



Adar Gardens Homeowners Association

MINUTES OF THE ANNUAL GENERAL MEETING OF ADAR GARDENS HOMEOWNER'S ASSOCIATION (HOA) HELD IN THE PARK, ADAR GARDENS, VORNA VALLEY ON SATURDAY 29 JULY 2017

1. PRESENT

As per attendance register.

2. IN ATTENDANCE

Ms. Sharon Hall – Millennium Business Services cc

3. PROXYS

Unit 37	-	C Forbes
Unit 44	-	Z Pitse

4. WELCOME

The Chairman, Mr. J Hill opened the Meeting by welcoming all the members. The Notice of the Meeting was confirmed to be sent out in the prescribed manner, it was also confirmed that a quorum was present at which point the meeting was duly constituted and declared open.

5. THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

The minutes of the previous Annual General Meeting were approved by the meeting.

6. CONSIDERATION OF THE CHAIRMAN'S REPORT

The Chairman distributed the Chairman's report to the Meeting and went through it in detail after which it was approved by the meeting. - The Chairman's report is attached to these minutes.

7. APPROVAL OF THE AUDITED FINANCIAL STATEMENTS

Ms. S Hall presented the audited financial statements for the year ending February 2017. The financial statements were accepted by all present at the meeting.

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

Ms. S Hall presented the budget for the ensuing year proposing that the levy remain unchanged. It was noted that the budget covered only the normal monthly expenses of the complex and no extra ordinary projects or expenses have been provided for, should the need arise, the trustees may ask for a special levy.

This was approved by all members present.

9. TO APPOINT AN AUDITOR FOR THE ENSUING YEAR

The auditors of the Home Owner's Association for the ensuing year will remain Haasbroek Steyn Chartered Accountants.

10. ELECTION OF TRUSTEES

Mr. J Hill thanked the trustees for all their hard work and commitment over the past year and confirmed that no nominations had been received.

The following proposals and nominations were accepted as Trustees for the ensuing year by the Members:

- | | | | |
|-----------------------|---|-----------|--------------------------------------|
| • Mr. J Hill | - | Unit 24 - | Current Chairman |
| • Mr. B Dhliwayo | - | Unit 26 - | Finance |
| • Ms. A VD Westhuizen | - | Unit 41 - | Gardens |
| • Mr. R Naicker | - | Unit 20 - | Maintenance / Aesthetics |
| • Mr. A Singh | - | Unit 23 - | Security |
| • Mr. J & A Lobb | - | Unit 22 - | Maintenance / Aesthetics (as needed) |
| • Mr. F Bartlett | - | Unit 09 - | as needed |

The Chairman on the section 21 company of the Adar Gardens Home Owners Association will be decided upon and appointed at the first meeting.

11. DETERMINATION OF THE DOMICILIUM CITANDI ET EXECUTANDI

The Domicilium for the Adar Gardens Home Owner's Association will remain that of the Complex Administrator – Millennium Business Services cc.

12. GENERAL and THE CHAIRMAN'S REPORT

General items discussed:

- Residents have been asked to advise either Sharon or the trustees via email, sharon@m-b-s.co.za, trustees@adargardens.co.za, whatsapp, 082 881 9977 or sms, 082 881 9977 should there be any problems with the intercom systems or gate
- Residents have been requested to ensure that their details, and the details of their tenant should you be renting your unit out, be kept up to date on the Adar Gardens Website: www.adargardens.co.za
- The residents are urged to communicate with the trustees (either good or bad feedback) via the Adar Gardens website and email address: trustees@adargardens.co.za www.adargardens.co.za
- Remotes not working, please check your batteries before ordering new remotes
- Exit codes are working. You can supply your visitors with exit codes to leave the complex. Sms "tap 1" to 082 882 3865 to request for exit codes.
- Miss call function available to open Main Gate. You can use this in the event you don't have your remote OR when the intercom fails to open the gate. Dial 082 882 3865 to open gate. ONLY available to residents whose numbers are registered on the Intercom System.
- Please ensure your domestic worker has an access tag as they will not be allowed access by fellow residents should they be waiting at the gate to gain access
- It was again reiterated that the security of your unit is of paramount importance, you should not be relying solely on the electric fence and the gate for security
- Ria Sebetsa is only responsible for the security of the common areas of the complex, they may not enter your property should you not have a contract with them
- Residents are welcome to use any security company for the security of their unit, please contact sharon@m-b-s.co.za to get the access number which the security company will need to gain access to the complex
- Cutting back of the vegetation on the electric fence is done by Paul every three months, should you notice that there is vegetation interfering with the electric fence please inform the HOA via email at

- sharon@m-b-s.co.za
- Please ensure you clean up on the common areas after you have used them
- Speeding is a problem in the complex – residents to please obey the speed limit within the complex
- Trustees to consider painting lines on the road to demarcate the incoming and outgoing traffic
- Resident as requested not to let pedestrians in when they enter / exit the complex
- Any suspicious vehicles in the complex, please take down the registration number and forward the details to Ria Sebetsa who will investigate
- Trustees to communicate the number for Ria Sebetsa to the residents
- Any noise or disturbance issues please contact the police directly

Frank Bartlett from unit 9 thank you trustees for all their hard work and continued effort to make Adar Gardens a special place to live.

There being no further business to discuss, the meeting closed at 09H55

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

Approved by: **JEFF HILL - CHAIRMAN**
ADAR GARDENS HOMEOWNERS ASSOCIATION