



Adar Gardens Homeowners Association

MINUTES OF THE ANNUAL GENERAL MEETING OF ADAR GARDENS HOMEOWNERS ASSOCIATION HELD IN THE PARK, ADAR GARDENS, VORNA VALLEY ON SATURDAY 5 JUNE 2004 AT 11H00

1. PRESENT

As per attendance register.

2. IN ATTENDANCE

Ms. Sharon Hall – Millennium Business Services cc

3. APOLOGIES and PROXYS

Apologies and proxies received are as per the attendance register.

4. WELCOME

In the absence of the Chairman, Mr. F Bartlett opened the Meeting by welcoming all the members. He confirmed that a quorum was present, the Notice of the Meeting having been sent out in the prescribed manner and declared the meeting duly constituted and open.

5. THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

The minutes of the previous Annual General Meeting were approved. Proposed by Mr. Trollip and seconded by Ms. Tointon.

6. CONSIDERATION OF THE CHAIRMAN'S REPORT

Mr. Bartlett read the Chairman's report to the Meeting. Copies of the report are attached to these Minutes of the Meeting.

7. APPROVAL OF THE AUDITED FINANCIAL STATEMENTS

Mr. Bartlett presented the financial statements ending February 2004, and highlighted the following:

- Total income received for ordinary levies was R 88 981.00.
- Sundry income of R 2 800.00 was received for the preparation of clearance certificates, final demands etc.
- Total amount of R 674.00 was received as interest on the investment account. It was noted that this amount together with the sundry income of R 2 800.00 would be subject to income tax at 30c in the rand.
- The total expenditure for the year was R 113 724.00 with the biggest expenditure items being:

- R 56 443.00 – Maintenance, building and grounds, (R 18 266.40 for the garden, R 16 193.38 for rebuilding the outer wall and R 21 983.22 on security, being armed response, repairs to the electric fence and intercom, gate repairs and a new gate motor).
- Intercom system – R 13 336.00. It was noted that there is a large percentage of homeowners who have their cell phones linked to the intercom system, which is pushing up the Telkom account substantially. It was requested that the trustees investigate the costs per unit. It was noted by Mr. Trollip that we should not discourage cell phones, as it is a better security measure than a landline.

The financial statements were approved by the meeting. Proposed by MS. Tointon and seconded by Ms. Forster.

8. THE APPROVAL OF INCOME AND EXPENDITURE FOR THE ENSUING YEAR

- Mr. Bartlett presented a budget for the ensuing year and proposed that the levies be increased from R150.00 to R162.00 per month per unit. After a majority vote the Meeting accepted the levy of R162.00 per month, effective from 1 July 2004.
- There were also three “other” items on the budget of the ensuing year:
 - Park Improvements valued at R 15 000.00
To upgrade the park with new climbing equipment, benches etc. Accepted by majority vote.
 - Entrance Improvements valued at R 2 000.00
To upgrade the entrance to the complex with plants. Accepted by majority vote.
 - Post Boxes valued at R 5 000.00.
Now with the Post Office making street deliveries, we need to address the question of post boxes. It was proposed that one post box be installed on the boundary wall, the post deliveries can then be made into that “common” box. Accepted by majority vote.

Two payment proposals were presented to the meeting: either to increase the monthly levy to R 195.00 per month or to introduce a special levy of R300.00 to be paid over 3 months. A majority vote accepted a special levy of R300.00 to be paid over three months, starting 1 July 2004.

9. TO APPOINT AN AUDITOR FOR THE ENSUING YEAR

Mr. Bartlett proposed that Haasbroek Steyn Chartered Accountants be retained as the accountants for the ensuing. Proposed by Mr. Trollip and seconded by Ms. Tointon.

10. TO APPROVE THE REMUNERATION OF THE AUDITOR

The Meeting approved the auditor's fees of R 3,700.00 for the next financial year.

11. ELECTION OF TRUSTEES

Mr. Bartlett confirmed that nominations had been received for Mr. L Meyer, Mr. A Stephan, Ms. C Tointon, and Mr. F Bartlett. After nominations and acceptances, the following members were accepted as Trustees for the ensuing year by the Members:

- Mr. F Bartlett
- Mrs. G Foster
- Mr. L Meyer
- Mr. A Stephan
- Ms. C Tointon

12. DETERMINATION OF THE DOMICILIUM CITANDI ET EXECUTANDI

Mr. F Bartlett proposed that the Domicilium for the Adar Gardens Homeowner's Association be that of the Administrator – Millennium Business Services cc. Ms. Tointon seconded this motion.

13. GENERAL

Mr. Trollip questioned the Complex Rules, Memorandum, and the Articles of Association. Mr. Bartlett confirmed that we as a section 21 company do have all the above documentation. Each homeowner would have received a copy of the Complex Rules on purchasing the unit, but the Memorandum and Articles are available for perusal from the Administrator or a copy of each can be purchased at a charge of R 50.00 each to cover the cost of photocopying. Mr. Trollip proposed that the rules should be updated. Mr. Bartlett asked Mr. Trollip if he would be involved in updating the rules. Mr Trollip accepted.

Mr. Trollip enquired about the aesthetics of the complex with regards double stories. Mr. Stephan answered saying that double stories are allowed, but there is only certain percentage of the units which are allowed by the council to be double storey. He was unsure of the percentage.

It was proposed that a special levy be requested to cover the cost of employing an exterminator to deal with the "ant problem". Ms. Tointon said that she had had the exterminators in at a cost of about R350.00, and it was a waste of money as it did not sort out the ants. She did say that she would pass the telephone number of the exterminator on to anyone who was interested.

There being no further business to discuss, Mr. Bartlett declared the Meeting closed at 12h15.

Minuted by: **SHARON HALL**
MILLENNIUM BUSINESS SERVICES

Approved by: **FRANK BARTLETT (TRUSTEE)**
ADAR GARDENS HOMEOWNERS
ASSOCIATION