

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE HOMEOWNERS' ASSOCIATION OF
BRIGADOON ESTATE THAT WAS HELD ON SATURDAY, 28 NOVEMBER 2020 AT 10:00
AT THE WIGWAM CONFERENCE HALL, REX ROAD, RUSTENBURG**

PRESENT:

BD004 : Demoscon CC
BD005 : Sekotlo-Trading CC
BD006B : WF Jansen
BD007A : Wigwam Property Fund (Pty) Ltd
BD008A : Chrocorp (Pty) Ltd
BD009 : V Van der Merwe
BD0010 : DA Botha
BD012A : The WJL Family Trust
BD0013 : Fanus Botha Familie Trust
BD015C : P & BP Moetlhoa
BD018 : P Cornelius
BD019 : P Cornelius
BD020 : R P Bingle
BD023B : JF & DM Malan
BD026 : Barhub Global Inv (Pty) Ltd
BD027 : Barhub Global Inv (Pty) Ltd
BD032B : CM & CR Van der Wal
BD033C : HP & C Breitenbach
BD037A : RJ & S Dekker
BD043 : Vanina Trust
BD044A : Stoney River Properties 253 CC
BD045 : G Mee
BD49B : K Tolo
BD051 : Wigwam Property Fund (Pty) Ltd
BD053B : IM Van Rooyen
BD054B : IM Van Rooyen
BD058C : Ramoremi Trading and Projects (Pty) Ltd
BD059B : L & SI Richardson
BD060C : BP Havenga
BD061 : I Steyn (HMRC)
BD062A : Wigwam Property Fund (Pty) Ltd
BD063A : Wigwam Property Fund (Pty) Ltd
BD064A : Wigwam Property Fund (Pty) Ltd
BD068 : DJ Coetzee
BD076 : TD Long
BD079 : JI Britten
BD081 : GP Booyesen
BD083A : JZ & FA Engelbrecht
BD084A : JH Kleyn
BD093A : Stenwill Trust
BD097 : Ronald Schild Trust
BD100 : Ronald Schild Trust
BD107 : JJ & EE Henning
BD112 : Stenwill Trust
BD111 : R P Bingle
BD112 : Stenwill Trust
BD113A : Ramoremi Trading & Projects CC
BD114A : Ramoremi Trading & Projects CC
BD115A : Ramoremi Trading & Projects CC
BD116A : CG Stylianou
BD117A : Wigwam Property Fund (Pty) Ltd
BD118A : Wigwam Property Fund (Pty) Ltd

BD120A : Wigwam Property Fund (Pty) Ltd
 BD121A : Wigwam Property Fund (Pty) Ltd
 BD122A : Wigwam Property Fund (Pty) Ltd
 BD123A : Wigwam Property Fund (Pty) Ltd
 BD124A : Wigwam Property Fund (Pty) Ltd
 BD127A : Wigwam Property Fund (Pty) Ltd
 BD129 : CJ Van Niekerk
 BD131A : Wigwam Property Fund (Pty) Ltd
 BD132 : Wigwam Property Fund (Pty) Ltd
 BD133 : Wigwam Property Fund (Pty) Ltd
 BD134 : Wigwam Property Fund (Pty) Ltd
 BD137A : Wigwam Property Fund (Pty) Ltd
 BD138A : Wigwam Property Fund (Pty) Ltd
 BD139A : Wigwam Property Fund (Pty) Ltd
 BD143 : JA Richter
 BD144A : Wigwam Property Fund (Pty) Ltd
 BD145A : Wigwam Property Fund (Pty) Ltd
 BD147 : W & H Sharpe
 BD150A : Wigwam Property Fund (Pty) Ltd
 A de Lange - Property Manager, Von Wielligh Property Management

Apologies and Proxies received:

