

WESTBROOK ESTATE

MEETING HELD ON WEDNESDAY 19 August 2010, UNIT 2137

Meeting commenced at 18h05

Attendance / Apologies

Present:

Attie Wilcocks
Chris Buyskes
Gunter Schuttler
Karl Schuttler

Apologies / Proxy / Absent:

Peter Le Mottee / Proxy
Duncan Eriksson / Proxy
Varian Rossouw / Proxy

Invites

Secretariat:

Carol Crocker.

Next Meeting

The next meeting will take place on Wednesday 1 September 2010 at 18h00 to be determined

	Action /Decisions	Date
Report Back from the meeting on 4 August 2010 (see Separate at bottom of the page)		
1) <u>Welcome</u> Attie Wilcocks welcomed all meeting commenced at18h05		
2) a) Proxy / Peter Le Mottee b) Proxy / Duncan Eriksson c) Proxy / Varian Rossouw		
3) <u>Minutes from the previous meeting.</u>		
Approved.		

4) Report Estate Manager/Security

Security

The security requested uniforms, it was decided that 2 outfits per guard and 1 pair of shoes per year will be bought by the Homeowners Association. Each Guard is to sign for the uniforms with a clause that if they should leave within 3 months the full amount paid for the uniform will be deducted from their final remuneration.

A schedule will be drawn up for security response to alarms. The procedure will be as follows:
On alarm activation the guard will phone the homeowner the minute the alarm is activated, at the same time a guard will be sent to investigate.

Estate Manager.

Neotel forms are completed. It was agreed and minuted that Varian Rossouw and Chris Buyskes will sign the application. A resolution is to be typed out and signed by the Chairman to this effect.

The Estate Managers request to paint and improve the appearance of the top guard house (gate) was approved

Accounts

5) Arrears & Collections

All members who have not paid their levies by the 7th of the month are to received a reminder on the 8th of the month

All Members with a debt over R3000.00 will be handed over for collection.
Additional members to be handed over:

Nkhumiseni Elsie Magaba-Mavara 2074
Victor Senna 2371

All Members handed over for collection must kindly contact Herman at Robin Twaddle Attorneys.

6) General:

A letter to be written to Kris Pillay informing him of the decision taken.

An estate office was discussed and prices are to be compared. 5x4

Gate remotes: there seems to be a problem with the outgoing remote synchronizing. This was addressed

Carol to action

Carol get Quotes

<p>and a decision was made to perfect this before all Members remotes are synchronized.</p> <p>Non-conformance letters: A letter is to be drafted to all Members who are not complying with the rules and regulations of the Estate in keeping up the standard and appearances of their units.</p> <p>Auditors were appointed with a unanimous vote. Auditors will be Fourie and Botha</p> <p>The accounting package was discussed and it was agreed that Quick books will be changing to Pastel as this is a better and faster accounting system.</p> <p>The meeting adjourned at 19:15</p> <p>Chairman _____ Date _____</p>	<p>Carol to action</p>	
<p><u>Westbrook Homeowners Association Directors Meeting 19 August 2010</u></p> <p><u>REPORT BACK ON PREVIOUS MEETING 4 August 2010</u></p> <ol style="list-style-type: none"> 1) Reminders sent to all Members with levies outstanding. 2) No report has received from Herman Moller at Robin Twaddle Attorneys the Estate Manager reported that 2 members have paid their full account that was handed over. 		