

Minutes of Westmooring Gardens Limited, Annual General Meeting

Date of Meeting: 9th November 2022

Attendance: 36 Persons of which 11 Directors were present.

Directors: C. Yuille-Chairman, C. Thavenot-Secretary, S. Khan-Lot Owner, C. Maxwell-Lot Owner, C. Uhre-Admiral Court (late), K. Pitman-Commodore Court, S. Charles-Coral Court, E. Salvatori-Crossbay Court, N. Camacho-Dolphin Court, L. De Suze-Schooner Court, and H. Ali-The Western Keys

Absent: 2 Persons - G. Aboud-Porto Villas, D. Xavier-Stratford Court

Location: Windsurf Park, Windsurf Road East, Westmoorings by-the-Sea

Meeting started 5.35 p.m.

1. Welcome and Introduction - Mr. Yuille welcomed and thanked everyone for attending. Thereafter, he introduced the head table (directors) to the audience.
2. Apologies for absence – apologies were extended for S. Kenny-lot owner and G. Aboud-Porto Villas who is out of the country.
3. Review of Owners' Questions/Answers Session conducted via Online AGM held from 5th October to 02 November 2020 due to the Covid-19 Pandemic – the Chairman noted that due to the pandemic we did not have any in person meetings, hence the website Owners' Questions/Answers Session.
4. Matters arising from the Owners' Questions/Answers Session conducted via Online AGM held from 5th October to 02 November 2020 due to the Covid-19 Pandemic – The chairman asked if anyone had any questions or wanted any clarification on any items in the Q&A. No matters were raised.
5. Chairman's Report: Mr. Yuille delivered the report (see attached).
6. Appointment of Directors: The Chairman noted that Charles Yuille, Charles Thavenot, Sharon Khan and Cathy Maxwell are in rotation and therefore are retiring as Directors. Charles Yuille, Charles Thavenot and Cathy Maxwell are offering themselves for re-election, however Sharon Khan is not available. Additionally, we have nominations for two new lot owners, Robert Date and Clifford Murray to serve as Directors. C. Murray is unable to be at the meeting today and send his apologies.

No objections were received for Cathy Maxwell, Charles Thavenot and Charles Yuille to serve as Directors.

C. Maxwell nominated Clifford Murray to serve as a Director and Dominique Duval-Rojas seconded. No objections were received.

C. Yuille nominated Robert Date to serve as a Director and David Chin seconded. No objections were received.

The Chairman welcomed the new directors and presented the board to the audience.

7. Adoption of the Auditors Report for the year ending 31st December 2021 - Mr. Yuille opened the floor for questions regarding our financial report for 2021. With no questions/concerns raised, he moved motion to adopt the report which Cathy Maxwell confirmed.
8. Re-appoint of Auditors – The Chairman advised that the board is very pleased with the services of R. S. Baboolal and Company and recommends that they be re-appointed as the Auditors for WGL. He asked the members if they have any issues to our recommendation, with no objection from the floor, and Allison Seegobin seconded, R. S. Baboolal and Company was re-appointed.
9. Discussion on security/open floor – C. Yuille updated the audience on our security initiatives, he noted that we continue to expand our camera coverage of the neighbourhood, increase lights for the parks, securing of our parks and common areas with security patrols and exploratory works on gating/securing our neighbourhood. He invited the members to share their thoughts and ideas on how we can improve security.

- a. Dominique Duval-Rojas – asked for an update on gating our neighbourhood since our last in-person meeting. C. Yuille advised that gating the neighbourhood presents many challenges, in particular traffic management and the massive financial undertaking for the initial infrastructure. He noted that one of the stipulations of gating public roads is that it must be manned by a guard 24 hours a day, this would also increase service charge fees which at the current rate is a challenge for some members. C. Yuille further advised that we have not abandoned the idea, just at this time we do not have a feasible solution. He reminded the members when we had Essentia stationed in our neighbourhood that it fell apart as residents did not want to pay \$150.00 a month. C. Yuille advised that he does not see gating our neighbourhood happening soon.

D. Duval-Rojas asked if funding is basically the issue, C. Yuille confirmed yes for the start-up cost and thereafter.

The members explored ideas of how and where the gates can be located. C. Yuille said that we are opened to suggestions for gating and funding of same.

- b. Robert Date – suggested that the board consider fencing Windsurf Park. A discussion was held, and it was suggested/agreed that we fence the playpark area first.
- c. A member asked if the board could put a condition of how fences are to be constructed, reference was made to Correia's fence on Windsurf Road East. C. Yuille advised that the deed of sub-lease has no covenant which states that homeowners must fence their property. He noted that we have asked the homeowner several times to fix the fence for security reasons to no avail. C. Yuille reiterated that we cannot force the homeowner to fence his property, nor can we fence the homeowner's property.

