



**KINGSWOOD GOLF ESTATE HOA
TRUSTEE MEETING
MINUTES**

**14 March 2022
10h00**

1. PRESENT

Marc Stuyck Via Teams	Developer Trustee	MS (Chairperson)
Willem Jacobs	Kingswood HOA	WJ
Dan de Wet	Kingswood HOA	DdW
Gerrit Botha Via Teams	Member Trustee	GB
Fielies Nieuwoudt	Member Trustee	FN
Marilyn Kamp	Member Trustee	MK
Marius Botha Via Teams	Developer Trustee	MB
Chris Horsley	Member Trustee	CH
Lize van Heerden	Kingswood HOA	LvH

A quorum was in attendance and the meeting properly constituted.

2. ATTENDANCE REGISTER

All those present signed the Attendance Register.

3. APOLOGIES

Albe Laker	Developer Trustee	AL
Niel Haycock	Developer Trustee	NH

4. FINALISATION OF AGENDA

The following items were added:

REF	ITEM	CONTRIBUTED BY
	None	

5. Disclosure of Conflict of Interest:

Marc Stuyck and Marius Botha attending the meeting as Trustees and not as the Developer.

6. APPROVAL OF PREVIOUS MINUTES

The minutes of the meeting held on 21 February 2022 were approved with a few changes as agreed by the Trustees.

7. MATTERS ARISING FROM PREVIOUS MINUTES

REF	ITEM	WHO	WHEN
7.1	<p>Purchase of Gatehouse building – KHOAP minutes Registration was on 7 March 2022.</p> <p>Transfer of POS & Road reserve erven MS commented that the process is now being held up by SARS. Haycock Attorneys is following up weekly. MB confirmed the settlement amount of R 500 000 was paid to Haycock Attorneys on 14 March 2022 into their Trust account.</p>	Noted Noted	
7.2	<p>Security Strategic Plan and Proposals Minutes of the Security Committee meeting on 4 February was distribute to the Trustees. CH was appointed as Chairman, and the committee members - WJ, FN, CH, PV, DdW, which represent the Board of Trustees. It was agreed and approved by the Trustees to combine this with the Risk committee – and will from now onwards be discussed under the heading of – Security & Risk Committee. This point will move to 12.1 of the minutes. CH reported that they will focus on the existing 10-year plan and revisions to current issues and situation. This will be used as a road map on the way forward and will shortly be circulated to the committee members.</p>	Noted	
7.3	<p>Roads: Speed humps on the Estate DdW commented that there is no update. Still await quotes. Three civil Contractors were invited to tender, and DdW has received one quotation and is awaiting quotation from ASLA. Decision: None</p>	DdW	2022
7.4	<p>POPIA Act: MK reviewed some of the documentation and gave her input and feedback. The documents were forward to MB for his comments. Action: Final report issued by I-Act Africa to be circulated to Trustees when received.</p>	MB Noted	2022
7.5	<p>Erosion at stormwater headwall near sewer line below KW Cross A-Turf will start this week.</p>	Noted	

