

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)

Non-Profit Company Reg No. 2008/02/1SS2/08

Email: info@zapo.co.za

ANNUAL GENERAL MEETING 9th NOVEMBER 2016 AT 18H30 AT 'THE RANGE' ORPEN ROAD, TOKAI

MINUTES

Board members present:

Philip Lambrecht (Chairman)
Nick Harris
Lyndi du Plessis
Pam Gorre
John Green
Norah De Wet
Eric Jansen
Andrew Glendinning
Robbie Taylor

1. Registration

18 Members attended the meeting in person and had completed the attendance register. In addition 34 proxies, appointing certain members, had been received prior to the meeting.

2. The Chairman welcomed Joepie Joubert from the City of Cape Town, Head: Special Rating Areas and Tariffs Inter Services Liaison Department- Finance and Eddie Scott, Manager: Inter-Services Liaison Finance Directorate and Councilor Penny East.
The Chairman welcomed the members and the board members.
Apologies were received from Richard Cooke and Chris Wood.

3. A count of the attendance register and proxies confirmed that the meeting had the required Quorum to constitute the meeting.
The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.

ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk SRA area.

4. The minutes of the previous Annual General Meeting 4th November 2015 were accepted by the meeting. Proposed Nick Harris and Seconded by Grant Chapman.

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Philip Lambrecht

Company Secretary: Nick Harris

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

5. Chairman's Report

The Chairman confirmed that the report had been posted on the website and circulated to members. The Chairman advised the meeting that the following new members had been approved by the Board and welcomed new members- B. Cukjati, V. Lietner, A. Rae and R. Taylor.

The Chairman handed the floor to Andrew Glendinning to handle the financial issues

AG advised the members that we have an income of R 895 000. And we have refund once a year and this year we got R 45 000 and R 20 000 interest so the total revenue for the year was 961k which was above budget of around R 65 000. This over budget amount can be used for future projects in the following years without asking residents for any extra money to fund them.

AG advised that in terms of expenses, ZAPO was doing well in that we were under budget by R55 000 which was due to a credit that came through at year end. AG informed members that the main spend of ZAPO is towards the common area security and the upkeep of the fence. AG also informed members that any surplus funds go into the ZAPO money market account which is attracting interest at 6, 4%.

The chairman explained to members what is involved in keeping the fence operational:

1. On a minute by minute basis – Premier Security receives signals for the fence and if there is a low battery signal or the fence zone goes down, two board members get an email to inform them.
2. On a weekly basis – Premier Security does a full check of the fence from Zone 1 to Zone 12 and a full technical report is sent to the relevant board member. On top of this, Amos Makwanya patrols the fence every Monday to check for erosion, to see that the earth wires are not touching, to clear cobwebs, litter, and any vegetation that might have blown against the fence, etc.
3. On a monthly basis – ZAPO employs a contractor to cut back any encroaching vegetation and to apply weed killer to the grass that has grown onto the fence.

The Chairman advised members that the fence is up and running and in good condition and that the weak areas -where the baboons were coming over - are now fixed.

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Philip Lambrecht

Company Secretary: Nick Harris

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

The Chairman advised that there have been no baboon incursions since the end of October, since the two problem baboons were removed. John Green advised that the only area of concern is on the South Steenberg side, where John Stellenberg is working on trying to stop baboons entering from that side.

The Chairman advised that there has been only one security breach in the past two years which reflects very well on the common area service - provider Premier Security.

The chairman recommended to the members that they read through John Green's baboon report regarding the movement of the baboons and how the fence is actually keeping them out. The chairman thanks John for a very informative report.

The chairman thanked Lyndi Du Plessis for the new website.

Patrick Mahue asked for assistance for the residents on the south side of Zwaanswyk with Steenberg Mountain CC not cleaning up the land they own next to the our properties. There have been 33 fires on that land since the big fire last year due to the roots firing up, Patrick asked that with the influence of Penny East can ZAPO contact Mr Louw and Mrs Van Zyl to do something urgently. Fire season is upon us and it has become very urgent. The chairman agreed that ZAPO would definitely look into this problem.

