

**Minutes of the Directors Meeting of Marina Village Home Owners Association, held on
21 April 2017 at 10h00**

MARINA VILLAGE HOME OWNERS ASSOCIATION			
Date of meeting:	21 April 2017		
Time of meeting:	10h00 – 13h45		
Venue:	44 Crystal Quay (Erf 3305) Marina Village		
Attendees:			
Mr B Lahana (BL) Mr P Anderson (PA) Mr C Stockenstrom (CS) Mrs J Serrurier (JS) Mr B Wells (BW)			
By invitation:			
Ms V du Plessis (Representing Gateway Property Management) (VDP)			
Item	Description	Action	Due Date
1	<u>Welcome</u> Mr Lahana welcomed all present and since there was a quorum present, the meeting proceeded to business.		
2	<u>Apologies</u> Mr G Dreyer (GD) Mr E Clack (EC)		
3	<u>Confirmation of Minutes of Directors Meeting held on 21 October 2016</u> Mr Stockenstrom requested that the minutes be amended to reflect as follows; It was noted that an application for relief of appeal had been submitted against the judgement and the matter would be referred to the court of appeals. The consent to use part of erf 3306 as commercial lapsed and would revert back to residential based on the decision from the court of appeals. The minutes of the meeting held on 21 October 2016 were taken as read, confirmed and signed by the Chairperson subject to the above amendments.		

4	<u>Matters Arising from Directors Meeting held on 21 October 2016</u>		
4.1.1	<p><u>ERF 3306 // Judgement</u></p> <p>Mr Stockenstrom reported that they would file the papers at the court of appeal and wait for a date to be set, which would only be some time next year. It was a lengthy process and was unsure of the date to be allocated to this matter.</p> <p>Mr Stockenstrom referred to the settlement agreement clause 4.11 and advised that a Mooring Association should be established.</p> <p><i>The Mooring owners will establish a Mooring Owners Association as soon as a minimum of 10 (ten) Moorings are occupied. The Mooring Owners Association will be responsible for the management, maintenance and security of the Moorings and will determine the levy on the Moorings in order to ensure the proper management, maintenance and security access to the moorings which will be paid for by the Mooring owners.</i></p> <p>At the moment, the jetties were a safety risk and it was resolved that Mr Wells would arrange for the slats to be repaired.</p> <p>The Directors advised that a sign needs to be erected to safeguard the HOA. Mr Stockenstrom would assist with the wording in order for Ms du Plessis to obtain a quote.</p> <p>It was resolved that Ms du Plessis would circulate a letter to the owners bringing the above to their attention and arrange for an Association to be established, and to attend to the required maintenance and etc of the jetties.</p>	<p>BW</p> <p>VDP & CS</p> <p>VDP</p>	
4.1.2	<p><u>Gate Between Marina Village and Restaurant</u></p> <p>Mr Wells advised that the gate was not up to standard.</p> <p>A discussion ensued and it was resolved that Ms du Plessis would write a letter to Mr Hulett informing him of the below and request that he brings the gate and fence up to standard.</p> <ol style="list-style-type: none"> 1. The fence should be pillars with planking and not palisade fencing. 2. The residents from the HOA side do not want to see the activities on erf 3306. 3. The gate was for the MV residents and therefore there should be a cleared pathway between the MV and erf 3306. 4. The palisade fence was dangerous and kids were climbing over the fence which was a safety concern. 5. The Directors had been reasonable enough over the past few years, however they were no longer prepared for the appearance of the estate to go into disrepair due to the 	<p>VDP</p>	

	standards not being adhered to.		
4.1.3	<p><u>Erf 3306 // Business Levy</u> A discussion ensued regarding the determination of the business levy and the Directors advised that in terms of the settlement agreement clause 5.4, Seaglades would be liable for levies as determined by the HOA.</p> <p>The Directors applied their minds and the proposed levy of R4000.00 was fair and reasonable. Ms du Plessis to notify Mr Hulett accordingly.</p>	VDP	
4.1.4	<p><u>Erf 3306 // Container</u> The Directors advised that they had been more than reasonable with the container, however a trailer had now been stored on the property and the racks for the paddling club was an eyesore and should be neatened.</p> <p>Ms du Plessis to write a letter to Mr Hulett informing him that the Directors had been tolerant on the matter and the container must be removed within 4 weeks of date of letter.</p>	VDP	
4.1.5	<p><u>Erf 3306 // Boundary wall & security gate</u> Ms du Plessis to enquire from Mr Hulett when the gate would be fitted. The HOA would contribute 50% towards the gate as per the previous agreement.</p> <p>The Directors advised that the wall on the North side still had to be done, which was a security problem.</p>	VDP	
4.2	<p><u>Roads</u> Mr Lahana referred to the quotations obtained in order to compare the cost to resurface the road with slurry vs paving.</p> <p>The quotations obtained to pave all the roads within the estate would cost approximate R1.3 million for the pavers. Mr Lahana felt that paving the roads would escalate the value of the property and would enhance the longevity of the roads. The pavers could handle extensive traffic and large trucks and worked out to +/- R203.00 per square meter.</p> <p>Mr Anderson referred to the quote obtained for the slurry. He suggested that option 3 be considered and advised that it could be done in +/- 3 days.</p> <p><u>Option 3</u> Coarse Slurry using aggregate up to 6mm in thickness R 27.150/m2</p> <p>A discussion ensued it was suggested that the road resurfacing be done in phases and that Ann Hulett road would be done in pavers. The remaining roads throughout the estate be tarred and that option 4 be considered.</p>		

