



STATUS-MARK

PROPERTY MANAGEMENT

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NOTULE/MINUTES

BLUE RIDGE HUISEIENAARSVEREENIGING/HOME OWNERS ASSOCIATION

NOTULE VAN DIE ALGEMENE JAARVERGADERING VAN BLUE RIDGE HEV WAT GEHOUD IS OP
WOENSDAG, 17 JULIE 2019 OM 10H00 BY ACVV KENANI

MINUTES OF THE ANNUAL GENERAL MEETING OF BLUE RIDGE HOA THAT WAS HELD ON
WEDNESDAY, 17 JULY 2019 AT 10H00 AT ACVV KENANI

1	Opening en Verwelkoming	Opening and Welcome	
	Die voorsitter, Mnr G Germishuizen, open die vergadering en heet almal welkom. Die Voorsitter bedank die volgende persone vir hul insette en ondersteuning gelewer deur die afgelope jaar: Mede Trusteës Status Mark (Renzke, Tessa & Libby) Voorsitter se vrou vir haar ondersteuning en hulp	The Chairman, Mr G Germishuizen, opened the meeting and welcomed all present. The Chairman thanked the following persons for their input and support during the past year: Fellow Trustees Status Mark (Renzke, Tessa and Libby) Chairman's wife for her support and assistance	
2	Teenwoordig, verskonings en volmagte	Attendance, apologies and proxies	
	Eienaars teenwoordig soos per die bywoningregister. Verskoning: Ds. D Haumann (45)	Owners present as per the attendance register. Apology: Ds. D Haumann (45)	
2.1	Vasstelling van Kworum	2.1 Confirmation of Quorum	
	60 Eienaars is teenwoordig in persoon of per volmag en 'n kworum word bereik.	60 Owners were present in person or by proxy and a quorum was duly constituted.	
3	Voorsittersverslag	Chairman's Report	
	Die voorsittersverslag soos voorgedra word goedgekeur. Voorstel: N Botha (9) Sekondant: C Oosthuizen (23)	The chairman's report as presented was approved. Proposed: N Botha (9) Seconded: C Oosthuizen (23)	
4	Goedkeuring van en sake uit die vorige AJV notule.	Approval of and matters arising from the previous minutes	
	Die notule soos voorgedra word goedgekeur. Voorstel: P Lohr-Mietzner (41) Sekondant: N Botha (9)	The minutes as presented are approved. Proposed: P Lohr-Mietzner (41) Seconded: N Botha (9)	
5	Versekering	Insurance	
	Gemeenskaplike eiendom versekering: Onderskrywer – Hollard Makelaar – Sapcor Totale waarde – R1 664 474.00 Maandelikse premie – R856.55	Common property insurance: Underwriter – Hollard Broker – Sapcor Total value – R1 664 474.00 Monthly premium – R856.55	

<u>Getrouheidsdekking:</u> Onderskrywer – CIA Makelaar – Sapcor Maandelikse premie – R182.69 Waarde – R633 000.00 Die versekering soos voorgedhou word goedgekeur Voorstel: R Kasch (78) Sekondant: T Britz (27)		<u>Fidelity cover:</u> Underwriter – CIA Broker – Sapcor Monthly premium – R182.69 Waarde – R633 000.00 The insurance as presented is approved Proposed: R Kasch (78) Seconded: T Britz (27)	
6	Finansies	Finance	
6.1	Finansiële state 2019	6.1	Financial Statements 2019
	Die state soos voorgedhou word goedgekeur. Voorstel: N Botha (9) Sekondant: T Lourens (56)		The statements as presented are approved. Proposed: N Botha (9) Seconded: T Lourens (56)
6.2	Begroting 2020/21	6.2	Budget 2020/21
	Die begroting soos voorgedhou word eenparig goedgekeur R 618 000 inkomste per jaar R 618 000 uitgawes per jaar		The budget as presented is approved unanimously. R 618 000 income per annum R 618 000 expenses per annum
6.3	Heffings	6.3	Levies
	Heffings bly onveranderd op R500 per maand. Eenparig goedgekeur		Levies remain unchanged on R500 per month. Unanimously approved
6.4	Rente op uitstaande heffings	6.4	Interest on outstanding levies
	Rente word gehef 1.5% per maand of 18% per jaar. Eenparig goedgekeur.		Interest is charged 1.5% per month or 18% per year. Unanimously approved.
6.5	CCTV Kamera sisteem	6.5	CCTV Camera system
	Die Trustees het 'n kwotasie van R65 000 bekom vir die installasie van 'n CCTV kamera sisteem. Monitering van die kameras sal in die kantoorgebou opgestel word om 24uur per dag op te neem. Indien 'n Terreinbestuurder aangestel word sal pro-aktiewe monitering toegepas word. <u>Voorstelle:</u> 1. Dat 'n mandaat aan die Trustees gegee word om die CCTV kamera sisteem te installeer. 2. Dat 'n 3 jaar plan opgestel word en kapitaal begroting opgestel word. 3. Dat 'n persoon aangestel word om die toegangshek te beman. 4. Dat "dummy" kameras opgesit word. <u>Besluit:</u> 1. Die koste van R65 000 vir die CCTV kamera sisteem word goedgekeur as jaar 1 van 'n 3 jaar plan. 2. Jaar 2 en 3 moet deur die nuwe Trustees beplan word en by die AJV goedgekeur word.		The Trustees obtained a quotation for the amount of R65 000 for the installation of a CCTV camera system. Monitoring of the cameras will be done in the office building to record 24 hours per day. Should an Estate Manager be appointed, pro-active monitoring can be done. <u>Proposals:</u> 1. That a mandate is given to the Trustees to install the CCTV camera system. 2. That a 3 year plan be drafted as well as a capital budget. 3. That a person be appointed to man the entrance gate. 4. That dummy cameras be installed. <u>Decision:</u> 1. The cost of R65 000 for the CCTV camera system is approved as year 1 of a 3 year plan. 2. Year 2 and 3 must be planned by the new Trustees, to be approved at the AGM.
			Trustees Trustees AGM

