

WESTBROOK ESTATE

MEETING HELD ON TUESDAY, 30 March 2010, UNIT 2111

Meeting commenced at 17h45

Attendance / Apologies

Present:

Reason Mkhathswa
Priscilla Kobe
Vuyo Mini (chairman)
Chris Buyskes
Salona Govender

Apologies / Proxy / Absent:

Attie Wilcocks on leave Proxy Chris Buyskes

Secretariat:

Carol Crocker.

Security Officer

Benson Tlhase

Next Meeting

The next meeting will take place on Tuesday 13 April 2010 from 17h30 to 18h30 to be determined

1 Welcome

Vuyo Mini welcomed all at 17h45

.2 Apologies.

DECISIONS

Action /Decisions

Date

3. **Approval of previous Minutes**

3.1 No Minutes of previous meeting (Meeting canceled)

Vuyo Reason And Priscilla opened the meeting with an attack on Chris not wanting the meeting to be taped and chased Chris out of the meeting. Chris returned to the meeting stating that he has the right to be at the meeting as he is a director. Vuyo then requested that the tape recorder to be left in the car. Chris put the recorder in the car.

Reason and Priscilla enquired as to where the Home Owners Association recorder was and Carol replied that it is still with Ian Badenhorst as he stole it

<p><u>Security Report</u></p> <ol style="list-style-type: none"> 1) Benson reported that Ernest Sibisi started as a security guard at the beginning of March and has taken the place of Evah who is on maternity leave. It was agreed to keep Ernest on as a relief. 2) Alarms; A print out has been taken of all the alarms that are working and tested. 3) Vuyo requested a report on the break in at 2138. Benson reported that the tugs came in through the school area and the goods recovered by the police. Vuyo asked who he reported the incident to and Benson replied that he reported to the Estate Manager. Vuyo and Reason requested that all Incidences are to be reported to the directors as the Estate Manager is not capable of doing her job. 4) Benson reported that as there was no office for the Estate Manager he does not know how leave is going to be recorded and finger printing could not be done. Vuyo and Reason replied that if the Estate Manager had not been in contact with any of the directors in connection with offices and this had nothing to do with the leave issue and if the Estate Manager was concerned about her work then the office would be set up in the guard house at the gate, this was just another example of the Estate Manager not doing her job. Reason stated that finger prints for access to the estate were not important. 5) Benson reported that 2117 was contravening the rules as the contractors only leave the complex after 6pm. 		
<p><u>Estate Manager Report</u></p> <p>Carol presented a judgment to be rescinded. Vuyo did not understand what the request was about and stated that he did not authorise the judgment and asked Chris to explain and rescind this as this judgment was given in 2007 and Vuyo did not know anything about the history of this.</p> <p>Reason challenged the decision of the notices placed at the gate advising members and tenants about there being no offices or correspondence from the Estate Manager. Chris said the decision was his and the rest of the directors were not happy saying that such decisions and notices at the gate must be circulated by e-mail first to the directors for approval. Chris also mentioned that the files are stored in 2374 as the directors cannot make decisions. Vuyo said that he would not let the meeting discuss this. Priscilla also argued about Carol taking the minutes and minutes starting from the AGM were inaccurate Carol wanted to walk out but was told she was childish and must continue to take minutes,</p>	<p>Action Reason Mkhatshwa to set up office in the gate guard house</p>	
<p><u>AGENDA</u></p> <p><u>Managing agent</u></p> <p>Chris mentioned that this must be noted, voted and decided.</p>		

The chairman reported that 2 quotes were received.

- 1) Ubungane Property Manager
- 2) Keal Realty

Chris mentioned that this directors meeting had no authority to make decisions.

Reason suggested the lowest quote based on performance and budget the contract for 1 (One) year and implement this A.S.A.P.

Chris suggested that we look at a managing agent and do a presentation to everyone.

Salona asked this to be at the SGM and e-mails the Managing agent but as directors to make a decision

1) Chris mentioned that he disagrees and that it is unconstitutional.

2) Chris has Attie's proxy.

3) The SGM will decide It is not up to the directors to make a decision.

Reason said that the appointment of the Estate Manager was wrong and Vuyo was against this from the start.

Chris mentioned that voting for or against a managing agent was of no consequence as this was proposed at a SGM.

Reason said that in appointing a New Estate Manager it should have been done in writing.

Vuyo said that Chris and his wife appointed Carol.

Chris mentioned that Carol was temping for longer than 3 months and that Carol was appointed on contract for 1 (one) year.

Vuyo then quoted the "Powers of the Directors" from the constitution.

A Directors vote was taken for a Managing Agent;

Fore

Vuyo Mini

Reason Mkhathshwa

Priscilla Kobe

Salona Govender

Against

Chris Buyskes

Attie Wilcocks

It is minuted by Reason that in view of the votes the Managing Agent Keal Realty would be engaged as soon as possible, Reason will speak to them on behalf of the directors as the Estate Agent does not need notice.

