

Zwaanswyk Association of Property Owners (ZAPO)



ZAPO CID – ANNUAL GENERAL MEETING MINUTES

Date: 11 November 2025

Venue: The Range

1. REGISTRATION

Members registered on arrival.

2. WELCOME & APOLOGIES

Chairperson Caroline Brown welcomed all members, noting the ZAPO CID business would be dealt with first before the ZRA Committee was invited to the floor. She also thanked those who were not able to attend but had completed Proxy forms

Additional welcomes:

- Carolynne Franklin – our Ward councilor
- Bonita Ascott – COCT Finance (via video)
- Ros Eachus – new Bookkeeper (via video)

Apologies:

- Antony Peel

3. MEMBERSHIP

Resignations:

- Nina Reich

New Members:

- The Floyd Family

- The Prins Family

4. QUORUM

A quorum of over 10% was confirmed. The meeting was duly constituted.

5. PREVIOUS AGM MINUTES

Approval: Approved by show of hands.

Matters Arising: None.

6. CHAIRPERSON'S REPORT

INTRODUCTION

2025 was marked for all of us by the fire. For those of us who were here during the 2015 fire, we had less damage than 10 years ago, mainly because we were dealing with a fynbos fire rather than pine trees.

The fire did burn through the fire break around the reservoir, there was fire damage in gardens and a portion of the fence and cabling were burned. Fortunately, the quick response of residents put it out before it got into any homes. A number of residents left the area due to the heavy smoke, and there was smoke damage to some homes.

80 horses were evacuated from and within Zwaanswyk, in a relatively organized way – all the yard managers just got on with it. The TDRA assisted to link up horses with available stables – thank you to all those who offered to take in horses.

The first phase of the camera project to protect the fence line has been completed, which makes a big difference to our ability to secure the fence from intruders during the night.

STRATEGIC OBJECTIVES

In terms of our Memorandum of Incorporation with the City of Cape Town, the “main objects of the Company are to provide Community Based Private Urban Management within the public areas of the SRA”.

That is complex language to describe our 4 mandated objectives, as approved by Zwaanswyk residents when ZAPO was established:

- A. To erect and maintain a baboon deterrent fence
- B. To provide common area security
- C. To enhance and ensure the maintenance of common areas by the City of Cape Town
- D. To communicate with members on the above aspects and a 5th mandate was subsequently added
- E. Community development and anti-poverty initiatives

KEY EVENTS / CHALLENGES

Security

Despite a significant increase in crime around Zwaanswyk, we have managed to keep the crime within Zwaanswyk very low.

The common area security has focused on securing the perimeter – the fence and the road. This makes us vulnerable if criminals enter legitimately, because they are working on one of the building sites or making a delivery. For your own safety and that of your neighbors, all residents who are building, please insist that your building managers / supervisors audit the employee information and ensure you have IDs/passports, photographs and cell numbers for all people on your site.

Fire

The fire broke out on Friday afternoon 25 April 2025 near the back fence of the picnic site and then later the same evening on Tokai upper tracks (Level 3). The fire had 3 ignition points, so it was started deliberately.

At about 9.30 am on Saturday morning, the fire management team thought they had contained the fire and helicopters were sent back to base, however it was not out and some gusts of wind quickly fanned the flames. By the time the helicopters were able to get back, the fire was raging on a wide front. It spread across inaccessible mountain terrain, including the section above and alongside Zwaanswyk, Silvermine and nearby reserves.

All available firefighting teams and helicopters were mobilized. The fire threatened residential areas of Zwaanswyk and Noordhoek and its surrounds; evacuations were ordered for nearly 200 households in the region.

The Zwaanswyk Premier team did very well to keep the neighbourhood secure whilst allowing access to emergency response. The main gate was open to allow access for fire trucks, and one guard worked 24 hours without rest to man it through the night. The support of residents to prevent fire spectators from clogging up the road was invaluable. And our technical support team was on site on Sunday (the next day) getting damaged sections repaired.

3,000 hectares of vegetation on the mountain slopes around us were completely burned. Stumps continued to burn underground for several weeks. The fire response was able to protect the arboretum. Helicopters tried to protect the grove of redwoods, but they were burned. However, they are fire retardant trees and last time I saw them, it seemed as if only one has died.

Although no major property destruction in Zwaanswyk has been publicly reported, the neighbourhood was extremely lucky that the eucalyptus trees around the reservoir at the top of the road did not catch light, as they would have exploded and spread the fire onto rooves. It seems incredible that the City has critical infrastructure (being the reservoir and water supply equipment) placed at risk by fire accelerant trees.

Following the fire, there has been massive erosion of the tracks in the Park, soot and debris blocked up drainage ditches and pipes, and the lack of vegetation means that storm water cascades down the slopes.

Baboons

The census published shows that the Tokai + Zwaanswyk troops have grown from 86 individuals in 2012 to 147 in 2024 – an 89% increase.

In the Baboon Management Plan, contraception / sterilization is “under consideration”. There is still nothing being done to manage the birth rate.

