

Von
wielligh
Property Management

Ons verw / Our ref

R VON WIELLIGH/ew/BRIGADOON

U verw / Your ref

ANNUAL MEETING
2015

Datum / Date

14 NOVEMBER 2015

**THE OWNER
BRIGADOON HOME OWNERS ASSOCIATION**

RE: THE HOME OWNERS ASSOCIATION OF BRIGADOON – ANNUAL GENERAL MEETING

We refer to the Annual General Meeting held on **14 NOVEMBER 2015** of the Home Owners Association and attach the following for your safekeeping:

1. Minutes of the Annual General Meeting;
2. Approved Budget; and
3. Approved Levy Schedule

Regards,

VON WIELLIGH PROPERTY MANAGEMENT

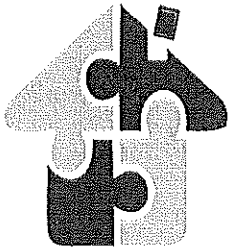
Deeltitel Administrateurs

Sectional Title Administrators

178 Joubert Street, Rustenburg, 0300

• Postnet Suite 4879, Private Bag X82323, Rustenburg, 0300

Tel: 014 592 5919 • Faks/Fax: 014 592 5839 • E-pos/E-mail: accounts2.vpm@telkomsa.net



Von
Wielligh
Property Management

Our reference : RVW/IM/EW
Your reference : BRIGADOON ESTATE
Date : 16 NOVEMBER 2015

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HOME OWNERS' ASSOCIATION OF BRIGADOON ESTATE

DATE : SATURDAY, 14 NOVEMBER 2015
TIME : 10h00
VENUE : CONFERENCE ROOM, WIGWAM HOTEL, RUSTENBURG 0299

1. WELCOMING:

The Chairperson, Mr Rudi Bingle, opened the meeting with prayer, welcomed everybody and introduced all parties present.

2. ESTABLISHMENT OF QUORUM:

THIRTY (30) owners were present and **TWO (2)** were represented by proxy, as per the attendance register. In accordance with Memorandum and Articles of Association of the Home Owners' Association, a quorum was present and the meeting was declared duly constituted and proceedings commenced as per the Agenda.

VPM

Also present:

R Von Wielligh - Von Wielligh Property Management
I Muir - Von Wielligh Property Management

Apologies:

T Long

3. CONSIDERATION OF MINUTES OF PREVIOUS MEETING:

The minutes of the Annual General Meeting held on **21 June 2014** were tabled, accepted as read and approved by the meeting.

VPM

4. CHAIRMAN'S REPORT:

4.1 General:

4.1.1 Acknowledgements:

The Chairperson reported that the trustees together with Von Wielligh Property Management had come through a difficult year admirably, considering the passing of Hans Marx and the Wigwam Hotel being placed under liquidation. He thanked Mr Retief von Wielligh and his team, stipulating that he trusted the relationship would grow in years to come.

4.1.2 Security:

During the past year we changed from Granite Security Services to Oracle Protection Services. Initially the same guards were offered positions with the new company but most of them have subsequently left. Oracle has since then recruited other guards, who seem to perform adequately. Michael and Gabriel are the site managers on day and night shift.

Oracle also has a reaction unit and offers an integrated alarm monitoring system at a monthly cost of R350-00.

4.1.3 Refuse:

The Chairperson reported on the refuse removal and the system utilised with Easy Skips. Mention was made of the R80-00 paid only by owners who have built and utilised the refuse facility whereas the municipality charges all land owners for refuse removal. The monthly cost amounts to R8 000.00, whilst we only retrieve R3 800.00 from the owners who are currently contributing towards this service. Due consideration will be given to this matter in the new year.

4.1.4 Water Care Works:

The water care works was generally well maintained throughout the year and a general overall was undertaken by *Trecoveer* and regular monthly maintenance is also done. Home owners contribute R3 680.00 whilst the monthly costs amount to R8 550.00. The water care works can effectively accommodate over 600 households and we could proactively advertise this to interested parties as this could provide additional income.

4.1.5 Auction:

The perimeter and boundary lines were explained to all concerned. For auction purposes the estate will be divided into 3 sections: (1) Hotel and Golf Course (including water works and sewerage) (2) Individual Stands and (3) Points 1 and 2 combined. Altogether, these still form one property. Purchase of stands is imminent and posters display adverts for 1 December 2015 which includes the hotel and 46 stands.

4.2 Water Supply:

Water supply to the estate remains a challenge. The water for the estate comes from boreholes but it remains vulnerable when power failures occur as there would only be sufficient supply for approximately 16 hours. The pumps have been serviced and the possibility of obtaining an emergency generator system to maintain consistent water supply has been evaluated. Main storage dam levels also need to be monitored regularly.

Von Wielligh Property Management is now managing the estates water and ensuring effective water management and payments to municipality.

