

Minutes of Westmooring Gardens Limited, Annual General Meeting

Date of Meeting: 2nd October 2024

Attendance: 61 Persons of which 8 Directors were present.

Directors: R. Date-Acting Chairman, C. Maxwell-Lot Owner, C. Uhre-Admiral Court, D. Lloyd-Commodore Court, E. Salvatori-Crossbay Court, N. Camacho-Dolphin Court, L. De Suze-Schooner Court, and J. Khan-The Western Keys

Absent: 4 Persons - C. Yuille-Chairman G. Aboud-Porto Villas, S. Charles-Coral Court and D. Xavier-Stratford Court

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

Meeting started 6:05 p.m.

1. Welcome and Introduction – Mr R Date welcomed and thanked everyone for attending. He extended his apologies for the Chairman C. Yuille who could not attend the meeting due to unforeseen circumstances. Thereafter, he asked the head table (directors) to introduce themselves to the audience.
2. Apologies for absence – no apologies were received from the homeowners.
3. Confirmation of Minutes, Annual General Meeting held on 9th November 2022 - Mr. Date advised that the minutes were posted on our website. He asked if anyone had any questions or concerns. No feedback was received from the floor. Mr. Date then moved a motion to confirm the minutes, A. Maingot confirmed, and R. Packer seconded.
4. Matters arising from the minutes - No Matters was raised.
5. Chairman's Report: Mr. Yuille's report was delivered by R. Date (see attached).
6. Adoption of the Auditors Report for the year ending 31st December 2023 - Mr. Date opened the floor for questions regarding our financial report for reporting years. With no questions/concerns raised, he moved motion to adopt the report which Sarah Uhre confirmed.
7. Re-appointment 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.
8. Update of Security – Mr. Date advised that we have a high-level security plan. This plan is being proposed by our current security provider. The plan entails using technology along with our existing camera system coupled with manpower resources. The plan must have all regulatory approvals before we proceed.

We are currently seeking legal advice on how to treat with the start-up and recurring cost to all homeowners in our development. Once we get the legal opinion on the costing aspect, we will then pay to develop a comprehensive all-encompassing plan. This cost is approximately

\$50,000.00 and we do not want to proceed without proper legal advice. This advice is to determine whether our deed of sublease can cover the gating expenses including start and ongoing cost.

Based on preliminary costing, we anticipate a startup cost of \$1,000.00 per home and ongoing cost of approximately \$1,000.00 a year per home. This cost is in addition to your current service charge fee.

Once we obtain legal advice, we will hold an extraordinary meeting to discuss this matter further.

Mr. Date then asked the audience by a show of hands who will be interested and prepared to pay the startup cost of approximately \$1,000.00. An average of half the audience put up their hands. He then asked by a show of hands who will be interested and prepared to pay the ongoing additional cost of approximately \$1,000.00 a year. The response was an average of half the audience.

Mr. Date then opened the floor for questions on this matter. The audience wanted more details on the plan. Mrs. Fuller, Manager, advised that the plan is a high-level plan at his time. The way the board is approaching gating the neighbourhood is to first get legal advice to determine if the startup and recurring cost can be passed onto the homeowners. Once we get this advice that the cost will be for the homeowners, we will then pay to get a plan. Mrs. Fuller noted that when the board went out to the security providers earlier this year requesting a plan to gate the neighbourhood, only one provider was willing to work with us, the rest turned away. The cost at that time was approximately \$50,000.00 for the plan. This plan would have all the details for gating, i.e. where the gates/ barriers will be located, design and location for guard booth, design for offsite room for the gates, additional technology, etc. This plan would then be used to tender for the job. She noted that if we award the contract for gating to the same service provider, 20% of the cost of the plan will be used for the gating infrastructure.

