



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

21 December 2021

Dear Sir/Madam

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

We refer to the Annual General Meeting held on Monday, 13 December 2021 and attached 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 the 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,

A handwritten signature in black ink, appearing to read "D Griessele".

D GRIESSEL
PORTFOLIO MANAGER

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

**MINUTES OF THE ANNUAL GENERAL MEETING OF
HERON HILL GARDEN ESTATE HOME OWNERS
ASSOCIATION NPC**

**REGISTRATION NUMBER: 2007/027010/08
HELD ON MONDAY 13 DECEMBER 2021, 18H00 ONLINE**

1. NOTICE OF THE MEETING

The Chairperson confirmed that notice was given of the Annual General Meeting in terms of the 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 ninety-four (94) 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

Daniel Griessel (Pretor Group) was in attendance

3. ELECTION OF CHAIRPERSON

As per Article 4, Me J Jenkins in her capacity as Acting Chairperson 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 3 December 2020 were taken as read, approved by the meeting, and signed by the Chairman.

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

5. CHAIRMAN'S REPORT

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

6. SECURITY UPDATE

The Chairperson provided an update with the project to improve the overall security in the estate as per the Chairman's report.

The incoming Board of Directors will be responsible for setting up a security committee and appointing members accordingly.

The second phase of the security project to install 21 cameras in Midas Street was approved by the majority of the members, as discussed under the special projects, and voted for.

The Board of Directors will as part of phase two look at the electricity supply to the cameras.

7. RATIFICATION OF AMENDED RULES

No Rule changes were tabled.

The members directed the Directors to attend to the rules of the estate in terms of:

- a) The fact that there is seemingly a conflict with the fines issued for generators must be clarified.
- b) The rules regarding the time lawnmowers can operate must be amended to allow the time to be moved forward from Monday to Friday and the time for Saturday to stay the same.

8. CONSIDERATION OF AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the year ending 28 February 2021 were tabled.

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

9. PRESENTATION OF:

9.1 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 R4 187 081 and confirmed by the meeting.

It was resolved that the levy will increase by 11.00 % as of 01 March 2022.

9.2 SPECIAL LEVY

No Special levy was tabled.

10. APPROVAL OF:

10.1 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 9818 34 for Fidelity Cover and will be updated to R 3 639 191 this amount will meet the requirements of the CSOS regulations. Calculated as follows:

Total of investments & reserve funds	R 2 857 228
25% of the admin funds	R 781 963
Total to be covered	R 3 639 191

The meeting unanimously approved the amount of the Fidelity Cover

10.2 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 number of levies payable by each owner

10.3 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.

10.4 ALLOCATION OF PAYMENTS

Any payment made by an owner to the Home Owners Association will be allocated firstly 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.

11. APPOINTMENT OF AUDITOR

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

The re-appointment of the Auditors was duly proposed, seconded, and was approved by the majority of the members.

12. REMOVAL AND ELECTION OF DIRECTORS:

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

12.2 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 from the date of this meeting.

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

E Ribane	Stand 342
J Ngwenyama	Stand 233
JV Jenkins	Stand 43824
PR Botha	Stand 347
Jean van der Merwe	Stand 339

13. CONSTRUCTION SOW, QUOTATIONS

The project and the quotation from Meyer & Sons Construction as presented by the board of directors was approved by the majority of the members.

The majority of the members approved that the project will be funded from the reserve fund of Heron Hill Garden Estate.

14. PAINTING SOW, QUOTATIONS

The project and the quotation from Old to New Restoration & Coatings as presented by the board of directors was approved by the majority of the members.

The majority of the members approved that the project will be funded from the reserve fund of Heron Hill Garden Estate.

15. 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 was approved by the majority of the members.

16. 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 was approved by the majority of the members.

17. 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.

18. GENERAL

SPEEDBUMPS

The Directors was directed to look at the safety of vehicles.

CIRCULAR

The Directors will issue a circular to members and residents reminding them about the rules regarding children, the safety of children, the importance of the children having respect for private property and speeding within the estate.

19. 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	Private Bag X115
DORINGKLOOF	CENTURION
0157	0046

20. CLOSING

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

Signed on this _____ day of _____ 20__

CHAIRMAN