Norman, a previous Wigwam employee, has been sourced as a general worker to assist with water leaks and general maintenance.

VPM

VPM

<p>Water should be checked every 6 months for quality control purposes.</p>	VPM									
<p>4.3 <u>Maintenance:</u></p> <p>Road maintenance is deemed necessary but is an expensive process. There will be carefully budgeted to ensure adequate maintenance occurs.</p>	VPM									
<p>4.4 <u>Garden services:</u></p> <p>Clearing of bush and cutting of grass is an on-going process. The Chairperson reminded owners and individuals that are in the process of building to keep the areas tidy and clean and not to dump rubble on vacant stands but rather all building rubble can be dumped on a large excavation on the eastern side, which will eventually closed off. Owners also requested the area next to the Easy Skips to be tidied up, also to purchase a net to prevent the rubbish from blowing out of the skips. All rubbish should be sealed in black bags before being disposed of.</p> <p>The Easy Skips are readily available for disposal purposes of all common garden refuse and are fetched on a regular basis.</p>	VPM									
<p>5. <u>CONSIDERATION OF AUDITED FINANCIAL STATEMENTS:</u></p> <p>The Audited Financial Statements for the year ended 28 February 2015 were tabled. After discussions the Annual Financial Statements were approved by the members present at the meeting and the Trustees were authorised to sign statements on behalf of the Home Owners' Association.</p>	VPM									
<p>6. <u>CONSIDERATION AND CONFIRMATION WITH OR WITHOUT AMENDMENT OF THE BUDGET FOR THE ENSUING FINANCIAL YEAR:</u></p> <p>The attached budget was discussed and approved by the meeting. The meeting then resolved that the monthly levies will subsequently not be increased currently but will be re-visited in February 2015 when possible increases will be discussed.</p>	VPM									
<p>7. <u>APPOINTMENT OF AUDITOR:</u></p> <p><i>DVS AUDITORS</i> were re-appointed as Auditors for the ensuing financial year.</p>	VPM									
<p>8. <u>TRUSTEES:</u></p> <p>The Chairperson is of the opinion that it is a good practice to only nominate potential members who already live in the estate. This way we will maintain a certain level of interest.</p> <p>The current trustees were all re-elected for the ensuing year and it was felt that no extra members were necessary currently.</p>										
<p>8.1 <u>Determination of number of trustees:</u></p> <p>The number of trustees was determined at EIGHT (8) persons.</p>	VPM									
<p>8.2 <u>Election of trustees:</u></p> <p>The following persons were nominated and unanimously elected as trustees for the ensuing year:</p> <table data-bbox="319 1926 877 2038"> <tr> <td>R Bingle</td> <td>-</td> <td>Chairperson</td> </tr> <tr> <td>J Vermeulen</td> <td>-</td> <td>Trustee</td> </tr> <tr> <td>T Long</td> <td>-</td> <td>Trustee</td> </tr> </table>	R Bingle	-	Chairperson	J Vermeulen	-	Trustee	T Long	-	Trustee	VPM
R Bingle	-	Chairperson								
J Vermeulen	-	Trustee								
T Long	-	Trustee								

S Breytenbach - Trustee
E Henning - Trustee
R van der Wal - Trustee
A Sekotlo - Trustee
W Loots - Trustee

9. **RESTRICTIONS / DIRECTIVES IN TERMS OF SECTION 39:**

The trustees were given the authority to enhance the common areas in the complex. They are authorized to carry out improvements in the ensuing financial year up to an amount of **R100,000.00**. Should they foresee that the cost of the improvements will exceed R100,000.00 they need to convene a Special General Meeting to obtain permission from the owners to exceed that amount.

VPM

10. **DETERMINE THE DOMICILLIUM CITANDI ET EXECUTANDI:**

The address of Von Wielligh Property Management will be the address of the Home Owners' Association of Brigadoon Estate for the ensuing financial year:

The Home Owners' Association – Brigadoon Estate
C/o Von Wielligh Property Management
178 Joubert Street
Rustenburg
0299

11. **SPECIAL MATTERS:**

These will be determined once the sale of the Wigwam and hotel has been completed.

12. **ADJOURNMENT:**

With no further matters for discussion, the meeting adjourned.

SIGNED AT RUSTENBURG ON THIS _____ DAY OF _____ 2015.

CHAIRPERSON

MANAGING AGENT



Von Wierlich
Property Management

HOME OWNERS
ASSOCIATION

BRIGADOON

HUISEIENAARS-VERENIGING

VOLMAG / PROXY

I, the undersigned, owner of the Full title unit as indicated, hereby appoint:
Ek, die ondergetekende eienaar van die Voltitel eenheid soos aangedui, stel hiermee aan:

CHAIRMAN

as proxy to vote and speak on my behalf
om namens my te praat en te stem op

at the general meeting to be held on 14/11/2015 and at any adjournment thereof.

