

ITEM NUMBER: C 25/04/21

RECOMMENDATION FROM THE EXECUTIVE MAYOR: 20 APRIL 2021

MC 83/04/21 APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) FROM 1 JULY 2021 TO 30 JUNE 2026

It is **RECOMMENDED** that:

- (a) Council approve, in terms of section 15 of the Special Rating Area By-law, 2012, as amended, the extension of the Zwaanswyk Association of Property Owners (ZAPO) term from 1 July 2021 to 30 June 2026.
- (b) Council approve the ZAPO's new 5-year Business Plan for the period 1 July 2021 to 30 June 2026.
- (c) the City of Cape Town imposes the levying of an additional rate on properties in the ZAPO from 1 July 2021 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.



REPORT TO: MAYCO

DATE: APRIL 2021

1. ITEM NUMBER: **MC 83/04/21**
2. SUBJECT

APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) FROM 1 JULY 2021 TO 30 JUNE 2026

AANSOEK OM DIE TERMYN VAN DIE ZWAANSWYK-EIENDOMEIENAARSVERENIGING (ZAPO) VAN 1 JULIE 2021 TOT 30 JUNIE 2026 TE VERLENG

ISICELO SOKWANDISWA KWEXESHA LOKUSEBENZA KOMBUTHO WABANINI BEEPROPATI WASE ZWAANSWYK (ZAPO) UKUSUSELA KOWO 1 KWEYEKHALA 2021 UKUYA KOWAMA 30 KWEYESILIMELA 2026

3. **RECOMMENDATION FROM THE URBAN MANAGEMENT PORTFOLIO COMMITTEE : 1 APRIL 2021 (URBM 11/04/21)**

It is recommended that:

- a) Council approve, in terms of section 15 of the Special Rating Area By-law, 2012, as amended, the extension of the Zwaanswyk Association of Property Owners (ZAPO) term from 1 July 2021 to 30 June 2026.
- b) Council approve the ZAPO's new 5-year Business Plan for the period 1 July 2021 to 30 June 2026.
- c) The City of Cape Town imposes the levying of an additional rate on properties in the ZAPO from 1 July 2021 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.

Daar word aanbeveel dat:

- a) Die Raad ingevolge artikel 15 van die Verordening op Spesiale-aanslaggebiede, 2012, soos gewysig, die verlenging van die Zwaanswyk-eiendomeienaarsvereniging (ZAPO) se termyn van 1 Julie 2021 tot 30 Junie 2026, goedkeur.
- b) Die Raad die ZAPO se nuwe vyfjaar-sakeplan vir die tydperk 1 Julie 2021 tot 30 Junie 2026, goedkeur.
- c) Die Stad Kaapstad die heffing van 'n bykomende tarief op eiendomme in die ZAPO ingevolge artikel 22(1)(b) van die Wet op Plaaslike Regering: Munisipale Eiendomsbelasting (MPRA), Wet 6 van 2004 vanaf 1 Julie 2021 plaas.

Kundululwe ukuba:

- a) IBhunga maliphumeze, ngokwecandelo 15 loMthetho kaMasipala ongoMmandla ongeerhafu ezizodwa wango2012 njengoko ulungisiwe, ukwandiswa kwexesha lokusebenza kweSithili sokuPhuculwa kweSixeko saseZwaanswyk (ZAPO) ukususela ngowo1 kweyeKhala 2021 ukuya kowama 30 kweyeSilimela 2026.
- b) IBhunga maliphumeze isicwangciso sendlela yokusebenza esitsha seZAPO seminyaka emihlanu kwisithuba esisusela kowo 1 kweyeKhala 2021 ukuya kowama 30 kweyeSilimela 2026.
- c) ISixeko saseKapa masinyanzelise umrhumo olixabiso elongezelelekileyo kwiiipropati ezikummandla weZAPO ukususela ngowo1 kweyeKhala 2021, ngokungqinelana necandelo 22(1)(b) loMthetho wobuRhulumente boMmandla ongamaXabiso eePropati zikaMasipala (MPRA) ongunomb.6 wangowe 2004.



