**MINUTES OF THE ANNUAL GENERAL MEETING OF SANTA LUCIA BODY CORPORATE HELD ON 22ND JUNE 2017AT 6.30PM** **AT THE OFFICES OF STATUS MARK, RUIMSIG OFFICE ESTATES, BLOCK 5, HOLE IN ONE ROAD, RUIMSIG.**

***SG No D467/2002***

**1. WELCOME AND CONSTITUTION**

**1.1 CONFIRMATION OF PROXIES, NOMINEES AND ANY OTHER PERSONS REPRESENTING MEMBERS**

The chairman, Andrew Pfister (AP), welcomed the members present.

Proxies received: Units 1, 5, 6 & 7

**1.2 ISSUING OF VOTING CARDS**

Voting cards were issued to the members and proxy holders

**1.3 CONFIRM QUORUM (33.33 % OF VALUE)**

A quorum was present with a percentage value of 80%

Units present: 2, 3, 4 & 8

**1.4 ELECT CHAIRPERSON TO CHAIR THE MEETING, IF NECESSARY**

It was not necessary to elect a different chairperson.

**1.5 CONFIRMATION OF NOTICE OF THE MEETING**

It was confirmed that notice of the meeting was given.

**1.6 APPROVAL OF THE AGENDA**

The agenda was approved.

**2. PREVIOUS ANNUAL GENERAL MEETING MINUTES**

**2.1 APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING MINUTES of 28th JUNE 2016.**

The minutes of the previous annual general meeting dated 28th June 2016 was confirmed a true recording of the meeting.

**2.2 MATTERS ARRISING FROM PREVIOUS ANNUAL GENERAL MEETING MINUTES**

The matters arising was discussed:

Financials:

Refer the trustees report: The electricity bill was sorted by council and paid up in full.

Water leak:

Refer trustees report.

Water meters:

Refer the trustees report - installed in the current year to try to isolate the water loss. All units now billed on readings from water meter in gardens and normal meter.

Garden services:

The trustees feel that the complex is getting value out of the current garden services who also takes care of the pool.

Parking:

Residents are parking in front of their garages. The trustees have relaxed the complex rules to allow for residents to park 1 car in front of their garage as long as it does not block or inconvenience any other resident.

WiFI:

No further investigation was undertaken as Vumatel was installed into the complex.

Alternate window frames:

Some investigations were made for alternative window frames. Because the wooden frames are built into the walls, it will be very expensive to change them. Most people bought into the complex because they liked the wooden look. The trustees suggest maintaining the wood and replacing where the wood is badly rotting.

Post box:

This was not done during the year.

**3. CONSIDERATION OF TRUSTEES REPORT**

Andrew read the trustees report and this will be circulated with the minutes.

**4. INSURANCE**

**4.1 APPROVAL OF THE SCHEDULES OF INSURANCE REPLACEMENT VALUES**

As per the requirements of the ST Act, a professional insurance evaluation needs to be done every 3 years to determine the insured values. This was done in April 2015 and will need to be done again in April 2018.

The insured values were approved by the members.

The complex will be insured for **R24,243,343.00**

The insurance is based on the units in average condition and many owners, after renovating their section, may find that the insured amount for their unit is inadequate. The onus is on the owner to ensure that his/her unit and the contents are properly insured at all times.

Owners should note that body corporate insurance does not cover the contents of the unit.

**4.2 DETERMINE THE EXTENT OF THE INSURANCE COVER BY THE BODY CORPORATE**

A full copy of the policy formed part of the AGM notice sent out to the owners and the extent of cover was approved.

The complex has taken out fidelity insurance as is required by the ST Act to cover the body corporate against fraud.

**5. BUDGET**

**5.1 APPROVAL OF THE ADMINISTRATIVE BUDGET FOR THE YEAR ENDING**

**28TH FEBRUARY 2018**

The proposed estimate of income and expenditure for the year was discussed and provision amounting to R154,487.00 was made for expenses. The total budget including the maintenance and reserves amounts to R329,951,

**5.2 APPROVAL OF THE MAINTENANCE BUDGET FOR THE YEAR ENDING**

**28TH FEBRUARY 2018**

The maintenance budget of R20,041 was approved

The reserve budget of R 20,041 was approved.

**5.3 APPROVAL OF MONTHLY LEVY INCREASE**

The levies were increased with effect from June 2017 by 10%. A further 4% increase will be effected from 1st August 2017.

The 14% percent levy increase increases the levies from R1500 to R1710.00 per month.

**6. CONSIDERATION OF THE ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDING 28TH FEBRUARY 2017**

The audited financial statements consisting of the auditors report, balance sheet, income statement and notes to the financial statements formed part of the notice documents received by members and as approved by the trustees were presented to the meeting. The financial statements showed a Total Income of **R337,783.00** and expenses of **R420,677.00.** The Body Corporate was left with a Deficit of **R220,579.00** at the end of the financial year. The retained surplus was **R132,572.00**

**7. APPOINTMENT OF AUDITORS**

Meintjies and Retief were reappointed as auditors for the ensuing year.

**8. TRUSTEES**

**8.1 NUMBER OF TRUSTEES**

The number of trustees was determined at 3 (three)

**8.2 ELECTION OF TRUSTEES**

|  |  |
| --- | --- |
| Name | Unit |
| A Pfister | 3 |
| G Motiang | 8 |
| R Boomen | 4 |

**8.3 DIRECTIONS AND RESTRICTIONS ON TRUSTEES**

The following directions/restrictions were placed on the Trustees

No directions or restrictions were placed on the trustees. They are to apply logic and call for a meeting of the owners should they deem it necessary.

**9. CONFIRM ON LODGEMENT OF ANY AMENDMENTS OF THE SCHEME'S RULES**

The rules were not amended during the past financial year.

All residents and tenants need the prior approval of the trustees to keep pets prior to moving into the complex. (As per the rules of the complex.)

Residents are to be considerate of their neighbours at all times.

**10. DETERMINATION OF DOMICILIUM CITANDI ET EXECUTANDI**

1. **CONFIRMATION ON WHERE ALL LEGAL & COUNCIL DOCUMENTS FOR THE SCHEME WILL BE DELIVERED TO**

**The domicilium citandi et executandi was determined as:**

Santa Lucia Body Corporate

c/o Status Mark Property Group

Ruimsig Office Estate P.O. Box 21882

Building 5, Suite 3 + 4 Helderkruin

Hole-In-One Road 1733

Ruimsig

1. **CONFIRMATION THAT RECORD MUST BE KEPT BY APPOINTED MANAGING AGENT OF ALL TRUSTEES, MEMBERS & TENANTS FULL NAMES, ID NUMBER OR PASSPORT NUMBERS IF NON SOUTH AFRICAN CITIZENS, SECTION ADDRESSES & MAILING ADDRESSES, IF DIFFERENT, TELEPHONE NUMBERS, EMAIL OR OTHER ELECTRONIC ADDRESSES IF ANY**

Owners were informed that all the above contact details need to be kept on record and those who have tenants in their units, to keep the trustees/managing agent updated on all contact details.

**11. SPECIAL BUSINESS OF WHICH NOTICE HAS BEEN GIVEN**

There was no notice of special business given.

The members were concerned about the people sleeping against the wall at unit 10 and Andrew suggested putting rocks on the pavement instead of grass to prevent this. Sue to find out who the Ward Councillor is in the area. It may be a municipal problem and the trustees will investigate.

The biggest concern is during the day when there seems to be more activity.

**12. CLOSING**

With no further business to discuss, the meeting was closed at 7.50pm.

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**CHAIRPERSON DATE**