Finances:

- 1) Quotes for auditors were presented to the board in December 2009.
- 2) Must appoint the cheapest auditor
- 3) Financial reports must be presented by next week.
- 4) Appoint the auditors this year and if everyone is happy they will be appointed next year

Fritz Beyers Inc. was appointed as auditors by 4 directors 2 directors opposed. (as Above)

Reason to contact the appointed auditors and request them to contact the previous auditors.

Reason Mkhathshwa
speak to Managing
Agent

Directors decided that preparations for an AGM must start and reports on the review of the contracts and Auditors financial statements must be prepared.

Vuyo suggested that Saturday is not a practical day to have an AGM

It was decided that all reviews done from the previous SGM be bounced with the directors prior to the AGM. and be circulated to the board.

Vuyo to e-mail the sub-committee.

Vuyo Mini to email sub committee

Concerns of the directors and comments towards the Estate Manager

- 1) Vuyo Mini: The conduct of the Estate Manager who is paid by the Home Owners Association to conduct Home Owners business and has broken communication and failed as an Estate Manager as according to views from Home Owners who are reporting direct to the Chairman. Eg not circulating the letters from Lawyers.
Estate Manager should have reported to Reason if concerned about not getting statements out to Home Owners
- 2) Salona Govender: the point of salaries and statements not being done and sent out as there was no plan to contact anyone to capture the same.
- 3) Priscilla Kobe The Estate Manager did not make an effort to contact her by SMS or phone call to make a plan to send out statements, but can put up notice which sends the Estate into disrepute Pricilla is not happy with the Estate Manager.
- 4) Reason Mkhathshwa ; Everyone is willing to help and set up computer to capture and send statements and he has noted that he cannot work with people like Carol who does not carry out the mandate given to her.
- 5) Chris Buyskes: Mentioned that an office is to do office work since the day of inception and he has always been available to assist the association and all the directors knew of the situation and no one came forward.
- 6) Vuyo and Reason have never been happy with the Estate Manager and always thought of her as an "unfit female"

Vuyo announced that by Tuesday 6th April 2010 the new Managing Agent will be in control with some services and working with the directors and Carol. A meeting will be convened to engage the Managing Agent and Auditors

Vuyo requested the N.H.B.R.C. from Chris stating that the Home Owners are requesting this from the developer.

Chris stated that the developer does not have to have this certificate as the developer only sells the property. A contractor is the one that has this certificate which has a 5 year guarantee and anyone extending or modifying their house has to follow the architectural rules of the Estate. If a person modifies a house that has already been built then the N.H.B.R.C guarantee falls away.

Vuyo said that

- 1) Conduct of Chris towards the chairman is unacceptable and Chris must understand that he is a person and must apologise to the directors. (Reference to an e-mail sent 16/3/2010)
- 2) With regards to a meeting that was to be held on 16th March 2010 Vuyo said the board must improvise and think for themselves as he cannot always provide a meeting place.

Chris response was that the chairman is incompetent and no guide lines were given and the chairman response was sarcastic and in-sinuous and that 1. The chairman takes no responsibility 2. Does not know how to run a board 3. Gives sarcastic remark's like having a meeting in the park.

Vuyo remarked that he had to work overtime and thought anyone with brains could have suggested where the meeting could be held.

Chris mentioned his dissatisfaction in reply to the email sent enquiring where the meeting was going to be held and Vuyo's remark to have the meeting in the park was sarcastic.

Priscilla stated that everyone is not equal in the estate and there should be some respect shown to one another.

Vuyo told all the directors to 1. Accept criticism. 2. Must grow as people. 3. Chris was always trying to officiate the meetings and does not know how to treat any one with respect and should treat all discussions and make suggestions in a dignified manner.

Priscilla said that all emails discussing anything should be treated professionally and should come up with suggestions. Chris is too negative and does not like people.

Reason said that Chris cannot talk with respect

Chris questioned Reason's respect towards Carol as she is always being belittled and cannot treat woman with respect. Chris mentioned that he would not have the standard of the complex go down.

Reason enquired who for the directors was leaking information to home owners and about the debts to the estate and lawyers letters.

Chris confirmed that he was the one who gave out information and asked what had happened about the meeting with Mr Dobo who owes the H.O.A. a debt of over R20.000.00 and Reason was to have had a meeting with Mr Dobo.

(No reply)

Vuyo stated that the directors must not pull to one side and everyone has a difference of opinion and there will always be a disagreement no one can agree to everything mistakes are made and no one's investment should devalue, everyone should obey the rules of the estate and lead by example as this goes a long way and helps whoever takes over.

Accepted

Chairman

Date

Decisions

Reason Mkhathwa

Set up computer at guard house.

Contact Managing agent

Contact auditor.

Vuyo Mini

Contact the sub-committee
