

WESTBROOK ESTATE

MEETING HELD ON WEDNESDAY 4 August 2010, UNIT 2137

Meeting commenced at 18h30

Attendance / Apologies

Present:

Attie Wilcocks
Chris Buyskes
Varian Rossouw
Gunter Schuttler
Karl Schuttler

Apologies / Proxy / Absent:

Peter Le Mottee / Proxy

Invites

Secretariat:

Carol Crocker.

Next Meeting

The next meeting will take place on Wednesday 19 August 2010 at 18h00 unit 2376

	Action /Decisions	Date
Report Back from the meeting on 21 July 2010 (see Separate at bottom of the page) 1) <u>Welcome</u> Attie Wilcocks convened the meeting in the absence of a chairman and welcomed all. and meeting commenced at 18h15 2) a) Proxy / Peter Le Mottee 3) <u>Position of board member.</u> Bubesi proposed Duncan Erikson, Motion carried 4) <u>Minutes from the previous meeting.</u>		

Approved.

Report back from meeting held on 21 July 2010 (See separate at bottom of the page)

5) Report Estate Manager/Security

Security

The Namtek energizers that were repaired have been installed and the fence line now has a strong voltage running through.

Guards reported that there are residents that do not like using the key pad to enter and exit the complex. The directors suggested that the Members or Tenants get a 4 button remote and have this programmed with the gate for easier access to the complex.

Estate Manager.

All water deposits received from Members and Tenants have been posted to the levy statements and will only reflect on the September statements.

Letters will be sent to all in contravention of the Architectural Rules, Rules of the Estate and Constitution.

Accounts

Accounts paid were signed off.
Twaddle Attorney payment authorized.

6) Arrears & Collections

Members that were handed over to the Attorneys, the legal fees have been debited to their levy statements.

7) General

- a) Feed bank from the Attorneys, this was unobtainable as the attorney handling the matter was on course and would only be available on the 5 August 2010.
- b) Owner Builder and occupation of 2140 this matter was discussed and is to handed over to the attorneys.
- c) AGM provisional for Saturday 16 October 2010.

The rules in the constitution will be adhered to.

- d) Letters will be written to all members in transgression to WEHA rules

Action Carol Crocker

Karl Schutler to follow up.

Varian Rossouw and Karl Schutler get legal advise at the same time as follow up

<p>e) Vote to elect new chairman.</p> <p>f) Quotes for auditors must be presented by next meeting.</p> <p>g) A company secretary must be appointed as stated in the companies act.</p> <p>h) The directors meeting update has mailed for posting on the web site.</p> <p>A vote for a new board chairman was called for:</p> <p>Attie Wilcocks nominated by Varian Rossouw, seconded by Chris Buyskes. Varian Rossouw nominated by Attie Wilcocks seconded by Karl Schuttler Votes were taken by a show of hands and Attie Wilcocks was voted in by 6 to 1</p> <p>Directors chairman is Attie Wilcocks</p> <p>The meeting adjourned at 19:40</p>	<p>Karl Schuttler to action</p>	
<p>Chairman</p> <p>Date</p>		

Westbrook Homeowners Association Directors Meeting 23 June 2010

REPORT BACK ON PREVIOUS MEETING 21 July 2010

- 1) An interim report could not be obtained as Sarita Schwan has handed Members over to Herman Coetzee as her work load is too much. Herman has been on course so no update could be obtained.
- 2) Income and expenses must be approved by the board first as Quick books was not giving a printout.
- 3) Water is not reflecting on Municipality accounts, on investigation it is found that the Municipality is having a problem with invoicing backlog. A note is to be sent out to all members and tenants advising them that the credit of R500.00 deposit will reflect on their September 2010 accounts.
- 4) Neotel Cheaper rates were obtained and approved.
- 5) Dominicum legal 2 installments have been paid over last installment is end August.
- 6) Since the digidoor receivers have been installed at the gate there seems to be only a few Members that have been activated. Any- one with a problem where their finger does not work on the key pad must sign in until their digidoor remotes can be activated with the gate.

Attie Wilcocks to help with
printout from QB