

The Owner
Heron Hill Home Owners Association NPC
Corner of Ajax and Midas Road
OLYMPUS
PRETORIA
GAUTENG
0043

14 December 2020

Dear Sir/Madam

RE: MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF HERON HILL HOME OWNERS ASSOCIATION NPC

We refer to the Annual General Meeting held on Thursday, 3 December 2020 and attach hereto for your information and safekeeping:

- The Minutes of the Meeting; and
- The Chairman's Report

Kindly peruse the documents and please take note of owner's liability in respect of the proceedings at the Annual General Meeting.

We assure you of our best attention at all times.

Yours faithfully,



DANIEL GRIESSEL
PORTFOLIO MANAGER



**Pretor Group comprising of: Sectional Title Administration • Residential Communities Administration
Home Rentals • Commercial Property Management • Financial Services**

**MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF
HERON HILL HOME OWNERS ASSOCIATION NPC**
REGISTRATION NUMBER: 2007/027010/08
HELD ON THURSDAY, 3 DECEMBER 2020, 18:00, ONLINE

1. NOTICE OF THE MEETING

The Chairperson confirmed that notice, was given of the Annual General Meeting in terms of Memorandum of Incorporation of the Home Owners Association.

2. DETERMINATION OF THE QUORUM AND CONFIRMATION OF PROXIES

Member attendance was as per the attendance register. Proxies were recorded as apologies.

Owners of sixty-six (66) stands, were present, either in person or by proxy, and eligible to vote. This number was sufficient to form a quorum. In terms of the MOI of the Home Owners Association, the meeting was declared duly constituted

D Griessel (Pretor Group) was in attendance

3. ELECTION OF CHAIRMAN

As per Article 4, Mr L Gerber in his capacity as Chairman for the Home Owners Association chaired the meeting and welcomed all members present.

4. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the Annual General Meeting held on 12 December 2019 were taken as read, approved by the meeting, and signed by the Chairman.

The previous minutes was duly proposed, seconded and unanimously approved.

5. CHAIRMAN'S REPORT

The written report was taken as read and approved by the meeting.

The Chairman's Report was duly proposed, seconded and unanimously approved.

6. RATIFICATION OF AMENDED RULES

The Chairman tabled the following amended rule/s for ratification.

Rule 1.12 and rule 1.13 will be amended as proposed.

- Rule 1.12 must be amended to ensure that it covers vehicle repairs in terms of vehicles being repaired for business or other purposes than owners repairing their vehicles. The reference to rule 3.4 will be removed.
- Rule 1.13 must refer to no unnecessary hooting.

The amended rule together with the fine schedule will be distributed to members.

The amended rules were duly proposed, seconded and unanimously approved.

7. CONSIDERATION OF AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the year ending 29 February 2020 were tabled.

After discussion, the Annual Financial Statements were considered and accepted by the meeting.

8. PRESENTATION OF:

8.1 ESTIMATE OF INCOME AND EXPENDITURE

An estimate of income and expenditure for the ensuing year, approved by the Board of Directors was presented to the meeting.

Estimated expenses were set at R 3 748 942 and confirmed by the meeting.

8.2 SPECIAL LEVY

No special levy was proposed

9. APPROVAL OF:

9.1 FIDELITY COVER

In accordance with the requirements of the CSOS regulations, the Chairman confirmed that the Home Owners Association is covered for the amount of R1 979 917,00 Fidelity Cover which will be amended to R 2 131 835 this amount meeting the requirements of the CSOS regulations. Calculated as follows:

Total of investments & reserve funds	R 1 404 749
25% of the admin funds	R 2 908 345
Total to be covered	R 2 131 834

The meeting unanimously approved the amount of the Fidelity Cover

9.2 LEVY PAYMENT IN ADVANCE

It is confirmed that levies are payable monthly in advance, on or before the 1st day of each month. It is further resolved that the levies as accepted under the estimate of income and expenditure comprises the amount of levies payable by each owner

9.3 ARREAR LEVY: ACTION TAKEN

Directors are authorised, and authorise the managing agent on their behalf, to take all necessary steps, including legal action and the sequestration of the owners, to ensure that the Home Owners Association receives levies and other monies due to it. The current interest rate is set at 1.5%,(equating to 18% per annum) which interest shall be calculated daily and capitalized monthly on all amounts outstanding including, *inter alia*, debt collection and attorneys charges at the beginning of each month when levies are payable, but is subject to change from time to time in accordance with the provisions of and limitations or requirements imposed by the applicable Legislation.

