HOME OWNERS ASSOCIATION / HUISEIENAARSVERENIGING
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MINUTES OF AN ANNUAL GENERAL MEETING OF THE NAUTILUS BAY COASTAL RESERVE HOME OWNERS ASSOCIATION, HELD ON FRIDAY 17 DECEMBER 2021 AT 10H00 PER ZOOM

1	***Opening & Welcome***		
	The Chairman welcomed everyone present. The Chairman advised that the meeting is being recorded by Status Mark for minute purposes and if an owner wants to record as well they will need to declare it to the meeting for everyone to be aware of it. A special welcome to the Estate Manager, Mr Harry van Bebber, who is also attending the meeting. This is a first in the history of Nautilus Bay that the Estate Manager also attends the meeting.		
2	***Present***	Mr J Lötter (Chairman)	
		Mr R Hodges (Excom member)	
		Mr M Bowden (Excom member)	
		Mr P Smit (Excom member)	
		Mr K Steyn (Excom member)	
		Owners per attendance register and Zoom	
		Mrs R Moore (Status Mark) Mr C Steyl (Status Mark) Mrs L Finns (Moore Stephens auditor)	
	Apologies	As per proxies received	
	PROXIES:		
	<u>Proxies to CJ Albertyn (erf 64)</u> NBAY11 – JM De Pinho NBAY14 – JJ Rossouw NBAY 39 – DM Hanekom NBAY 42 – O Gottling NBAY 46 – De Abreu Fram Trust NBAY 66 – KH Curtis **<u>Proxies to R & R Hodges (erf 40)</u>** NBAY 43 – K Sievers NBAY 55 – Christo van Heerden Fam Trust **<u>Proxies to J Lotter (erf 26 & 44)</u>** NBAY 70 – S Eloff **<u>Proxies to F van der Pol (erf 6)</u>** NBAY 27 – G Shear NBAY 31 – D van Der Beke **<u>Proxies to P van Huyssteen (erf 15,28,30)</u>** NBAY 17 – B Impens NBAY 19 – Vuru Vuru West NBAY 23 – Vuru Vuru West NBAY 24 – Vuru Vuru West NBAY 62 – Vuru Vuru West NBAY 83 – Vuru Vuru West NBAY 84 – Vuru Vuru West		

3	***Confirmation of quorum:***	
	Legal quorum required – 20% of 78 erven = 15,6 Quorum obtained – Total = 46 Owners present – 28 Proxies received – 18 A legal quorum is present	
4	***Chairman's report***	
	The Chairman's report is accepted by the meeting. The Chairman thanked the Exco Members for their input and dedication during the course of the year and also thanked the Estate Manager for the well presented monthly reports and tasks delivered during the year.	**JL**
5	***Approval of previous AGM minutes (21 December 2018):***	
	Minutes were unanimously approved by the meeting. Proposed: R Hodges (40) Seconded: M Bowden (60)	**SM**
5.1	***Points to report back on:***	
	5.1.1 **Point 5.1.4 – Feedback regarding status of the registration as a private nature reserve**	
	Refer to point 11.2 of the minutes	
	5.1.2 **Point 5.1.7 – Directives to the Committee**	
	5.1.2a **Effectiveness of the current security measures**	
	M Bowden reported that the security has been working well this year. Exco invested in the following: ➢ Solar panels for the lights ➢ Installed extra lights on the access roads ➢ Guardhouse was upgraded ➢ Solar panels for the guard house will be installed in the new year Guards were monitored by GPS throughout the Estate; the Estate Manager has this under control.	**EXCO**
	The Chairman advised that there was an incident about access of visitors of an owner that Excom dealt with on a personal capacity. The Chairman also confirmed that in terms of the house rules there are fines described for transgressions that Exco can implement.	**HvB**
	5.1.2b **Measures to alleviate load shedding and outages caused by theft of cables**	
	There is nothing that Exco can do with regard to the theft of cables. It is up to each individual owner to install solar panels and inverters on their properties to alleviate the impact of load shedding.	**EXCO**
6	***Insurance***	
	R Hodges reported that there was a slight increase in the premium this year due to SASRIA increase and a laptop that was bought for the Estate Manager.	**RH**
7	***Finances***	
	7.1 **Financial statements 2021**	

