

# Zwaanswyk Association of Property Owners NPC (ZAPO)



P.O. Box 31101, Tokai, 7966

## **ANNUAL GENERAL MEETING**

On

**9<sup>TH</sup> November 2016 at 18:30**

**'THE RANGE' TOKAI**

### **AGENDA**

1. REGISTRATION OF MEMBERS
2. WELCOME AND APOLOGIES.
3. NOTICE OF THE MEETING AND CONFIRMATION OF A QUORUM TO CONSTITUTE A MEETING
4. CONFIRMATION AND APPROVAL OF THE MINUTES OF THE AGM HELD ON 5TH NOVEMBER 2015
5. REPORT OF THE CHAIRMAN FOR THE YEAR 2016/2017
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
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
8. RESOLUTION NUMBER 3  
TO RECEIVE AND ADOPT THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2016
7. 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
8. RESOLUTION NUMBER 5  
TO RECEIVE AND APPROVE THE BUDGET AND IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2017/2018
9. 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

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

Chairman: Philip Lambrecht

Company Secretary: Nick Harris

10. RESOLUTION NUMBER 7  
ELECTION AND RE-ELECTION OF DIRECTORS  
(1) PAM GORRE (re—election)  
(2) JOHN GREEN (re-election)  
(3) ROBBIE Taylor (new Director)
11. RESOLUTION NUMBER 8  
ELECT NICK HARRIS AS COMPANY DIRECTOR
12. GENERAL

THE DIRECTORS OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS NPC FOR THE YEAR UNDER REVIEW AND THEIR RESPECTIVE PORTFOLIOS ARE:

	PORTFOLIO
PHILIP LAMBRECHT	CHAIRMAN, FENCE, SECURITY
ANDREW GLENDINING	FINANCE
NORAH DE WET	FINANCE
PAM GORRE	ENVIRONMENT
LYNDI DU PLESSIS	COMMUNICATIONS
ERIC JANSEN	FENCE, SECURITY
JOHN GREEN	ENVIRONMENT, BABOON LIAISON
NICK HARRIS	FINANCE, CORPORATE GOVERNANCE, COMPANY SECRETARY
ROBBIE TAYLOR	COMMUNICATIONS

Please be advised that the following Directors will resign at the AGM, Nick Harris, John Green and Pam Gorre. John Green and Pam Gorre are standing for re-election.

Please note that everyone is welcome to attend although only Bona Fide members of ZAPO will be entitled to vote on resolutions presented at the AGM.

- All resolutions to be approved, must be supported by more than 50% of the voting right exercised on the Resolution.
- Membership is available free of charge to all Property Owners within the SRA's footprint, but they must be registered before 6<sup>nd</sup> November 2016. A Membership Application Form is available on the company's website or at office.
- In the event of a Property Owner being unable to attend the AGM, kindly complete the attached Proxy form, which would need to be completed and returned to the office not less than 24 hours before the Annual General Meeting. A Proxy need not to be a Member of the Company. Participants will be required to provide satisfactory identification to verify their right to participate at the meeting.
- Attached are the Statement of Performance and state of financial position. The Chairman's report, AFS, the Budget and Implementation Plan for 2017/2018 can be downloaded from the website.
- Per clause 11.9.2 of the memorandum of Incorporation, no member who is in arrears with payment of the additional rate for more than 60 (sixty) days shall be entitled to vote at a members meetings for so long as he is in arrears except if the member can prove that he is in dispute or has entered into an appropriate payment arrangement with the City.
- Forms for nomination of directors may be downloaded from the website or be requested by email.

The following documentation is available at the AGM and the ZAPO website at [www.zapo.co.za](http://www.zapo.co.za)

- Membership List
- Clipping of adverts, notice to members and CoR 36.2 form
- Draft Minutes of the AGM of 5th November 2015
- Agenda for AGM on 9<sup>th</sup> November 2016
- Audited AFS (Full Set) for year ending 30 June 2016
- Proposed Budget and Implementation Plan for year 2017/2018
- Membership application form
- Nomination as Director Form
- Proxy Form

Kindly confirm your attendance with the Manager by sending an email to [info@zapo.co.za](mailto:info@zapo.co.za) by no later than 6<sup>th</sup> November 2016 for seating purposes.