



**KINGSWOOD GOLF ESTATE HOA  
TRUSTEE MEETING  
MINUTES**

**21 November 2022  
10h00**

**1. PRESENT**

Willem Jacobs	Kingswood HOA CEO	WJ
Marilyn Kamp	Kingswood HOA Trustee	MK
Jonathan Witts-Hewinson	Kingswood HOA Trustee	JWH
Lize van Heerden	Kingswood HOA	LvH
Marius Botha (via MS Teams)	Developer Trustee	MB
Werner Jerling (via MS Teams)	Developer Trustee	W Jerling
Tony Jacobsen	Kingswood HOA Trustee	TJ
Fielies Nieuwoudt	Kingswood HOA Trustee	FN
Marina Flear	Kingswood HOA	MF
Dan de Wet	Kingswood HOA	DdW

A quorum was in attendance and the meeting properly constituted.

**2. ATTENDANCE REGISTER**

All those present signed the Attendance Register.

**3. APOLOGIES**

Albie Laker	Developer Trustee	AL
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#### 4. FINALISATION OF AGENDA

The following items were added:

REF	ITEM	CONTRIBUTED BY
4.1	Roofs visible from Airway Road	TJ
4.2	Repairs: Brookside Road to phase 4	JWH
4.2	Damage to homeowner car in Rushmore Road	DdW
4.4	Homeowner requested possibility of one month's compensation on his levy, due to consent clearance taking too long to issue.	WJ

#### 5. DISCLOSURE OF CONFLICT OF INTEREST

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

#### 6. APPROVAL OF PREVIOUS MINUTES

The minutes of the meeting held on 24 October 2022 were approved.

#### 7. CEO REPORT

REF	ITEM	WHO	WHEN
7.1	WJ had distributed his feedback report on 18 November 2022 to the Board of Trustees who thanked him for the useful document which was referred to throughout the meeting.	Noted	
	It was suggested that the report be tabled as the first item of discussion after the meeting formalities in future agendas so that matters are not addressed multiple times during the meeting.	LvH	Nov

#### 8. MATTERS ARISING FROM PREVIOUS MINUTES

REF	ITEM	WHO	WHEN
8.1	<b>Transfer of POS &amp; road reserve erven &amp; Kingswood Crest Roads</b> MS advised that this was submitted to the Deeds Office in November 2022 and that it should be registered shortly.	Noted	
8.2	<b>Roads: Speed humps on the Estate and other road works &amp; speed cameras</b> Ambrosys will supply the HOA with four speed camera units over the 6 months trial period. These units will be positioned at some of the 14 locations that had been identified and moved from time to time. Ambrosys will assist with the design of the plinths that must be built to hold the speed cameras and the positioning of such cameras. Ambrosys asked that the HOA insure the cameras through their short-term insurance policy and WJ was mandated to get premiums for such insurance once he had received the values of the equipment from Ambrosys.	Noted	
8.3	<b>Transfer of Roads and POS in Phase 4</b> The deed of sale was signed by WJ as authorised in the previous Trustee meeting and Haycock attorneys are tending to the transfer.	Noted	

<b>8.4</b>	<p><b>Access Road Phase 4 to R102</b></p> <p>The Trustees noted that written correspondence was received from the Developer on 31/10/2022</p> <ul style="list-style-type: none"> <li>Proposed Permanent Road Phase 4 to R 102 – progress update.</li> <li>Construction Access to Phase 4</li> </ul> <p>The Trustees noted that Gate 4 was operational for construction vehicles as from 1 November 2022 and JWH thanked WJ for his efforts to make this possible.</p>	Noted	
<b>8.5</b>	<p><b>Reshaping of areas at the 14<sup>th</sup>, 9<sup>th</sup>, and 1<sup>st</sup> due to storm water issues from the golf course to the houses next to the course</b></p> <p>Turfworx has started with the work and it was agreed by the Trustees that the cost for the work would be for the HOA and not for KHOAP.</p>	Noted	
<b>8.6</b>	<p><b>Gatehouse 2 &amp; 3 repainted - quotations</b></p> <p>Quotations for the painting on gatehouse 2 &amp; 3 and further confirmed that work would only commence in January / February 2022.</p> <p>MS &amp; JWH commented on the bad state of these buildings and asked if DdW could try and get some of the work done to make them more presentable before the end of 2022.</p> <p>JWH suggested that the gatehouses should be painted annually before the end of each year. WJ would need to work this into the budget.</p>	DdW	2023
		DdW	2022
		WJ	2023
<b>8.7</b>	<p><b>Wildlife management plan</b></p> <p>DdW advised that he had received the management plan from George Animal Hospital prepared by Dr Christiaan Bignaut but that final numbers were still to be included.</p> <p>It was felt that about 60 Springbuck should be kept on the Estate at any one time.</p> <p>The Trustees agreed to a formalised deal to be documented with Mr Hennie Otto where it must state that he would be entitled to 25% of the offspring of the Springbuck to be removed from the Estate at his cost. DdW agreed to draft an agreement that he would circulate to the Trustees for their approval.</p> <p>To address inbreeding, Mr Hennie Otto advised that there was a farmer in Mossel Bay who has a different blood line and that it may be advisable to bring in 2 rams and let the farmer take 2 off the Estate. DdW will make further enquiries.</p>	DdW	2023
		DdW	2023
		DdW	Nov
<b>8.8</b>	<p><b>B&amp;B and guest houses: Communication to homeowners</b></p> <p>WJ confirmed that the bylaw is not enforced by the George Municipality and that the HOA can determine what they will allow, and what cannot be allowed in respect of short-term letting of their homes.</p> <p>WJ advised that he had drafted a communication for homeowners and would circulate this to the Trustees for approval and will then distribute it to homeowners together with the Municipal definition of a B&amp;B and Guest Houses.</p> <p>A minimum of 1-month stay was suggested for guests occupying short-term</p>	Noted	
		WJ	2022
		Trustees	