REPORT TO: URBAN MANAGEMENT PORTFOLIO COMMITTEE

1. ITEM NUMBER URBM 11/04/21

2. SUBJECT

APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) FROM 1 JULY 2021 TO 30 JUNE 2026

AANSOEK OM DIE TERMYN VAN DIE ZWAANSWYK-EIENDOMEIENAARSVERENIGING (ZAPO) VAN 1 JULIE 2021 TOT 30 JUNIE 2026 TE VERLENG

ISICELO SOKWANDISWA KWEXESHA LOKUSEBENZA KOMBUTHO WABANINI BEEPROPATI WASE ZWAANSWYK (ZAPO) UKUSUSELA KOWO 1 KWEYEKHALA 2021 UKUYA KOWAMA 30 KWEYESILIMELA 2026

M3016

3. DELEGATED AUTHORITY

In terms of Section 15 of the Special Rating Area By-law, 2012, as amended

This report is FOR DECISION BY

- Committee name** : Urban Management (For Support)
- The Executive Mayor together with the Mayoral Committee (MAYCO)
- Council

4. DISCUSSION

The Zwaanswyk Association of Property Owners (ZAPO) was established in 2009 and is now applying for their fourth term as the current term expires on 30 June 2021.

In terms of Section 15 of the Special Rating Area By-law - promulgated as per Provincial Notice No.7015/2012 as amended (SRA By-law), Council received an application to extend the term of the ZAPO from 1 July 2021 to 30 June 2026 (attached as annexure A).

The new Business Plan consists of a Motivation Report that defines the need and framework required to provide supplementary municipal services, an Implementation Plan proposing relevant action steps to implement the services and the 5-year Budget which reflects the funding required to provide these services (attached as annexure B).

The Business Plan proposes a continuation of the same services as implemented during previous years with a budget decrease of -2.95% in the first year and there after a year on year increase of between 5.1% and 5.6% without compromising service delivery. The financial impact on non-residential property and residential owners in the first year will be -3.2% and -5.7% respectively.

The ZAPO budget is funded by the property owners and collected by the City in a sustainable manner as additional rates. This is as per the Municipal Property Rates Act (MPRA) section 22 which facilitates some cross subsidisation as contributions are proportionately based on property values. The additional rates are modelled and capped to ensure affordability and sustainability in continued service delivery.

Chapter 1 of the SRA By-law requires that property owners are included in a consultation process before the renewal application is submitted to the City. Accordingly, the Annual General Meeting (AGM) held on 11 November 2020 was advertised in two daily newspapers and one local newspaper in October 2020 and a notice with the agenda was sent to all property owners (refer annexure C). The term extension formed part of the agenda of the AGM and all relevant documents were made available through the ZAPO website to all property owners.

The term extension as per the new ZAPO Business Plan (1 July 2021 to 30 June 2026) was supported and approved by the members of the ZAPO as per the AGM draft minutes (refer annexure D) as informed through the successes achieved in the previous term as evidenced in the Chairman's Annual Report.

The proposed term extension was circulated to all relevant Service Departments requesting them to review the new Business Plan to ensure service delivery compliance in terms of the IDP (refer annexure E). The Social Development and Early Childhood Development Department responded that they are in support of ZAPO's social development focus. No other comments were received.

4.1. Financial Implications None Opex Capex
 Capex: New Projects

- Capex: Existing projects requiring additional funding
- Capex: Existing projects with no additional funding requirements

4.2. Policy and Strategy Yes No

4.3. Legislative Vetting Yes No

4.4. Legal Compliance

4.5. Staff Implications Yes No

4.6. Risk Implications Yes No

5. RECOMMENDATIONS

Not delegated: for decision by Council:

It is recommended that:

- a) Council approve, in terms of section 15 of the Special Rating Area By-law, 2012, as amended, the extension of the Zwaanswyk Association of Property Owners (ZAPO) term from 1 July 2021 to 30 June 2026.
- b) Council approve the ZAPO's new 5-year Business Plan for the period 1 July 2021 to 30 June 2026.
- c) The City of Cape Town imposes the levying of an additional rate on properties in the ZAPO from 1 July 2021 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.