<p>7.6</p>	<p>Transfer of Roads in Phase 4 MS commented that the supplier delivered the gates. They were not happy with the standard of the gates, and it was sent back. Outstanding issues:</p> <ul style="list-style-type: none"> • Entrance gates. • Wall at the Proefplaas has been painted, confirmed by DdW. • Piece of wall at the entrance needs to be broken down. • Landscaping to be done – MS requested quote from L Kelland • Verges and street names still needs to be done <p>WJ noted that HOA appointed an additional Fidelity security guard at the entrance gate in phase 4, to guard the entrance at night until the permanent electrical fence is erected.</p>	<p>Noted</p>	
<p>7.7</p>	<p>Access Road Phase 4 Nothing new to report. MS confirmed that the Developer did not receive any feedback from their last correspondence to the Municipality. Brookside homeowners: Complaints and concerns continue to be received by Willem from homeowners WJ tabled the suggestion to extend and widen the curb at the corner of Lancaster Road & Brookside Road, to give more road space. (Inside and outside of the bend) and possibly discuss with homeowners if applicable No budget for this and therefore it must be captured in the journal differently Action: K&T to supply an engineer opinion / solution.</p>	<p>Noted</p>	
<p>7.8</p>	<p>Gatehouse Restaurant – Smoking in the stoep area and outside balconies WJ had preliminary discussions with Kingswood Golf Operations. He awaits their proposal.</p>	<p>WJ</p>	<p>2022</p>
<p>7.9</p>	<p>HOA strategic session Took place on Tuesday, 22 February, at Momentum offices in George. After receiving the final document from Cor Swart at 4Xellence Solutions who facilitate the meeting, WJ suggested a follow up session. Wednesday, 23 March at 08h30 (changed to 7 April 2022 at 08:30) Agreed that sub-committees be established to deal with important projects.</p> <p>Kingswood clubhouse project Nothing new to report. WJ did meet with Lindy Bekker and Dean Chandler for preliminary discussions and to request a quote from them to do the initial and preliminary cost assessments on the project.</p>	<p>Noted</p> <p>Noted</p>	
<p>7.10</p>	<p>Bridges: DdW advised that quotations and work still had to be done to conclude the work on the handrails to golf cart bridges but would be done soon. Action: DdW in the process to source a new supplier & quote.</p>	<p>DdW</p>	<p>2022</p>
<p>7.11</p>	<p>Storm water problems due to heavy rains: Golf course Areas at the 14th, 9th, and 1st WJ commented that he prefers that the work be done by Phillip Basson. But he will only be able to assist at a later stage. Action: MS suggested to contact Adam Kelland – to see if he can assist earlier.</p> <p>Road areas Identified: DdW requested that he obtain quotations to increase the size of the storm water catchments once a professional opinion had been obtained. Action: K&T to do the design. Once received and approved, ASLA can supply</p>	<p>WJ</p> <p>DdW</p>	<p>2022</p> <p>2022</p>

	a quote to do the work.		
7.12 Insurance claims Pending	WJ confirmed the review meeting with the relevant parties is scheduled for 16 March. GB suggested to discuss with the insurer what the situation will be after the settlement, and what will be covered in the insurance policy Quotations received had been higher than the amount that the insurer was considering as payment for the repairs. It was agreed that, if the quotations were not accepted by the insurer that Willem approach the insurer to appoint their own contractor and to pay him directly at their own risk in respect to workmanship. Subway Repair: Action: It was suggested to de-link the subway from the claim so that the rest of the claim could be settled. Decision: K&T to be appointed to do the method statement, after which a contractor will be appointed.	WJ WJ WJ,DdW	March March
7.13 Gatehouse Building: Repairing the Parking area	Quote received from Boss paving was accepted. They will start on 22 March KGE agreed to pay an amount of R84,971 towards the repairs. If their work was good, it was possible that they may be given other such work on the Estate	Noted	
7.14 Private school development next to Phase 3A	The item is ongoing WJ presented the email communication received from Green Fire Enviro – the Environmental consultant of the project. He requested a proposal document and more information to be communicated Trustees agreed to communicate to homeowners seeing that all homeowners in Kingswood are affected parties as well as the Homeowners Association. Decision: None	WJ	2022
7.15 Storage facilities at Kingswood & Shaded parking area for staff	WJ confirmed that Lindy Bekker is busy with some design options and ideas for storage facilities & shaded parking for the staff at the back of the gatehouse. The Municipality confirmed zero building line. MS suggested some planting to be done to soften the boundary view towards the street. The Homeowner Trustees agreed that shaded parking for staff is a necessity and needs to be addressed. Decision: None	WJ	2022
7.16 Gardens at Gate 1,2 & 3, the Gatehouse Building and the Maintenance Shed	Action: WJ will circulate the report to the Trustees when done. No quotations received to date for the work to be done Decision: None	WJ	2022

8. FINANCE

REF	ITEM	WHO	WHEN
8.1	Income Statement The Income Statement for February 2022 was discussed.	Noted	
8.2	Outstanding debtors The overdue accounts for February 2022 were discussed.		