Councilor Penny East advised the members that if they a specific issue that requires sorting out, either copy her into the email or send one directly to her which gives her the chance to go directly to Council. The more complaints regarding a situation she receives will help the situation.

Grant Chapman asked if SanParks had made any commitment on the remaining block of pine in the north western corner of Zwaanswyk – PL advised that SanParks had said the pines would be moved by March 2016. The chairman agreed that ZAPO would look into this situation.

6. **RESOLUTION NUMBER 1**

TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE AT THE TOTAL COST OF R58 658, WHICH WAS FUNDED FROM THE COMPANY RESERVES

The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was the extension of the fence from the Van der Wielen property to De Baren Close and the energisers on the Leitner's property and goes down about another 200m. This area was a problem area with the baboons coming over.

Resolution No 1 was approved by the meeting. Nil votes against was recorded.

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Philip Lambrecht

Company Secretary: Nick Harris

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

7. **RESOLUTION NUMBER 2**

TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND FROM THE CITY OF CAPE TOWN OF R53 810 EXCL VAT FOR THE FINANCIAL YEAR 2015/2016 IN THE COMPANY RESERVES

Andrew Glendinning explained that 3% of our annual budget goes towards a bad debt provision. Once a year the City looks at how much arrears the Zwaanswyk residents have with the City. The City then compares that to the bad debt provision we have built up over the years. The City then returns 75% of the difference to ZAPO providing the arrears are lower than the bad debt provision. The remaining 25% stays with the City in effect as a charge for collection by the City. In 2015/16 ZAPO received back R53 810 excl VAT.

A question was raised by JG who asked the City representatives as to why we only receive 75% back. Eddie Scott responded that the 75% is the budget amount. . The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area.

Resolution No 2 was approved by the meeting. Nil votes against was recorded.

8. **RESOLUTION NUMBER 3**

TO RECEIVE AND ADOPT THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDED 30TH JUNE 2016

No questions were raised by the meeting.

Resolution No 3 was approved by the meeting. Nil votes against was recorded

9. **RESOLUTION NUMBER 4**

TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE INSTALLATION OF A CAMERA AT THE CHARNWOOD / ZWAANSWYK ROAD INTERSECTION FOR COMMON AREA SECURITY PURPOSES. THE TOTAL COST IS BUDGETED AT R30 000 EXCL VAT AND IS TO BE FUNDED WHOLLY OUT OF COMPANY RESERVES

The Chairman explained that there have been numerous requests from residents who are exceptionally concerned about the intersection, with the horse traffic, pedestrian traffic, vehicles and the taxis that do not stop or slow down at that intersection. The aim of the camera is (No 1) to improve security by tracing car movements within Zwaanswyk and (No 2) To enhance the security in the area and as a side-effect, members will be able to re- view any traffic violations which can then be sent to the relevant authorities – eg, taxi associations, traffic police.

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Philip Lambrecht

Company Secretary: Nick Harris

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

The Chairman advised that we had asked on numerous occasions for a raised intersection there and asked Penny East to comment. Penny East advised the meeting that the City is not looking at traffic calming measures other than at schools, hospitals etc. There is also a lack of funding.

Resolution No 4 was approved by the meeting. Nil votes against was recorded.

10. RESOLUTION NUMBER 5

TO RECEIVE AND APPROVE THE BUDGET AND IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2017/2018

Andrew Glendinning advised the meeting that there was the normal 8% inflation increase and that our main contract with Premier has been accommodated.

John Green asked the city to explain about the revenue side of the budget, regarding the two major developments going on in Zwaanswyk at the Allandale and shora site, which should result in very substantial increases in the valuation of properties which in turn should increase the revenue? JG asked if there was a way that the city can build in that increase in order to reduce the individual levies of the existing members.

The chairman asked Eddie Scott to respond

Eddie Scott told the board that Allandale is already contributing to the Improvement District levy however once the properties are sold their valuation will be recorded by the City and hence the overall valuation of the plot will increase. As the ZAPO budget is increasing by 8% and the re-sell value of these properties is expected to add another 12% to the total revenue from Zwaanswyk then on average each existing property in Zwaanswyk should expect to see a 4% reduction in their improvement district levy. The actual timing of these properties coming online and existing Zwaanswyk residents seeing a reduction depends on the sale date of each properties and so some of the full benefit may not be fully realized in 2017/18.