	<p><u>Option 4</u> 7mm chip and spray with one fine slurry over. R 51.50/m2</p> <p>Both Mr Lahana and Mr Anderson to obtain their guarantees in writing and updated quotes.</p> <p>Before proceeding with the project the owners would be notified of the proposal and the work would only proceed once the owners had given their opinion on the matter.</p>	<p>BL & PA</p> <p>VDP</p>	
4.3	<p><u>Updating of Directors on CIPC</u> Ms du Plessis reported that the documents had been uploaded on the CIPC website and we await their confirmation thereof.</p>	<p>VDP</p>	
4.4	<p><u>Liesl Lane / Chad Close</u> Ms du Plessis to obtain a quote for a new street sign to change the name.</p>	<p>VDP</p>	
4.5	<p><u>Painting of boundary walls</u> Mr Lahana advised that the project started in December 2016 and the wall from erf 3306 to just after the guard house had been completed.</p> <p>However, they could not go any further due to them not having power for the generator and being unable to supply water for the pressure hose.</p> <p>Mr Lahana reported that Neil Grobler would assist with providing a generator and he would investigate renting tanks for water.</p>	<p>BL</p> <p>BL</p>	
5.	<p><u>Finances</u></p>		
5.1	<p><u>HOA Funds</u> Ms du Plessis advised that the funds were as follows:</p> <p>ABSA Current Account - R 9 208.00 ABSA Liquidity Account - R298 100.00</p> <p>Total Funds – R307 308.00</p>		
5.2	<p><u>Levies</u> Ms du Plessis reported on the outstanding levies:</p> <ul style="list-style-type: none"> ➤ Erf 3298 – R1000.00 – emailed client requesting payment ➤ Erf 3326 – R1665.09 – client would make payment at month end. ➤ Erf 3340 – R1000.00 – emailed client requesting payment ➤ Erf 3350 – R4000.00 – unit in transfer ➤ Erf 3370 – R5000.00 – Road deposit – client advised that he would settle once they start building. 		

	<ul style="list-style-type: none"> ➤ Erf 3385 & 3386 – R3000.00 – phoned & emailed client requested that they make payment before month end. ➤ Erf 3390 – R1000.00 – phoned & emailed client he would make payment asap. 		
5.3	<p><u>Monthly Owner Statement</u></p> <p>Ms du Plessis queried whether the Directors had any concerns or questions on the monthly owner statements. The Directors reported that they were satisfied with the reports.</p>		
6.	<p><u>Security – Electric Fence & Security Cameras</u></p> <p>The Directors referred to the quotations obtained for the electric fencing and security cameras.</p> <p>Mrs Serrurier expressed her views on the cameras and advised that in her experience the cameras were the least successful.</p> <p>Mr Lahana referred to the quote obtained from Panasonic to install 5 cameras which had number plate recognition. The cost for the cameras, cabinet and installation amounted to R55 278.60 incl VAT.</p> <p>However, there was a rental option as well over a period of 60 months @ R1095.00 excl Vat.</p> <p>It was resolved to proceed with the above quote with the rental option over 60 months. Ms du Plessis to notify Panasonic accordingly.</p> <p>Mr Anderson tabled quotations obtained from KayGee Security and Ibahyi Fencing for the electric fence. The quotes were similar in price, however a quote had to be obtained for the wall which still had to be built and for electric fencing to be installed on the new wall.</p> <p>It was resolved to place the electric fence project on hold until the above quotes had been obtained.</p> <p>When the security guards were introduced, it was resolved to remove the boom mechanism, however this was still in place. Ms du Plessis to enquire whether any of the security companies would consider buying the booms from the HOA.</p>	<p>VDP</p> <p>PA</p> <p>VDP</p>	
7.	<p><u>Building Guidelines</u></p>		
7.1	<p><u>Building Hours</u></p> <p>Ms du Plessis advised that in terms of the building guidelines the building hours were as follows:</p>		