Mrs Fuller then shared the high-level plan with the audience. She advised that technology would play an important role in this plan. We proposed having 2 guards located in the office area that will be proactively monitoring our cameras and visitors to our neighbourhoods. When a visitor enters our neighbourhood, they will stop at the entrance, speak into a microphone, state who they are going to and show their driver's permit. The system will take a picture of the visitor and capture their IDs. The only time the guard booth will be used is when there is no electricity or internet connection.

Mrs. Fuller also, advised the homeowners that the board was hoping to have something meaningful to share with them regarding gating the neighbourhood, However, the first lawyer we went to did not give us any feedback. This set us back coupled with the law term closure. The current lawyer indicated that they would look at our request this month.

Mrs. Fuller then opened the floor.

- a) Steve AQUI, Admiral Court – He stated he loved the idea and would like to find out if we could do what we stated in the plan as previously Bayshore wanted to be gated, and they had objections. Mrs. Fuller noted that we must get all statutory approval before we do anything with gating the neighbourhood.
- b) Mark Jardine, Western Keys – he stated it is a very good plan, however all the lands in our neighbourhood are freehold land and we cannot obligate people to pay. Mr. Date confirmed that our development is leasehold land. Mr. Jardine then noted that although

there are leasehold lands in communities who have exactly what we are proposing, we cannot tell people who have been living in our neighbourhood for a long time that they must pay this extra cost now.

- c) Dominic Lau, Crossbay Court - he asked what the timeline from the lawyer is. J. Fuller responded stating that we should get the lawyer's advice before the end of this year.
 - d) Lisa Martineau, Crossbay Court – she asked if getting a plan from one entity ties us to that entity for execution. J. Fuller stated no, the plan will use provided to service providers including the developer of the plan to tender for the project. She noted if the contract is awarded to the provider of the plan, part of the fee for the plan will be used for the project.
9. Appointment of Directors: The Chairman noted that after we sent out the notice two directors resigned, 1 for personal reasons and 1 for oversee job assignment. As such we have 2 vacant position to fill. He asked for lot owners to volunteers, Adita Marajh and Joel Isava volunteered to fill these positions.

Navin Ramharack purposed Adita Marajh and Roger Packer seconded.
Heather Boyce purposed for Joel Isava and Roger Packer seconded.

10. Any other business – R. Date opened the floor to the homeowners.
- a. Stephen Aqui, Admiral Court asked for an update regarding access to Seaside Park. He noted that he sent in a request last year and did not receive any response. C. Uhre noted that he will follow up on the request and will contact S. Aqui.
 - b. Dominic Lau, Crossbay Court - he noted that we mentioned that the park is one of the main green areas, however 7 trees were removed recently. He thinks a better approach is required and wanted to know if we will be removing any more trees. He understands that we got the advice of an Arborist and requested to see the report. Mr. Date responded stating we have intention to replant some trees. Also, the report was a verbal report to contain cost.
 - c. Lisa Martineau, Crossbay Court – she asked about the management and communication of the trees going forward to avoid removal of trees. Mr. Date advised that will replant some trees as promised and try our best to ensure stakeholders of advised as necessary.
 - d. R. De Silva, Western Keys – he noted that their drains in the back and front are in a disastrous state. The drains are not well graded, and the water does not flow properly. Also, the water is undermining his foundation, some things need to be done.
J. Khan asked if Mr. De Silva communicated this via email to their association, Western Keys Limited. She noted that they started doing drain work but had to stop due to the rain. Prior to the commencement of the drain work, Western Keys Limited notified their owners to communicate what drainage problem they had. Also, all the drains could be repaired at the same time.
Mark Jardine, Western Keys interjected, stating that the all drains from the Round-about all the way to Windsurf Road East are not graded properly.
- R. Date advised Mr. De Silva and Mr. Jardine to meet with the Board of Western Keys Limited to address their concerns.

