
MINUTES OF QUAGGASKLOOF WATERSKI CLUB COMMITTEE MEETING HELD ON 2 OCTOBER 2023 AT QUAGGASKLOOF

Present:

| | |
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| Jim Kotze | (JK) |
| Tobie Esterhuyzen | (TE) |
| Bester Pansegrouw | (BP) |
| Wilmarie Pansegrouw | (WP) |
| Schalk Loots | (SL) |
| Jacques Bindeman | (JB) |
| Jurg Noordemeer | (JN) |

Online Attendance

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| Paul Kaye | (PK) |
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1. Welcome

JK welcomes everyone.

2. Approval of Minutes of previous meeting:

The minutes from the previous minutes was approved.

3. Matters arising from previous minutes:

| Actions | Status | Comment |
|---|----------------|---|
| SL and TE to inspect road by end of October to repair the worse sections before the season. | TBC in October | SL to support TE |
| TE to investigate sign board that shows Quaggaskloof and what options we have to do privately or apply for a "brown sign board" | In process | JB suggested that TE to also get Apple graphics quote. On the current proposed sign, the arrow must be smaller and the writing bigger R13 000 is approved but another quote needs to be obtained before we proceed with the current quote. |



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|--|------------|---|---------------------|-----------|----------------------|---------|---------|----------|-----------|--------|-----------|----------|-----------|----------|----------|--------|---------------|----------|
| TE to share details on “other income” on the managers’ report going forward | Done | <div>Other Income for August 2023:</div> <table><tr><td>Boat Storage Credit</td><td>-1,826.10</td></tr><tr><td>Building Levy Credit</td><td>-869.57</td></tr><tr><td>Camping</td><td>3,043.49</td></tr><tr><td>Concierge</td><td>347.83</td></tr><tr><td>Fishermen</td><td>1,186.13</td></tr><tr><td>Gate Fees</td><td>5,391.34</td></tr><tr><td>Vouchers</td><td>108.70</td></tr><tr><td>Digger Rental</td><td>3,478.26</td></tr></table> <div>BVSA will change the allocations to reflect under the correct GL as per descriptions above.</div> | Boat Storage Credit | -1,826.10 | Building Levy Credit | -869.57 | Camping | 3,043.49 | Concierge | 347.83 | Fishermen | 1,186.13 | Gate Fees | 5,391.34 | Vouchers | 108.70 | Digger Rental | 3,478.26 |
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| Digger Rental | 3,478.26 | | | | | | | | | | | | | | | | | |
| Club to buy an additional pump as standby in the event that the campsite bubbler pump fails | In process | TE to proceed to buy the second pump for R10 000. Not required to be installed. | | | | | | | | | | | | | | | | |
| TE to get evidence on what was the agreement with the houses around the campsite that is linked to the “campsite” bubbler. | In process | <p>The manager received feedback from Keith Jamieson regarding the initial arrangement.</p> <p>The club did not have finances to install bubbler at the time. The four members each paid R22,500 capital cost in October 2016. The club did not contribute.</p> <p>Recently the system had to be moved due to capacity constraints. The club paid the cost of this relocation. The proposal is that these four members now start paying the monthly maintenance fee like all other members. This will however first be discussed with the four members, to get everyone’s input on the table, in order for a decision to be made at the next committee meeting.</p> | | | | | | | | | | | | | | | | |
| TE to follow up with CCMA to get the relevant information ahead of the upcoming CCMA disciplinary. | Done | The feedback from CCMA is that the case will go straight to arbitration as schedule for 11 October. | | | | | | | | | | | | | | | | |
| TE to engage with Nosmesa regarding procedure to follow for internal advertisements for positions available | Done | Nosmesa confirmed that the positions does not have to advertised internally first. The company can decide on the process. | | | | | | | | | | | | | | | | |
| TE to put together proposal on visitors experience and administrative person job description by 8 Sept | Done | <p>TE shared on 8 September 2023</p> <p>Kelly Kaye started on the 2nd of October on a 6 month contract and will support TE with the visitor experience.</p> <p>Admin post :TE to discuss potential internal candidates with candidates in the presence of another committee member before 6 October.</p> | | | | | | | | | | | | | | | | |



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| | | <p>Short term solution for gate management: if an internal staff member is appointed in the admin position another person will have to be appointed on contract that will manage the gate. A decision was also made that with immediate effect all visitors and contractors must be signed in and out of the gate. The number of passengers present when the vehicle enters and exits must also be recorded with immediate effect.</p> <p>Medium term: BP suggested that TE needs to lead with a proposal on how we can manage access control and the management of the gate.</p> |
| The Mule must go back to Bike Choice. TE to escalate to JB as soon as the Mule is back with them to ensure we get it back asap. | TE | Bike Choice collected the mule. Disassembled the gearbox and confirmed that the pulleys need replacement. The pulleys must be ordered from overseas with a lead time of 8+ weeks. The estimated cost is R30K and the club will have to pay a deposit before parts are ordered. The committee did not approve this expense and JB suggested that the mule must be reassembled and returned to Quaggas and TE will then get Bike Boutique to also quote on options. Once we have both options on the table the committee can make a decision. |
| Fence around garages will be repaired by 15 September. | Done | Completed 15 September 2023 |
| <p>TE to arrange for two or three quotes from a qualified electrician to :</p> <ol style="list-style-type: none"> 1. audit all electricity breakers and record it 2. service and do maintenance all electricity boxes to mitigate the fire risk 3. number all the breakers per house <p>this must include an audit on the permanent campsite site</p> | Not yet started | Scheduled for October. |
| Gas certificate must be obtained for clubhouse and campsite | Not yet started | Scheduled for October. |
| TE to investigate availability charge vs max usage | Not yet started | Scheduled for October. |



| | | |
|--|------|---|
| TE to share proposal on permanent campsite rules before 11 September 2023 | Done | Proposal shared with committee 11 September 2023 |
| TE make sure details like car ports etc is included in the manager's report. | Done | |
| BP to investigate whether we could have Anderson Studios stream the AGM | Done | R3000 approved to do also have the AGM via Microsoft Teams. |