BD011C	: NW Loubser	Proxy ifo L Cussons
BD013	: Fanus Botha Familie Trust	Proxy ifo L Cussons
BD022A	: The J & A Residence Trust	Proxy ifo R Bingle
BD023B	: JF & DM Malan	Proxy ifo L Cussons
BD055B	: B Van Aswegen	Proxy ifo Z Engelbrecht
BD056B	: B Van Aswegen	Proxy ifo Z Engelbrecht
BD074	: MJ Slabbert	Proxy ifo G Vermaak
BD077A	: CS & AM Cilliers	Proxy ifo Z Engelbrecht
BD080C	: MC Moalusi	No proxy submitted
BD081	: GP Booysen	Proxy ifo L Cussons
BD0150	: Bernard Cussons	Proxy ifo L Cussons
All Wigwam Property Fund (Pty) Ltd properties		Proxy ifo Z Engelbrecht

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 **SEVENTY-TWO (72)** 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 **23 November 2019** were tabled, with the following matters arising:

3.1 Dogs and cats:

Note was taken that the issue of dogs has not been resolved and remain on agenda for discussion.

3.2 Speeding in the Estate:

Mr R Bingle reported that speed humps have been installed at the bottom end of *Korrielog Circle* where there is limited view for oncoming traffic. Speeding is on the agenda for further discussion.

- The minutes were accepted as a true and correct reflection of proceedings and was subsequently signed.

4. **Chairperson's Integrated Report:**

Mr R Bingle (Chairperson) delivered the Integrated Report to the meeting with supporting documentation and slides:

4.1 **Acknowledgements**

The Chairperson expressed his gratitude to the Trustees for their support to successfully overcome the challenges in very demanding times and said their contribution maintained the credibility of the HOA with benefit to all at **Brigadoon Estate** owners.

The dedication of the *Wigwam Property Fund (Pty) Ltd* development executives to turn the development into a success and their readiness to compromise on the odd occasion is very reassuring.

VPM's attentiveness shown towards balancing **Brigadoon Estate's** requirements makes for a successful managing agent.

Finally, the Chairperson thanked the homeowners for entrusting the committee with the leadership of **Brigadoon Estate**.

4.2 **Focus**

The Chairperson explained that every year he shares the strategic focus of the committee whose members are now highly skilled and experienced in the needs for the Estate so this time round it was decided to rather shift the focus to what is needed for the individual to remain positive about his/her investment.

By means of a slideshow he covered a few aspects across wide spectrum and collapsed it into three key elements namely **security, infrastructure** and **tranquillity**.

4.3 **Security**

The security aspects currently in place may not qualify the security system as being **first class** but at least it can be regarded as **prime** considering the levy contribution for living at **Brigadoon Estate**. Aspects such as single access control point with roller shutter doors that can isolate the entrance and exit at night-time, central control room manned 24/7 for cameras, perimeter beams and electric fence functionality, security guarding service enhanced with dog patrollers all in radio contact, perimeter and street lighting and an emergency generator installation to uphold the operation and functionality of the system when power interruptions occur are all in place.

As a further enhancement, a project is currently underway to split vehicle and pedestrian interaction at the main entrance area. Domestic, gardeners and permanent staff and contractors using public transport will enter the Estate through separate access control point specifically designed for pedestrian control.

4.4 **Infrastructure**

4.4.1 **Access Roads**

The public roads from all the main routes leading to **Brigadoon Estate** is safe to travel on with minimum civil disturbance.

4.4.2 **Power Supply**

The municipal power supply into the Estate is unreliable at this stage but a total electrical network upgrade is approved and work already commenced on sections of

the network that will report to a new distribution substation scheduled for completion 2022. In the interim we can expect the power supply to improve gradually.

The emergency generator supplying perimeter lights, cameras, perimeter beams and main gate power when power interruptions occur, has started 143 times during the year with an hour meter recording of 386. A significant saving can be shown on diesel and maintenance of the equipment when the power supplies become reliable again.

4.4.3 Water Supply

The water reticulation system and the supply are stable with adequate total guaranteed yield even during a dry period. However, any expansion beyond the original approved village foundation will constraint the water supply and require a significant upgrade of the existing storage capacity to ensure adequate supply during peak demand periods. Maintenance requirements and unplanned failures need to be taken into consideration when planning for further expansions at the senior village. On the radar for 2021 is an additional 110 KI storage dam to facilitate repair work to be undertaken on the existing concrete storage dams.