- e. B. Warner, Lot Owner – requested an update on the recycling in our neighbourhood. J. Fuller noted that last year the plastic recycling company, ICare reduced its footprint in the country as such our bins became in demand. With the increased usage, our bins became a dumping ground. A decision was taken by the board along with ICare to remove the bins as ICare could not service the bins on a timely basis.

In relation to the glass bins, recently we noticed persons starting to dump boxes in that area which we are monitoring.

- f. Mark Jardine, Western Keys – enquired who is responsible for the drains. J. Fuller responded that inner drains (fire traces) between the townhouses are the responsibility of the Service Companies.
Mr. Date advised the townhouse owners especially Western Keys owners with issues to meet with their relevant association.
- g. Mark Jardine, Western Keys – he raised an issue where he is of the opinion that persons of the board are abusing their privileges in relation to the use of the park. He noted that loud music is played. Both R. Date and J. Khan advised that this is not the forum for this issue, and he should meet with the board of Western Keys Limited.
- h. Lisa Martineau, Crossbay Court – asked if it is possible to include dates in WGL's by-laws wherein the Service Companies must have their AGM.

R. Date noted that we, WGL are the parent company, and we cannot dictate what the service companies do. AGMs are required annually for all Service Companies.

- i. G. Sylvester, Western Keys – he noted that he is the person that Mr. Jardine is referring to and that he is living at that residence for over 10 years. He is of the opinion that once Mr. Jardine does not get his way, he starts bullying people.

Mr. Date noted that this is not the forum for this kind of issues.

J. Khan advised the audience that when Mr. Jardine initially came to her, she told him this was a personal situation and not a board issue. She advised him to have a conversation with the homeowner which he never did. J. Khan also, confirmed that this is not the forum for this issue.

- j. R. Packer, Lot Owner – he thanked the all the members of the board for their tireless efforts. He finds the parks and the surrounding areas have improved significantly over the years.
- k. A homeowner asked about the broken fence at Windsurf Park East next to the recycling bins. C. Maxwell noted that she spoke to the homeowner, and he promised to fix the fence by the end of the week.

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

The meeting ended at 7.25 p.m.

Charles Yuille
Chairman

Cathy Maxwell
Secretary

Westmoorings Gardens Ltd. Chairman's Report for 2022/2024

Good evening, fellow directors, residents, ladies, and gentlemen. It is my pleasure to present the Chairman's Report for 2022/2024. Throughout this period, we have remained committed to upholding the high standards of our neighbourhood and ensuring the safety of our residents.

We have continued to prioritize initiatives and improvements that contribute to the well-being and security of our community, while also addressing the essential upkeep of our common spaces.

I would like to note that we did not hold an AGM in 2023 as we were dedicated to working on having something meaningful to share with you regarding gating of our neighbourhood. We will discuss this in more detail during my report and the meeting.

I will now share with you what we accomplished for the reporting period.

Security

Security Committee: At our last AGM, we advised that we commissioned a special committee in 2021 to deal specifically with security matters within our neighbourhood. This special committee met a few times and eventually disbanded on its own in 2022. As such, all security matters continue to be handled at the board level.

Gating: In the 1st quarter of 2023, a Westmoorings Guard Booth Project committee was formed from a cross section of residents. This proposed project was a community self-help project aimed at gating the neighbourhood.

This committee was subsequently approved by the board and the board provided guidance at the later stages. Eventually, work stopped at the committee level in the 3rd quarter of 2023. Since then, the board has approached several security companies to design a security plan with the primary role of gating the neighbourhood. We regret to advise that our efforts have not been successful as most companies declined. However, we have been seeking legal advice on this matter and have engaged a security system service provider who has a unique solution for our neighbourhood which we will discuss in the agenda.

Cameras: Our camera system continues to be a useful resource for the police and homeowners. We continue to expand our coverage of the neighbourhood; in the 2nd quarter of 2023, we installed one (1) camera on Windsurf Road South, one (1) camera on Dolphin Court Road and four (4) cameras were installed at Seaside Park. Also, one (1) defective camera was replaced in the 3rd quarter of 2023.