4. Manager's report:

General:

- The as-built plan for Mr Regardt Strauss, House 31 was approved by DWS.
- Permanent Campsite 4 was sold. Gary Smith sold to Nick Laubscher but will keep his boat garage. The committee has been notified that a dispute has been reported by the new owner of site 4 regarding the sizes of campsite 3 and 4. The committee will notify the new owners of site 3 and 4 that the current site boundaries (and by implication size) that has existed for the past 20 years, where these two sites are split by the direct line between the power box pole to the paving cutout to the middle of the built braai, will remain as is. The right to use the property was purchased voetstoots. TE will confirm this in writing to both members.
- Standard Bank user profile update requested to enable payment processing.
- AGM Notice sent to members.
- BVSA completed the financial review ahead of the AGM.
- A temporary barman has been appointed.

Digger proposal submitted to committee:

- We already have quotations on hand that will be shared with members at the AGM.
- JK has advised a second quote will be received this week.
- We will also obtain quotes from JCB and Bell
- SL will also share additional quotes



Profit and Loss Report:

Financial statement for the month of August 2023:

Profit and Loss Report

Quaggaskloof Waterski Club

Date Range: 01/08/2023 - 31/08/2023

| Cost of Sales based on: Purchases | (incl Vat) | (ex Vat) |
|-----------------------------------|---------------|---------------|
| | <u>Aug-22</u> | <u>Aug-23</u> |
| Total for Sales | 220,569 | 246,219 |
| Total for Other Income | 22,317 | 14,075 |
| Total for Expenses | 393,931 | 348,852 |
| Net Profit Or Loss Before Tax | -151,046 | -88,557 |

The Standard Bank account balances as at 12/07/2023 are:

| <u>Bank Account</u> | <u>Balance</u> |
|-------------------------------|----------------|
| Standard Bank Current Account | R 124,030.47 |
| Standard Bank Notice Account | R 2,869,361.55 |

5. Constitution and Rules in preparation for AGM:

In July 2023 we had a special a meeting at Quaggas to review the rules and the constitution. All members had the opportunity to attend or share input ahead of this meeting. In this meeting the whole constitution and rule book were reviewed and changes discussed and recorded. These changes on both the rules and the constitution, as discussed at this special meeting, has already been shared with members and at the AGM members will have the opportunity to vote on this in order for this to come into effect.

We also received feedback from members after the special meeting noting additional changes to the rules and to the constitution. At the AGM, once we have voted on the special meeting's set of rules and constitution changes, members will also have the opportunity to vote on the additional feedback received.

6. Biometric access

All non-members biometric access to be removed with immediate effect. JK and TE to communicate to staff members in support of the visitor experience we will no longer use a remote to open the gate.

7. Approval of plans

JN will lead with an alternative that we can propose to DWA regarding the current plan approval process.

8. Date / venue / time of next meeting (s).

To be confirmed by the new committee after the AGM

9. AGM:

14 October at Quaggaskloof Club House at 9h30

The AGM will also be available via Microsoft Teams

TE will contact all members that has outstanding membership fees, JN confirmed that members not paid up to date will have no voting rights. Members must please note that if the money does not reflect in the account of the club by Wednesday 11 October 2023, you will not have voting rights at the AGM.

10. Summary of actions for review during next committee meeting:

| Actions | Responsibility |
|---|----------------|
| TE to setup JB to also release payments. | TE |
| TE to remove all non-members from Biometric access | TE |
| TE to respond to Paul Kay email regarding access control | TE |
| TE and SL to inspect roads in October in order to make proposal at next com meeting | TE |
| TE to install Quaggas sign board | TE |
| TE to buy additional pump as standby for campsite bubbler | TE |
| TE to investigate generator for campsite bubbler | TE |
| TE to engage with members that contributed to the campsite bubbler to start paying monthly levy. | TE |
| TE to fill admin position | TE |
| TE to get quote from Bike Boutique for Mule repair | TE |
| TE to arrange for two or three quotes from a qualified electrician to : <ol style="list-style-type: none"> 1. audit all electricity breakers and record it 2. service and do maintenance all electricity boxes to mitigate the fire risk 3. number all the breakers per house <p>this must include an audit on the permanent campsite site</p> | TE |
| Gas certificate must be obtained for clubhouse and campsite | TE |
| TE to investigate availability charge vs max usage | TE |
| SL to review site plan in order for the committee to formulate a plan around allocated erf sizes and areas around each property | SL |
| JN to propose a new plan approval process that can be shared with DWA | JN |



DISTRIBUTION

| | |
|---------------------|------|
| Jurg Noordermeer | (JN) |
| Jimmy Kotze | (JK) |
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