

UTOPIA NATURE ESTATE

The Body Corporate/Die RegsPersoon, Utopia Section Title Scheme No. SS879/2003

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MINUTES OF THE ANNUAL GENERAL MEETING

Annual General Meeting of the Utopia Sectional Title Body Corporate held at the Utopia Hall, Utopia, remaining extent of portion 3, of the farm Grootfontein 346JQ on , 27th October 2018 from 09:30.

IN ATTENDANCE

LK Wake	Unit 2	
Scholtz Trust	Unit 11	
D Du Plessis	Unit 12	Proxy to F du Plessis -12
A Herz	Unit 14	Proxy to G Ferns
JL van Wyk	Unit 15	Proxy to FC Keet
Utopia Vakansie Oorde	Unit 16	Proxy to CJ Botha - 67
PRS Tewson	Unit 17	Proxy to DJ White - 33
T Gladwin	Unit 18	Proxy to W Keet
NN Mabunda	Unit 19	Proxy to FC Keet
CO Le Roux	Unit 21	Proxy to CJ Botha - 67
JMH Martin	Unit 29	
JC Labuschagne	Unit 31	Proxy to L Keet
S & L Smith	Unit 32	Proxy to L Keet
DJ White	Unit 33	
WH Enslin	Unit 34,80, 81, 89, 91	
EEE & S Kruger	Unit 35	
NJ & P Jackson	Unit 38	
S van den Berg (Mills)	Unit 42	Proxy to P Colyn - 99
GC Kilduff & AL van Wieringen	Unit 43	Proxy to W Keet
FW Runge & BA Eser	Unit 44	Proxy to B de Wet - 83
JT & M Maritz	Unit 45	
S Putter	Unit 46	Proxy to A Cochrane
PJ Ridgwell	Unit 51	Proxy to J Maritz – 45
KL Lawrenz	Unit 54	Proxy to P Lazarus - 112
Ashton Leigh Trust	Unit 60	Proxy to J Maritz - 45
Scarlett Prop Trust	Unit 63	Proxy to C Ferns - 182
A & N Marshall	Unit 64	Proxy to P Colyn - 99
RM Weiss	Unit 66	Proxy to K Gill - 105
CJ Botha (Engelbrecht)	Unit 67	
HV Meyer	Unit 68	



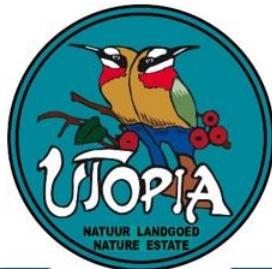


JD Kriel	Unit 73	Proxy to K Gill - 105
ES John	Unit 74	
SA Jackson	Unit 75	Proxy to NJ Jackson - 38
JJ & MM Siemens	Unit 76	
HM Du Plessis	Unit 77	Proxy to A Nel - 78
AI Nel	Unit 78	
Aipotu Eiendomme CC	Unit 80	
B De Wet	Unit 83	
BM Von Veh	Unit 84	
BJM & SI Wagner	Unit 85	
DW de Klerk	Unit 94	Proxy to C Ferns - 182
P & CY Kilian	Unit 96	
PM & MS Colyn	Unit 99	
K Gill & FJ Bashall	Unit 105	
FJ Bashall	Unit 106	
Afropolitan Property Investment	Unit 111	Proxy to P Lazarus - 112
PJ Lazarus	Unit 112	
OR Schwankhart	Unit 113	
Wetdan D114 CC	Unit 124	Proxy to B de Wet - 83
MJ Barnard & DB Louw	Unit US129	
AI & AJ Litkie	Unit 168	Proxy to A Cochrane
IW Paton	Unit 174	
NC & G Ferns	Unit 182	
Otto Krause Property Holdings	Unit 187	Proxy to G Ferns - 182
A Botha	Unit 192	Proxy to P Lazarus - 112

1. OPENING AND WELCOME

H Meyer welcomed all the members present.





2. CONSTITUTION AND CONFIRMATION OF:

2.1. Proxies

It is confirmed that Proxies are held by

F Du Plessis
G Ferns
FC Keet
CJ Botha
W Keet
L Keet
P Colyn
B De Wet
A Cochrane
J Maritz
C Ferns
K Gill
A Nel
P Lazarus
DJ White
W Enslin
NJ Jackson

2.2. Nominations for Trustees

13 Written nominations was received, and is listed as follows:

- 2.2.1. A Botha
- 2.2.2. K Botha
- 2.2.3. F du Plessis
- 2.2.4. WH Enslin
- 2.2.5. C Ferns
- 2.2.6. W Keet
- 2.2.7. P Lazarus
- 2.2.8. H Meyer
- 2.2.9. A Nel
- 2.2.10. F Ridgwell
- 2.2.11. J Siemens
- 2.2.12. T Wake
- 2.2.13. S Jackson

2.3. Other Persons Representing Members

None

2.4. Issue of Voting Cards

Voting ballots were handed out at the time of signing the attendance register.