We note that we service our camera system on an annual basis to ensure that all cameras are fully operational with no defects. This is key to our neighbourhood security especially as our camera system serves as a deterrent to crime.

Townhall Meeting: We continue to maintain good relations with the police in charge of our neighbourhood. In the 2nd quarter of 2023, we organized a townhall meeting for our homeowners and our neighbouring residents' association with Four Roads Police and their seniors. This meeting was well-attended and insightful.

Lights: We continue to pay close attention to the lighting in the neighbourhood as dark areas are a potential risk to our residents. During the reporting period we completed the following:

Windsurf Park: We replaced three defective flood lights in the 1st quarter of 2023 and added one additional flood light in the 3rd quarter of 2024 to brighten up the park at night.

Streetlights: The homeowners have been proactive in reporting defective streetlights, and we acknowledge their efforts in this regard. We continue to report and follow up on

restoration to a lesser extent than the previous years. We encourage residents with defective streetlight to report to T&TEC and inform the office of the reference number for us to network for restoration.

Networking: We continue to enjoy good relations and open communication with our neighbouring communities and the police in the fight against crime in our neighbourhoods.

In the 2nd quarter of 2024, we were invited to be a part of Four Roads Police Station Council. The Station Council is a formal, collaborative structure between the Police and the Community to address and find solutions within the community. We have been attending these meetings on behalf of our neighbourhood.

Security Patrols: Essentia is engaged for emergency call out and patrols of our parks.

New Projects

Beautification of our Front Entrance

Concrete Division

In the 2nd and 3rd quarters of 2023, we undertook some remedial work at the entrance to our neighbourhood. We have been liaising with the Ministry of Works and Transport for a few years to get the concrete division repaired, however our efforts yielded no success. At a board level, we embarked on repairing the broken concrete and the reflective poles.

Painting the Perimeter Walls

In the 3rd quarter of 2023, the walls at the entrance of the neighbourhood were cleaned and repainted in one colour. This gave a uniform look at the entrance. We express our gratitude to the homeowners who allowed us to repaint the exterior of their wall to achieve this project. We are in the process of sourcing a Westmoorings by the Sea sign which will complete this project.

Access Control – Seaside

Over the years we have been receiving feedback from a few homeowners about undesirable activities and people from outside our neighbourhood in Seaside Park. They were concerned for their safety and the neighbourhood.

In the 3rd quarter of 2023, based on this and to enhance our security we automated the gate to Seaside Park. Homeowners can now access this park via an access system which is monitored by cameras.

Finance/Corporate Responsibility

We are pleased to report that all our statutory obligations are met and are up to date.

Audited financials and filing of corporate tax for 2022 and 2023 were completed in their respective years.

In relation to the company annual returns, we were constrained by the new Company Registry Online System (CROS) that was introduced in February 2023, however we were able to complete our filing for 2023 & 2024 in the 3rd quarter of 2024.

Green Fund and employees' obligations (NIS and Health Surcharge) 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 2024 audit.

We are pleased to report that all lot owners have been paying their annual lease rent and service charge on a timely basis. The service companies' fees are now being paid for the current year, however there are a few townhouse owners who are not paying their fees on a timely basis. We encourage them to pay their fees as non-payment creates a debt which must be settled in the event of a sale of property.

Our operating expenses continue to be well-managed within our budget.

Maintenance of Common Areas

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:** One of our key areas of responsibility is maintenance of our common areas. We continue to maintain the common area parks, vacant land, grass verges at the entrance to our neighbourhood and roundabout that fall under our responsibility. We currently employ two ground maintenance staff whose primary role is the ongoing maintenance of these areas.
- **Drain Covers:** While the drain covers in our neighbourhood are the responsibility of the Diego Martin Borough Corporation, out of an abundance of caution for the homeowners over the years we have been replacing the damaged drain concrete covers. We continue to monitor this area closely and we replaced sixty-three (63) concrete drain covers during the reporting period, thirty-three (32) in 2023 and thirty-one (31) in 2024.

