MINUTES OF THE ANNUAL GENERAL MEETING OF THE HOMEOWNERS' ASSOCIATION OF BRIGADOON ESTATE THAT WAS HELD ON SATURDAY, 27 NOVEMBER 2021 AT 10:00 AT THE WIGWAM CONFERENCE HALL, REX ROAD, RUSTENBURG

PRESENT:

BD004	:	Demoscon CC
BD007A	:	Wigwam Property Fund (Pty) Ltd
BD008A	:	Chrocorp (Pty) Ltd
BD009A	:	Ramoremi Trading and Projects (Pty) Ltd
BD0010A	:	Ramoremi Trading and Projects (Pty) Ltd
BD012A	:	The WJL Family Trust
BD018A	:	Ramoremi Trading and Projects (Pty) Ltd
BD019A	:	Ramoremi Trading and Projects (Pty) Ltd
BD020	:	R P Bingle
BD022A	:	JF Dos Santos
BD027	:	Barhub Global Inv (Pty) Ltd
BD028	:	A Stokes
BD032B	:	CM & CR Van der Wal
BD037A	:	RJ & S Dekker
BD043	:	Vanina Trust
BD044A	:	Stoney River Properties 253 CC
BD045	:	G Mee
BD48A	:	MJM Segaole
BD051B	:	ST & LT Mokhele
BD055B	:	B Van Aswegen
BD056B	:	B Van Aswegen
BD058C	:	Ramoremi Trading and Projects (Pty) Ltd
BD059B	:	L & SI Richardson
BD062A	:	Wigwam Property Fund (Pty) Ltd
BD063A	:	Wigwam Property Fund (Pty) Ltd
BD064A	:	Wigwam Property Fund (Pty) Ltd
BD076	:	TD Long
BD077A	:	CS & AM Cilliers
BD079	:	JI Britten
BD081A	:	Ramoremi Trading and Projects (Pty) Ltd
BD093A	:	Stenwill Trust
BD111	:	R P Bingle
BD112	:	Stenwill Trust
BD117A	:	Wigwam Property Fund (Pty) Ltd
BD120A	:	Wigwam Property Fund (Pty) Ltd
BD123A	:	Wigwam Property Fund (Pty) Ltd
BD124A	:	Wigwam Property Fund (Pty) Ltd
BD130A	:	IJ & CA Delport
BD133	:	Wigwam Property Fund (Pty) Ltd
BD134A	:	Wigwam Property Fund (Pty) Ltd
BD140A	:	ZP & B Mulaudzi
BD145A	:	Wigwam Property Fund (Pty) Ltd
BD147	:	W & H Sharpe
BD149C	:	J Parsons & L Landman
BD150B	:	Bernard Cussons

R Von Wielligh	-	Principal, Von Wielligh Property Management
M Bester	-	Property Manager, Von Wielligh Property Management

Apologies and Proxies received:

BD0004	:	Demoscon CC	Proxy ifo A Weiss
BD022A	:	JF Dos Santos	Proxy ifo R Bingle
BD055B	:	B Van Aswegen	Proxy ifo Z Engelbrecht
BD056B	:	B Van Aswegen	Proxy ifo Z Engelbrecht
All Wigwam Property Fund (Pty) Ltd properties			Proxy ifo C Cilliers

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1. Welcoming:

The Chairperson (Mr R Bingle) opened the meeting and welcomed everybody present to the 15th AGM.

2. Establishment of Quorum:

The Owners present together with proxies totalled **FORTY-ONE (41)** which constituted a quorum and met the requirements of the meeting to commence and decision making to be legal and binding.

3. Approval of Minutes of Previous Meeting:

The minutes of the Annual General Meeting held on **28 November 2020** were tabled. The minutes were accepted as a true and correct reflection of proceedings and was subsequently signed.

4. Chairperson's Integrated Report:

Mr R Bingle (Chairperson) delivered the Integrated Report to the meeting with supporting documentation and slides:

4.1 Acknowledgements:

- **Trustees:**
  Your support over the past year is valued. Plenty of skill and experience are on offer that improve estate living for all, also maintaining credibility in such demanding times.

- **Wigwam Development**:
  The executive's dedication to success as well as readiness to engage on matters of mutual interest is very reassuring.

- **Von Wielligh Property Management**:
  Attentiveness is shown towards balancing ***Brigadoon Estate's*** requirements and to adapt to all the influences.

