

**MINUTES OF THE SUNDOWNER RESIDENTS' ASSOCIATION MEETING
HELD AT 18H30 ON 12 JANUARY 2012**

Present:

Anne Koppenaal (Security liaison & Admin) (AK)
 Stephen & Jacky Varty (JV)
 Colin Sheward (CS)
 Mark Klinkert (MK)
 Eva Tinnefeld (ET)
 Ulrike Schottler (US)
 Tim Pearman (Securitas) (TP)
 Allan Baudry (Securitas) AB

Apologies:

Sharon Hall (Bookkeeper) (SH)
 Chester Connolly (CON)
 Campbell Graham (CG)

ITEM	ACTION	DUE
CS opened the meeting and welcomed all present.		
1. Security		
Securitas Allan (also police reservist) introduced as new Manager for Sundowner Resident Association. All Committee Members to sign T & C. SRA to provide Posters on all guard huts with regard to Securitas' T & C. CON to give quote and organize posters. MK will review the legality of all application forms which is presently on the website. Once the documents are finalized AK to ask Mimi to put onto website plus T & C.	AK/MK CON	
Tim to organize updated SLA (Service Level Agreement) with SRA. Tim to send Crime Stats for Oct – Dec 2011 to AK.	TP	
2. Financial Overview SH busy with the recouping of VAT for the past 5 years from SARS. Some VAT money has already been refunded to SRA. Ongoing.	SH	
3. Election of Chair and Vice Chairperson Colin Sheward elected as Chairperson and Jacky Varty as Vice Chairperson.		
4. Committee Portfolios are as follows:-		
All potholes, lights not working, sewerage, and contacting Parks to cut grass in the Park on a regular basis	CON	
Sundowner Park	ET	
All legal matters/documents	MK	
Website Review	US/MN	

<p>5. DS Letter of Resignation</p> <p>Refund of Dec and January 2012 contributions to be paid to DS and Mike Werner lawyer to send letter to Dave Strachan accepting his resignation plus confirmation of his refund from the SRA.</p> <p>6. Quotes from Suppliers for cutting of grass – received one already and waiting for second quote from Karl-Heinz. Deadline will be Friday 20 January 2012 as the long grass will impact on our security. Send quote to Committee members who will make a final decision which supplier will be appointed on an annual basis.</p> <p>7. All contractors like Sharon Hall and Anne Koppenaal will be asked to provide the SRA with a SLA (Service Level Agreement) & job description and Employment Contract.</p> <p>8. AGM – will be held in May due to the school holidays in April 2012.</p> <p>9. Farewell Party for Cherne Cullen & Russell Heins to be organized by AK. Date to be confirmed.</p> <p>10. Purchasing of answering machine with recorder for office.</p> <p>CS closed the meeting at 21:00 and thanked all for attending</p>	<p>SH/AK</p> <p>AK</p> <p>SH/AK</p> <p>AK</p> <p>AK</p> <p>SV</p>	
<p>The next meeting will be held on 16 Feb 2012 at 14 Kareeboom</p>		