

**MINUTES OF THE SUNDOWNER RESIDENTS' ASSOCIATION MEETING  
HELD AT 18H30 ON 22 NOVEMBER 2011**

**Present:**

Anne Koppenaal (Security liaison & Admin) (AK)  
 Sharon Hall (Bookkeeper) (SH)  
 Chester Connolly (CON)  
 Stephen & Jacky Varty (JV)  
 Colin Sheward (CS)  
 Campbell Graham (CG)  
 Eva Tinnefeld (ET)  
 Ulrike Schottler (US)  
 Tim Pearman (Piranha Security) (TP)

**Apologies:**

Mark Klinkert

ITEM	ACTION	DUE
CS opened the meeting and welcomed all present.		
<p><b>1. Security</b></p> <p><b>Securitas</b>                      Due to the new Consumer Protection Act, TP advised that all residents would have to sign Terms and Conditions from Securitas. Flyers on security for holiday season will be distributed by SRA to residents.</p>	TP	28/11
	AK	28/11
<p><b>2. Financial Overview</b></p> <p>SH busy with the recouping of VAT for the past 5 years from SARS. Some VAT money has already been refunded to SRA.                      SH to send her invoice to Committee members to be approved by all. The Committee agreed. SH to handle all standing payments until the next meeting. SH to advise Committee if any adhoc payments are made – needs majority approval.</p>	SH	
	CS/JV	25/11
3. Letter composed for distribution to residents	AK	28/11
4. Send letter and Terms and Conditions to lawyer for approval		
<p><b>5. Portfolios</b></p> <p>The Committee's intention was discussed to assign a portfolio to every Committee member. Furthermore, we discussed to adopt a more ethical way to deal with community affairs forward going.</p>		
CS closed the meeting at 9pm and thanked all for attending		
<b>The next meeting will be held at 2<sup>nd</sup> week in January 2012. Venue TBA</b>		