Nie gedelegeer nie: vir besluitneming deur die Raad:

Daar word aanbeveel dat:

- a) Die Raad ingevolge artikel 15 van die Verordening op Spesiale-aanslaggebiede, 2012, soos gewysig, die verlenging van die Zwaanswyk-eiendomeienaarsvereniging (ZAPO) se termyn van 1 Julie 2021 tot 30 Junie 2026, goedkeur.
- b) Die Raad die ZAPO se nuwe vyfjaar-sakeplan vir die tydperk 1 Julie 2021 tot 30 Junie 2026, goedkeur.
- c) Die Stad Kaapstad die heffing van 'n bykomende tarief op eiendomme in die ZAPO ingevolge artikel 22(1)(b) van die Wet op Plaaslike Regering: Munisipale Eiendomsbelasting (MPRA), Wet 6 van 2004 vanaf 1 Julie 2021 plaas.

Azigunyaziswanga: isiqqibo seseBhunga:

Kundululwe ukuba:

- a) IBhunga maliphumeze, ngokwecandelo 15 loMthetho kaMasipala ongoMmandla ongeeRhafu ezizodwa wango2012 njengoko ulungisiwe, ukwandiswa kwexesha lokusebenza kweSithili sokuPhuculwa kweSixeko saseZwaanswyk (ZAPO) ukususela ngowo1 kweyeKhala 2021 ukuya kowama 30 kweyeSilimela 2026.
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ANNEXURES

- Annexure A: Application letter
- Annexure B: ZAPO Business Plan for the period 1 July 2021 to 30 June 2026
- Annexure C: AGM advertisements and notice with the agenda

Annexure D: ZAPO AGM draft minutes

Annexure E: Service Departments email

FOR FURTHER DETAILS CONTACT

NAME	Eddie Scott	CONTACT NUMBER	0214001872
E-MAIL ADDRESS	Eddie.Scott@capetown.gov.za		
DIRECTORATE	Urban Management	FILE REF NO	Urban Management-City Improvement Districts(000000517045)

Approval Form
Supported for inclusion on the agenda



APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF P

Report Reference: 517045
Meeting: Section 79 Portfolio Committee - Urban Management
Meeting Date: 01.04.2021
Meeting Venue: Skype Meeting
Contact Person: Eddie Scott
Contact Telephone: 021 400 1872
Contact Email: EDDIE.SCOTT@CAPETOWN.GOV.ZA

Item	Section	Approver	Approval	Approved Date	Approver Comments
01	Author	EDWARD SCOTT	Approved	16.03.2021 10:47:15	
02	Director	EDWARD SCOTT	Approved	16.03.2021 10:48:52	
03	Executive Director	BRENT GERBER	Approved	16.03.2021 16:01:48	
04	Legal Compliance	Joan Mari Holt	Approved with Comments	19.03.2021 10:38:14	Certified as legally compliant based on the contents of the repo
05	Chairperson	Willie Jaftha	Approved	24.03.2021 12:11:57	

ECS Officer:

**APPLICATION LETTER
FOR EXTENSION OF THE CID TERM**

Attention: Mr E Scott

Directorate: Urban Management
CID Department
City of Cape Town
8th Floor
12 Hertzog Boulevard
CAPE TOWN
8000

7 December 2020

Dear Sir,


RE: Application for the extension of term of the Zwaanswyk Association of Property Owners Improvement District (the "ZAPO")

1. The Zwaanswyk Association of Property Owners Improvement District NPC hereby wish to apply for City Council approval of the extension of the CID term for the period 2021 – 2026.
2. This application is made to Council in terms of Section 15(b) of the City of Cape Town's: Special Rating Areas By-Law, 2012, as amended (the "By-law"), read together with the City of Cape Town's: Special Rating Areas Policy, 2017.
3. The key objectives and functions of the new Business Plan are:
 - 3.1. Improving Public Safety by proactive visible patrolling and cooperation with existing SAPS and City of Cape Town Law Enforcement efforts as well as other security service providers in the area;
 - 3.2. Creating a safe and clean public environment by addressing issues of maintenance and cleaning of streets, pavements and public spaces;
 - 3.3. Managing existing and new public infrastructure for the future benefit of all the users of the area;