K. Saney suggested that we do a petition for Mr. Correia to fix his fence.

Several comments were made on this issue and the Chairman reminded the members that legally we cannot force the homeowner to fence his property.

C. Yuille reminded the membership that the Correia approached us in 2017 to construct a commercial building which was denied by us in writing. Also, we sent copies of same to the Diego Martin Regional Corporation and Town and Country.

- d. H. Ali – noted that flooding is affecting Trinidad and the rest of world and sooner than later it will impact Westmoorings. He commented that climate change is here and real, and that our underground/surface drainage and the river that already needs dredging may not be able to handle the changes. H. Ali stated this is a serious concern for all of us and asked the chairman what he can suggest we do to alleviate this.

C. Yuille noted that the river has never flooded, we do our part to clean the drains we could clean and liaise with the Diego Martin Regional Corporation to clean the drains as they are responsible for. Also, in many of the Service Companies, many of the surface drains between/behind the townhouses are obstructed by construction by the residents who build porches/extensions which add to the floodings. C. Yuille pleaded to the residents to adhere to the covenants in the deed of sub-lease. L. De Suze concurred with C. Yuille views and feels that our neighbourhood is still a nice one due to the efforts of a few and in particular, the board of directors.

- e. L. Martinez made a statement on the procedure of voting in the Directors, she noted that a vote count is required. S. Charles-Coral Court representative (lawyer) on the board clarified that this was not required as the chairman indicated that spots were opened and once everyone agreed and seconded there was no need for a vote count. Only if there are more nominations for directors and less spots only then a vote count is required.
- f. Trevor, Dolphin Court – asked what is being done regarding stray pets (cats). He felt we need to get residents to adhere to their deed of sublease as it related to this. N. Camacho-Dolphin Court representative advised that they have explored all avenues to no avail. They explored catching them and handling them over to TTSPCA, however TTSPCA is not receiving them at this time. C. Yuille noted Trevor’s concern and suggested Dolphin Court write their residents and ask Trevor to assist with this.

10. Any other business.

With no other comments/questions from the floor, Mr. Yuille thanked everyone for their attendance and support to our neighbourhood.

The meeting ended at 7.12 p.m.

Charles Yuille
Chairman

Charles Thavenot
Secretary

Westmoorings Gardens Ltd. Chairman's Report for 2020-2022

Good evening fellow directors at the head table, residents, ladies and gentlemen. It is indeed wonderful to be here at another in-person AGM. It's been 3 years since we last met. Many of us would have been affected by the covid-19 pandemic and as a neighbourhood, we would have lost our neighbours to this disease so let us take a moment to remember those who passed. While the Covid-19 at times affected our ability to work due to the lockdowns and restrictions, we did our best to keep the business of Westmoorings Gardens Limited afloat. I am pleased to deliver the chairman's report for 2020-2022.

Our focus continued to be the safety of the residents and ongoing upkeep of our community.

Security

Security Committee – We commissioned a special committee to deal specifically with security matters within our neighbourhood. The role of the committee is to identify security risks and to propose solutions that will mitigate those risks. The committee met for the first time on October 20, 2021.

Cameras – We installed a backup system for our cameras in the 2nd quarter of 2021 for additional safety.

We expanded our camera coverage, so we are able to track vehicles and pedestrians throughout the main arteries of our neighbourhood, from the entrances at the traffic lights and Windsurf Road West through Windsurf Road East and Westmoorings Boulevard. To achieve this, we installed one camera in the 2nd quarter 2021 and four in the 3rd quarter of 2021 along Windsurf Road East. Six cameras were installed the 3rd quarter of 2022 on Westmoorings Boulevard in the vicinity of the park.

Additionally, all cameras were serviced on an annual basis to ensure that they are fully operational with no defects.

We note that our cameras continue to act as a deterrent and are used by the police in their investigations.

Lights – We are very mindful of the dark areas and the potential risk to our residents. To this end, we completed the following:

New electrical connection for the western side of Windsurf Park: We made a request for a new electrical connection for the western side of Windsurf Park in the 3rd quarter of 2020. This connection was key to us expanding the camera systems. During 2020 to 2022 we followed up with the relevant authority and we finally received the connection in the 1st quarter of 2022.

Streetlights - We continue to liaise with T&TEC to report defective streetlights and follow up for restoration to reduce dark spots in our neighbourhood.

Windsurf Park - We replaced three defective flood lights and added two additional lights to brighten up the park at nights.

Networking - We continue to nurture relationships with our neighbouring communities to build synergies in the fight against crime in our neighbourhoods. Also, we continue to have a good relationship with the police services for our area.

Security Patrols – Our parks continued to be patrolled by Essentia on a daily basis.