In addition ZAPO will benefit from these new houses coming online as any additional revenue that is received by the City from the valuation of these new houses in the meantime will be returned by the City to ZAPO at the end of the year.

The same logic should apply to the Shora development.

Resolution No 5 was approved by the meeting. Nil votes against was recorded.

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Philip Lambrecht

Company Secretary: Nick Harris

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

11. RESOLUTION NUMBER 6

TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2017/2018 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The remuneration would be R 11000.00 per year.

The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

Resolution No 6 was approved by the meeting. Nil vote against was recorded.

12. RESOLUTION NUMBER 7

ELECTION AND RE-ELECTION OF DIRECTORS

- (1) PAM GORRE (re—election)
- (2) JOHN GREEN (re-election)
- (3) ROBBIE Taylor (new Director)

The chairman explained to the meeting that there has to a rotation of 30% on the board every 3 years. The chairman advised that Pam Gorre and John Green has resigned from the board and are up to re-election.

The Chairman asked the meeting to accept Robbie Taylor as Director of the Company for a period of three years, thanked him for volunteering to be on the board.

Resolution No 7 was proposed by Philip Lambrecht and seconded by G. Kroukamp. The meeting approved the re-election of the directors and the appointment of Robbie Taylor. Nil vote was recorded.

13. RESOLUTION NUMBER 8

ELECT NICK HARRIS AS COMPANY SECRETARY

The chairman advised the meeting that Nick Harris was stepping down from the board. Nick has been backbone of ZAPO. The chairman thanked Nick for all the years of work on the board. The chairman and Lyndi Du Plessis presented a gift of thanks to Nick Harris.

The chairman advised the board that Nick has agreed to stay on as Company Secretary to help ensure the company is run correctly, all compliance issues are dealt with and any queries which may be raised by the auditors are promptly resolved.

Resolution No 8 was approved by the meeting and nil vote against was recorded.

14 GENERAL

The acting chairman opened the floor for questions under general.

Pam Gorre requested that a 'CUL DE SAC' sign be put in Zwaanswyk Close as many trucks and vehicles turn into the road and then try turn around again which causes issues with the residents and pedestrian

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Philip Lambrecht

Company Secretary: Nick Harris

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

and horse riders. The chairman advised that ZAPO will contact the City and CC Penny East into the correspondence.

JG voiced his concern over the area at the bottom of Zwaanswyk road with the development at the Shora site is an area where all the big brick trucks unload onto smaller vehicles, when that area is completed there will be no other area available for the big trucks to turn which in turn will cause problems in the common area.

The chairman recommended that we contact the developer about a solution.

Lyndi Du Plessis voiced her concern over the sand being piled up from the Allandale development cutting off of the pathway for the horse riders to safely ride. Rob Tiffin agreed that ZRA will look into this problem.

Grant Chapman enquired about the fibre coming into Zwaanwyk, Rob Tiffin advised that he had spoken to the contractors and with the idea of linking Zwaanswyk with the Steenberg side, he advised he was still awaiting a response, residents higher up Zwaanswyk road would have to get there fibre link running on poles.

P. Mahue enquired about the main sewerage for the houses on the top South side of Zwaanwyk to link up with Steenberg. Penny East advised the members that a formal request from all the residents affected should be sent to her.

Carol De Gendt enquired about the junction at the bottom of Zwaanswyk road, where there is a yield should be made into a 3 way stop junction due to the danger for pedestrians and cyclists.

The chairman thanked the representatives from the City, Penny East, Eddie Scott and Joepie Joubert – as well as the residents who attended the meeting and the board for all their hard work.

John Green thanked Nick Harris for all his invaluable support and dedication to ZAPO and the community over the years.

The meeting closed at 19.42pm

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Philip Lambrecht

Company Secretary: Nick Harris