

## WESTBROOK HOMEOWNERS DIRECTORS MEETING HELD AT 2111 WESTBROOK ESTATE 17/12/2009

**Meeting called to finalise payment. Meeting commenced 18h00**

### Apologies

Attie Wilcocks  
Chris Buyskes

### Attendance

Vuyo Mini (Chairperson)  
Salona Govender  
Priscilla Kobe  
Reason Mkhathshwa

- 1) A debt collection agent must be investigated and reported back to the board by the 15<sup>th</sup> January 2009. Sub-committee Reason and Priscilla.
- 2) Estate Manager must follow up on why October and November the levies are not showing on the site.
- 3) A request from the guards on salary payment before Christmas: The decision taken by the board is to negotiate if there is no money in the bank. A suggestion from the Estate Manager is to read the meters on Friday 18<sup>th</sup> December 2009 and get the statements with the levy increase by Saturday 19<sup>th</sup> December 2009.
- 4) The Estate Manager has been requested to inform the Owners with tenants that the water bill for the tenants will be the responsibility of the owner and will be billed to them together with their levy accounts this is to avoid nonpayment and standardize the accounts.
- 5) The sub- committee elected at the Special General Meeting will investigate the issue of individual reading for water must still go to the Municipality to investigate the matter.
- 6) The directors present at the meeting looked at ways to revamp the security in 2010. A suggestion was made to possible get an independent security firm to guard our estate.
- 7) Negotiations must be made to with our creditors to place everyone on 30 days and make them aware that this is how the accounts will be paid.
- 8) Reason requested a plan of the Estate be made available to him so we can make arrangements to build a proper entrance to the estate.
- 9) The directors short term is to get things up and running .
- 10) The Estate Manager has been given permission to get quotes from Manfred to remove the security light wires from the old office to the guard house and take one security light from the guard house at the bottom of the property and place it in the grave yard area.
- 11) The Estate Manager was given permission to purchase torch, and airtime for usb stick (Vodacom) for the office.