

3: MINUTES OF TWIGAHILL RONGAI APARTMENTS LIMITED GENERAL MEETING HELD ON 5TH DECEMBER 2015 AT QUQUS RESTAURANT NEAR THE APARTMENTS FROM 10.00A.M.

Members Present

1. Thomas Githui – Treasury (C1)
2. Leah Githiomi – Secretary (B9)
3. Rhoda Munyua - Committee member (A3)
4. Muriithi & Winnie – B4
5. Richard & Doreen Nyagaka – C6
6. EnricahDulo – (A6)
7. Byron Mudhune – (B5)
8. Louisa Wangalwa – (C3)

Representatives

1. Eric Gitonga – (A5)
2. Ted Olang – (A10, C9)

Absent with Apologies

1. Jackson Muraya – (C2)
2. Susan Muchiru – (A7)
3. MakoriosAgumbi – (A2)
4. Benjamin Mwambire – (C8)

Absent with no Apologies

1. Michael Seton – (A1, A4, A9, B1, B2)
2. Cindy/Tony Mbela – (A8)

3. Paul Nyakundi – (B10)
4. DionisiaNjogu – (C5)
5. Mildred Natecho – (C7)
6. Jacob/RachelMogeni – (B8)

No.	Agenda	Points of discussion /Issues raised	Action agreed	Accountability	Due Date
		Introduction of members present			
	Matters Arising	No Matters arising from previous meeting was for information purpose			
	AGENDA				
1.	Voting of vacant seat of chairperson	Thomas the treasurer led the members present on the voting	Jackson Muraya of apartment C2 was voted as the Chair though in absentia Other members voted are; - Louisa Wangalwa - Byron Mudhune		closed
2.	Presentation of Accounts	This was done by Mr. Mureithi of Biziland Property Management Company	It was noted that some owners/tenants do not pay service charge on time. Members agreed for penalty for late payment, this will be enforced by disconnecting water to the house with a re-connection fee of Kshs.1,000/=. Further owners to be given Bank statements after every 6 months.. Management tasked with responsibility of having the common electricity on prepaid	Management	
3.	Security of Mbagathi Greens Estate	The was incidences of reported attacks within the estate leading the Management of the estate to enhance security with urgency	Management enhanced security by erecting barriers at entry to the estate and fencing the lower side of the estate.	This led to increment monthly service	Effective date of increased

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			Every developer is to contribute Kshs.7,000/= per plot, Twigahill contribution is Kshs.14,000/= per month, apartment is built on 2 plots)	charge from Kshs.3,000/= to Kshs.3,500/= per month	service 1 st November 2015
4.	Evaluation of Performance of the Service Provider (Biziland Property Management Ltd)	Noted that the Lawyer has not management to complete change of the Company (Twigahill Rongai Apartments to be under new directorship and Michael Karanja handover. Documents have been filed with the Registrar. Therefore the Directors can act as Trustees of Twigahill Rongai Apartments	Management to follow up to ensure closure and regularize operations of the outsources service provider		
5.	Proposed Development to the Apartments	<ul style="list-style-type: none"> - Hanging line - Construction of garbage place - Putting of flash door at security place - Cementing entry to the apartment gate - Re-painting of the apartments as per lease agreement 	Management to appoint a qualified engineering for costing to be shared with owners and to agree on way forward		
6.	AoB	Should put Notice Board in each apartment with basic rules of the apartment			
		Structural design noted that some tenants have put metallic doors in their houses to enhance security. Agreed that there should be consultation to ensure uniformity. However, agreed we needed to revisit the sale agreement document for compliance			
		Parking			

Treasurer: Thomas Githui

Signature: 

20/11/2016

Minutes taken by: Leah Githiomi Secretary

Signature: 