9.4 ALLOCATION OF PAYMENTS

Any payment made by an owner to the Home Owners Association will be allocated first to the overdue debt which is the most recent in time and only thereafter allocated to older debt. Only once all overdue debt has been paid will be allocated to current amounts due.

10. APPOINTMENT OF AUDITOR

10.1 AFCA and Partners were re-appointed as Auditors for the ensuing year.

The re-appointment of the Auditors was duly proposed, seconded and unanimously approved.

11. REMOVAL AND ELECTION OF DIRECTORS

12.

11.1 In terms of Article 4 the Association determined the number of Directors at seven (7) persons.

11.2 As set out in Article 4 each Director shall continue to hold office from the date of this appointment until the Annual General Meeting next following his appointment, at which meeting each director shall be deemed to have retired from office, but shall be eligible for re-election to the Board of Directors as such meeting. In terms of the above all current Directors are deemed to have resigned as from date of this meeting.

The following persons were nominated and elected as Directors for the ensuing year:

ME Commerford	Stand 399
L Gerber	Stand 400
JV Jenkins	Stand 43824
SL Lehabe	Stand 265
G Hakim	Stand 312
E Ribane	Stand 342
J Ngwenyama	Stand 233

13. APPOINTMENT OF COMPANY SECRETARY

The meeting confirmed the appointment of Pretor Group (Pty) Ltd as the company secretary for Heron Hill Garden Estate Home Owners Association NPC.

The Appointment of Company Secretary was duly proposed, seconded and unanimously approved.

14. APPOINTMENT OF PUBLIC OFFICER

The meeting confirmed the appointment of Pretor Group (Pty) Ltd represented by Donald Weir as the Public Officer for Heron Hill Garden Estate Home Owners Association.

The Appointment of Public Officer was duly proposed, seconded and unanimously approved.

15. DISPUTE RESOLUTION PROCESS IN RESPECT OF DISPUTED CONTRIBUTIONS & CHARGES

Any dispute lodged in respect of contributions/charges raised against a member account must be submitted in accordance with the dispute resolution process as stipulated in the Memorandum of Incorporation. A member who has exhausted all internal remedies and is dissatisfied with the outcome of the resolution is entitled to refer the dispute to the Ombud Service in terms of CSOS Act 9 of 2011.

16. GENERAL

CONTRACTS

All contracts of current service providers must be reviewed, and SLA's put in place to ensure that all contracts and SLA's are in in line with the best interest of the estate.

COMMUNICATIONS

The Directors must provide members with quarterly feedback regarding issues discussed at the AGM.

ELECTRICITY PROVIDER

It was agreed that the position of Wattage as the electricity provider must be investigated to see if a provider can be a source that can provide a variety of services without making use of a third party pertaining specifically to prepaid meters.

CHILDREN

Members were requested to be mindful that harmonious estate living is based on good neighbourliness and being respectful of each other. This principle especially needs to be applied to children playing in the estate and parents are requested to ensure that a person's property, privacy and the common property are respected. Parents are also requested to ensure the Estate Rules are being adhered to when it comes to children playing.

17. CONFIRMATION OF THE REGISTERED ADDRESS OF THE COMPANY

The registered address of the company was confirmed as:

The Heron Hill Garden Estate Home Owners Association NPC
c/o Pretor Group (Pty) Ltd
River Falls Office Park
262 Rose Avenue
DORINGKLOOF
0157
Private Bag X115
CENTURION
0046

18. CLOSING

There being no further matters under discussion, the Chairman thanked the members for having attended and closed the meeting 20:36

Signed on this _____ day of _____ 20____

CHAIRMAN