- **Homeowners**:
  Acknowledged for entrusting the committee with the leadership of ***Brigadoon Estate.***

4.2 Focus:

As a Homeowners' Association the Board of Directors must manage, promote and advance the collective interest of the owners living in the *Estate* and hence it was decided to just recap on few key elements across a wide spectrum of aspects that enhances Brigadoon living. The Chairperson shared all information by means of a couple of slides.

4.3 Security:

Security service is shared with WigWam Properties. The estate resides within the 56 hectares of WigWam

4.3.1 Security:

There are on-site technology and controls available for guarding service to perform their duties effective and efficiently.

The central security control room is fully functional with CCTV monitoring, perimeter beam and electric fence alarms, perimeter and street lighting coupled to an emergency generator in the event of power failures and access control systems at the main entrance.

The physical on-site guarding service is set up with a supervisor, patrolling guards, K9's (patrolling guards with dogs), security officers for main gate control and central control room. Everybody is in radio contact.

4.3.2 <u>Access Control</u>:

There is only one access point into the *Estate* from the main road. It is important to note that the main entrance also serves as access control to the senior retirement village. With all the development underway and the significant increase in resident/pedestrian/contractor and visitor flow it became necessary to identify access control systems that will ensure a safe and effective flow of traffic, high measure of security and with very little decision making and control from security personnel at the main entrance.

- For residents we have introduced a **vehicle tag system** that automatically lift the booms when vehicle approach the traffic barrier at the main entrance. To date 557 tags have been issued. This system requires no intervention from security and the flow of traffic is uninterrupted for residents exit/entrance.

- Domestic workers are all registered on a **face recognition system** and are able to enter and leave site through a separate entrance with magnetic interlocked doors. There is no security intervention required and unauthorised entry is not possible. From a safety point of view there is an enhancement in that vehicle/pedestrian interaction is eliminated. To date 118 domestic workers have been registered on the system.

- **Visitors access control** has been implemented. All residents are now in control of authorising visitors access using an App on their cell phone to generate a pin code. The resident then forwards the pin code to the visitor or one day contractor service for access. From authorised access point of view the decision making is taken away from the security officer as the boom on the traffic barrier will only operate once the system verified that the pin code entered at arrival is correct.

Expansion of the access control is on the radar and planning underway to implement a turnstile system complete with face recognition for **permanent contractors** which is scheduled for installation early 2022.

An enclosed drop off space will also be created at the main entrance for courier services.

4.3.3 <u>Main Gate Risk Exposure at night</u>:

With Brigadoon being 15 Km outside Rustenburg, it could be categorised as rural based and hence the decision to evaluate risk exposure for residents arriving late at night when all shutter roller doors have been closed.

The lighting in this area is adequate. The telephone number for the Main Gate is **014-9406795** and is functional. There is camera coverage and security presence 24/7. Emergency generator connected to the power supply to ensure continuous power. The roller shutter doors that are closed later at night as a further security measure, are not all electrically operated. This is one shortfall that needs to be addressed. Finally, there is no cell phone available at the main gate and should be under consideration.

4.3.4 Security Multipliers:

Clearing of bush along the ***Brigadoon Estate*** perimeter is ongoing and improves the effectiveness of perimeter lighting. Time tracking Patrols are far more effective and efficient with unobstructed paths