2.5. Quorum Requirement

58 owners, either personally or by proxy, signed the attendance register, and as that formed a quorum, the meeting according to Annexure 1, Rule 19 of the Sectional Titles Scheme Management Act 8 of 2011, was formally constituted.

The owners present, represented a Participation Quota of 47.9%.

2.6. Election of Chairman

H Meyer was elected as Chairman for the meeting.

2.7. Proof of Notice Given

It was confirmed that notice of the AGM was given on 12 October 2018.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 16 September 2017 as circulated, were taken as read, unanimously approved as a correct record of the proceedings of that meeting and signed by the Chairperson.

3.1.1. Change T Botha to T. Human in last year's minutes

3.1.2. Change Non-Qualified Audit to Unqualified Audit Report

3.2. Matters arising

3.2.1. The board was questioned on when the listing of indigenous plants be added on Utopia's website and circulated to all owners. The board will pay attention to this matter.

3.2.2. The board was questioned on when notice boards of the tennis court rules be put up at the tennis court gates. The Chairman instructed Johan Malan to arrange for this to be done as soon as possible.

3.2.3. The board was questioned on what other avenues they pursued to resolve the long term debt. The Chairman referred this matter for further discussion at the time that the discussion falls due on this meeting's agenda.

3.3. New matters

3.3.1. CCTV system

A Presentation was given to the members to install CCTV Cameras to assist in monitoring the River bank sections where criminals still tend to cross into Utopia. A highpoint on the Telkom tower was identified to install a further thermal camera to assist in identifying movement on the out skirts and to alert Security.

A long debate ensued. It was argued on how to fund such a system as the CCTV will not replace Security guards. Any intrusion trigger will require responding guards to investigate. The matter was referred for further analytics and instruction was given to obtain further quotes. All off Utopia needs to be monitored and not only a select few should benefit from such a system.





4. TRUSTEE'S REPORT

- 4.1. The Chairman presented a short summary of the Trustee report and highlighted the following:
 - 4.1.1. He thanked the commitment of the teams that maintain, support and manage Utopia and the considerable achievements made during the past financial year.
 - 4.1.2. He briefly discussed the debtors and the process that is underway in collecting arrear levies.
- 4.2. The full trustee reports will be annexed hereto:

5. 10YEAR MAINTENANCE, REPAIR AND REPLACEMENT PLAN

- 5.1. Willem Enslin provided a presentation and outlined various maintenance related matters. The most important being listed as follows with estimated costs:

5.1.1. Hall Replacement due to structural problems	R400,000 consisting of 150,000 for the roof structure and R250,000 for a new Harvey thatch tile roof covering.
5.1.2. Walkway replacements around hall and restaurant complex	R70,000
5.1.3. Swimming pool Ablution facilities repairs	R60,000
5.1.4. Strip Road	R100,000
5.1.5. Water Reticulation	R100,000
5.1.6. Lighting around Main Complex	R40,000
- 5.2. The above matters were debated and discussed, and the members will be required to cast a vote on this matter. Members will be required to vote on approval of the 10year plan as well as the Reserve fund Budget.
- 5.3. Results:
 - 5.3.1. 10year Maintenance Plan – Resolution Passed. 58.62% votes
 - 5.3.2. New Reserve fund Budget – Resolution Passed. 60.34% votes





6. INSURANCE

6.1. Approval of the insurance replacement values

6.1.1. The insurance values were approved. Although Martinique indicated that Utopia will have to obtain a valuation report as it is a requirement of the act to obtain independent valuation report every three years.

6.1.2. Owners were yet again warned that if the square meterage of their units do not align to the values provided to the insurer, that their units will not be adequately insured and they risk insurance loss.

7. APPROVAL OF THE BUDGET FOR THE ENSUING FINANCIAL YEAR

7.1. Two options were presented to the members offering a 5% or a 0% increase.

7.2. The budget was approved with a 0% increase. – Resolution Passed 62.07% Votes

8. CONSIDERATION OF THE FINANCIAL STATEMENTS

8.1. The auditors were absent from the AGM but Andrew Nel briefly discussed the Audited Financials for the year ending 30 June 2018 with the members.

8.2. An unqualified audit has been achieved for a second year in a row, which has not been achieved for several years before.

8.3. Utopia's financial status has improved over the past financial year.

8.4. Utopia achieved a surplus for the year of R901,723.

8.5. The Financial statements were accepted by the members.

8.6. The R10,000 which the board budgeted for lounge furniture was queried as it did not reflect on the budget. The oversight will be corrected by the responsible trustee.