	WJ was pleased with the progress made to recover these. Action: Normal collection procedures / handed over to the attorneys for collection.	LvH	2022
8.3	Monthly expenses None		
8.4	Remuneration Committee - Kingswood HOA employees Insured benefits for members were being questioned due to the high increases in premium. MK & WJ had a meeting with the Brokers. MK awaiting feedback as per request for individual Sanlam calculations. Action: Proposals will be put forward to each member of staff for consensus and any changes agreed will be implemented 1 April 2022 Decision: None	MK,WJ	2022
8.5	AFS 2021 The HOA and KHOAP audits were done during Feb 2022. Draft statements were forwarded to the Trustees for their comment and input. Roy Edge will meet with LvH and then with WJ to discuss his comments.	Noted	

9. CEO REPORT

REF	ITEM	WHO	WHEN
9.1	WJ expressed his concern with regards to possible price increases in fuel and other items costs due to the War between Russia and Ukraine, which will have an impact on the general Maintenance costs in the HOA Budget.	Noted	

10.LEGAL

REF	ITEM	WHO	WHEN
10.1	Air B&B and Guest houses: Due to the increasing numbers on the Estate, it was agreed to get Legal opinion on this matter – what is allowed and what does the Municipal by-laws stipulate. The Trustees agreed that renting out a room in a house – while the owners stay permanently in the house (Air B&B) is more manageable. But renting out a house on short term, while the owner lives outside of the Estate e.g., overseas may become a problem. The Security Risk committee to give some recommendations. Action: Dr. van Breda to give legal opinion on this matter. Decision: None	WJ	March

11.INFRASTRUCTURE & LANDSCAPING

REF	ITEM	WHO	WHEN
11.1	Landscape Contract with Golfscape The contract will expire October 2022. WJ confirmed that he is in the process of finalising the scope of work agreement before the document can go out to tender. MS requested the brief to be finalised by May 2022 and the proposed RFP circulated in June 2022 for Trustee approval.	WJ Noted	2022
11.2	MS suggested an annual tender process to be implemented for some of the work that takes place on a more regular basis throughout a year. i.e., Contractors to	Noted	

	quote on rate per meter. The proposal was supported by the meeting. WJ added that SLA's would be put in place with each contractor and then, whenever work is to be done, instead of obtaining quotations, the contracted entity will be asked to continue with the work based on the SLA and cost agreement. (paving, painters, electrical, etc.)		
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12. SECURITY

REF	ITEM	WHO	WHEN
12.1	<p>Security & Risk Committee</p> <p>Refer to 7.2</p> <p>Screens to be erected at 5th hole due to homeowners complaining about golf balls hitting their homes.</p> <p>It was confirmed that the gatehouse is now insured through Hollard.</p> <p>It was confirmed that Willem does receive outside reports from 'area security meetings' that take place – these are received from Fidelity as they attend these meetings.</p>	Noted	

13. KARC

REF	ITEM	WHO	WHEN
13.1	Nothing new to report		

14. HOMEOWNERS ISSUES

REF	ITEM	WHO	WHEN
14.1	<p>Business from home applications</p> <ul style="list-style-type: none"> C and V Marias: Erf 220: Air B&B Approved The Trustees of One One Eleven Trust: Erf 802: Air B&B / Short term rental. Legal communication was received from their legal team. Dr. W van Breda did communicate to their lawyers, but since then, written consent was received from all the neighbours. Approved <p>Action: WJ was appointed to sign the applications on behalf of MS</p>	Noted Noted	
		WJ	March

15. GENERAL

REF	ITEM	WHO	WHEN
15.1	<p>MS raised concern with regards to the rudeness to staff and employees by some homeowners. The Trustees agreed that each situation should be handled as it occurs. GB suggested to address this in the upcoming newsletter.</p> <p>Decision: Agreed</p>	Noted	

16. GOLF COURSE PROPERTIES – KHOAP

Refer to KHOAP Directors minutes

17. Occupational Health and Safety Act (OHASA)

17.1	Kingswood HOA Nothing new to report	Noted	
17.2	Public Liability Insurance: Nothing new to report.	Noted	

18. Insurance

18.1	Business interruption Insurance: Nothing new to report	Noted	
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Next Meeting: Wednesday, 13 April at 10h00

Agreed meeting dates for 2022:

- 23 May
- 20 June
- 18 July
- 22 August
- 19 September
- 24 October
- 21 November

31/01/2022	R 63,303.67	R 15,472.62	R 24,692.70
28/02/2022	R 33,001.07	R -2,060.99	R 9,000.93
31/03/2022	R 6,183.34	R 154.80	R 32,474.90

