



**Onverwacht Home Owners Association
49 Pinotage Crescent
Onverwacht Estate
Wellington
7654**

**Estate Manager: Mariana Louw
Cell: 064 863 5076
onverwacht@pinnacleprop.co.za**

Minutes of committee meeting held on 19 August 2019 at 18:00

1. The meeting is opened by the chairman, Cor Uys
2. Constitution: All members are present and the meeting can proceed.
 - Cor Uys (Chairman)
 - Frik Bosman
 - Ollie van Schalkwyk (Treasurer)
 - Stefan Hartmann
 - Etienne Boeke
 - Johan Burger (Vice Chairman)
 - Harry Allen (Secretary)
3. Co-operation between the committee and the managing agent
 - The most important aspect is that all communication must go through the managing agent, no WhatsApp group or committee email address must be used.
 - Any request from any one of the committee regarding the management of Onverwacht, must be directed to the managing agent and all other members must be copied in. The managing agent will then reply in return to all members.
 - Any other request from a committee member or any other member of the HOA, must be directed to the managing agent who will then act on it or circulate it to the members for their inputs.
 - Mariana has adequate experience with the management of HOA's and will act according to the constitution and rules in all matters brought to her attention, only asking assistance from the committee when she needs their input. Input/feedback from the committee must be as prompt as possible to assist Mariana with the efficient settling of matters.
 - Mariana is authorised to incur any expenses she deems necessary up to R1 500.00 without consulting the committee
 - Remember, the managing agent is there to implement decisions taken by the committee. It is not the duty/responsibility of the committee to act on or implement decisions taken.
4. The borehole and fence discussed at the AGM
 - Ollie has received two further quotes for the borehole
 - It is decided to appoint RPM Drilling
 - Mariana will contact them formally and appoint them and acquire the contact number of the person who RPM uses to indicate where water is to be found
 - Mariana will contact Kraaifontein Construction and Fencing to obtain another quote for the electrical fence and also look at other options for the fence. Various aesthetic options will be considered and presented to the committee.
 - Frik and Cor will arrange to meet with Johan Bauermeister as soon as the fencing options are finalised in order to get his "blessing" on and approval of the project and to arrange/get permission to register servitudes where needed. Access for Johan Bauermeister and his staff will need to be addressed and finalised at that meeting.
5. Newsletter
 - All are in favour of a regular newsletter

**Chairman: Cor Uys, Treasurer: Ollie van Schalkwyk, Secretary: Harry Allen
Members: Etienne Boeke, Frik Bosman, Johan Burger, Stefan Hartmann**

Onverwacht Home Owners Association

- Mariana will attend to this on a monthly basis, it will serve to inform residents of happenings within Onverwacht and can also serve to give updates on progress made with projects undertaken
 - Mariana will need input from the members of the committee as to the content of the newsletter
6. Minutes and the website
- Cor is currently in charge of the website and will continue to administer it for the time being
 - According to the constitution all minutes of all meetings must be circulated to all members within 14 days of such a meeting
 - All outstanding minutes will be presented to Marianna as soon as possible to be circulated to all committee members for approval and then placed on the website
7. Estate Manager
- Mariana is currently employed for 2 afternoons per week.
 - All are in favour of employing her for a third afternoon, on a Monday.
 - Monday afternoons can be spent at the offices of Pinnacle in town where there will be less distractions, which will enable her to get to all administrative work which is currently lagging.
 - An email will also be sent to certain individuals who are taking up a large amount of Mariana's time on a weekly basis with telephone calls. The individuals will be encouraged to only communicate with Mariana via email and all such emails will be forwarded to all committee members in order to assist Mariana with these matters.
 - It is brought to the attention of the committee that the current internet service in the Onverwacht office is very slow and unreliable. Pinnacle will proceed with the process to get faster wi-fi internet in order to assist Mariana further.
 - All committee members commit to support Mariana and to give their co-operation when needed
8. Construction Document
- Harry Allen has suggested certain changes to this document
 - These changes will be forwarded to Mariana for circulation to all committee members for their inputs.
 - If the majority agree, these proposed amendments can then be presented at the next SGM for approval.
9. Steps up the dam wall
- An owner has requested some sort of steps with hand rail be made to assist people when going up or down the dam wall near the pump house.
 - All committee members agree to the request.
 - Frik Bosman will contact Johan Bauermeister to get his permission for the steps.
 - As soon as permission is granted, Mariana will ask Alwyn to do it.

The meeting ends at 19h25