NORTH TROOPS	Dec. 2012	June 2013	June 2014	June 2015	June 2016	June 2017	June 2018	June 2019	June 2020	Sept.2021	June 2022	June 2023	June 2024	# Change since 2012	% Change since 2012
Constantia 1	60	70	69	77	81	63	46	64	68	40	39	34	43	1	1.7%
Constantia 2 ¹						22	10	8	7	17	18	20	18		
Mountain 1	33	41	47	49	47	37	60	73	63	51	55	56	54	54	163.6%
Mountain 2 ¹										24	32	31	33		
Tolkei	61	64	70	62	65	69	75	91	92	110	126	108 ¹	115 ¹	54	88.5%
Zwaanswyk	25	28	28	30	28	30	20	20	18	20	15	23	32	7	28%
SUBTOTAL	179	203	214	218	221	241	211	256	248	262	285	272	295	116	64.8%
TOTAL	354	368	383	379	404¹	426¹	414	449	445	474	498	461	489	135	38.1%

SHORT AND MEDIUM-TERM OUTLOOK

From the annual income (the ZAPO levies) we currently pay for:

- The 3 Premier Guards and facility of the car,
- Premier back up response and support, Omnivision monitoring
- The Zwaanswyk baboon monitor, paintball supplies etc,
- The maintenance of the fence and cameras (cleaning and repairs),
- Electrification and insurance of the fence.
- Professional and managerial services (auditors, manager, Company Secretary etc)

The threats and challenges from the external environment are going to make preserving our security more difficult.

Our main objectives for the year ahead are:

- Protect and maintain the fence
- Deter and respond to any incursions through the fence using our night vision camera system

The Zwaanswyk baboon monitor was not in the business plan and we did not have the funds to sustain this additional service and make a community contribution to the Westlake United Church. I encourage any of you who can make a donation in your private capacity to do so, every cent they received is used for the benefit of the children and the vulnerable in the Westlake community.

The Business plan for the next 5 year period is available for review – your thoughts and input on this plan will be greatly valued.

ACKNOWLEDGMENTS

Our longstanding partnership with Premier continues to be highly valued and appreciated

Councilor Franklin, who is available and responds to queries. And thanks to the team at the City of Cape Town who provide governance and oversight.

We sadly report that Glowin (who have been our fence and gate service providers for many years) have been taken over, but this has led us to appoint Ryan Wilson as our service provider for repairs and technical support. Ryan is a great find, and he is able to assist us with the cameras and the fence/gates.

Thanks to Zoe Ball who keeps everything on track – its been a particularly challenging year trying to keep things running smoothly when our bookkeeper left suddenly.

Particular acknowledgement goes to the commitment and hours of effort that the members of the Board put in for the benefit of the community. Special mention to Antony who is involved every week, checking and repairing the fence and gates; Rob managing the ZAPO operations and finances and Mark who has brought technical insight and innovation.

7. FEEDBACK ON OPERATIONS 2024/25

- Reserves: R1,969,569
- Operating loss: R137,405 due to unbudgeted baboon monitoring
- R470,814 spent on new camera system
- Revenue increased 6.8%
- Audit passed successfully
- 15% income increase included in new 5-year plan
- Bank transition from Investec to Capitec
- Thanks extended to COCT and accounting support teams

The Chairperson explained that due to the sudden resignation of the bookkeeper, the Annual Report, AFS and Business Plan were not distributed in legislated time. Members confirmed they were comfortable proceeding with approvals by show of hands.

8. APPROVAL OF ANNUAL REPORT 2024/25

Approved by show of hands.

9. NOTING OF AUDITED FINANCIAL STATEMENTS

Noted by show of hands.

10. APPROVAL OF EXTENSION OF CID TERM & NEW BUSINESS PLAN 2026–2031

Approved by show of hands.

11. SURPLUS UTILISATION

Noted and accepted by show of hands.

12. APPOINTMENT OF REGISTERED AUDITOR

True North - Confirmed by show of hands.

13. CONFIRMATION OF COMPANY SECRETARY

True North - Confirmed by show of hands.

14. ELECTION OF BOARD MEMBERS

- Rob Tiffin – re-elected

- Antony Peel – re-elected

- Justin Floyd – newly elected

All approved by show of hands.

15. GENERAL

Address by Cllr Carolynne Franklin:

- Road markings to be redone soon
- One of the C3 service requests logged incorrectly
- Debaren road: sandbags installed, no immediate danger; engineering assessment pending
- A property upstream may have diverted natural water flow, which could have contributed to the flooding
- Residents urged to report concerns and hold neighbours accountable

16. Q & A

A question was posed regarding the increase in the levy and the impact of the new developments, as well as the forthcoming property valuation.

The treasurer explained that the City of Cape Town collects the Rand value as approved in ZAPO's budget. This means that as the base becomes bigger with new homes, the percentage from each property will be adjusted downwards, so that the Rand amount remains the same. Similarly with the property valuations – the levy per property will be adjusted so that the CID receives the correct rand amount.

A question was also raised by John Greene regarding why the levy increase in Year 1 of the new five-year budget is noticeably higher than in the remaining years.

The treasurer explained that the previous five-year budget did not provide sufficient annual growth to keep pace with rising monthly operating costs, and some unforeseen costs, like the baboon monitor. As a result, the new budget must correct this shortfall and realign the levy with the actual monthly expenses. Consequently, Year 1 reflects a larger adjustment, after which the levy increases stabilises and follow a standard inflation-based growth for the remainder of the five-year period.

A further question was raised as to why ZAPO are not utilising its reserves instead of increasing the levies. The Chair clarified that reserves may not be used to fund operational expenses. Monthly running costs must be covered by monthly income, and this requirement is monitored

by the City of Cape Town, leaving no flexibility to divert reserves for this purpose. Reserves may only be used for approved capital projects. It was noted that, based on current estimates, the perimeter fence will likely need to be replaced within the next ten years, at a projected cost of approximately R5 million. Maintaining reserves is therefore essential to ensure ZAPO can meet future capital obligations without imposing a financial burden on members at that time.

17. ADJOURNMENT

Meeting adjourned at 20:20.