	<p>accommodation on the Estate. However, this time-period was still to be confirmed.</p> <p>JWH noted that he was not in favour of short-term letting. MS suggested that the HOA allow B&amp;B's but not Guest Houses.</p>	Noted	
<b>8.9</b>	<p><b>Erosion ditch below Brookside</b> WJ said that there has been some settlement and it has now caused some cavity at the back of the ditch.</p> <p>WJ Civils, ASLA &amp; A-Turf were asked to quote on the repair work. The engineer has suggested that it be filled up with more tyres and anchor it at the bottom, add stone and top it off with topsoil. Then see what happens. WJ will indicate the best option and circulate to the trustees for approval once received.</p>	WJ	Nov
<b>8.10</b>	<p><b>Procurement Policy</b> MF forwarded the proposed updated document to WJ for his approval. WJ to send this document out shortly with track-changes, for Trustees' input.</p> <p>Limits of authority framework document in process.</p>	WJ / MF WJ	Nov 2023
<b>8.11</b>	<p><b>Replacing of bollards</b> DdW advised that he is investigating a suitable bollard that will work properly. Trustees suggested that at least 20 be ordered and DdW must approach the manufacturer directly to see if they will accept bulk-orders of about 20 at a reduced cost.</p>	DdW	2023
<b>8.12</b>	<p><b>Illegal carport structure: Knightsbridge Road</b> Cladding shade net was removed but the steel structure still remains. DdW was asked to ensure that the entire structure was removed.</p>	DdW	Nov

**AGENDA: NEW MATTERS:**

**9. FINANCE**

REF	ITEM	WHO	WHEN
<b>9.1</b>	<p><b>Income Statement for October 2022</b> The Income Statement was tabled for discussion.</p>	Noted	
<b>9.2</b>	<p><b>Outstanding debtors for October 2022</b> The overdue accounts for October 2022 were discussed. Normal collection procedures / handed over to the attorneys for collection.</p>	Noted	
<b>9.3</b>	<p><b>Expenses for approval</b> MF distributed email correspondence &amp; quotes with regards to the urgent purchase for a proper server with backup facilities.</p> <p><b>Decision:</b> Approved ISM quote, R 19 950</p>	Noted	
<b>9.4</b>	<p><b>Budget 2023</b> Updated draft budget for 2023 was emailed to the Trustees for input. Few questions &amp; suggestions were made. MF will adjust, and forward to the Trustees for final approval. Suggested to do consolidated budget for HOA / KHOAP.</p> <p><b>Decision:</b> Proposed budget with adjustments were approved.</p>	Noted	

9.5	<p><b>Annual golf cart registration, maintenance and annual renewal fee</b>  HO private golf carts need to be inspected annually.  HO will have a month after renewal date to schedule the appointment at the maintenance shed. Penalty to be issued if not done within a month after renewal date.  DdW will draft correspondence &amp; MF will finalize the policy amendment.  This will then be distributed to the homeowners.</p> <p>JWH asked whether KGO's golf carts are inspected annually and WJ confirmed that it was done, but a more formal procedure will be communicated.</p>	DdW MF	Nov
9.6	<p><b>HOA Purchase of server</b>  The purchase of the server and Pastel subscription was approved by the trustees before the meeting and ratified at the meeting.</p>	Noted	

**10.LEGAL**

REF	ITEM	WHO	WHEN
10.1	Nothing new to report.		

