

WESTBROOK ESTATE

MEETING HELD ON WEDNESDAY 23 JUNE 2010, UNIT 2064

Meeting commenced at 18h30

Attendance / Apologies

Present:

Attie Wilcocks
Chris Buyskes
Varian Rossouw
Marianne van Wyk (Chairperson)
Gunter Schuttler
Karl Schuttler

Apologies / Proxy / Absent:

Peter Le Mottee / Proxy

Invites

Sarita Schwan: behalf of Robin Twaddle Attorneys.

Secretariat:

Carol Crocker.

Next Meeting

The next meeting will take place on Wednesday 21 July 2010 at 18h00 unit 2064

	Action /Decisions	Date
Report Back from the meeting on 9 June 2010 (see Separate at bottom of the page)		
It was resolved that Serita Schwan employed at Robin Twaddle Attorneys will act on behalf of Westbrook Homeowners Association (section 21 company) reg no 2003/023652/08 to collect bad debt. 1) Sarita Schwan asked the board for the list of the bad debtors and a list of arrangements made. 2) File with the list of bad debtors and judgments from previous attorneys were handed over. 3) Notices will be personally handed to the debtor as per section 129. 4) An article of the Association was requested and Chris mentioned that this can be taken off the web site. 5) A 1 month report on progress will be drawn up. 6) Payments to the Attorneys are to be made on invoice. This amount will be recovered from the customer and charged to their account.		

- 7) Charges are legal fees and accounting costs of 15.5%
- 8) Serita will send forms to be signed by home owners that have made arrangements to pay off debt
- 9) Requested the judgment and attorneys that handled unit 2378 M Dobo affairs.

Serita was thanked for her presentation and left

Meeting

- 1) A request from A Parrott unit 2355 to put the income and expenses on the web with the minutes of the meetings a Quick books report can be put on the web of Profit and Loss for the month.
- 2) A letter is to be placed on the web about bulk meter and the procedures to have the water charged to individuals via the Municipality.
- 3) Board requested that prices and packages for Neotel phone for the office be obtained, as this is cheaper than the cell phone
- 4) Dominicum Properties who has a judgment against the Homeowners Association has been offered a settlement amount of R15000.00 by the board and is now awaiting a response of acceptance.

Estate Manager

- 1) Reported that the incoming gate was damaged by driver when out- gate was being repaired and repairs for incoming gate that had to be fixed must be charged to the homeowner who damaged the gate.
- 2) PSIRA; the security guards have been registered and will contribute as from the end of June 2010
- 3) A screen has been bought for the finger print computer and will be set up at the gate in order to have the homeowners without access to the estate to be fingerprinted.

General

The board requested that a report on the progress of payments is sent out after the 7th of every month.

The developer donated Grey coats for the guards to use.

Chairman

Date

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Westbrook Homeowners Association Directors Meeting 9 June 2010

REPORT BACK ON PREVIOUS MEETING 9 JUNE 2010

- 1) A meeting has been set up for Thursday with Mr Twaddle the Lawyer in connection with debt collections.
- 2) Varian still waiting for quotes to change the gates access and entrance.
- 3) Payment for outstanding levies received from the Elsie Magaba – Mavara arrangements have been made.
- 4) Load payment for Mr C Maphanga as authorized as the house is now transferred.
- 5) Street light – The City of Johannesburg has advised Carol that these will only be repaired after the World cup and there is possible load sharing.
- 6) UIF – Carol has registered and just waiting for a number.
- 7) SARS – Carol handed in all the paper work to get employers tax registered; a letter is to be sent to the SARS office requesting the dormant provisional taxpayer number to continue.
- 8) The indemnity for the car wash and wors sale will be sent on the Estate Manager.

Varian and Karl.

Carol to action.