	<p><u>Clause 2 - WORKING HOURS</u></p> <p>Contractors are only permitted on the Estate from 07h30 to 18h00 on weekdays and from 07h30 to 15h00 on Saturdays. No contractor activity or power tools are permitted on the Estate on Sundays and Public Holidays.</p> <p>It was resolved to amend and include the following:</p> <ol style="list-style-type: none"> 1. No work to be undertaken during building shut down in December. 2. Contractors were only permitted to work on the estate from 07h00 – 17h30 – Monday – Friday. 3. No power tools to be used on Saturday's and Sundays. <p>Ms du Plessis to update the rules and building guidelines.</p>	VDP	
7.2	<p><u>Shade Cloth around properties</u></p> <p>Mrs Serrurier advised from a security and safety point of view, a rule regarding shade cloth around new properties being built must be included in the rules.</p> <p>Ms du Plessis to update the rules and building guidelines and forward to the Directors for approval.</p>	VDP	
7.3	<p><u>Signing off plans, raising of deposit & inspecting building progress</u></p> <p>Ms du Plessis reported that currently only Mr Anderson was signing off the plans.</p> <p>It was resolved that going forward both Mr Anderson and Mr Wells would sign off the plans for new units to be built.</p> <p>As soon as they gave approved / signed off the plans they must notify GPM in writing in order for Ms du Plessis to raise the deposit and provide them with the necessary documents.</p>		
8.	<p><u>Wheelie Bins for individual properties</u></p> <p>The Directors requested Ms du Plessis to obtain a quote for wheelie bins.</p> <p>The Directors advised that they should consider recycling and Ms du Plessis to investigate whether this was being introduced / collected in St Francis.</p>	VDP VDP	
9.	<p><u>Alien invasive vegetation // Tanya – Bushwhackers</u></p> <p>Ms du Plessis referred to the email from Tanya dated 20 April 2017:</p> <p><i>As per inspection, I have prioritised the following for clearing.</i></p>		

	<p><i>These erven are not only fire hazards due to the alien invasive Rooikrans but completely overgrown with dense thatching grass.</i></p> <p><i>Erf 3336</i> <i>Erf3337</i> <i>Weaver close</i></p> <p><i>Erf 3394</i> <i>Erf 3392</i> <i>Kingfisher close</i></p> <p><i>Erf 3363</i> <i>Candlewood close</i></p> <p><i>Erf 3313</i> <i>Erf 3314</i> <i>Erf 3315</i> <i>Liesl lane</i></p> <p><i>Also please ask about the public open space area along sunset drive wall that has port Jackson willow cut down??</i></p> <p>Ms du Plessis advised that she would be in contact with each of the above owners and Tanya would provide them with a quote.</p> <p>Mr Lahana advised that Philip would sort out the Port Jackson with the chainsaw.</p>	<p>VDP</p> <p>BL</p>	
<p>10.</p>	<p><u>Erf 3306 // Chimney</u></p> <p>Mrs Serrurier reported that a complaint was submitted with regards to the smoke and advised that the building inspector mentioned that the chimney extension was not approved and had not been registered with the municipality.</p> <p>A new complaint was submitted to the environmental affairs section and the matter was also escalated to the Mayor's office.</p> <p>The level of smoke and the quality of wood was a huge concern. The chimney was aesthetically displeasing, the matter was now in the hands of the local municipality for further action.</p> <p>Ms du Plessis to enquire with Mr Hulett whether the chimney was on the approved site development plan.</p>	<p>VDP</p>	
<p>11.</p>	<p><u>Registration of slipway servitude</u></p> <p>Mr Stockenstrom reported that in terms of the agreement, Mr Hulett was supposed to register the slip way in the name of Marina Village HOA. This was crucial and Mr Hulett needs to be instructed to appoint a land surveyor and to get the slip way registered as soon as possible.</p>		

	The Directors resolved to give Mr Hulett 4 (four) months to attend to the above and to keep the Directors updated on the progress. Ms du Plessis to notify Mr Hulett of the above.	VDP	
12.	<u>Beach area // creating an area to store items</u> Mrs Serrurier mentioned that the “beach area” was becoming inundated with paddle boats, canoes and etc and suggested that an area be created whereby the owners could store their belongings neatly instead of taking the items home. Mr Wells to obtain a quote to install racks on the walls and the Directors to address this with the owners of the properties closes to the “beach area” to obtain their approval.	BW & DIRECTORS	
13.	<u>Upkeeping of verges</u> Mr Wells reported that the verges were damaged by the owners building their units and requested that the verges be repaired. Mr Lahana to provide Ms du Plessis with the erf numbers to circulate the necessary letters.	BL & VDP	
13.	<u>SRA // Owner information</u> It was resolved that the HOA would not provide the SRA with the owner’s information. They must email GPM with the necessary information and GPM would circulate same to the owners on their behalf.		
14.	<u>Date of next meeting</u> Date and time to be confirmed.		
15.	<u>Closure</u> This concluded the items on the Agenda and the meeting was closed at 13h45.		

DECLARED A TRUE RECORD OF THE PROCEEDINGS.

Chairman _____

Date _____