

**MINUTES OF THE ROYAL MAITLAND ONE
TRUSTEES MEETING
HELD ON THE 25 FEBRUARY 2019 AT 18H00
IN THE ROYAL MAITLAND ONE ESTATE MANAGERS' OFFICE**

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

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

1. Welcome and confirmation of the previous minutes:

The Administrator welcomed all present. The minutes of the meeting held 16 August 2018 were accepted by all present and signed by the Administrator.

2. Matters Arising:

None.

3. Finance

The Administrator tabled:-

- Trial Balance for the period May 2018 to February 2019.
- Bank balances: Admin Fund R77 911-09
 Reserve Fund R 9 776-17
 Held in Trust R40 000-00
- Propell outstanding list Loan balance R716 247-00
 Special levy R324 290-00
 R391 957-00

Mr Slabber queried the arrears on the municipal account?

Total arrears	R375 815-74
RM2 portion	<u>R175 634-63</u>
	R200 181-11

4. Handover from Administrator to Trustees

The Administrator advised that the court order expired 19 February 2019. The "shadow" Trustees as elected at the AGM would therefore take over.

5. Election of Chairperson

Mr Matzdorff was nominated. No other nominations were tabled. Mr Matzdorff accepted the nomination and was therefore unanimously elected as chairman. Mr Matzdorff took over as chairman of the meeting.

6. Trustee Portfolio Feedback

- **Security:** Mrs Vos advised that the contract was amended to have 2 guards on duty for each shift. Regular meetings were held with all Maritz Security to monitor service.
The following was discussed:
 - Checking completion percentage of patrol system.
 - Back up recording time on camera system to be reviewed.
 - Maritz were taking over at Mountain View Villas and had quoted for RM2. The Trustees felt this would improve security as a full time vehicle would be assigned to the 3 complexes if Maritz were awarded all three contracts.
 - Upgrading of the access control system and cameras to be reviewed.

- **Maintenance:**
- Mr Matzdorff advised that there had been another leak. Expert to be called out to investigate cause of leak.
- Water flow rate had been changed to reduce water consumption and pressure on pipes.
- Round 2 of roof repairs to be reviewed before winter.
- Graham had started bird proofing the roofs. Mr Brink to assist with wood offcuts.

- **Propell:** Had been discussed under finance.

- **Communication:**
- Mrs Fortuin advised that a meeting of residents had been held in the old play area and that ± 60 people attended.
- Various matters pertaining to the complex had been discussed.
- Trustees to be invited to the next meeting which would be held in the quad.

- **Grounds / Gardens/Cleaning / Refuse/Recycling / Signage:**
- Mr Brink advised that the refuse area had been cleared and cleaned. Mr Brink had sponsored the removal costs.
- New signage needed
 - One way traffic
 - Children under 10 only allowed in old play area.
 - Block and unit numbers

- **Estate Managers Report** -Circulated with the Agenda. The following points were raised:
 - Monthly reports to reflect percentage of specific task completion and listed in priority order.
 - List of equipment owned by the Body Corporate and equipment needed to be drawn up.
 - Access control database to be reviewed. Mr Slabber to assist.
 - Arrear parking rental list to be sent monthly to Graham so that he can follow up.

7. General:

- Ducting – Mr D De Wit to assist with repairing the ducts.
- Plants – Mrs Capendale to assist with plants and gardens
- Containers – To be moved within 3-4 months. Mr Brink advised that one container could be donated to the Body Corporate if needed.
- Trustee e-mail group – Mr Matzdorff to set up.

There being no further business the meeting closed at 19h50.

.....
SIGNED BY THE CHAIRPERSON

.....
DATE