Additionally, we note that the steel drain covers on Westmoorings Boulevard are damaged on a regular basis due to heavy vehicles traversing this road at a high speed. Repairs are conducted annually and in the 1st quarters of 2022 and 2023, the steel covers were welded.

- **Roads:** The roads are the responsibility of the authorities; we continued to follow up for repair of potholes/depressions without any success. As such, we continue to purchase cold mix asphalt to do small repairs. We purchased thirty bags (36) during the reporting period.

Additionally, we repaired two (2) drains, one (1) at Starboard and Helm Drives and one (1) at Commodore Court in the 3rd quarter of 2023. We note that we have been liaising with the Diego Martin Borough Corporation since 2016 to have drains in our neighbourhood repaired to no avail.

- **Cleaning of Drains:** We continue to maintain good relations with the department from the Diego Martin Borough Corporation that cleans the open drains. To this end, the drains at Buccaneer Drive and Windsurf Road West are cleaned on a regular basis.

In relation to the covered drains, our Support staff continues to desilt the drains that they can access during the dry season.

- **Speed humps:** All the speed humps were repainted in the 1st quarter of 2023.
- **Water Leaks:** We continue to maintain good relations with Wasa and have been successful in getting the leaks repaired. 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:** The tennis courts are a key asset for our association and the neighbourhood as a whole. It enhances our property value. In the 1st quarter of 2023, we undertook a major upgrade of our lights to LEDs. This has resulted in cost saving on electricity and enhanced lighting for the courts. The tennis court continues to be a good revenue earner for the neighbourhood.
- **Playparks:** The playpark equipment is maintained on an ongoing basis with any damage or defects being addressed immediately. Annually, the equipment is repainted at the start of the year.
We are always looking to enhance the playpark for the children and in the 4th quarter to 2024, we added a climber to the park.
- **Parks:** The parks are the pride of our neighbourhood. Over the years we have seen an increase in birds and squirrels in our parks. We encourage the residents not to set traps for the birds or the squirrels.

The trees are maintained on a regular basis to ensure the integrity of our infrastructure in the park and the safety of the residents. Trees were trimmed in the 1st and 2nd quarters of 2023. In the 3rd quarter of 2024, we sought the advice of an arborist for the mature trees in Windsurf Park. Based on his recommendations, seven (7) trees were removed, four (4) trees were dying from the inside and were at risk of falling while the other three (3) were causing damage to the walking tracks and tennis courts. Six (6) trees were reshaped to preserve and extend the life of the trees. We will undertake to replant three (3) trees in 2025.

- **Recycling:** We regret to advise that in the last quarter of 2023, plastic recycling was stopped in our neighbourhood. This was beyond our control as the service provider was reducing their footprint in the country and as such our bins were in demand for persons outside of our neighbourhood. This resulted in our recycling area becoming very unkept and a health issue, hence we returned the plastic bins.

We continue to provide an on-site recycling area for glass bottles in the neighbourhood. This area is a bit more manageable, however we are still asking residents to adhere to the guidelines of use to ensure our neighbourhood is always clean and tidy.

- **Networking:** We continue to foster relationships with the relevant authorities to assist with the general upkeep and maintenance of our neighbourhood.

Social Activities

In the last quarter of 2024, a few moms along with our manager hosted a successful Santa Party after a hiatus due to the pandemic. This event continues to be well-attended. We thank the moms for this initiative.

In closing, I would like to thank the following: To the Directors who selflessly dedicate their time and energy to this organization. To Jennifer Fuller, our Manager, none of the accomplishments mentioned above would have been possible without her support and finally to you, the Residents for your constant support and collaboration 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 improving our neighbourhood.

Thank you.