



WATSONIA VIEW BODY CORPORATE (SS 50/2011)

**MINUTES OF THE MEETING OF THE TRUSTEES OF WATSONIA VIEW BODY CORPORATE
HELD ON THURSDAY, 11 MARCH 2024 AT 17H40 AT UNIT 33 MIMOSA STREET, WILRO
PARK, ROODEPOORT, 1724**

1. WELCOME

The chairman welcomed all and thanked them for attending the meeting.

2. ATTENDANCE, APOLOGIES, PROXIES AND QUORUM:

(a) Present (*as per the attendance register*)

- | | |
|-----------------|------------|
| - T Du Preez | (Unit 13) |
| - E van Niekerk | (Unit 20) |
| - T Smit | (Unit 39) |
| - E Volschenk | (Unit 119) |

(b) Apologies:

- | | |
|-------------|-----------|
| - FA Massyn | (Unit 43) |
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(c) In Attendance: None

(d) Chairperson – Mr T Smit	(Unit 39)
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A quorum of 4 out of 5 (80%) trustees present, the meeting was declared duly constituted and proceeded to business.

3. Matters arising from the minutes of the previous meetings

3.1 Payroll

The meeting agreed that the payroll function will be handed over to Lin Mari who will prepare the payslips and ensure compliance with regulatory requirements regarding payroll. The invoice submitted by Lin Mari to acquire software to fulfil the role has been approved. Earth Zone Properties to cancel and advise the current company of termination of the services.

3.2 Employee Disciplinary for John Ralebala

The meeting agreed that the employee in question has misrepresented himself to Watsonia View by means of an ID document that does not belong to him. After the discovery of this the trustees launched an investigation and after an interview with the employee it was confirmed by the employee himself, as well with supporting evidence obtained during our investigation, that the RSA ID in his possession were indeed not his own and it was established he was a Zimbabwean citizen. The meeting decided to summarily dismiss the employee with immediate effect and pay him Pro-rata for the days he worked.





3.3 Pre-Paid meters and roll over progress:

The chairman noted that as per the data only +-68/119 forms were submitted to update Pre-Paid meter information. The meeting has decided that we will identify the units who have not submitted the required form and Earth Zone Properties to send reminder emails to those units. These units will be given until the end of the month to submit their information whereafter the trustees will compile an updated list and those owners who failed to submit the required form will be visited by the Trustees to establish why the form has not been submitted. Once all the information is received, the information can be updated and the following phase can commence which involves physically rolling over the meters. The meeting agreed.

3.4 Website

The chairman noted that once the website is up and running people can access information and submit complaints on the website. All information and complaints submitted on the website will be confidential and only accessible by nominated persons. The trustees are to decide who will maintain information on the website.

3.5 General

a. Dogs barking constantly

The chairman reported that complaints had been received from various residents regarding dogs barking constantly. It was determined that if an owner is not at home there is not much that he/she can do. The trustees can only advise them of the nuisance and if the disturbance persists in an unbearable way, penalties can be imposed.

b. Approval of Invoices

Payment for the Fire equipment servicing and the Auditors have been approved by all present at the meeting:

A & T Fire Services – R1,840;

Van Dyk Smit Financial Services – R5,175.

Earth Zone Properties to proceed with payment.

c. Allocation of payments and naming of payments to and from accounts:

Payments to be made to the savings account to be reconciled by Earth Zone Properties in respects of:

- 1.) The R100 Reserve fund levy – Earth Zone Properties to advise how many reserve fund levies were paid i.e $R100 \times 112 \text{ Units} = R11\,200$ and that to be marked 'Reserve fund levy' and paid to the savings account.
- 2.) Com Elect and Com Water - The calculation to be made monthly on what the actual Com Elect and Water was i.e if it was R100 for Com Elect and R40 for Com Water the calculation must be given to the trustees as soon as possible- The remaining money i.e R160 for com elect must be paid over to the savings account and named 'Com Elect' and the same for





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Com Water after the deduction of the actual has been made. This will ensure that we know exactly what is in the Savings account and what it is for. This will help with future reference and transparency.

4. CLOSING

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

CHAIRPERSON

DATE

TRUSTEE

INTEGRITY • PROFESSIONALISM • PRODUCTIVITY • PERSEVERANCE • INNOVATION



Earth zone properties



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