

MINUTES OF THE ANNUAL GENERAL MEETING OF THE NAUTILUS BAY
HOME OWNERS' ASSOCIATION, HELD ON THURSDAY 22 DECEMBER 2011
AT 11H00 AT THE POINT HOTEL, MOSSEL BAY

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| 1. | <p>OPENING AND WELCOME</p> <p>The Chairman opened the meeting and welcomed everyone present.</p> |
| 2. | <p>PRESENT :</p> <p>Mr W. Le Roux - Chairman
Mr E. Raubenheimer - Trustee
Mr G. Shear - Trustee
Mrs Prinsloo (Status Mark)
Mrs R. Moore (Status Mark)
Owners as per attendance register (28 owners)</p> <p>APOLOGY:</p> <p>Mrs Carin van Rensburg - erf 37 & 44
Mr Pierre van Huyssteen - erf 15 & 28</p> <p>PROXIES:</p> <p>For Mr Le Roux (erf 63)
PJ Cornelius - erf 7
JB Venter - erf 9
V Govender - erf 29
D Fourie - erf 34
V DiSesa - erf 36
C Van Rensburg - erf 37</p> |

C Van Rensburg - erf 44

C Van Heerden - erf 45

C Van Heerden - erf 55

A De Meyer - erf 56

Deciprop CC - erf 57

G Visser - erf 61

WA Nieman - erf 80

For Mr B Impens (erf 17)

J Impens - erf 21

D Impens - erf 49

For Mr N Albertyn - (erf 64)

KH Curtis - erf 42

KH Curtis - erf 66

Mr E Raubenheimer (erf 53)

P Van Huyssteen - erf 15

Quorum

2.1

The required quorum of the Home Owners' Association as required by the Constitution was present.

3. CHAIRMAN'S REPORT:

a) **Expenses** - The Chairman reported that expenses have been kept as low as possible not to exceed the budget. Levies have stayed unchanged for the past 2 years at R1,100.00 pm and it is also intended to keep it unchanged for the next financial year.

b) **Estate Manager & Labourer** - An Estate Manager, as well as, a labourer were appointed.

c) **Estate vehicles** - a bakkie for the Estate Manager, as well as a fire truck, were bought and insured.

d) **Valuations of communal property** - The Chairman reviewed the valuations of the communal property as received

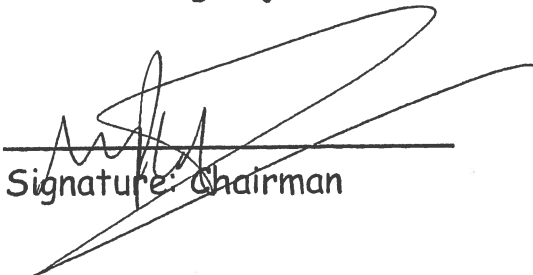
	from the municipality. There is an increase in respect of the valuation of erf no. 3, which the municipality intends to increase from R310,000 to R320,000. An amount of approximately R5636.00 per annum is paid in respect of rates and taxes of the communal property. Owners would probably have received valuations on their own properties from the municipality. They may submit objections to the municipality by not later than 6 January 2012.	
3.1	Removal of Exotic plants A contract was concluded with a certain person for the removal of exotic plants at a contract price of R1,7 million. However, the contract was cancelled after commencement, due to the fact that the contractor did not have the required equipment to execute the work. There is a prospective contractor whom the relevant members of Exco intend to interview within the next 2 weeks. If a contractor cannot be found to clear all the exotic plants as part of one project, it will be done in sections. Owners are requested to look at their own properties and inform the Estate Manager if alien plants are present. The list of plants and groundcover that may be planted can be found on the Nautilus Bay HOA website. Mr Impens suggested that the removal of the exotic plants must start as soon as possible as it causes a fire risk.	
3.2	Performance & function of the Estate Manager The Estate Manager, Mr Anton vd Westhuizen, was appointed with effect from 1st February 2011. A labourer was also appointed. Part of the functions of the Estate Manager relates to ensuring that approved house plans must be adhered to during the building process. The Estate Manager is required to keep a daily record of tasks performed by him and report to Exco on a monthly basis. He is also required to walk the boundaries of the estate once a month. His contact number can be found on the website. Owners are requested not to request private tasks to be done by the Estate Manager as such is not allowed in terms of his contract. Mr	