		Mr R Hodges gave a presentation on the feedback of the financial status of Nautilus Bay and expenses foreseen in the future at the meeting. (See presentation attached to the minutes). Mr Haycock requested that Moore auditors correct the tax calculation on the statements. Mr R Hodges will review this matter and give feedback. **<u>Voting results (majority vote)</u>** 46 voted in favour (100%) **APPROVED**	**EXCO**
	7.2	**Budget 2022/2023**	
		Mr R Hodges did a presentation at the meeting with regard to the proposed budget for 2022/2023 with a 5% increase. Factors taken in consideration with regard to the increase due to infrastructure maintenance as follow: • 625.4 hectares • Roads • Fences • sewerage **<u>Voting results (majority vote)</u>** 43 voted in favour (93.50%) 3 voted against (6.50%) **APPROVED**	
	7.3	**Levies**	
		Mr R Hodges confirms that owners who are in arrears with levies after three months are handed over to the attorney for collection of the levies. The levies will increase with 5% effective from 1st of March 2022. The monthly levy will therefore be R2545.20 per month. **<u>Voting results (majority vote)</u>** 43 voted in favour (93.50%) 3 voted against (6.50%) **APPROVED** The new Exco is directed to determine an increase of the levy to be implemented by the 1st of March 2022. The only aspect to be determined is the amount.	**EXCO**
	7.4	**Road fund contribution**	
		The road fund contribution will increase to R577.50 effective from 1st of March 2022. **<u>Voting results (majority vote)</u>** 34 voted in favour (73.90%) 12 voted against (26.10%) **APPROVED**	
	7.5	**Investment funds**	
		Mr R Hodges reported that the funds of Nautilus Bay as follow: Savings account: Capital Reserve: R894 260 for 2021/22 – R922 088 for 2022/23 Road fund R521 400 for 2021/22 – R547 470 for 2022/23 Builders deposits R175 000 – 7 properties being built	
	7.5	**Confirmation of interest**	
		Interest on outstanding levies are charged at 1.5% per month or 18% per annum.	**SM**

	7.6	**Mandate to Status Mark to submit CSOS annual returns**	
		The meeting unanimously gives a mandate to Status Mark to submit the annual returns to CSOS.	**SM**
8	***SPECIAL RESOLUTIONS:***		
	8.1	**Special Resolution 1: Amendments to the Constitution** **Voting results (75% approval of members present):** 35 voted in favour (76.10%) 11 voted against (23.90%) **APPROVED**	**EXCO**
	8.2	**Special Resolution 2: Limit of number of proxies per member** **Voting results (75% approval) of members present:** 29 voted in favour (63%) 17 voted against (37%) **NOT APPROVED**	
9	***Appointment of auditors***		
	The Chairman advised that the auditors Moore Auditors, was appointed last year for a period of three years. The meeting unanimously approve the appointment of the current auditors, Moore George, subject to a 5% increase.		**SM**
10	***Determination of the domiciliumcitandi et executandi***		
	The Domicillilum will be that of Status Mark: 11 Meyer Street Mossel Bay		
11	***General***		
	11.1	**HOA to submit an application to the municipality for the increase of total floor area of houses**	
		Mr Kobus Steyn reported that Exco approached the town planning department of the municipality in February 2021 to have the floor area of 250m² increased. The municipality did an inspection at Nautilus Bay and identified several houses that exceeded the 250m². The municipality acknowledged that they are willing to support the application should it be filed, however the HOA need to submit a formal application in this regard. Application will be done to increase the 250m² floor area to 350m² floor area, giving 70% for the top floor of the 350m². Total area per unit will be 570m². The infrastructure such as water, sewerage and electrical will not be placed under stress if the floor area is made bigger. The zoning remains the same only the floor area to be changed. Owners to vote if the HOA must pursue the application to the municipality. The new Exco is requested take the levies in consideration should the application be approved, that the levies be amended according to the size of the property. **Voting results (majority vote):** 42 voted in favour (91.30%) 4 voted against (8.70%) **APPROVED**	**EXCO**
	11.2	**HOA to conduct a feasibility study to declare the reserve area as protected area**	
		Mrs Le Roux provided a memorandum in regard to a proposal to declare the open areas (nature reserve) in Nautilus Bay as a protected area that was circulated to all owners. (See memorandum attached to the minutes). Mrs Le Roux gave a short	

		overview for the proposal made that owners will take a vote to decide if this matter must be further pursued by the new Exco. **<u>Voting results (majority vote needed):</u>** 20 voted in favour (43.50%) 26 voted not in favour (56.50%) **NOT APPROVED**	
11	***Election of Executive Committee***		
	The following Executive Members were nominated: Mr M Bowden Mr R Hodges Mr M Killian Mr J Lotter Mr B Potgieter Mr P Smit Mr F van der Pol **<u>Voting results:</u>** The following Executive Members were elected per electronic voting: Mr M Bowden Mr R Hodges Mr M Killian Mr J Lotter Mr F van der Pol		
12	***DATE OF NEXT MEETING:***		
	Date and venue to be confirmed by Exco.		
11	***CLOSURE:***		
	The Chairman thanked Renzke Moore of Status Mark for good service delivery during the year. With no further matters to discuss the meeting closed at 12h39. Electronic ballots must be submitted to Status Mark on 17 December 2021 at 16h00, after which the results will be announced. ____________________ ________________ CHAIRMAN DATE		

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