- 3.4. Facilitating investment to the area and building investor confidence;
 - 3.5. Promoting the Zwaanswyk Special Rating Area as a safe, clean and environmentally sustainable environment;
 - 3.6. Supporting and promoting social responsibility in the area;
 - 3.7. Sustaining effective management of the Zwaanswyk Special Rating Area;
 - 3.8. Enhancing and supplementing the municipal services provided by the CCT
 - 3.9. Maintaining the mutually beneficial working relationship with the CCT, SANParks, and HWS
 - 3.10. Maintaining the baboon deterrent fence along the perimeter of ZAPO, thereby restricting the baboons within the TMNP and minimising incidents of baboon / human conflict.
 - 3.11. Ensuring public safety within ZAPO and to monitor any CCTV cameras and the LPR camera at the entrance to ZAPO area
 - 3.12. Liaising with neighbouring crime watch organisations to improve communication and the effectiveness of the individual group efforts
 - 3.13. Liaising with neighbouring landowners and the City to ensure effective fire management is implemented in Zwaanswyk and the surrounding rural area
 - 3.14. Promoting and nurturing the rural character of the neighbourhood, which lies on the boundary between the urban development of the City and TMNP.
4. In support of the application, the following compulsory documentation is attached:
- 4.1. The new Business Plan (Motivation report, Implementation plan and Budget), marked "A";
 - 4.2. Advertisements and notices of the AGM, marked "B"; and
 - 4.3. Resolution as per the draft AGM minutes, marked "C" that stipulating:
 - the approval of the new 5-year Business Plan; and
 - the approval to continue for a further 5-years.

We trust that this application will meet with the City Council's approval and thank you for your kind consideration thereof.

Yours faithfully,


Andrew Abernethy
Chairman, ZAPO

ZAPO



Zwaanswyk Association of Property Owners NPC

Third CID BUSINESS PLAN

2021/22 – 2026/27

November 2020



This business plan is available at www.zapo.co.za

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1. Motivation Report

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1.4. Financial impact of CID

1.5. Management structure

1.6. List of rateable properties in the CID

2. Implementation Plan

3. 5 Year Term Budget

1. MOTIVATION REPORT

1.1. Introduction

The Zwaanswyk Special Rating Area is a CID established in 2009 covering the area of Zwaanswyk within the City of Cape Town (CCT), as described below. The Zwaanswyk Special Rating Area successfully renewed its term in 2011 and 2016. A CID is a community-driven venture, allowing the local community, property owners and local businesses to organise and fund improvements of specific areas within the City. The CID established a non-profit company (“Zwaanswyk Association of Property Owners NPC” (ZAPO)) which carries out the improvements and upgrades proposed in its business plan, funded by an additional rate levied on rateable property located within the CID. In the case of the CID, property owners contribute to improvements and upgrades.

The primary goal for ZAPO is to maintain a Baboon fence and a public safety contract. The fence and public safety contract have been a huge success over the past 11 years. Crime is incredibly low compared to neighbouring suburbs and Baboon incursions have dropped to becoming very rare when previously they dominated life in Zwaanswyk. In addition, the Zwaanswyk fence has been quoted multiple times in local and national press as the gold standard in supporting human / baboon interactions in an urban environment. In 2019 ZAPO received a City award for our work in this area and for our support of the wider community.

1.1.1. Background

The current business plan runs for a 5 year period expiring on 30 June 2021.

To implement the original Business Plan the Board of directors of the management company undertook the following:

- Established a non-profit company to administer the CID, Zwaanswyk Association of Property Owners NPC (ZAPO) with registration No. 2008/21552/08.
- Appointed the Directors of the Company, the Company Secretary and the Independent auditors.
- Erected an approximately 2, 1 kilometre baboon-deterrent electrified fence along the northern and western boundaries of ZAPO on land within the Table Mountain National Park (TMNP), administered by SANParks, together with limited CCTV

cameras in the more remote areas of the fence. This entailed raising loans from ZAPO members to fund the fence, which loans were fully repaid by the end of the financial year ending 30th June 2014.

- Appointed and thereafter monitored the performance of a service provider to monitor the fence, the CCTV cameras and provide public safety, 24 hours a day, 365 days a year.
- Maintained the baboon-deterrent fence and the access gates. Maintained the strip of land between the fence and the boundary fences of properties along the boundary of ZAPO, as well as the land immediately within the TMNP to prevent weeds, grass, bushes growing into the fence and providing effective soil erosion prevention within these areas.
- Appointed a part time Manager for ZAPO, whose responsibilities included, inter alia, liaison with the City of Cape Town (CCT) departments to ensure the proper provision of Municipal services by CCT within the common areas of ZAPO, communication with members and various service providers, maintaining the books of account for ZAPO, making the VAT payments, arranging meeting dates and venues for Board meetings and the AGM and taking the minutes of those meetings, maintaining the ZAPO website to ensure it provides members with pertinent information.

