MINUTES OF AN ANNUAL GENERAL MEETING OF THE NAUTILUS BAY HOME OWNERS ASSOCIATION ,HELD ON FRIDAY 20 DECEMBER 2013 AT 11H00 AT THE POINT HOTEL, MOSSEL BAY

1.	**OPENING AND WELCOME** The Chairman opened the meeting and welcomed everyone present.	**Action**
2.	**PRESENT :** Mr R Haycock – Chairman Mrs D Raubenheimer – Excom member Mrs C Van Rensburg – Excom member Mrs E Le Roux – Excom member Owners as per attendance register **APOLOGY:** Mr G Shear – Excom member Mr E Raubenheimer **PROXIES:** **For Chairman:** V DiSesa – erf 36 C Van Heerden – erf 55 JA Van der Merwe – erf 73 WA Nieman – erf 80 **For Mr W Le Roux (erf 63)** S Eloff – erf 70 **For Mrs Spathelf (erf 41)** P Spathelf – erf 41 **For Mr Impens (dev - various)** D Impens – erf 21 D Van Der Beke – erf 31 J Impens – erf 49 **For Mr T Potgieter (erf 20)** DR Fourie – erf 34 **For Mr Albertyn (erf 64 & 65)** PJ Cornelius – erf 7 JM De Pinho – erf 11 JJ Rossouw – erf 14 J Hongve – erf 18 KH Curtis – erf 42 A De Meyer – erf 56 H Johnston – erf 58 KH Curtis – erf 66	

	For Mr/Mrs Raubenheimer (erf 53) G Shear – erf 27 Breytenbach verhurings – erf 71 E Aucamp – erf 78	
2.1	**A Legal Quorum is obtained**.	
3.	**CHAIRMAN'S REPORT:** The Chairman's report were handed out at the meeting and discussed. For those owners who did not attend the AGM, a copy of the Chairman's report will be circulated together with the minutes of the AGM.	
4.	**Approval of previous minutes:** Minutes were approved. **Matters arising from previous minutes:**	
4.1	**Removal of Exotic plants –** It was reported to the meeting that the settlement amount received from the developer a number of years ago for the removal of exotic plants is held in a separate trust account. A contract was awarded to AB Steenberg and Steven Prins for the removal of exotic plants on certain areas of the estate. It was reported to the meeting that the 10% retention payment for removal of new growth as well as a part of the last payment due to the contractor will not be paid until the work has been completed as per the contract. It was also reported to the meeting that it was decided by Excom not to have the wood burned due to the fact that it is a high risk for the home owners and could get out of control with the winds blowing in Mossel Bay with potential delictual claims against the HOA. A trailer and wood chipper were bought by the HOA to have the wood shredded and taken away by the Estate Manager. It was confirmed that there is no specific time limit on the removal of the exotic plants only that it has to be removed within a reasonable time. The developer confirmed that he is attending to the dry wood on the eastern side. Mrs Le Roux will furnish a report on the amounts already disbursed under the existing contract for the removal of exotic plants, that will be circulated to all owners.Once the existing contract has been brought to conclusion, the future clearance programme will be determined.	**Mrs Le Roux**
4.2	**Security & access control –** It was reported to the meeting that an attempted burglary took place recently at Nautilus Bay. It was agreed by the meeting that the security protocol is and needs to be improved.	**Excom**
4.3	**Domestic waste facility for temporary placement of waste before removal and disposal thereof at the municipal waste disposal site –** It was reported that this facility has been partially completed.	
4.4	**Proposed importation of LNG by PetroSA –** Mrs Le Roux reported to the meeting that Nautilus Bay is a member of REVAG (The Rescue Vlees Bay Action Group) and she attends the REVAG meetings. The existing pipeline and the proposed pipeline for the importation of the liquid natural gas goes through Nautilus Bay. PetroSA proposes to establish an industrial importation and regasification facility in the bay of Vlees Bay and/or Voorbaai in Mossel Bay that will be in continuous operation. This will have seriously impact on the value of the properties. REVAG with a public awareness programme to inform the owner and public of the implications of this project that will affect the marine life, safety and health, value of property, the environment etc. Banners and stickers are being distributed to the public to raise awareness. REVAG is not opposed to the importation of LNG but opposes the location of the proposed industrial facility in such close proximity to the beach and within a pristine natural environment. Mr Albertyn demanded that the REVAG banner that had been placed at the entrance of the estate be removed. It was put to the vote and the majority decided that the banners that were put up at the entrance of Nautilus Bay had to be removed, but could be displayed at the beach above the high water mark. Mrs Le Roux informed the meeting that various objections had been filed by her on behalf of the HOA as a result of which the EIA process of PetroSA had been suspended. Once the outcome of the objection to the appointment of the CSIR as environment practitioner has been decided on by the Department of Environmental Affairs, the members to become involved in the process. Mrs Le Roux was once again thanked for all the time she has invested in attending meetings and keeping owners informed on the progress of this matter.	