New Projects

Repaving, walking track – our walking tracks were constructed when our community was developed over 40 years ago and have served us in good stead over the years. Within recent years, the tracks started to deteriorate resulting in a state of disrepair. During 2020 to 2022, the board of directors sought the expert advice on the best way to restore the tracks. It was agreed to repave with asphalt and we finally repaved the outer track in the 4th quarter of 2022.

Finance/Corporate Responsibility

All our statutory obligations are met and are up to date. Audited financials for 2020 and 2021, filing of corporate tax for 2020 and 2021 and company annual returns were completed in the second quarter of 2021 and 2022. Green Fund and employee's obligations are paid as required and are up to date.

R. S. Baboolal and Co. continues to provide us with audited services as we are satisfied with their service and level of professionalism. We recommend that we continue to use R. S. Baboolal and Co. for 2022 audit.

We are pleased to advise that all the lot owners have been paying their annual lease rent and service charge on a timely basis and are up to date except one household. The service companies' fees are generally being paid for the current year. Receivables to date is \$59K, a reduction from \$393K when we issued invoices in January 2022. Of this amount \$58K represents four service companies.

Our operating expenses are well managed, and we have been operating within our budget.

We continue to lend support to a couple of our service companies, namely, Dolphin Court and Schooner Court with their accounting and collections.

Common Area Maintenance

A key component of our operations is the maintenance of our common areas. During the reporting period, the following were completed:

- **Common Area Parks, Vacant Land and Grass Verges:** We currently employ two ground maintenance staff whose primary role is the ongoing maintenance of these areas. During the rainy season these areas are cut/mowed every two weeks and every three weeks during the dry season.
- **Drain Covers:** We continue to monitor this area closely from a safety perspective. In this regard, we replaced sixty-three concrete drain covers in 1st and 2nd quarter of 2021. Additionally, the steel drain covers on Westmoorings Boulevard were welded in the 1st quarter of 2022. Also, we are continuously sealing the area around the steel plates with asphalt to avoid the plates breaking when large vehicles traverse those areas.
- **Roads:** We continue to follow up with the Diego Martin Regional Corporation for the repair of potholes/depressions on our roads to no avail. We continue to purchase cold mix asphalt to do small repairs. We purchased thirty bags during the reporting period.
- **Cleaning of Drains:** We have been successful over the past few years in getting the Diego Martin Regional Corporation to clean the open drains in our neighbourhood. The open drains on Buccaneer Drive and Windsurf Road West were cleaned in the 3rd quarter of 2021 and the 4th quarter of 2022.
The Support staff continues to clean the drains that they could access during the dry season.
- **Speed humps:** All the speed humps were repainted in the 1st and 2nd quarter of 2021. In the 4th quarter of 2022, 4 speed humps were repaired and one new speed hump was installed.
- **Water Leaks:** We continue to monitor the neighbourhood for leaks and report same to WASA for repairs and restoration. We encourage residents with leaks to report the matter to WASA and inform the office of the reference number for us to network with WASA for restoration.

- **Tennis Courts:** In the 3rd quarter of 2022, we repaired some cracks on the surface of the courts and repainted the entire surface. Additionally, a net was replaced, and a light was repaired in 2021.
The tennis court continues to be a good revenue earner for the neighbourhood and membership is sought after.
- **Playparks:** The playpark equipment are repainted every year during the dry season. Also, any damage to the equipment is repaired on a timely basis.
- **Parks:** All benches at both parks were repainted in the 2nd quarters of 2021 and 2022. Also, overgrown trees were pruned in the 3rd and 4th quarters of 2021 and 2022 respectively in Windsurf Park.
- **Recycling:** We note that as a residents' association, we still continue to provide an on-site recycling area for plastic and glass bottles in the neighbourhood. This however comes with its own challenges as persons do not always conform to the guidelines of use by depositing non-recyclable items and garbage. The area inevitably ends up in a mess which must be repeatedly cleaned by the support staff. We are pleading to residents to adhere to the guidelines of use to ensure our neighbourhood is always clean and tidy at all times.
- **Networking:** We continue to foster relationships with the relevant authorities to assist our neighbourhood with leaks, drainage, fire hydrants, garbage, cuttings, rodents, mosquitoes, recycling items, etc.

In closing, I would like to thank the following: To the Directors who give tirelessly of themselves to drive this organization. To Sharon Khan for serving as a director from 2016 to 2022, I wish her and her family all the best in the future. To Jennifer Fuller, our Manager, for her dedication to our community; without her none of the achievements listed above would have been possible and finally to you, the Residents for your constant support and working with us to make our neighbourhood a better place to live and be proud of. I look forward to us all working together and networking to continue uplifting our neighbourhood.

Thank you.