1.1.2. Address for delivery of notices

Principal Contact Persons:

A. GLENDINNING
123b ZWAANSWYK ROAD
TOKAI

J. GREEN
67 ZWAANSWYK ROAD
TOKAI

H. BURDETT (MANAGER)
4 GLENBRAE AVE
TOKAI

0765766187

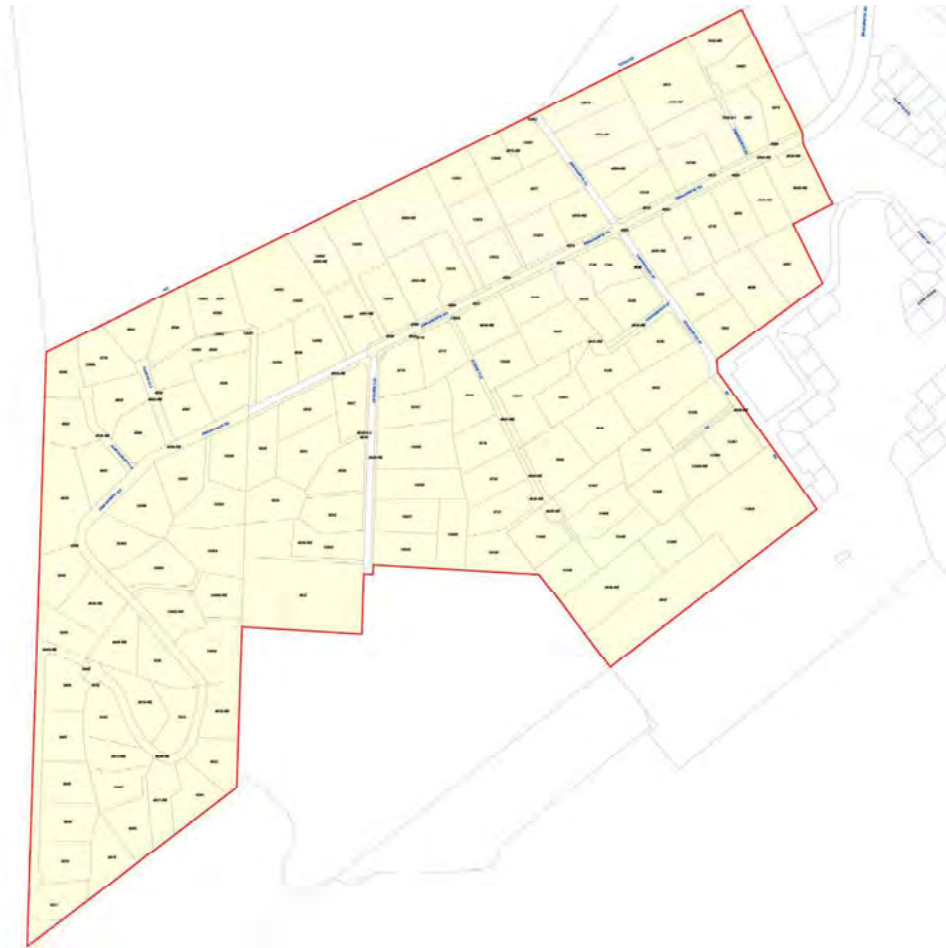
0835048942

021 712 5612

1.1.3. Identification of ZAPO's boundaries

The boundaries of ZAPO established in 2009 will remain unchanged and are depicted on the plan below.

There are 153 properties in the area (144 in October 2014 at time of last 5 year plan) which have a collective Municipal Valuation as at September 2020 of ZAR 1.7 billion (October 2014 of ZAR 0.9 billion). The red line denotes the boundary of the Special Rating Area.



1.1.4. Strategic objectives

1.1.4.1. Vision

To provide Community-Based Private Urban Management in the public areas of ZAPO to ensure the Zwaanswyk area is a safe and secure area with minimum invasions of homes by baboons. Also to provide well-maintained services, roads and verges, which provides an environment in which to foster equestrian activities and a healthy family life.

