



**MINUTES OF AN ANNUAL GENERAL MEETING OF THE NAUTILUS BAY COASTAL RESERVE  
 HOME OWNERS ASSOCIATION, HELD ON MONDAY 20 DECEMBER 2024 AT 14H00 PER ZOOM**

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
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| <b>1</b> | <b><i>Opening &amp; Welcome</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|          | The Chairman, Mr J Lötter, opened the meeting and welcomed everyone present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>2</b> | <b><i>Present</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|          | <b>As per attendance register</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>3</b> | <b><i>Confirmation of quorum:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|          | Legal quorum required – 20% of 78 erven = 15,6<br><br>Owners present via Zoom – 19<br>Proxies received – 5<br>Quorum obtained – Total = 24<br><br>A legal quorum is obtained                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>4</b> | <b><i>Chairman's Report</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|          | The Chairman's report, as presented, is unanimously approved by the meeting.<br><br>The Chairman thanked the Exco Members for their input and dedication during the year and the Estate Manager for the well-presented monthly reports and diligence during the year.                                                                                                                                                                                                                                                                            |  |
| <b>5</b> | <b><i>Approval of previous AGM minutes (18 December 2023):</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|          | The minutes, as presented, were unanimously approved by the meeting.<br><br>Proposed: Tertius Louwrens<br>Seconded: Frans Van der Pol                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>6</b> | <b><i>Insurance</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|          | Broker: Commrisk Insurance Brokers<br>Underwriter: CIA<br><br>Monthly Premium – R 3785.48<br>Insured Value - R36 382 064.00<br>Public Liability - R50 000 000.00<br>Fidelity Cover - R 1 600 000.00<br><br>Mr Le Roux asks that the insurance be evaluated to make sure Nautilus Bay is not underinsured in any regard. Commrisk will be asked to give detailed explanations of which items are insured and how the totals were made up. Linda from Commrisk has left the company. Nautilus Bay CRHOA was not informed as to who the new contact |  |

|     |                                                                                                                                                                                                                                                                                         |                        |                            |                     |              |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------|---------------------|--------------|
|     | person is at Commrisk. Mr Le Roux is concerned as Commrisk changed ownership. Status Mark will investigate and report back on this matter.                                                                                                                                              |                        |                            |                     |              |
| 7   | Finances                                                                                                                                                                                                                                                                                |                        |                            |                     |              |
| 7.1 | Financial statements 2024                                                                                                                                                                                                                                                               |                        |                            |                     |              |
|     | The Financial Statements, as presented, are unanimously approved.                                                                                                                                                                                                                       |                        |                            | EXCO                |              |
|     | Mr R Hodges gave a presentation at the meeting on the feedback of the financial status of Nautilus Bay and all relevant information for income and expense expected for the next financial year.                                                                                        |                        |                            |                     |              |
|     | <b><u>BUDGET 2025-2026 INCREASE 4%</u></b>                                                                                                                                                                                                                                              |                        |                            |                     |              |
|     | <u>2026</u>                                                                                                                                                                                                                                                                             | <u>2023-2024</u>       | <u>2024-2025</u>           |                     | <u>2025-</u> |
|     | Estimated Income                                                                                                                                                                                                                                                                        | R2 185 031             | R2 401 405.49              |                     | R2 901       |
|     | 368.13                                                                                                                                                                                                                                                                                  |                        |                            |                     |              |
|     | Estimated Expenses                                                                                                                                                                                                                                                                      | R2 111 872             | R2 172 629.46              |                     | R2 674       |
|     | 848.17                                                                                                                                                                                                                                                                                  |                        |                            |                     |              |
|     | Estimated Depreciation                                                                                                                                                                                                                                                                  | <u>R 110 000</u>       | <u>R 110 000.00</u>        |                     | <u>R 110</u> |
|     | <u>000.00</u>                                                                                                                                                                                                                                                                           |                        |                            |                     |              |
|     | <b>Profit/Loss</b>                                                                                                                                                                                                                                                                      | <b><u>R 36 841</u></b> | <b><u>R 118 766.03</u></b> | <b><u>R 116</u></b> |              |
|     | <b><u>519.96</u></b>                                                                                                                                                                                                                                                                    |                        |                            |                     |              |
|     | <b><u>NEW MONTHLY LEVY</u></b>                                                                                                                                                                                                                                                          |                        |                            |                     |              |
|     |                                                                                                                                                                                                                                                                                         | <u>2023-2024</u>       | <u>2024-2025</u>           | <u>2025-2026</u>    |              |
|     | Levy                                                                                                                                                                                                                                                                                    | R 2085.76              | R 2294.34                  | R 2386.11           |              |
|     | Road Fund                                                                                                                                                                                                                                                                               | R 606.38               | R 0.00                     | R 0.00              |              |
|     | <b>Total</b>                                                                                                                                                                                                                                                                            | <b>R 2692.14</b>       | <b>R2294.34</b>            | <b>R 2386.11</b>    |              |
| 7.2 | Budget 2025/2026                                                                                                                                                                                                                                                                        |                        |                            |                     |              |
|     | Mr R Hodges gave a presentation at the meeting with regard to the proposed budget for 2025/2026 with a 4% increase.                                                                                                                                                                     |                        |                            |                     |              |
|     | The budget is unanimously approved by the owners.                                                                                                                                                                                                                                       |                        |                            |                     |              |
| 7.3 | Levies                                                                                                                                                                                                                                                                                  |                        |                            |                     |              |
|     | The new admin levy with effect from 1 March 2025 of R 2386.11 per month is unanimously approved.                                                                                                                                                                                        |                        |                            |                     |              |
|     | 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 4% effective from 1 <sup>st</sup> of March 2025. The monthly levy will therefore be R 2386.11 per month. |                        |                            | EXCO                |              |
| 7.4 | The Consideration of the report of the auditors and fixing of their remuneration                                                                                                                                                                                                        |                        |                            |                     |              |
|     | The report of auditors is considered and approved by the meeting. There was no additional remuneration for the audit of 2024.                                                                                                                                                           |                        |                            |                     |              |
| 7.5 | Conservation Levy                                                                                                                                                                                                                                                                       |                        |                            |                     |              |