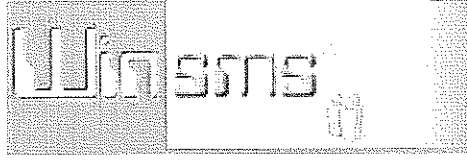
die algemene vergadering wat gehou word op _____ en enige opvolgvergadering daarvan.

NAME T. D. Loner
NAAM _____

UNIT 76
EENHEID _____

SIGNED AT RUSTENBURG THIS 12 DAY OF NOVEMBER 2015.
GETEKEN TE _____ HIERDIE _____ DAG VAN _____


SIGNATURE
HANDTEKENING



www.winsms.co.za

WinSMS Inbox Report

From Name :
From Cell Number : 27826554053
Date/Time Received : 2015/11/12 16:05

Message Received

Please accept my apologies for Saturday's home owners meeting.thanks R.schild.



**COST ANALYSIS AND PROPOSED BUDGET 2015 // 2016
BRIGADOON**

Description	Budget 2014/2015	Current Average Cost	Proposed Budget 2015/2016	Proposed Budget 2015//2016 pm
Income:				
Insurance Payment Received		21610		0
Interest Received		226045		0
Levies Received - Normal	1980000	1860000	2284800	190400
Levies Received - Special				0
Building Deposits		75000		0
Refuse Handling		22080	44160	3680
Sewerage Removal			49980	4165
Water Income			420000	35000
Total Income	1980000	2204735	2798940	233245
Audit Fees:	13000	16576	18235	1520
Auditors Remuneration	13000	16576	18 235	1520
Admin & Management Fee:	121142	112485	123508	10292
Admin Fee	103980	94536	103 980	8665
Admin Fee - Vat	14558	13235	14 558	1213
Admin Fee - Backup Fee	240	180	240	20
Postage	264	115	180	15
Meeting Attendance Fee	2100	4419	4 550	379
Bank Charges:	3429	2982	3280	273
Bank charges	3429	2982	3 280	273
Garden Service & Refuse Removal:	322429	436038	600000	50000
Garden service: Maintenance	322429	436038	600 000	50000
Legal & Professional Fees:		5055	6 000	500
Legal Fees		5055	6 000	500
Maintenance & Repairs:	179600	84720	423 000	35250
Building & Roads	42000	64521	180 000	15000
Electrical	54000		54 000	4500
Fire Equipment	5000		15 000	1250
Gate & Fence	75000	15649	120 000	10000
Plumbing	3600	4550	54 000	4500
Municipal Charges: (Pumps Borehole)			155 836	12986
Basic Electricity			3 540	295
Electrical Consumption			90 000	7500
Interest			49 200	4100
Vat			13 096	1091
Security Charges:	1008000	859443	1440000	120000
Security Company (Oracle)	1008000	859443	1 440 000	120000
Salaries:	180000	0	0	0
On Site Manager	180000			0

Sundry Expenses:

	152400	14952	29 081	2423
Stationery & Printing	1315	3736	4 500	375
Telephone & intercom	5697	4642	5 200	433
Venue Hire				0
Other Expenses	50400	6574	7 230	603
Website Maintenance			6 840	570
Reserve Funds	94988		5 311	443
UIF				0
Total Expenses	1980000	1532251	2798940	233245
Net surplus / deficit	0	672484	0	0

Levy proposal as requested by the Board of Trustees:

100 Units = R1904 per unit per month

CURRENT LEVY 2014 // 2015

UNIT	LEVY
132	R 1 100.00
133	R 1 100.00
134	R 1 100.00
135	R 1 100.00
136	R 1 100.00
137	R 1 100.00
138	R 1 100.00
139	R 1 100.00
140	R 1 100.00
141	R 1 100.00
142	R 1 100.00
143	R 1 100.00
144	R 1 100.00
145	R 1 100.00
146	R 1 100.00
147	R 1 100.00
148	R 1 100.00
149	R 1 100.00
150	R 1 100.00
TOTAAL	R 165 000.00

PROPOSED LEVY 2015 // 2016

UNIT	LEVY
132	R 1 140.00
133	R 1 140.00
134	R 1 140.00
135	R 1 140.00
136	R 1 140.00
137	R 1 140.00
138	R 1 140.00
139	R 1 140.00
140	R 1 140.00
141	R 1 140.00
142	R 1 140.00
143	R 1 140.00
144	R 1 140.00
145	R 1 140.00
146	R 1 140.00
147	R 1 140.00
148	R 1 140.00
149	R 1 140.00
150	R 1 140.00
TOTAL	R 171 000.00

VARIANCE

VARAINCE
R 40.00
R 40.00
R 40.00
R 40.00
R 40.00
R 40.00
R 40.00
R 40.00
R 40.00
R 40.00
R 40.00
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R 6 000.00