1.1.4.2. Mission

ZAPO will, in close co-operation with the City of Cape Town officials, SANParks, NCC, the Tokai Residents Association, neighbouring crime watches and the Tokai Policing Forum, provide and manage supplementary services to all property owners in ZAPO. This is to provide a safe, secure, clean and aesthetically pleasing neighbourhood for the benefit of all property owners, residents, employees and visitors.

1.1.4.3. Goals

1. To enhance and supplement the municipal services provided by the CCT.
2. To maintain the mutually beneficial working relationship with the CCT, SANParks, and HWS.
3. To maintain the baboon deterrent fence along the perimeter of ZAPO, thereby restricting the baboons within the TMNP and minimising incidents of baboon / human conflict.
4. To ensure public safety within ZAPO and to monitor any CCTV cameras and the LPR camera at the entrance to ZAPO area
5. To liaise with neighbouring crime watch organisations to improve communication and the effectiveness of the individual group efforts.

6. To liaise with neighbouring landowners and the City to ensure effective fire management is implemented in Zwaanswyk and the surrounding rural area.
7. To promote and nurture the rural character of the neighbourhood, which lies on the boundary between the urban development of the City and TMNP.

1.1.5. Core values

1. **Transparency & Accountability:** to be achieved through submission of monthly financial reports to the CID Department, annual reports to the local community and subcouncil, facilitation of local community participation in board meetings and ZAPO members' meetings, and publication of relevant documentation online.
2. **Integrity:** to be achieved through implementing effective controls across our financial, statutory and management processes.
3. **Delivery:** ensuring the fence and public safety contract are both fully functioning, effective and value for money throughout the year.

1.2. Consistency with City of Cape Town Integrated Development Plan (IDP)

The Integrated Development Plan of the CCT rests on 5 Strategic Focus Areas (SFAs) and ZAPO supports these SFAs as follows:

1. **The Opportunity City** - ZAPO is working towards the continuous development and improvement of the urban environment through public safety, cleaning, urban management and social initiatives supporting local employment and attracting development in the area.
2. **The Safe City** - The primary focus and therefore budget allocation for ZAPO is aimed at improved public safety in the public spaces within ZAPO's boundary. ZAPO therefore directly supports a Safe City.
3. **The Caring City** - ZAPO supports the City's Social Upliftment Strategies to find lasting solutions for Social Development, which includes supporting NGOs that provide long term youth development activities and where possible create employment opportunities.

4. **The Inclusive City** - ZAPO supports the functions of the CCT through the delivery of coordinated top-up municipal services and communicates with the various line departments which facilitates streamlined communication and service delivery with the CCT.
5. **The Well Run City** – ZAPO’s governance structures ensure an open and transparent approach in the way property owner money is used for the benefit of the community.

Each of these SFAs are considered within each of the proposed service areas of the ZAPO business plan.

1.3. Proposed services and projects

1.3.1. Improving Public Safety

1. The current public safety service provider was awarded the contract in an open tender in 2013. This has been regularly reviewed since to ensure effectiveness and value for money. Service to date has been very positive.
2. The service provider is requested to provide 24 hour / 365 day service with a dedicated patrol car and patrol man.
3. The service provider has access to camera footage from Forest Glade and liaises closely with SAPS and other agencies.
4. The service provider provides a fence “trouble shooting” service as well as weekly inspections.
5. The service provider provides an emergency sms service to members to enable communication with members on security of emergency issues.
6. ZAPO are currently setting up an LPR and internet camera at the entrance to Zwaanswyk Road which will be linked to the service provider. Residents will be white-listed and a buzzer will alert the patrol car when a non-resident enters the suburb.

7. We are currently creating a Baboon and security control hub which has permanent electricity and fibre internet access in order to manage the camera effectively.
8. We will implement a speed hump at the entrance to the SRA to slow down traffic and to aid identification of vehicles for security purposes.
9. Security costs approximately R0.7m in year 1 with a year on year increase of 5% per annum. See 5 year budget under point 3 for further cost details.

1.3.2. Maintenance and Cleansing

1. As well as maintaining the area around the fence, ZAPO liaises with City Departments in the provision of Municipal services, repairs and maintenance of roads, storm water drainage, verges and street lighting.
2. On-going monitoring of alien growth on verges on Zwaanswyk Road.

ZAPO contracts two local contractors to maintain and clean the area around the fence at a cost of approximately R55k in year 1 with a year on year increase of 5% per annum.