|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|---------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------|------------------|---------------------------------------|----------|-----------|-----------|----------|-----|--------------------|-----|-----------|-----------------|-----|-----------|--|
|                                       |                  | The Conservation Levy has been implemented since June 2024 and owners were asked to submit their up to date “as built “plans to determine the actual m² that exceeds the allowed 250m². The owners are paying the conservation levy that is based on estimated exceeding m². Once the up-to-date plans are received, the actual amount will be taken and the payments made from June 2024 will be adjusted accordingly. We urge all owners to submit their updated plans as soon as possible to be able to finalise this matter.                                                                                                                                       |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       | 7.6              | Investment funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  | Mr R Hodges reported the funds of Nautilus Bay as follows:<br>Savings accounts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  | <table><tr><td>INVESTMENTS</td><td><u>2023-2024</u></td><td><u>2024-2025</u></td></tr><tr><td>Capital Reserve Fund (de-forestation)</td><td>R889 124</td><td>+R881 000</td></tr><tr><td>Road Fund</td><td>R574 497</td><td>R -</td></tr><tr><td>Environmental Fund</td><td>R -</td><td>R 132 700</td></tr><tr><td>Current Account</td><td>R -</td><td>R 424 000</td></tr></table>                                                                                                                                                                                                                                                                                      | INVESTMENTS | <u>2023-2024</u> | <u>2024-2025</u> | Capital Reserve Fund (de-forestation) | R889 124 | +R881 000 | Road Fund | R574 497 | R - | Environmental Fund | R - | R 132 700 | Current Account | R - | R 424 000 |  |
| INVESTMENTS                           | <u>2023-2024</u> | <u>2024-2025</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
| Capital Reserve Fund (de-forestation) | R889 124         | +R881 000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
| Road Fund                             | R574 497         | R -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
| Environmental Fund                    | R -              | R 132 700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
| Current Account                       | R -              | R 424 000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       | 7.7              | Confirmation of interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  | Interest on outstanding levies are charged at 1.5% per month or 18% per annum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SM          |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  | The interest is unanimously approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       | 7.8              | 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                | Appointment of auditors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  | Mr Le Roux has questions and queries regarding the audit. Mr Hodges will get back to him with the information he requires. Mr Le Roux wants the auditors to be more specific on their reports and give more detailed information on the Financial Statements. This will be taken into consideration when the new auditor is appointed.<br><br>The meeting unanimously agree that the new Exco will be responsible to decide regarding which auditor will be appointed.<br><br>Status Mark will provide the newly elected Exco with all the relevant information and quotations and assist the Exco to make an informed decision regarding which auditors they appoint. | SM          |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       | 9                | Determination of the domicilium citandi et executandi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  | It is unanimously determined that the Domicilium Citandi et Executandi will be as follows:<br><br>Status Mark Property Management<br>11 Meyer Street<br>Mossel Bay<br>6500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |
|                                       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                  |                  |                                       |          |           |           |          |     |                    |     |           |                 |     |           |  |

