

WESTBROOK ESTATE HOMEOWNERS ASSOCIATION DIRECTORS MEETING

THURSDAY 5 May 2011.

Meeting commenced at 18h32

Attendance / Apologies

Present: Directors

Gary Brown / Chairperson
Chris Buyskes
Varian Rossouw
Gunter Schuttler
Hannaline Scholtz

Apologies / Proxy / Absent:

Peter le Mottee / Proxy
Duncan Eriksson / Proxy

Secretariat:

Carol Crocker.

Invites:

Stefan Venter- Advanced Guarding

Next Meeting

The next meeting will take place venue Estate Office at 18h00

	Action /Decisions	Date
. 1) <u>Welcome</u> Gary Brown welcomed all the meeting commenced 18h32 Welcome Hannaline Scholtz to fill in on the board. the Cipro forms were signed. 2) a) Proxy /Peter le Mottee b) Proxy /Duncan Eriksson		

3) Minutes of the previous meeting

Approved.

3 quotes for guarding services were received Advanced Guarding, Tactical Reaction and Cornerstone Security after these had been perused by the directors it was agreed to invite Stefan Venter from Advanced Guarding to give a presentation

4) Invite:

Stefan Venter from Advanced Guarding was invited to represent his company with regards to having an independent security company as per the requirements of PSIRA

Mr. Venter has had 13 years experience in the security and is Level 4 BEE.

It was agreed that he will interview the personal that is working at present and give personal 3 months probation, the roster is drawn up Monday to Saturday and every 2nd Sunday with day and night supervision will be provided.

The present personal will be absorbed into his company, their remuneration will increase and their standard of living will be increased

A presentation is to be set up with all the security officers so they can be addressed by Stefan and be advised as to how his company operates.

Stefan ended the meeting with the directors at 18h45

The chairman thanked Mr Venter.

5) Report Estate Manager / Security

Security

2 Personal not reported for duty Colin went to the doctor on 5 May 2011 no contact after this. Benson Security Manager contacted the Guard house 3 May 2011 and said he could not attend the Security meeting no reason given no more contact was received from him and he did not report for duty.

Estate Manager

Report that Big Brother Group came out to fix the boom gate the in gate.

Concern was raised about the missing personal especially for night duty.

6) Arrears and collections

It was discussed that Robin Twaddle Attorneys are taking too long with outstanding debts and it was agreed that Gary and Carol will make an appointment to see Kaylee with this regard.

7) General

Security employment from a security firm would possibly need an increase in levies. Chris is to draft a letter and budget to correspond with the employing of and outside security company and to distribute this to all home owners for approval. 2 other quotes are to sort to help with choice

Gary Brown and Carol Crocker

Chris Buyskes.

