

**MINUTES OF THE ROYAL MAITLAND ONE
SHADOW TRUSTEES MEETING
HELD ON THE 24th JANUARY 2018 AT 18H00
IN THE ROYAL MAITLAND ONE ADMIN OFFICE**

PRESENT: Mr J Lategan Mrs P Fortuin
Mr M Lunau Mr S Slabber
Mr R Matzdorff Mrs M Vos.

ATTENDING: Mr G Domingo - Estate Manager
Mr S McGuinness - Administrator.

APOLOGIES: Mr M Brink.

1. WELCOME:

The Administrator welcomed all present. The minutes of the meeting held 2 October were read and signed by the Administrator.

2. MATTERS ARISING:

None

3. Finance – Management Accounts :

The Administrator tabled

Trial Balance for the period May 2017 to January 2018
General Ledger for the period May 2017 to January 2018
Budget variance for the period May 2017 to January 2018
Admin fund bank balance
Reserve fund bank balance

It was noted that due to R136 871.73 being spent on the burst / blocked pipes and R40 000.00 to upgrade the firefighting equipment, funds needed to be withdrawn from the reserve fund. Current bank balance approximately R41 000.00

This was not a healthy reserve position. The budget would have to be adjusted at the beginning of the financial year.

4. Trustee Portfolio Feedback:

- **Security:** Mrs Vos advised that after numerous meetings with GP Security there had been no improvement in their service. She had put them to terms over the holiday period. Alternative quotes were tabled.

These costs were inhibitive.

Mr Domingo's brother had put in a quote of R40 000.00.

The meeting felt that there might be a conflict of interest and resolved to table the quote at the AGM.

- **Maintenance: Roofs**

Mr Matzdorff advised the meeting that after site meetings with the original architects for their input a quote of R5000.00 for one block was accepted from Deans Roofing. If the pilot project was a success the repairs would be rolled out as and when funds were available.

- **Duct Boards:** Being replaced with metal as the Masonite boards were being broken.

Fence: Discussions were underway with Mountain View Villas to secure the fencing between the complexes.

- **Propell:** The following reports were tabled
 - Outstanding list
 - Legal report

Loan Balance:	R1 100 000
Special Levy:	<u>R 555 000</u>
Outstanding Levies	R 545 000

Three units were on the non-funded list.

- **Communication:** Mrs Fortuin advised that a newsletter was sent to all residents and owners. A copy was given to all shadow Trustees. Door to door visits were being undertaken by Mr Philander and herself to explain the rules and parking requirements to the tenants.

- **Grounds / Gardens/Cleaning / Refuse/Recycling / Signage:**
Mr Domingo advised that recycling was being done.

5. UPDATE ON ADMINISTRATION ORDER:

The Administrator advised that notices had been hand delivered to every unit for a one-year extension to the order.

6. GENERAL:

Water restrictions: Administrator to meet with LL Energy to enquire how water was allocated.

Thanks: The Administrator thanked all the Shadow Trustees for their work and input.

There being no further business the meeting closed at 19h45.

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SIGNED BY THE ADMINISTRATOR

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DATE