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| <b>10</b> | <b><i>The Confirmation of any other matters raised at the meeting including any resolutions proposed for adoption by such meeting and the voting upon any such resolutions (7.11.5)</i></b>                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           | <b>10.1</b>                                                                                                                                                                                                                                                                                                                                                                                                               | <b><i>New structures building requirements</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           | Some owners are concerned and wants to know if the new structures that was built, need to have building plans. Mr. Lotter informs the meeting that the Architect did confirm that the structures (bird hide, boma and such) are not permanent structures and therefore they do not need any plans.<br>Mr Lotter will find out whether the new toilet that was built needs a plan<br>Mrs Le Roux suggests our appointed architect do an assessment to ascertain whether plans are needed and if we need plans, he can draw up "as built" plans. |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           | <b>10.2</b>                                                                                                                                                                                                                                                                                                                                                                                                               | <b><i>Walkway to the waterfall</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           | Mr Le Roux raises his concern about the walkway to the waterfall. It is difficult to get there and might be hazardous. The meeting decides that signage needs to be put up to warn owners of possible risk and to use at their own risk which will indemnify the HOA should there be any injuries sustained there.<br><br>Marcel informs the meeting that Mrs M Erasmus are currently working on the signs. He will liaise with Status Mark and Mrs Erasmus to get the signs up.                                                               |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           | <b>10.3</b>                                                                                                                                                                                                                                                                                                                                                                                                               | <b><i>Speed limit</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           | The meeting raises concerns that not everyone adheres to the speed limits. It is not only visitors and guests but owners too. Varies suggestions are made on how to rectify this problem. The meeting decides that creating more speed bumps are the most cost-effective way to stop owners and visitors from speeding on the premise.                                                                                                                                                                                                         |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>11</b> | <b><i>Election of Executive Committee</i></b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           | This year is an even year, and the two longest standing Trustees must step down. Raoul Hodges and Jaco Lotter are stepping down but availed themselves for re-election. Tertius Louwrens stepped down of his own accord and is not available as Trustee for the coming year. Therefore, there are 3 vacancies to fill.                                                                                                                                                                                                                         |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           | <b><i>The following members were nominated:</i></b><br><br>Mr R Hodges<br>Mr J Lotter<br>Mr A Bolton<br><br><b><i>The EXCO for 2025-2026 is as follows:</i></b><br><br>Mr J Lotter – Chairman<br>Mr R Hodges – Financials<br>Mr A Bolton – Building<br>Mr M Killian – Security<br>Mrs M Erasmus – Maintenance / General<br><br>Congratulations to the new Exco, thank you for making yourself available to serve the HOA. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>12</b> | <b><i>DATE OF NEXT MEETING:</i></b>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