5.	**INSURANCE:** The insurance summary as distributed to all owners was discussed. The Chairman reported that storm damage occurred during the year for which a claim can be lodged. The impact on the no-claim-bonus and the premium will be assessed before the claim is submitted. Quotation for the amount of R3000.00 was obtained to have the doors replaced and it was decided by Excom not to have the flags replaced. The communal insurance is placed with CIA (Commercial and Industrial Acceptances Pty Ltd) to the value of R22 548 625. The insurance is renewed each year on the 1st of February. Insurance for the bakkie & fire truck as well as trailer is placed with Auto & General at a premium of R558.83 per month.	
6.	**FINANCES:**	
6.1	**Financial statements 2012/13 –** The financial statements for the financial year ending 28 February 2013 as distributed to all owners were discussed. Owners were informed that the investment reserve fund for the plant removal is purely for the removal of the exotic plants and not to be used by the HOA for any other matters. The financial statements were approved and accepted.	
6.2	**Proposed budget for 2014 –** The proposed budget as distributed to all owners was discussed. The Chairman brought to the owner's attention that the two most expensive items in the budget is the security services and salaries. <u>The proposed budget with the levy increase from R1100pm to R1430pm was not approved.</u> Messrs Albertyn, Van Rensburg,Impens and others requested that the levies should not be increased but should remain the same. Mrs Le Roux asked the meeting to indicate what items in the budget should be reduced to facilitate the levies to remain the same whereupon Mr Van Rensburg proposed that the budget be reviewed line items by line item and to investigate whether possible savings could be made, for example that levy collections be done by Excom themselves and that the auditors be requested to not annually increase their audit fees. Mrs Van Rensburg also quoted examples of current monthly levy amounts paid by neighbouring estates as a "benchmark" for prudent cost management, e.g. Village on Sea (R525pm), Mosselbay Golf Estate (R835), Ocean Ridge (R786). Mr Meeusen residing at Moquini Estate also added that their monthly levy is R860pm. Mrs Le Roux pointed out to the meeting that the Excom members are gratuitously performing their functions and are not paid employees of the HOA; that each and every member should in such instance then be allocated a function to be performed by such member free of charge. No member present offered to attend to the collection of levies or any other function free of charge. The matter of whether or not to increase the monthly levies was voted upon and the majority decided that the levies must remain at R1100pm without compromising any standards and Excom was requested to investigate possible savings across the various line items in the proposed budget for 2013/14.	**Excom**
	Estate manager – Certain members raised concerns about the estate manager who is currently not performing to their satisfaction and some were of opinion that the salary is too high for what he is doing. Mr Le Roux pointed out that no salary increase was given during the previous financial year due to the estate manager's poor performance appraisal. It was agreed that the duties of the estate manager will be circulated to all owners. It was proposed that the new Excom must assess a full time or part time manager is needed or if a contractor should be appointed. Excom will shortly do a performance appraisal for 2013.	**Excom**
	Security - The Chairman reported that Excom had decided to change to another security company with higher grade guards but this will have an influence on the budget as the monthly expense will increase.	
6.3	**Outstanding Levies –** It was reported to the meeting that there are only two owners currently outstanding. Owners were thanked for paying their levies promptly every month.	
7.	**APPOINTMENT OF AUDITORS:** Excom to decide. It was requested that Excom liaise with the current auditors, Boshoff Visser to keep their fee the same for the next financial year.	
8.	**GENERAL**	
8.1	**Road –** The roads were inspected. Cracks in the road will be cleaned and filled with sealant and the work will commence during February 2014 as the sealant needs to be obtained from Johannesburg. It was also requested that attention be given to the weeds on the paving.	
8.2	**Garage for vehicles –** A trailer was bought and the proposed position of the garage be built may no longer be suitable. Excom will investigate the possibilities of another location.	**Excom**
8.3	**Conduct rules –** It was reported to the meeting that conduct rules had drafted and circulated	