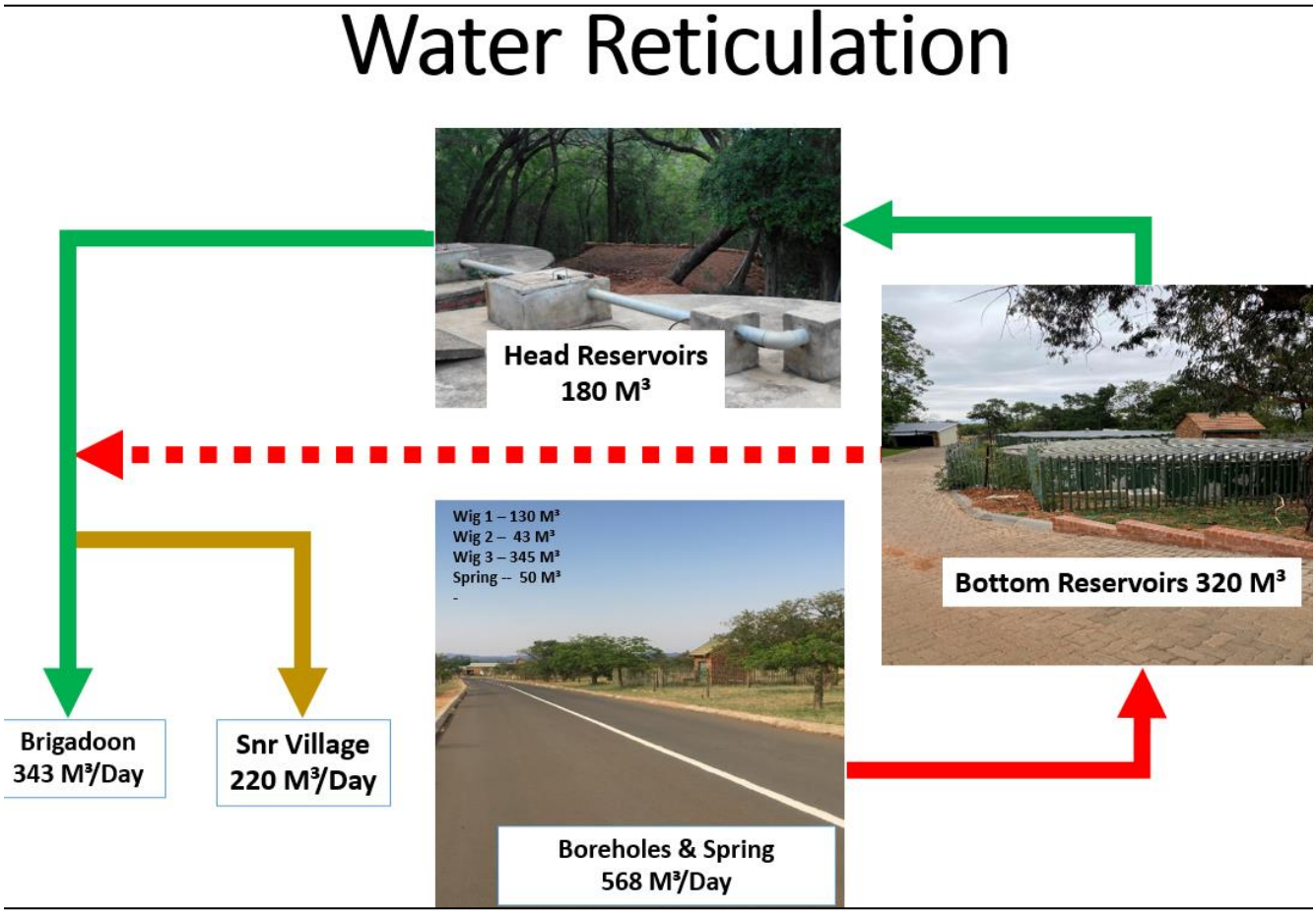
4.4 Power supply

Year to date we experienced 122 power interruptions which is less than the previous year. The total number of hours without power amounts to 554 which is almost 30% increase compared to previous year.

Emergency generator is installed as backup for unplanned power failures. All street and perimeter lights, cameras, perimeter beams, main entrance area and server room for fibre connectivity is supplied from the generator in the event of a power failure.

Investigation revealed that day time power interruptions are costly as there is very little loading on the generator, and it would be far more cost effective if we introduce a solar system for small loads. The generator can then be re-purpose to supply a sewerage pump at day and all the lights at night when power interruption occurs.

4.5 Water Supply:



The water reticulation was explained using the slide. It shows that water is pumped from boreholes into bottom reservoirs and then again pumped to head reservoirs and finally gravity fed to the estate and other areas.

With all the new developments there has been a significant increase in the demand, and it should be clear that we are very dependent on continuous operation of clear water pumps as storage capacity now almost non-existent. This has been a point of concern for the second year running and Wigwam Properties Pty Ltd promised at the time to construct additional storage capacity.

Provision has been made in the budget to rearrange the water supply line to the estate and directly couple into the bottom reservoirs to at least make us less dependent on head storage and double handling. This plan will only initiate if development continue with no further response to introduce additional storage capacity. One final glitch in the system that needs to be addressed is the back up power for borehole installations.

4.6 Sewerage

The maintenance, operation and performance management of the unattended sewerage treatment plant is on contract with the OEM, Techroveer and aligned with DWARF requirements. The inflow to this plant is roughly 60 M3/day and effluent can be used for irrigation purposes.

4.7 Fibre Network

There have been several complaints that the fibre network is underperforming. We are all so dependant nowadays in our tech driven lives that the system must remain sound with adequate speed availability and security and data integrity. The ISP is committed to offer the necessary home support and found that the basic cause of problems starts when home owners decide to undertake to distribute Wi-Fi using extenders. The ISP can offer to additional access points for such type of distribution that are proven to function effectively.
Go Connect installed the fibre reticulation throughout the estate and senior village and more than 95 % of households are now signed up which results in swift response when problems do occur.