**11.INFRASTRUCTURE & LANDSCAPING**

REF	ITEM	WHO	WHEN
11.1	<p><b>Roofs visible from Airway Road</b>  WJ, DdW and Mornay will investigate and ask the specific homeowners to clean their roofs.</p>	WJ / DdW	Nov
11.2	<p><b>Repairs: Brookside Road to Phase 4</b>  An isolated area in Brookside Road has manifested itself as failure to the road surface.   WJerling will discuss with Chris from ASLA and get input from K&amp;T.  They will give feedback once complete.</p>	WJerling	Nov
11.3	<p><b>Damage to homeowner car in Rushmore Road</b>  Brush cutter of Golfscape while cutting the sidewalks, during October, damaged the car. The homeowner refuses to claim form his insurance, and the operator is only willing to pay the excess. MS commented that the HOA do have public liability, and that we need to claim. The Operator to pay the excess.</p>	DdW	Nov

**12.SECURITY & RISK COMMITTEE**

REF	ITEM	WHO	WHEN
12.1	<p><b>Security Strategic Plan &amp; Proposals: 5-year security improvement plan Independent Security Audit:</b>  Willem Scholtz from Scholtz Consulting addressed the meeting via teams and presented the outcome of Stage 1 of the mandate that they were given by the Security and Risk Committee. The mandate included an audit, evaluation,</p>		

	<p>solutions for shortcomings, future security design, budget costing and roadmap for the installation if accepted.</p> <p>The security areas that were part of Stage 1 were perimeter, access control, control room and guarding.</p> <p>The total cost was noted as approximately R26 million (still to be adjusted further) spent over 6 years including the latter part of 2022. The cost did not take into account any escalation at this point.</p> <p>WJ explained that the security on the perimeter was most important, especially ensuring that the electric fence was fully functional and legally certified in terms of the Electrical Machinery Regulations of 2011. He asked the Trustees if they would approve the Phase 2 of the project so that the work could start and hopefully be completed before the end of 2022. The Trustees felt that they required more detail and mandated WJ to request Scholtz Consulting to provide an executive summary for each of the security areas proposed so that they could understand better what strategy had been decided on before they approved Phase 2 of the security project.</p> <p>WJ agreed to circulate to all the trustees the final presentation and financial model that was presented by Scholtz Consulting during the meeting as well as the executive summary when received from Scholtz Consulting.</p>	WJ	Nov
		WJ	Nov

### 13.KARC

REF	ITEM	WHO	WHEN
13.1	Nothing new to report		

### 14.HOMEOWNERS ISSUES

REF	ITEM	WHO	WHEN
14.1	<p>Homeowner requested possibility for one month's levy compensation, due to levy clearance took too long.</p> <p><b>Decision:</b> Not granted.</p>	Noted	
14.2	<p><b>Website HOA login section: Meeting minutes</b></p> <p>WJ raised the request that previous year meeting minutes be removed from the HOA login section (2019,2018,2017,2016,2015 and older archives) Last two years to remain.</p> <p><b>Decision:</b> Approved</p>	LvH	Nov
14.3	<p><b>Security telegram group</b></p> <p>It was noted that non-security related issues were discussed on this group. MS requested WJ to end this kind of discussion, by requesting homeowners to refer issue to the HOA office directly.</p>	WJ	

### 15.GENERAL

REF	ITEM	WHO	WHEN
15.1	<p><b>Private school</b></p> <p>Nothing new to report.</p>		
15.2	<p><b>Additional Maintenance Staff</b></p> <p>JWH suggested the possibility to appoint an additional staff member to assist Mornay with general maintenance work throughout the year. WJ advised that he</p>	WJ	2023

	had been talking to Mornay about this and that he would pursue it further and ensure that the item was catered for in the 2023 budget. <b>Decision:</b> Approved		
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## 16. Occupational Health and Safety Act (OHASA)

<b>16.1</b>	Nothing new to report		
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## 17. Insurance

<b>17.1</b>	The Value assessor (Mr Hennie Muller) concluded the assessment and WJ received the report. He will discuss with SKF. Civil costs: K&T to give opinion on roads and storm water and then HOA might need to adjust. Quote received for R28,000. <b>Decision:</b> Approved, value assessment opinion to be done by K&T	WJ	Nov
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### Next Meeting:

Tuesday, 24 January at 08h00

### Proposed meeting dates for 2023: Tuesday at 08h00

21 February

Wednesday: 22 March

18 April

23 May

Monday: 12 June

Monday: 19 June AGM

DATE	120 DAYS	90 DAYS	60 DAYS
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
30/04/2022	R -7,183.88	R 14,310.69	R 27,916.50
31/05/2022	R 6,010.00	R 11,727.99	R 27,907.80
30/06/2022	R 13,098.38	R 11,240.22	R 22,777.27
31/07/2022	R 6,477.43	R 7,074.32	R 25,573.31
31/08/2022	R 4,678.02	R 6,385.31	R 23,882.45
30/09/2022	R 7,286.87	R 11,509.57	R 25,959.78
31/10/2022	R 17,127.68	R 21,767.86	R 18,117.46
30/11/2022	R 12,590.51	R -357.51	R 22,864.99

**Debtors by month**

