

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE HOMEOWNERS' ASSOCIATION OF
BRIGADOON ESTATE THAT WAS HELD ON SATURDAY, 23 NOVEMBER 2019 AT 10:00
AT THE WIGWAM HOTEL, REX ROAD, RUSTENBURG**

PRESENT:

Unit 7 : Wigwam Property Fund PTY LTD (Units 7, 62 – 64, 117, 118, 120 – 127, 131 – 134,
137 – 139, 142, 144, 145,
Unit 20 : R P Bingle
Unit 28 : A Stokes
Unit 29 : GM Mogamisi
Unit 37 : RJ & S Dekker
Unit 41 : GJ & C Vermeulen
Unit 45 : G Mee
Unit 58 : JC & E du Plessis
Unit 59 : L & SI Richardson
Unit 76 : TD Long
Unit 77 : CS & AM Cilliers
Unit 79 : JI Britten
Unit 80 : MC Moalusi
Unit 84 : JH Kleyn
Unit 85 : JC & E du Plessis
Unit 93 : Stenwill Trust
Unit 98 : JP le Grange
Unit 111 : R P Bingle
Unit 112 : Stenwill Trust
Unit 113 : Ramoremi Trading & Projects CC (Units 113 – 115, 148 – 150)
Unit 150 : B Cussons
T Fischer - Property Manager, Von Wielligh Property Management

Proxies received:

7, 22, 51, 55, 56, 62, 63, 64, 103, 107, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 131,
132, 133, 134, 137, 138, 139, 142, 144, 145.

Apologies:

The J & A Residence Trust
EJA Saayman
Ronald Schild Trust

1. Welcoming:

The Chairperson (Mr R Bingle) opened the meeting and welcomed everybody present.

2. Establishment of Quorum:

The Owners present together with proxies totalled **EIGHTY (80)** which constituted a quorum and met the requirements of the meeting to commence and decision making to be legal and binding.

3. Approval of Minutes of Previous Meeting:

The minutes of the Annual General Meeting held on **17 November 2018** were tabled, accepted as read and approved by the meeting.

4. Chairperson's Integrated Report:

4.1 Acknowledgements:

The Chairperson expressed his gratitude to the Trustees for their support over the past year and for sharing experience and skill in order to improve estate living for all. The positive attitude of *Wigwam Development* executives to enter into dialogue is very striking and more so on matters of mutual interest. This is very fitting and advantageous

considering the importance of relationship building.

The Managing Agent has now moved one level up and once again proved that they are capable to balance the requirements of **Brigadoon Estate**. Finally, the Chairperson thanked the homeowners for entrusting the committee with the leadership of **Brigadoon Estate**.

4.2 **Focus:**

By means of slideshow the Chairperson shared the strategic focus of the committee and explained that failure in any of the three areas namely security, water supply and sewerage treatment will impact severely on the estate and the immediate surroundings.

4.3 **Security:**

The monthly expenditure on security is elevated when compared to similar sized developments elsewhere and currently amounts to 60% of the total monthly levy income.

Brigadoon Estate provide essentials like camera coverage, perimeter beams and lighting as well as backup emergency generator to improve the effectiveness and efficiency of the guarding service.

Mobility of roaming guards is important and also protection from inclement weather.

Upgrading of the access control at the main gate is underway and scheduled for completion on 20 December 2019. The aim is to improve the flow through main gate area for owners and to enhance control over visitors and contractors entering the area.

4.4 **Water:**

The Chairperson explained the current water reticulation system and total expected yield by means of slide show. From his explanation it could be seen that there is a shortfall of holding capacity to cater for peak demand periods. *Wigwam Development* is responsible to introduce the additional water storage capacity and will target first quarter of 2020 for completion.

The newly constructed reservoir will certainly afford the Trustees an opportunity to carry out repair work on existing concrete reservoirs and to re-arrange pipework to ensure further flexibility in the system.

4.4 **Sewerage:**

There is a contract in place with *Techroveer* (OEM) for the maintenance, operation monitoring and performance management of the sewerage treatment plant. Recent expenditure amounted to R70 000 for the replacement of mechanical and electrical equipment in an endeavour to reinstate reliable unattended operation.

