

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5.	<p><b>BUDGET FEB 2021</b></p> <ul style="list-style-type: none"> <li>• It was agreed that Pretor includes 2 x Budgets for Feb 2021 <ul style="list-style-type: none"> <li>○ A 0% levy increase</li> <li>○ An 8% levy increase from 01 Sept 2020.</li> </ul> </li> <li>• Pretor to amend and finalise the Reserve Fund / Projects Budget and send to Financial Portfolio for approval.</li> <li>• Security: <ul style="list-style-type: none"> <li>○ It was agreed that the quote from Tactical Edge for the supply and installation of all CCTV Equipment for Phase One of the CCTV Project as presented is approved by the Directors.</li> <li>○ Raymond declared that Tactical Edge could purchase the Thermal and Infrared Cameras through his Company (Network Alliance) as he is able to get them at a preferential price, which will result in a saving for the HOA. The Board approved this arrangement.</li> <li>○ Debby to obtain a third quote for the trenching for the electrical/fibre reticulation. Directors to approve this expenditure.</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.</li> </ul> </li> </ul>	<p><b>Pretor</b></p> <p><b>Pretor</b></p> <p><b>Debby</b></p> <p><b>Raymond</b></p>
6.	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Pretor to confirm with Caroline if the re-surfacing of the HOA roads are HOA or COT responsibility?</li> <li>• Stand 71: It was noted that the water tank on this stand does not comply with the Estate Architectural Rules. 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.</li> <li>• Pretor to ensure that the correct levies are being recovered from the owners of undeveloped stands. The correct collection of levies from those stands designated for more than one unit are of concern and must be clarified.</li> <li>• It was noted that all Directors are standing for re-election for year ending Feb 2021.</li> <li>• 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.</li> <li>• Stand 12. Aesthetics Certificate is still outstanding.</li> <li>• Stand 20. Debby to provide the Directors with an update on the Privacy Encroachment matter.</li> <li>• Pretor to investigate the Waste Management costing for the</li> </ul>	<p><b>Pretor</b></p> <p><b>Debby/Aesthetics Directors</b></p> <p><b>Pretor</b></p> <p><b>Raymond/Johan</b></p> <p><b>Debby Aesthetics Directors</b></p> <p><b>Debby</b></p> <p><b>Pretor</b></p>

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	<p>HOA and any cheaper alternative options to be considered.</p> <ul style="list-style-type: none"> <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</li> </ul> </li> </ul>	<p><b>Pretor</b></p>
<p>7.</p>	<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 19H30.</p>	