	Impens requested that the Estate Manager attend to maintenance during the whole year and not only certain times. The Chairman remarked that the Estate Manager's performance was a major improvement on that of his predecessor.	
3.3	Security & access control Executive Security manages security and access control. The guards are well settled on the estate and are well informed of occurrences on the estate. With regard to access control, the guards have been given instruction to open the entrance gate only partially so that no unauthorised person can pass as happened in the past. 6 CCTV cameras were also installed that are working very successfully. Certain cameras focus on access ways to the estate. The security company has been requested to provide some sort of transport for the guards to respond quicker when an alarm is activated at one of the houses. The response time currently is not satisfactory due to the fact that the guards are moving around on foot. There were no reports of crime for the last 6 months on the estate. Mr Impens made the suggestion to have the images of the CCTV cameras accessible on the Nautilus Bay website. Exco will consider this matter in the new year.	
3.4	PetroSA: LNG; and a Windfarm Project It was considered to dissolve REVAG(Rescue Vlees Bay Action Group), however PetroSA is still investigating the importation of LNG. It was therefore decided not to dissolve the association, but to continue to monitor the situation and to take measures against PetroSA, if necessary. Mr Impens reported that an application has been made for 3 windfarm projects. According to him these applications have a fair chance of being approved. In his view such projects will not affect Nautilus Bay.	
3.5	PetroSA: Environmental control Mr Shear reported that information regarding environmental requirements and specifications were received from PetroSA.	

	According to actual readings received from PetroSA it was found that they do comply with the relevant requirements. Exco will monitor certain parameters for information purposes.	
3.6	Gourikwa landfill site Mr Shear advised that he could not obtain the permit in terms of which PetroSA operates the landfill site. Exco will attend to this matter in the new year.	
3.7	Proposed project of Eden Municipality for the disposal of waste Mrs Le Roux gave input with regard to this proposed project. Approval has not been given as yet, for the scoping report. Once the scoping report has been approved, an application may be made for the approval of an environmental impact assessment.	
3.8	Fire protection Mr Raubenheimer advised that Nautilus Bay belongs to the Fire Protection Association. The fire department of the municipality has performed a site inspection and found that Nautilus Bay complied with all the relevant requirements. A fire extinguishing trailer was bought, together with fire fighting equipment. Owners are requested to ensure that their properties have clearance around the house in the case of a fire breaking out.	
3.9	Newsletter It was decided that a newsletter is not required in view of the fact that Exco minutes are placed on the website. At the suggestion of Mr Hennie Breytenbach it was decided that short notices may be sent by email to owners of other news of events which occur in the meanwhile between Exco meetings.	
3.10	Improvement to Vleesbay Road The Chairperson advised that he recorded the Home Owners' Association as an interested party as far as it concerns the environmental approval for the upgrade of the Vleesbay Road. Upgrade will start next year. He obtained an undertaking	

3.11	from the agent of the applicant that any damage to the Nautilus Bay entrance will be repaired by the applicant. Communication system Exco will make a decision in regard to this matter in the new year. Exco will also investigate whether it is feasible to have landlines installed to owner's houses.
4.	Approval of previous minutes & matters arising: Minutes were approved.
4.1	Maintenance of tar roads Exco are in the process of obtaining quotations to effect the necessary repairs to the tar roads on the estate.
5.	INSURANCE: The insurance of communal property (except the bakkie and fire extinguishing trailer and equipment) are placed with Commercial and Industrial Acceptances (Pty) Ltd for a value of R17,825,000 and a monthly premium of R3324.51. The insurance will be reviewed as from 1 February 2012. The insurance of the bakkie, fire trailer and equipment are placed with Auto & General for a monthly premium of R465.00.
6.	FINANCES:
6.1	Financial statements 2010/11 The financial statements for the financial year ending 28 February 2011 as distributed to all owners were discussed.
6.2	The statements were approved Proposed budget for 2012 The proposed budget as distributed to all owners were discussed. <u>The budget as from 1 March 2012 was approved</u>
6.3	<u>and accepted.</u> Levies Status Mark was thanked for the collection of outstanding levies. One erf was sold in execution. Attorneys have been instructed to collect outstanding levies from one home owner

	who is substantially in arrears. Home owners were thanked for paying their levies promptly. It was decided to leave the monthly levy unchanged for 2012.
7.	APPOINTMENT OF AUDITORS: Boshoff Visser was appointed as auditors.
8.	GENERAL
8.1	Date of the Annual General Meeting A request was received to hold the AGM outside the holiday period. This proposal was not acceptable to the home owners present.
8.2	Building restriction A proposal was made that an extension be granted in terms of which building operations must be completed by the end of December 2015, in all cases, whether or not the home owner concerned is a first buyer or a subsequent one. This proposal was accepted by Mr Impens on behalf of the developer and by the home owners present.
8.3	Hiking trail It was reported that the Estate Manager has established a hiking trail of approximately 9km. A plan of the hiking trail will be placed on the website.
9.	ELECTION OF EXCO: The following Exco members were elected: Mr WP Le Roux Mr E Raubenheimer Mr G Shear Mr R Haycock Mrs Sonja van Heerden
10.	DATE OF NEXT MEETING: 20 December 2012 at 11h00. The venue will be determined in due course.

	The meeting adjourned at 12h45.  Signature: Chairman <u>19/1/12</u> Date	
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