Monthly lab reports show that final effluent comply with limits of general standards to discharge into a water resource or use for irrigation purposes. The estimated sewerage run off is calculated at 80% of total sewerage flow and the newly installed flow meter indicated a daily inflow of 63 Kl/day. The design capacity of the treatment plant is 400 Kl/day.

4.5 **New Build:**

Six of the fourteen houses under construction has been completed and the new owners already moved in. On the radar is another four show type houses and four private dwellings to be constructed.

There is a growing interest for vacant stands at **Brigadoon** and the expectation is that we will soon see twenty plus houses being constructed every year going forward.

The meeting approved the construction of carports provided it follows certain guidelines to ensure the aesthetics remain in place

4.6 **General:**

The Chairperson explained that the fibre installation to the Estate is complete and that owners who has been indecisive at commencement of the project can apply directly to the service provider for a fibre network point. It appears that those who already subscribed are satisfied with the fast and stable connectivity.

Wigwam Development offered solar power installation to homeowners who wish to go off grid. Owners can contact them directly for quotes in this regard.

Manhole covers in and around the Estate is not up to standard and will be scheduled for replacement in the first quarter of 2020. The heavy and difficult to manoeuvre concrete covers will be replaced with lighter steel type covers.

The HOA requested homeowners to maintain servitudes so as to ensure there is easy access to manhole covers and isolating water valves for maintenance and repair work.

An audit of all empty stands revealed that there is termite activity in the area and that termite control is necessary to prevent further infestation. A pest control company was contracted to treat all infected areas. This treatment must be applied yearly.

Maintenance in and around the perimeter areas is ongoing.

The emergency generator at the main gate has started 307 time since initial commissioning and the total run hours show 657.

5. **Consider Annual Financial Statements:**

The audited financial statements for the year ended **28 February 2019** were presented to and accepted by the meeting.

6. **Approve Budget for the ensuing financial year:**

The cost analysis and proposed budget show that there is a shortfall of funds. The Chairperson suggested a R130 increase in levy to cover increase in guarding cost, treatment of termites and unplanned expenditure on repair/upgrade. The meeting approved a **R1 430** per month levy effective from **1 February 2020**.

7. **Appointment of Auditors:**

The meeting authorised that **DE VAN STADEN AUDITORS** may be appointed as auditors for the ensuing financial year.

9. **Directors:**

9.1 **Determination of number of Directors:**

The number of Directors remain unchanged at 10.

9.2 **Election of Directors:**

One new member was elected:

- Mr Johann Klein replaced Mr T Bushnall who stepped down.

10. **New matters:**

10.1 **New members:**

There was a request that VPM included the latest set of minutes of the HOA in the welcome pack for all new members.

10.2 **Speeding:**

The chairperson requested that drivers making themselves guilty of speeding must be reported to the trustees for action. It was suggested that static speed indicators that

shows the speed of oncoming traffic to drivers be put up in areas where speeding is likely to occur. It was decided to name and shame speeding drivers.

10.3 Tidy Building Sites:

Building sites are not tidy and a concerted effort will be made to fix before the builders break mid December 2019.

10.4 Dogs and Cats:

With dogs and cats becoming a nuisance to some members, it was said that owners of dogs and cats should control their pets. The owners of dogs and cats are referred to paragraphs 8.1 and 8.6 of the Conduct Rules.

The number of dogs in the estate has increased significantly with the result that it is becoming a nuisance to immediate neighbours from early morning hours and carry through to late evenings. Not only are complaints received of dogs barking but also dogs roaming around and defecating in neighbours' gardens and urinate on the patio areas. Owners must take care of their pets.

10.5 Whatsapp Group:

It was requested and approved that the official language for the Whatsapp group shall be English.

10.6 Kids throwing eggs at Units:

It was reported that kids were found throwing eggs at houses. Although this may be mischief, some windows were broken. Parents were requested to reprimand their children to stop this behaviour.

11. Adjournment:

With no more matters for discussion, the meeting adjourned.

Signed at RUSTENBURG on this _____ day of _____ 20____.

CHAIRPERSON

MANAGING AGENT