

WESTBROOK ESTATE

MEETING HELD ON WEDNESDAY 8 November 2010, UNIT 2137

Meeting commenced at 18h05

Attendance / Apologies

Present:

Attie Wilcocks
Chris Buyskes
Gunter Schuttler
Varian Rossouw
Karl Schuttler

Apologies / Proxy / Absent:

Peter Le Mottee / Proxy
Duncan Eriksson / Proxy

Invites

Secretariat:

Carol Crocker.

Next Meeting

The next meeting will take place on 23 November 2010 at 18h00 2137

	Action /Decisions	Date
Report Back from the meeting on 11 October 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		
3) <u>Minutes from the previous meeting.</u>		
Approved.		

4) Report Estate Manager/Security
Security

It is minuted and approved by the Directors and authorized to purchase two way radios for the security guards and rechargeable torches.

Estate Manager.

No occupation certificates have been received in the Estate Office by homeowners who have built extensions. Decision by directors to bring this to account within 7 days. The building inspector has been in the complex and inspected the buildings.

Proposed budget presented to the directors. Request by the Directors to e-mail them copies for approval.

Accounts

5) Arrears & Collections

2378 Mr M. Dobo put forward a proposal to pay off the debt of R21748.99. This proposal was not accepted by the Directors and a new proposal issued by the Directors was not accepted by Mr Dobo therefore our lawyers have been instructed by the board to continue with a summons.

Letters are to be written to 2081, 2082 Langcef trust and 2137 S Govender to please bring their accounts up to date or make arrangements.

6) General:

It has been minuted that all levies paid after the 7th of the month carries a fine of R100, unless arrangements have been made with the Estate Manager for payment after the 7th and 2% interest will be charged at the end of that month on all outstanding balances.

Eskom are still busy with the cables and have flattened the soil. The contractors have until the end of November 2010 to complete and connect ready for Eskom inspection.

Bank account services are high, it is minuted and approved that the reintroduction of cash deposit bank charges are to be debited to the clients account.

Minuted and approved by the Directors that a Letter is to be written by the attorney to the City of Johannesburg Water Department requesting the written document and authorizing the removal of the bulk water meter and a replacement there of as the homeowners have not been billed for water for the past 6 months.

Mr Rossouw 2372 requested an extension of the wall between 2371 and 2372 as per the regulations of the Architectural Rules and guidelines. The Directors approved and minuted the approval requesting that the rules and regulations are adhered to with regards to building material.

Carol to action

A resolution has been passed by the Directors giving Carol Crocker the Estate Manager permission to RICA the homeowners and guards cell phones.

A resolution has been passed by the Directors giving Varian Rossouw and Chris Buyskes permission to sign any forms needed for insurance claims.

The AGM has been set for the 1st week in December 2010 Thursday 2nd at 6.30pm venue is to be announced. Budget proposal will be sent for approval. The AGM is to be confirmed for availability.

The meeting adjourned at 19:20

Chairman

Date.

Westbrook Homeowners Association Directors Meeting 8 November 2010

REPORT BACK ON PREVIOUS MEETING 11 October 2010

- 1) Spikes progress at boom gate
- 2) Letter was sent advising of the reopening of the out gate from 6am to 8am
- 3) Sheriff of the court delivered all summonses
- 4) Fine for transgressing the Rules and Regulation has been paid
- 5) Jacuzzi at 2350 was authorized by the directors