	to all owners. The Chairman thanked Mrs Van Rensburg for preparing the rules.	
8.4	**Fire management –** During the course of the new year a fire drill will take place and all owners will be informed accordingly should they wish to attend. A demonstration on how the fire bowser operates will also be shown during the fire drill. The estate manager has reported that all the fire hydrant connections are in working order. Fire extinguishers have been ordered and will be installed at the houses in due course.	
8.5	**Proposal of toilet facility –** It was proposed to built a toilet facility close to the beach on the western parking area. Some of the owners expressed their concern that it will make it attractive for outsiders to access the estate if the toilet was to be built. It was agreed by the meeting that Excom must obtain quotations of what the cost would be to build a toilet and to be discussed at the next AGM.	
8.6	**Changing of security company –** It was decided by Excom to upgrade the security at the estate. The current security company, Executive Security, makes use of only grade D security guards which is the lowest grade in security. Another quotation for security services was obtained for grade B,C and D guards. There are currently 2x grade D guards during the day and night and Excom has proposed to upgrade to 2x guards per day (1 grade B & 1 grade D) and 3x guards per night (1 grade B & 1 grade C & 1 grade D) which will improve surveillance. **<u>Decision:</u>** The matter was voted upon and the majority decided that the upgrading of security is too expensive. It was requested that the new Excom considers alternative options .In terms of the majority decision it was decided as follows: > To remain with the 2x level D guards during the day and to consider upgrading 1 guard to a higher (level B) grade. In principle, support was granted by the members to add a 3rd guard at night (if Excom should so decide and if the budget allowed) > To Improve security protocol at the gate > To Check vehicles entering & exiting > To Estate manager must be more involved with security and access controls Excom must decide whether the services of the current security company must be continued with or whether a new company must be contracted.	**Excom**
8.7	**Building deadline –** Mr Albertyn requested to have the building deadline cancelled and if this could not be approved to be granted extension in terms of which building operations must be completed by the end of December 2018. Mrs Le Roux pointed out that this is a matter to be determined by the developer. The request was summarily dealt with by Mr Impens who attended the meeting on behalf of the developer. The developer advised that the Building deadline is extended for another year and may be extended annually for a further 4 years from today.	
8.8	**Communication between Excom and owners –** Mrs Van Rensburg was thanked for the newsletter that was circulated to all owners and Mrs Raubenheimer and Mrs Le Roux for their input. Owners are requested to forward any contributions or suggestions with regard to the newsletter to Excom in order to improve the newsletter and cover as much news of Nautilus Bay as possible.	
8.9	**Streetnames –** It was agreed by the meeting that streetnames must be implemented to Nautilus Bay. A list of proposed streetnames will be circulated to owners and should owners have any further proposals for streetnames, it can be forwarded to Status Mark.	
9.	**ELECTION OF EXCOM:** It was reported to the meeting that Mrs Le Roux, Mr Haycock and Mr Shear will not be available for election as Excom member. The following EXCOM members were elected: Mr W Le Roux Mrs D Raubenheimer Mr J Van Deventer Mr L Meeusen Mrs C Van Rensburg The Chairman thanked all Excom members for their assistance and input during the year. Mrs Le Roux thanked Renzke of Status Mark for her excellent work and assistance during the year.	
10.	**DATE OF NEXT MEETING:** To be determined by Excom	

	The meeting adjourned 14h00. ______________________ ________________ Signature: Chairman Date	