
MINUTES OF QUAGGASKLOOF WATERSKI CLUB COMMITTEE MEETING HELD ON 31 AUGUST 2023 IN SOMERSET WEST

Present:

Jim Kotze	(JK)
Tobie Esterhuyzen	(TE)
Bester Pansegrouw	(BP)
Wilmarie Pansegrouw	(WP)
Schalk Loots	(SL)

Online Attendance

Jacques Bindeman	(JB)
Paul Kaye	(PK)

Apologies:

Jurg Noordemeer	(JN)
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1. Welcome

JK welcomes everyone.

2. Apologies

JN apologised for not being able to attend.

3. Approval of Minutes of previous meeting:

Previous minutes approved.

4. Matters arising from previous minutes:

Actions	Responsibility	Status
Change locks of safe in the office	TE	Done
Polygraph test for two staff members with access to safe keys	JK	Done
Proposal on replacing the digger	TE	Will be discussed under managers' report
Repair of main road patches that require immediate attention	TE	Inspection(with SL) will take place in October, in the interim road signs to be added
Purchasing of new laptop	TE	Done



Investigation of breaker size of Schalk Loots house	TE	Done
Recording of breaker sizes at each house together with electricity reading	TE	Done
Decision on cancellation of building levy	Committee	Done
Proposal on campsite bubbler move and split	TE	Done
Sharing of committee minutes with members via email	TE	Done

5. Manager's report:

Financial update:

Quaggaskloof Waterski Club

Date Range: 01/07/2023 - 31/07/2023

Cost of Sales based on: Purchases	(incl Vat)	(ex Vat)
	<u>Jul-22</u>	<u>Jul-23</u>
Total for Sales	1,522,234	1,539,441
Total for Other Income	260	35,522
Total for Expenses	403,189	334,309
Net Profit or Loss Before Tax	1,119,305	1,234,972

Building plans update:

One plan was approved by DWA in the past month. TE to continue following up with DWA.

Properties sold:

Two permanent campsites sold, one house currently for sale.

Campsite bubbler move:

The campsite bubbler system has been moved to above the main road. JK suggested that a standby pump at R10 000 is purchased in the event that the pump fails. The committee approved this.

TE to get evidence on the original agreement on what was agreed with the houses around the campsite that utilises the same bubbler system as the campsite. Once we have the evidence the committee will make a proposal on what to do going forward.

New garden next to clubhouse:

The new gardens next to clubhouse access road is complete. Thank you to Jurg and Miemie Noordmeer for this.

Riaan Jordaan request:

The Community Scheme Ombud Service advised they do not have jurisdiction on the matter. The committee stands by its decision that Riaan should request approval from the members at the AGM.

Staff Members:

Two staff members resigned. This has left a void in the team and TE made the suggestion to open the online booking system again but the committee feels that we should not go back to online booking system.

Committee proposed a short term plan where we look internally to support Tobie with the administration. TE to speak to Nosmesa on how to proceed with the advertisements and lead with a proposal that will include what to do in the short term and medium term by 8 September. TE to include in this proposal the option to appoint a half day administrative support person on a month to month basis on a short term basis.

Mule:

The Mule was recently at the Bike Choice in Worcester for repairs and unfortunately it is again broken due to a different issue. TE to send it back to Bike Choice to get repaired and in order to avoid the risk of the Mule repair being delayed, will escalate to JB for support to get it repaired asap.

Fence around the garage:

The repair on the area of the fence that got damage during the floods has started. This will be completed 15 September 2023.

6. Members communication:

Schalk Loots availability charges matter has been resolved.

Roughly 45% of houses at Quaggas doesn't currently have COC's. The committee has started a process to make sure that we get COC's in place for all houses to cover insurance risk. The committee will put forward a proposal after the AGM to have all COC's updated by a specified date. Members are encouraged to start this process in advance.

TE to investigate maximum usage of electricity to determine whether we are potentially paying an availability charge higher than required.

The committee will review Louitjie Badenhorst proposal on charging all members for a minimum of 40 amp breaker.

7. General:

Permanent campsite rules:

TE to review the current rules and make proposal before the next meeting in order for proposal to go out before the AGM.

Permanent campsite electricity fee:

JN raised a question on whether permanent campsite is charged electricity fee. The permanent campsite members normal levies were calculated to cover the electricity availability fee, therefore there is not a separate availability charge.

Financial information:

Albert from BVSA has reviewed Nick Laubchers comments and is comfortable that the current financials adheres to all the relevant requirements.

Digger replacement:

Schalk will support TE to investigate options to have the current digger replaced.

Account payments:

With Candice resigning, TE is now loading payments to debtors. BP to release payments to ensure that no payments are released and loaded by the same person.

Building levy:

Building levy on house 26 wrongly applied and will be credited.

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

21 September Somerset West

8. AGM:

14 October at Quaggaskloof Club House at 9h30



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

Actions	Responsibility
SL and TE to inspect road by end of October to repair the worse sections before the season.	TE
TE to investigate board that shows Quaggaskloof and what options we have to do privately or apply for a "brown sign board"	TE
TE to share details on "other income" on the managers' report going forward	TE
Club to buy an additional pump as standby in the event that the campsite bubbler pump fails	TE
TE to get evidence on what was the agreement with the houses around the campsite that is linked to the "campsite" bubbler.	TE
TE to follow up with CCMA to get the relevant information ahead of the upcoming CCMA disciplinary.	TE
TE to engage with Nosmesa regarding procedure to follow for internal advertisements for positions available	TE
TE to put together proposal on visitors experience and administrative person job description by 8 Sept	TE
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
Fence around garages will be repaired by 15 September.	TE
TE to arrange for two or three quotes from a qualified electrician to : 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 this must include an audit on the permanent campsite site	TE
Gas certificate must be obtained for clubhouse and campsite	TE
TE to investigate availability charge vs max usage	TE
TE to share proposal on permanent campsite rules before 11 September 2023	TE
TE make sure details like car ports etc is included in the manager's report.	TE
BP to investigate whether we could have Anderson Studios stream the AGM	BP



DISTRIBUTION

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