4.4.4 Watercare Works

An all-inclusive sewerage system comprising of sewerage pump station and sewerage treatment plant is in operation on a singular site but at different locations. Electrical and mechanical repair work is undertaken at regular intervals with very little flexibility in terms of scheduled shutdowns.

A contract is in place with *Techroveer* (OEM) for the maintenance, operation monitoring and performance management of the sewerage treatment plant which operates unattended.

Monthly lab reports show that final effluent comply with all the limits of general standards to discharge into a water resource or use for irrigation purposes. The daily inflow of 63 KI/day is well below the design limit of 400 KI/day.

4.4.5 Refuse Removal

It was decided to increase the frequency of refuse removal to three times per week with only one skip on site which work better than having multiple skips with less frequent service.

4.4.6 Fibre Reticulation

The installation of a fibre network for ***Brigadoon Estate*** is complete. All new dwellings will be equipped with a fibre connection point and the owner can request activation for a monthly fee.

4.5 Tranquil Environment

Inside the estate and immediate surrounding areas there was no incidence of civil disturbance.

After hours the noise levels are exceedingly reduced from what one can expect if living in town. During working hours there is new build underway, so noise levels are temporary elevated in certain areas and justifiably so.

Ample opportunity exists for an active lifestyle i.e., walking, jogging and cycling. The environment within the outer perimeter is safe. The roads inside the estate are branded as child friendly and speed limit is 40 Km/h.

5. General

Major expenditure for the year as follows:

Security	R1 370 000
Maintenance & Infrastructure	R 507 000
Access Control	R 84 000
Manhole Covers	R 88 400
Speed Humps	R 64 600

Manhole Covers

Manholes accommodating power and fibre networks are in the process of being upgraded. The expenditure of R88 400 was justified from a safety aspect as well as maintaining reliability of the networks. Going forward a further expenditure of R120 000 is on the radar and dependant on availability of funds.

Speed Humps

The HOA approved the installation of 3 speed humps at the bottom corner of *Korrielog Circle* where there is limited view for oncoming traffic. The total expenditure of the installation amounted to R 64 000. There was also an expectation that this construction will influence people to drive responsibly and stick to the speed limit. However, some owners complained that the construction of speed humps only diverted the traffic and that the speeding issue is not resolved

Mr Engelbrecht expressed an opinion that rules make sufficient provision to manage speeding and compliance with such and that the prime focus should be to change behaviour instead of constructing any further speed humps

Residents were requested to become involved and address the speeding in person if at all practical to do so. It may well be that visitors to the estate are the basic cause of the problem

Dogs

The issue of dogs being a nuisance to some residents have resurfaced and it is clear that not all is under control. The owners of pets have been requested to be responsible in this regard and consider the neighbours who might be sensitive to noise from dogs barking when left solo during the day.

6. Brigadoon Development

At the moment there are 63 houses in the Estate. A further 11 new builds are underway and scheduled for completion May 2021. The aim going forward is to maintain the momentum with new builds and judging by the amount of interest shown to invest in the area it is possible to even grow this number. *Wigwam Property Fund (Pty) Ltd* have 15 empty stands available for new build and the remainder belong to private individuals.

Mr Z Engelbrecht reported that the capital layout from *Wigwam Property Fund (Pty) Ltd* almost doubled over the past three years in respect of infrastructure which resulted in a positive outlook from financial institutions when considering the granting of bonds. Further enhancements/improvements will be shared with **Brigadoon HOA** on an ongoing basis.

7. Consider Annual Financial Statements:

The meeting accepted the audited financial statements for the year ended **28 February 2020**

8. Approve Budget for the ensuing financial year:

The Proposed budget for the ensuing year was presented. The Chairperson suggested a R130.00 per month increase to cover envisaged increase in service and maintenance cost and to be able to continue with certain upgrades. The meeting approved a levy of **R1 560.00** per month effective from **1 March 2021**.