	6.6	Brandslange	6.6	Fire hoses	
		'n Kwotasie van R16 928 is verkry van Speedies vir die aanbring van brandslange. Besluit: 1. Die koste van R16 928 word in beginsel goedgekeur om geld te spandeer onderhewig aan advies van die brandweer.		A quotation was obtained from Speedies for an amount of R16 928 for fire hoses. Decision: 1. The cost of R16 928 to spend is approved in principle subject to the advice obtained from the fire department.	
	6.7	CSOS	6.7	CSOS	
		Blue Ridge is verplig om aan CSOS (Community Scheme Ombud Services) te behoort. Blue Ridge is reeds geregistreer en het ook 'n registrasie nommer ontvang. Die vergadering gee 'n mandaat aan Status Mark om vereiste dokumente by die Ombudsman in te dien.		Blue Ridge is required to belong to CSOS (Community Scheme Ombud Services). Blue Ridge is already registered and also received a registration number. The meeting gives a mandate to Status Mark to submit the required documents to CSOS.	SM
7	Aanstelling van ouditeure		Appointment of auditors		
	Jean Pretorius word aangestel as ouditeur. Voorstel: N Botha (9) Sekondant: P Lohr-Mietzner (41)		Jean Pretorius are appointed as auditors. Proposed: N Botha (9) Seconded: P Lohr-Mietzner (41)		
8	Verkiesing van Trustees – 7 Lede		Election of Trustees – 7 Members		
	Die volgende eienaars word genomineer en verkies vir 'n 2 jaar periode; N Botha – reeds verkies 2018 (dien 2de van 2 jaar) D Haumann – reeds verkies 2018 (dien 2de van 2 jaar) D Cillie – verkies 2019 (dien 1ste van 2 jaar) G Van Zyl – verkies 2019 (dien 1ste van 2 jaar) K Breyl – verkies 2019 (dien 1ste van 2 jaar) G Koegelenberg – verkies 2019 (dien 1ste van 2 jaar) E Pretorius – verkies 2019 (dien 1ste van 2 jaar)		The following owners were nominated and elected for a period of 2 years: N Botha- elected 2018 (serve 2 of 2 years) D Haumann – elected 2018 (serve 2 of 2 years) D Cillie – elected 2019 (serve 1 of 2 years) G Van Zyl – elected 2019 (serve 1 of 2 years) K Breyl – elected 2019 (serve 1 of 2 years) G Koegelenberg – elected 2019 (serve 1 of 2 years) E Pretorius – elected 2019 (serve 1 of 2 years)		
9	Bevestiging van domicilium		Confirmation of domicilium		
	Soos per Status Mark adres: Meyer Straat 11 Mosselbaai 6500Eenparig aanvaar		As per Status Mark address: 11 Meyer Street Mossel Bay 6500		
10	Algemeen		General		
	10.1	Maandelike nuusbrief	10.1	Monthly newsletter	
		Versoek word gerig dat 'n maandelikse verslag aan die eienaars gesirkuleer word om hul op hoogte te hou van verwickelinge op Blue Ridge. Die nuwe Trustees sal ondersoek doen.		A request was received to have a monthly report circulated to the owners to keep them informed of matters at Blue Ridge. The new Trustees will investigate same.	Trustees
	10.2	Terreinbestuurder	10.2	Estate Manager	
		Die vergadering voel dat dit baie waarde sal toevoeg indien 'n Terreinbestuurder aangestel word. Die Voorster dui aan dat dit in sy opinie beter sal wees om 'n eksterne persoon aan te stel om goeie buurmanskap te bevorder. Die nuwe Trustees sal 'n advertensie plaas en onderhoude voer.		The meeting feels that it would add value if an Estate Manager is appointed. The Chairman indicates that in his opinion it would be better to appoint an external person to promote neighbour relations. The Trustees will place an advertisement and conduct interviews.	Trustees