8.7. The R9000 for water testing was queried and will also be adjusted.

9. APPOINTMENT OF AN AUDITOR

9.1. The Body Corporate accepted the Chairman's recommendation that Schutte en Vennote be re-appointed as the Utopia Auditors for the 2018/2019 financial year. The trustees will engage with them to acquire the reason for the absence to the meeting. Resolution Passed - Votes 89.66%





10. ELECTION OF TRUSTEES

10.1. Establishing the number of Trustee's

10.1.1. The current Board consisted of six (6) Trustees'. The Chairman recommended to keep the number at 6. An alternative recommendation was made by T Wake, to increase the number to 8.

The Body Corporate, by a show of hands, accepted the Chairman's recommendation of 6 Trustees.

10.1.2. The Chairman concluded, that the current compliment of six Trustees worked well for Utopia and allowed the workload to be reasonably shared across the portfolios of Finance, Administration, Insurance, Shareblock and the Utopia Trust, Security, Environment, Infrastructure and Legal to be reasonably managed. It was suggested to create sub committees where additional assistance will be required.

10.2. Election of Trustee's

The 13 Nominated members were all given the opportunity to introduce themselves in order for the members to acquaint themselves before the voting.

10.3. Results – Listed Alphabetically:

Willem Enslin

Christa Ferns

Peter Lazarus

Heinz Meyer

Andrew Nel

Fiona Ridgwell

11. DETERMINATION OF DOMICILUM CITANDI ET EXECUTANDI

The Domicilium Citandi Et Executandi was confirmed as the following:

UTOPIA BODY CORPORATE

C/o Martinique (Pty) Ltd.	
PO Box 457	Utopia
Kroondal	Portion 3
0350	Farm Grootfontein 346 JQ
	Rustenburg
	0299





12. OWNER COMMUNICATION

- 12.1. Several complaints were heard by the owners regarding poor and unprofessional communication from the Administrative Trustee.
- 12.2. Complaints regarding the late and in some cases non-receipt of minutes were risen.
- 12.3. The ongoing refusal of the Admin trustee to add an owner to the e-mail distribution list was reported as unacceptable behaviour.
- 12.4. A written complaint regarding the Admin trustee's unacceptable handling of several requests sent to the office by owner A. Herz was read to the owners.
- 12.5. A letter of request to enter Utopia by means of his licenced BMW motorcycle, which is the main form of transport for this owner, A. Herz, was shared with the meeting. His request is to enter Utopia on 1 December 2018 on his motorcycle to enable him to attend the Alien day. This matter was favourably discussed and accepted by the owners. The Chairman decided to refer this matter to the round robin resolution voting process where a motorcycle resolution will be presented for approval.
- 12.6. Owners request for more open and timeous communication. Owner P Colyn reported that he does not receive communication from Utopia.
- 12.7. The poor state of some the units with thatch roof was discussed. The Chairman explained that this matter has been reported by the Insurance company and the trustees are in contact with each of the affected owners to have the thatch roofs repaired.
- 12.8. Francois du Plessis offered to compile a monthly newsletter on behalf of Utopia.
- 12.9. Francois du Plessis delivered a short presentation outlining his plans of opening the restaurant and the owners accepted it with great enthusiasm. A survey will be circulated to the owners to gather information on the owners requirements.
- 12.10. Massey Ferguson Tractor - The communication from Christa Ferns regarding the repairs of this tractor was explained to the owners and owner P. Killian suggested (and it was accepted by the owners) that this matter to be dealt with by the trustees.
- 12.11. Owner S Jackson informed the owners of the intention of a group of owners that are keen to introduce game onto Utopia. The trustees will take up the matter with Mr Jackson.

13. ADDITIONAL AGENDA ITEMS

13.1. Special Resolutions

- 13.1.1. The Chairman indicated that various special resolution will be tabled for distribution for Round Robin Resolutions this includes the following
- 13.1.2. Building Plans Approval





- 13.1.3. Day visitors
- 13.1.4. Camping site close to swimming pools
- 13.1.5. Pets
- 13.1.6. Motorcycles
- 13.1.7. Decision Capabilities of the Trustees

13.2. Building Plan Approvals

- 13.2.1. Unit 15 – Passed
- 13.2.2. Unit 57 – Passed but professionally drafted plans to be handed in at the office.
- 13.2.3. Unit 76 – Passed
- 13.2.4. Unit 78 – Passed.

1. CLOSURE

The meeting was noted as productive and timeous. The Chairman thanked the Owners for their positive participation and closed the meeting at 15h30.

Confirmed as a correct record of the proceedings of this meeting.

Signed at _____ on this _____ day of _____ 2018.

CHAIRMAN

TRUSTEE / PORTFOLIO MANAGER

