

Minutes of the Annual General Meeting of the House Owners Association (HOA) Quinta do Paraiso (QdP), held on Saturday 17th March 2018 at 2:00 pm.

Place: restaurant Trattoria Oliveira Quinta do Paraiso.

Meeting was attended by:

Board: Alan Jenkins, Chairman
Piet van den Berg, Treasurer
Bas Aarsen,
Djurre Siccama

Members: In total 15 people, representing 9 villas (board members included).

Apologies: Aart de Groot, Secretary
and from other owners, representing 31 villas.

Opening

Mr. Jenkins opened the meeting and welcomed those present. He explained the absence of our Secretary Mr. De Groot.

Minutes AGM April 1st 2017

The minutes as previously circulated were accepted.

Board report back from Management meeting 16th

March 2018A meeting was held the day before this AGM attended by Mrs. P. Burer, Mrs. C. Garcia, Mr. R. Martins and the board members Jenkins, Van den Berg, Aarsen, and Siccama.

Mr. J. Barroso resigned as manager from Carvoeiro Club, Quinta do Paraiso. There will be no recruiting for a new manager. Instead the existing management of Quinta has been restructured.

For more details see the attached full report of this Management meeting. Among several other points discussed were: cleaning costs, and winter rentals.

CC management has agreed to continue to collect the membership fee through the account of the Owner, as was always done until now. The Chairman proposed a resolution that the Members consent to this - This was agreed unanimously.

Reactions of attendees: some members don't rent out in winter due to high costs. One member has told CC management that some profit is needed, otherwise another management company has to be found.

Chairman's verbal report 2017

Mr. Jenkins listed the actions the Board undertook in 2017 and the Newsletters, etc. that the members received. It was a significant year due to the termination of the contract negotiations with HOA by CC management. Therefore a special Board meeting was held at Schiphol airport in the end of November. There it was decided to ask the Members their opinion about the future of HOA. This resulted in the Special Resolution (item 6).

Position and future functioning of HOA

This item was dealt with after item 6.

The AGM openly discussed what tasks the HOA should do in future.

Mentioned were:

Framework (parts common for all villas) for the Contract (if CC-management is willing to co-operate).

Consultative role, e.g. Wifi, TV, insurance, SEF reports, guest arrival procedure and welcome plus checking out.

Members can contact Board Members for problems they have.

To continue to perform the audit on Central Facilities.

Special Resolution (2/3 majority future HOA)

This item was handled before item 5.

"We would like to establish whether (or not) the majority of our Members would like the Board to re-engage with negotiating the annual Management Contract, as in all previous years (but not for 2018)."

The Special Resolution was put to the vote. Results: attendees unanimously in favour. Including proxies from Members not present, 93% of villas are in favour to continue the negotiations for the contract. The response threshold of 2/3 of Members was also achieved, therefore the Chairman declared the Special Resolution carried. The Board will contact CC-management and ask them to negotiate with HOA again.

Report CF audit 2017

A verbal report on the audit was given by Mr. Siccama. The conclusions are:

The bookkeeping was in good order. Only a few minor discrepancies were found.

After excluding Reservations staff, QdP spent about 11% more than the estimated budget 2017. The increase on the budget 2017 is 12% for the budget of 2018.

The variances in real costs against the budget, both '+' and '-', were much greater than the previous years.

The biggest raise was in the Reception Services due to longer winter opening hours.

CC will not raise the CF Contributions for 2018 over those imposed in 2017.

There were still concerns about the accuracy of 'allocations' for water and electricity.

Mr, Jenkins explained that the HOA had therefore given only a 'qualified approval' to the Central Facilities budget for 2018.

Financial Report of HOA

Mr. Van den Berg hands out a Financial Summary 2017-2018 and gives an explanation about the cost development. The budget for 2017 was mainly overspend due to travelling cost, including the cost for the extra meeting at Schiphol in November 2017. The budget for 2018 is almost the same as for 2017.

The financial audit was performed by Mr. Koetsier and Mr. Van Katwijk, who stepped in for Mrs. Edwards who was unable to attend. The audit committee stated that no deviations were found, and proposed to the AGM to discharge the Treasurer. The discharge was confirmed by the AGM.

Next year's audit committee will be Mrs. D. Schut and Mr. T. Koetsier (Mrs. Edwards is also re-invited).

Election of new Board Members

Mr. B. Aarsen was scheduled for re-election. The votes in favour were unanimous.

Any other business

Following items were discussed:

The lighting on the main streets are responsibility of the Camera. The footpaths are the responsibility of CC (under Central Facilities).

One member brought forward that the D-apartment block needs a new roof, and the end gable walls need painting. This was discussed with Mr. Barroso, however nothing was heard back. The HOA will raise the subject with CC-management.

Some owners don't dare to invest on equipment in their villas, because of possible theft or damage. The meeting unanimously voted in favour of HOA asking CC-management to introduce credit card slips as a deposit, to encourage good behaviour.

It was mentioned that the annual statements of 2017 were not received in January 2018 as by contract. Unlike before, there is no info about up-grades, which gives a loss of transparency. HOA will ask CC-management to give the annual statement on occupancy and to give transparency on up-grades.

The HOA website is out-dated. Mr. Aarsen will make a set-up for an owners discussion site.

The Treasurer reminds those Members whose fee (€ 45) was not deducted by CC, to remit this sum directly, to IBAN: NLO9 ABNA 0602 0720 26, or via PayPal to HYPERLINK "mailto:'treasurer@hoa-qdp.org'" treasurer@hoa-qdp.org'.

Place and date AGM 2019

After discussion, the Chairman proposes for the next AGM Saturday 30th March 2019.

HOA will check with CC if the Trattoria is available.

Closure

The Chairman closed the meeting at 4:40 pm.

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