	10.3	Groenstrook	10.3	Green strip	
		Mev Kasch rig 'n versoek dat die groenstrook beter onderhou moet word. Die Voorsitter meld dat daar 'n koste van R6000 voorsien is in die begroting vir plante en bome waaronder enige onderhoudskoste vir die groenstrook binne die begroting hanteer kan word.		Mrs Kasch requested that the green strip must be properly maintained. The Chairman advised that there is an amount of R6000 in the budget for plants and trees and any cost for the maintenance of the green strip can be done from within this budget.	
	10.4	Oorhandiging aan nuwe Trustees	10.4	Handover to new Trustees	
		Oorhandiging van dokumente en prosedures sal by die volgende Trustee vergadering hanteer word.		Handover of documents and procedures will be dealt with at the next Trustee meeting.	Trustees
11	Datum van volgende vergadering		Date of next meeting		
	In terme van die Grondwet moet dit gedurende Junie van elke jaar geskied. Datum sal deur die nuwe Trustees bepaal word.		In terms of the Constitution it must take place during June of each year. The date will be determined by the new Trustees.		Trustees
12	Afsluiting		Closure		
	Die Trustees is bedank vir hul inette en manier waarop die landgoed bestuur word met spesiale dank aan Mnr en Mev Germishuizen asook Mnr en Mev Britz. Met geen veredere items om te bespreek nie word die vergadering as gesluit beskou om 11h30		The Trustees were thanked for their input and the way that they managed the estate with special thanks to Mr and Mrs Germishuizen as well as Mr and Mrs Britz. With no further matters to discuss the meeting was declared closed at 11h30		

Uitgestuur/ circulated: 24/7/19

Goedgekeur/ Approved: _____

Datum / Date: _____

STATUS MARK MANAGEMENT SERVICES

G & T 2019/06/20

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BLUE RIDGE HOME OWNERS ASSOCIATION
101 Erwe / Eenhede

Voorgestelde begroting 1 Maart 2020 tot 28 Febr 2021

BESKRYWING	Maandelikse	Jaarlikse	Jaarlikse	Jaarlikse	Jaarlikse
	Begroting	Begroting	Begroting	Ouditeurde	Begroting
	Budget	Budget	Budget	State	Budget
	2020-2021	2020-2021	2019-2020	2018-2019	2018-2019
	Voorgestel	Voorgestel	Voorgestel	Werklik	Voorgestel
A INKOMSTE / INCOME					
1 Heffings / Levies	50500.00	606000.00	606000.00	575700.00	575700.00
2 Rente / Interest	0.00	0.00	0.00	37844.00	0.00
3 Diverse / Sundries	0.00	0.00	0.00	809194.00	0.00
4 Water	1000.00	12000.00	0.00	0.00	12000.00
5 Padfonds	0.00	0.00	0.00	4000.00	0.00
TOTAAL / TOTAL	51500.00	618000.00	R606,000.00	R1,426,738.00	R587,700.00
UITGAWES / EXPENSES					
1 Ouditeur / Audit	830.00	9960.00	7200.00	8625.00	6660.00
2 Bankkoste/Bankcharges	550.00	6600.00	6000.00	5843.00	5760.00
3 Bestuursdienste/Management	7532.00	90384.00	84480.00	79595.00	78960.00
4 Versekering / Insurance	1306.00	15672.00	14280.00	10068.00	10140.00
5 Munisipaal/Municipal					
Electricity	105.00	1260.00	1200.00	847.00	1200.00
Water	1000.00	12000.00	12000.00	2984.00	42000.00
Ass Rates & Refuse	900.00	10800.00	10800.00	12.00	10800.00
6 Terrein Bestuur/Site Manager	10000.00	120000.00	84000.00		24000.00
7 Website	100.00	1200.00	1200.00		1200.00
8 Lone / Wages	6000.00	72000.00	64260.00	59353.00	37800.00
UIF + WCA etc	328.00	3936.00	4668.00		1380.00
9 Tuine /Garden					
Plante & struik	500.00	6000.00	6000.00		6000.00
Garden Services	3000.00	36000.00	22200.00	29567.00	39600.00
Algemeen	3000.00	36000.00	34800.00	72802.00	30000.00
10 Onderhoud / Maintenance	1000.00	12000.00	12000.00	4765.00	12000.00
11 Sekuriteit/Security	401.00	4812.00	4800.00		9600.00
12 Cleaning materials	11548.00	138576.00	181800.00		217800.00
13 Reserwes / Reserves	600.00	7200.00	7200.00	11928.00	4800.00
14 Diverse/Sundries	200.00	2400.00	2400.00		2400.00
15 Trustees	100.00	1200.00	1200.00	48.00	1200.00
16 Skryfbehoeftes ,ens	2000.00	24000.00	24000.00		24000.00
17 Regskoste/Legal	500.00	6000.00	12000.00		12000.00
18 Toerusting (Brandslange)					
19 Depresiasie					
TOTAAL/TOTAL	51500.00	618000.00	R598,488.00	R286,437.00	R579,300.00
Surplus	R0.00	R0.00	R7,512.00	R1,140,301.00	R8,400.00
Monthly levy 101 erven/units	R500.00				
CAPITAL BUDGET 2019/2020 from reserve					
1 CCTV			R65,000.00		
2 Fire equioment			R24,000.00		