Owners requested the invoicing for water and sewerage to be split away from levies and refuse removal so as to afford the flexibility of paying additional amounts to specific accounts. VPM to arrange accordingly.

Mr W Loots raised a question why certain upgrades to the sewerage plant were being paid for by **Brigadoon HOA**. Mr R Bingle responded by saying that the service level agreement with

Techroveer was in the interest of the owners and being managed accordingly. He further emphasised that reconciliation of shared cost {**Brigadoon HOA** and *Wigwam Property Fund (Pty)Ltd*} is carried out continuously.

A question was raised in respect of who will be paying for the additional management of the pedestrian access. Mr Z Engelbrecht responded that *Wigwam Property Fund (Pty) Ltd* and Brigadoon can share the security cost similar to what is in place for control room operators. There was no objection to this response.

9. Appointment of Auditors:

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

10. Directors:

10.1 Determination of number of Directors:

The number of Directors was revised to 11.

10.2 Election of Directors:

Mr L Cussons was elected to join the current Board of Directors:

- Mr R Bingle
- Mr S Breitenbach
- Mr T Long
- Mr J Vermeulen
- Mr W Loots
- Mr R van der Wal
- Mr J Kleyn
- Mr A Sekotlo
- Ms E Henning
- Mr Z Engelbrecht
- Mr L Cussons

11. New matters:

11.1 Pedestrian Access control:

A separate access control for domestics, gardeners, permanent staff and contractors is on the radar for 2021. The Chairman informed that for safety reasons it was decided to remove pedestrians from vehicle lanes and introduce a separate access for workers making use of public transport. The necessary changes to the main gate building have been completed and the next phase is to install a biometrics system for access control. Once the system is fully operational it is the responsibility of the owner to inform the main gate if any worker has left their service so as to maintain integrity of the system.

At minimal cost, it is possible to introduce a card system for contractors. The cost of cards will be invoiced to the contracting company and supervisors of the respective companies will be responsible to arrange the necessary access with main gate security.

11.2 Brigadoon Golf and Country Estate:

Mr Z Engelbrecht said that the estate agents continue to market **Brigadoon Estate** as a **golf estate** and the same goes for the *Wigwam Retirement Village*. As the current owner and developer, it must be clear that it is not financially viable to reinstate a golf course considering the number of units on the property versus the capital outlay required. Mr Bingle added that the design layout of **Brigadoon Estate** is for 150 stands and will remain as such. He continued saying that the water supplies at the moment are not sufficient to maintain a golf course.

Mr Engelbrecht said that as an alternative to a golf course the meeting could consider a driving range near the main entrance area. There was no real objection to the proposal and more a worry that public access through main gate area will be a challenge and will significantly impact the security measures currently in place. Mr Engelbrecht needs to submit a formal proposal to the HOA for consideration before initiating any such plan.

With confirmation that a golf course is off the cards, it would be sensible to consider a name change. A name change to **Brigadoon Lifestyle Estate** will have no impact on the registered name or official documentation and will eliminate any confusion around the marketing strategy going forward. There was no objection from the meeting for a name change.

11.3 Estate Living:

Each Estate offers something unique for its residents to appreciate and enjoy. At **Brigadoon Estate / Wigwam Retirement Village** it is possible to craft a lifestyle which embrace elements of nature. Introducing small game to the area can only enhance the prevailing opportunities that exist. Mr Engelbrecht requested that interested parties who wish to sponsor small game, meet with him afterwards.

11.4 Request to deviate from Architectural Guidelines:

There was a request to allow new build with a modernised contemporary farmhouse design. The request was to only relax on big window sizes, allow additional steelwork and concrete portions in keeping with HOA rules and regulations. There was no objection to the request provided the same approval framework is followed.

12. Adjournment:

With no further matters for discussion, the meeting adjourned.

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

CHAIRPERSON

MANAGING AGENT