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|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | Date and venue to be confirmed by Exco.                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | Mr van der Pol suggests that the Exco consider holding a personal Annual General Meeting next year soon after the financial year-end instead of in December as to comply with the law (before end of June). The Exco will consider this matter. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>13</b> | <b>Reports</b>                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | 13.1                                                                                                                                                                                                                                            | <b>Building</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 | There were 16 sets of plans approved this year – Special thanks to Hans from HD Studio and all parties involved in the process. This has been the busiest year in building so far. Two houses were fully completed up to occupancy. Eleven new houses are being built at present. The Building Rules and Guidelines will be shared with owners in the new year to ensure continued compliance .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | 13.2                                                                                                                                                                                                                                            | <b>Maintenance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 | Continued maintenance was done at the Estate over a period such as: <ul style="list-style-type: none"> <li>• A new solar system was installed at the gate house.</li> <li>• New gate motors were installed.</li> <li>• Continuous painting and repairs are being done as necessary.</li> <li>• The stairs at the eastern side at the beach were repaired and is now safe for owners to use.</li> <li>• Verges are maintained regularly</li> <li>• Roads</li> <li>• Sewer station</li> <li>• Reservoir</li> <li>• A huge clean-up project was also done on the beaches, and the staff were trained to assist in the clean-up of the medication that washed ashore.</li> </ul>                                                                                                                                                                                                                                                              |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | 13.3                                                                                                                                                                                                                                            | <b>Security</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                 | Security was the focus due to certain bottle necks and incidents that effected residents at The estate. Projects pertaining to were established such as: <ul style="list-style-type: none"> <li>• A new security management system is being implemented – MEL (My Estate live) This system allows for the ingress and egress of visitors, staff, contractors ect</li> <li>• A new camera system was installed that incorporates programming, infra-red, alarms and monitored for maintenance ect. The belief is that it will deter unwanted elements and enhance all aspects of all security aspects on the estate.</li> <li>• A new security company was appointed – Alert patrol. They have settled in nicely. As with any company there are teething challenges and will be dealt with over time.</li> <li>• We urge all owners to be vigilant over the festive season to look out for your neighbours as well as your own.</li> </ul> |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | 13.4                                                                                                                                                                                                                                            | <b>Environmental</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|-----------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|           |      | <p>During the year the environment management was attended to start ensuring the management of the fire risk on the estate as well as other matters relating to the environment.</p> <ul style="list-style-type: none"> <li>• New Fire breaks were made as per the suggestions of the Fire department. Focus was shifted to the west side of the estate cutting more fire breaks.</li> <li>• It also enables the workers to gain access to the alien vegetation for clearing.</li> <li>• This also allows all owners to have access to this beautiful part of the reserve which was not accessible up to this point</li> </ul>                                                |  |
|           | 13.5 | <b><i>Nautilus Enhancement</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|           |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|           |      | <p>The enhancement of the estate remains a priority for the HOA. We are ecstatic to have an estate manager that has the same views and the ability to erect and envisage the needs for the estate. New amenities include:</p> <ul style="list-style-type: none"> <li>• new Estate Manager – Marcel du Preez is truly an asset to the estate. There has been many positive changes and enhancements done. New walking trails, to the waterfall and surrounding area's</li> <li>• New bird hide</li> <li>• Boma and braai</li> <li>• Ablution facility</li> <li>• Western viewing Deck</li> <li>• Volleyball court</li> <li>• There is more coming in the next year.</li> </ul> |  |
|           | 13.6 | <b>Staff training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|           |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|           |      | <p>Staff received training on firefighting and training relating to the use of high-power tools that are used on the estate. A huge clean-up project was also done on the beaches, and the staff was trained to assist in the clean-up of the medication that washed ashore.</p>                                                                                                                                                                                                                                                                                                                                                                                              |  |
|           |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>13</b> |      | <b><i>CLOSURE:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|           |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|           |      | <p>The Chairman wishes everybody a blessed Christmas. Thank you to the Committee for all their hard work and dedication through the past year. Thank you to Marcel the Estate Manager who has made a huge difference in the Estate already. There is lots of positive feedback. Thank you to TJ for his time at the reserve. We are truly blessed to have found Marcel to manage the Estate. Thank you to Status Mark and Mariska for handling the huge additional workload with the conservation and being friendly and committed, we truly have a good relationship. There being no further matters to discuss, the meeting closes at 14h43.</p>                            |  |
|           |      | <p>_____<br/>CHAIRMAN</p> <p>_____<br/>DATE</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

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