5. General:

- **Servitudes:**
  Owners are reminded that there are a 2 meter Registered Right for essential services all along the roadway. Even though it is not common for power cables or main water supply line to fail, it does require a significant amount of trenching when repairs have to be carried out. Water isolating valves, fibre manholes and sewerage manholes are visible along these routes and should not be overgrown with plants. Also, the trees growing on these servitudes require trimming on the odd occasion to allow safe passage of goods vehicles.

- **Intervention – Bee Colony**:
  Bees can become aggressive and uncontrollable and hence the decision to remove them from inconvenient spots e.g., manholes/cavities at ground level. Only trained and registered persons are called to relocate the beehives.

- **Communication:**
  A cell phone tower is being constructed across the road from ***Brigadoon Estate.*** There is keen interest in the project as mobile phone reception very poor in the area.

6. *Brigadoon Estate* Development:

At the moment there are **78** houses in the *Estate*. A further **15** new builds are underway, **14** stands with house plans which can start building at any time, **34** privately owned vacant stands and **9** Wigwam Property vacant stands.

The increased building activities inside the estate resulted in elevated noise levels and traffic interference. There are no real precautionary measures that can be taken by HOA other than specifying working hours, insisting on responsible and licenced vehicle drivers and transport routing of materials. Residents are requested to be as patient as possible under these circumstances.

Concern has been expressed that there are contractors not adhering to the estate rules and not wearing face masks which is a covid requirement

There will be focus on the building site one week prior to the builders break to ensure the skips are empty, no further delivery of building materials take place, safe stacking of bricks and steel that may cause risk to children playing on these sites and that “no unauthorised entry” signs are displayed.



7. <u>Consider Annual Financial Statements</u>:

The meeting accepted the audited financial statements for the year ended **<u>28 February 2021</u>.**

The financial position of ***Brigadoon Estate*** is currently at the healthiest it has ever been. At present there is R600 000-00 available on the Money Market in savings, to serve as a buffer for any unforeseen expenses.

8. <u>Approve Budget for the ensuing financial year</u>:

The proposed budget for the ensuing year was presented. The Chairperson suggested an increase of R71 per month to cover envisaged increases in service and maintenance cost and to be able to continue with certain upgrades. The meeting approved a levy increase of **<u>5%</u>** per month effective from **<u>1 March 2022</u>**.

8.1 Levies in arrears:

The process of collecting outstanding levies was briefly discussed and the Chairperson also explained the agreement entered into with Mr Z Engelbrecht *(Wigwam Property Fund Pty Ltd)* regarding levies in arrears. He continued to explain that there is a water reconciliation account owing WigWam Property Fund Pty Ltd.

VPM handles the usual collection of outstanding charges. Where owners have instalment agreements, it must be monitored that the owner in question does not fall further behind. The Chairperson made it clear that it is by no means fair that owners who are in arrear enjoy the same benefits as owners whose levies have been paid up to date.

9. Appointment of Auditors:

The meeting authorised that **DE VAN STADEN AUDITORS** may be appointed as auditors for the ensuing financial year.

10. Directors:

10.1 Determination of number of Directors:

The number of Directors for the ensuing year are 11. It was requested to update the number in the MOI to read **12.**

10.2 Election of Directors:

- Mr R Bingle
- Mr S Breitenbach
- Mr T Long
- Mr J Vermeulen
- Mr W Loots
- Mr R van der Wal
- Mr A Sekotlo
- Mr Z Engelbrecht
- Mr L Cussons
- Mr J Parsons
- Mr W Weiss

11. New matters:

11.1 Memorandum of Incorporation:

The MOI has been revised to keep up with changes to the Companies Act. The updated MOI will be sent to everyone for input, and anyone has until 31 December 2021 for comments. If there is no feedback or commentary the MOI will be taken as is.

11.2 Levy and water statements:

There was a special request from one of the residents to split the monthly water and levy statements. Currently the variable and fixed components are all thrown together which makes it difficult to arrange for a monthly bank stop order to cover Brigadoon levy charges.

Another request was tabled to provide a levy invoice to certain owners who need it for SARS purposes.

11.3 Open manholes:

Complaints were received of contractors leaving manholes covers open/removed for extended periods whilst houses are under construction. This poses a health and safety risk especially for young children playing nearby. Contractors need to be cautioned on the dangers of open manhole covers and trenches and need to ensure it is closed or fenced off for unauthorised entry after hours.

12. Adjournment:
With no further matters for discussion, the meeting adjourned.

Signed at RUSTENBURG on this _____ day of _____ 20___.

CHAIRPERSON **MANAGING AGENT**