1.3.3. Environmental Development

1. The Baboon fence has been going for 10 years and remains in good working order despite fires, erosion, tree damage, vandalism and wear and tear.
2. A 5-year capital plan has been implemented in order to ensure the fence remains at its current effectiveness for 10-20 years further. The electric part of the fence is regularly maintained and we have had the physical fence assessed by our independent contractor to ensure the 5-year capital plan is fit for purpose.

3. We have changed service providers for maintaining the fence during the current year. The new service provider has provided us with a competitive quote to maintain the fence on a proactive basis. They have also provided us with a capital quote which should ensure the fence remains in optimum condition for the next 10-15 years.
4. The capital quote has been incorporated into a 3-year capital plan which should ensure the physical and electric parts of the fence last for a further 10-15 years based on expert opinion and our experience over the last 10 years.
5. The capital quote was for R800k over 3 years. This will replace all the Bonnox wire fencing below ground level which is currently rusting and has a finite life. We have adopted a risk based capital plan whereby we will replace the most urgent wires this winter, have identified the next wires to fix next winter and will complete the replacements in the third year.
6. The fence strip and an area within the TMNP is kept clear of weeds and vegetation on a monthly basis. It was this fastidious maintenance that was a material factor in minimizing fire damage in the March 2015 fires.
7. The area adjacent to the fence is also constantly maintained to prevent erosion in order to protect the fence against water damage.
8. ZAPO maintains regular contact with Human Wildlife Solutions, the City Council's appointed baboon monitoring service providers and the excellent working relationship that ZAPO has with HWS has resulted in prompt response to the few baboon incursions that have occurred since their contract commenced in August 2012.
9. Going forward ZAPO will work closely with a newly appointed service provider. ZAPO already has a relationship with the new service provider as they are our fire advisors and support us in minimizing wildfires and in liaising with City, Sanparks and other fire related relationships.
10. ZAPO routinely checks fence gates (e.g. Zwaanswyk Close) to make sure they are secure and operational.

11. On a voluntary basis ZAPO helps organize alien hacking events on TMNP land to the North and West of Zwaanswyk. This removes aliens improving the local biodiversity and also significantly helps reduce the possibility of wildfires and illegal squatting on our borders. We work with Sanparks on these initiatives.
12. The fence costs R0.25m to maintain per year. In addition, capital costs are R0.8m over a 5-year period.
13. Security costs approximately R0.7m per year with additional capital costs (e.g. cameras as required).
14. Reporting on problems with roads and drainage to ensure potholes and storm drains are resurfaced timeously and done as an ongoing matter as reported to ZAPO.
15. Attendance at CID forum meetings to keep ZAPO informed of latest requirement for CIDs.

1.3.4. Promotion of Social and Economic Development

1. ZAPO supports long term youth development in Westlake. These activities not only provide development opportunities for local youths but also reduces local security risks for residents.
2. Attending sub council meetings to stay abreast of problems and solutions in the ward pertaining to Tokai and Zwaanswyk.
3. Working with Exchange Connection re uplifted and early childhood development programs in Westlake development.
4. Representation on the Tokai Ratepayers Association and attendance at sub-council meetings to promote the interests of Zwaanswyk and understand the wider neighbourhood concerns.
5. ZAPO spends a maximum of R50k per annum on these activities out of surplus funds. If these surplus funds are not available in any year then this activity is not able to be supported.

1.4. Financial impact of the CID

1. Zwaanswyk has 153 households who fund the R1,5m total annual expenses required to implement the business plan for year 1. More plots have been developed in recent years in Zwaanswyk which reduces the cost per resident. The 5-year plan has an average inflationary cost increase of 5% built in.
2. The 5-year budget has been set out as follows:

ZAR	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
SRA rates / Income	1,237,082	1,223,927	1,288,859	1,353,870	1,427,876	1,489,474
	2%	-1%	5%	5%	5%	4%
Other income	280,000	300,000	250,000	250,000	150,000	50,000
Total income	1,517,082	1,523,927	1,538,859	1,603,870	1,577,876	1,539,474
Fence	250,547	279,695	297,303	312,719	334,478	341,700
Security	692,033	739,995	776,995	815,845	856,637	899,469
Fire	24,080	16,884	17,728	18,615	19,545	20,523
Admin	146,010	150,635	158,167	166,075	174,379	183,098
Operating expenses	1,112,670	1,187,209	1,250,193	1,313,254	1,385,039	1,444,789
	9%	7%	5%	5%	5%	4%
Fence	200,000	200,000	200,000	200,000	50,000	0
Security	150,000	100,000	50,000	50,000	100,000	50,000
Capital	370,000	300,000	250,000	250,000	150,000	50,000
Total expenses	1,482,670	1,487,209	1,500,193	1,563,254	1,535,039	1,494,789
	32%	0%	1%	4%	-2%	-3%

3. The comprehensive 5-year budget can be viewed under item 3.
4. In line with the City's Special Rating Areas Policy (SRA Policy), the ZAPO Board annually prepares an overall budget for the year based on the specific needs of the area as set out in the Business Plan. The budget is funded by the property owners through an additional property rate levied on the municipal valuation of all eligible properties within the ZAPO boundary. Additional property rates attract VAT @ 15%. The additional property rate is calculated by the City annually during the City's budget process. The additional rate is expressed as a Rand-in-the-rand and is calculated by dividing the ZAPO budget total with the total municipal valuation of properties in ZAPO.
5. The SRA Policy allows for a differentiation in tariffs for the different types of properties and as such a residential and non-residential additional property rate is applicable in ZAPO. Should property owners receive partial or full relief in respect of rates, they would enjoy full exemption from paying of any ZAPO additional rate. It is, however, incumbent upon the property owner to seek such relief under the City's Rates Policy.
6. The ZAPO budget and additional property rates are approved by the City Council with the City's budget and is applicable over a financial year, which starts on 1 July.
7. Individual contributions for residential and non-residential properties can be calculated as follows:
 - Municipal valuation x R 0.XXXXXX = Annual contribution (VAT excl.) – Note: R 0.XXXXXX represents the approved applicable ZAPO additional property rate.
 - Annual contribution (VAT excl.) ÷ 12 = Average monthly contribution (VAT excl.)
 - Average monthly contribution (VAT excl.) x 1.15 = Average monthly contribution (VAT incl.)

e.g. R10,000,000 x R 0.000758 = R7,580.00 ÷ 12 = R631.67 x 1.15 = R726.42

R0.000758 represents the ZAPO residential additional property rate for 2020/21

1.5. Management structure

1. ZAPO NPC has been established as a non-profit company and complies with Companies Act and accounting standards as well as with all City financial and performance reporting requirements.
2. We currently have 6 Directors who are all residents living in the SRA and members of ZAPO. Directors are assigned areas of responsibility with regular oversight by the board of directors as a whole. A third of Directors must resign every year. Appointment of Directors is done annually at the AGM which all residents are invited to participate in. Only property owners who applied for ZAPO membership can vote. Our Company Secretary is a registered accountant.
3. We have no employees however we contract with a qualified accountant who oversees the technical accounting and taxation issues on a monthly basis. We also contract with an administrative manager to ensure all administrative and compliance deliverables are performed on a timely basis. Auditors registered with the Independent Regulatory Board of Auditors carry out an annual audit of the financial results.
4. Directors are not remunerated for their services. Budgeted costs 2020-2021 for the accountant, manager and audit fees total R115k.

1.6. List of all rateable properties in the CID

See Annexure A

2. IMPLEMENTATION PLAN

PROGRAM 1 - MANAGEMENT & OPERATIONS				
ACTION STEPS		RESPONSIBLE	FREQUENCY	PERFORMANCE INDICATOR
			per year	
1	Direction & leadership for the Board and Organisation	Chairman / Cosec	ON GOING	Successful implementation of the business plan
2	Successful Day-to-day management and operations	Manager	ON GOING	feedback at board meetings and no of complaints from members
3	Appointment of staff and consultants	Board	AS REQUIRED	Consultants contracts reviewed annually
4	Board meetings	Manager	4	Portfolio reports tabled at board meetings. Meetings to be minuted and posted on website. .
5	Financial reports to CoCT	Manager	12	Monthly reports submitted by manager by 15 th of every month.
6	Present Monthly Income and Expenditure at Board meeting	Finance / Manager	4	Board members are informed of Budget info
7	Communicate Arrears List	Chairman	4	Reviewed at board meetings
8	Vat reconciliation/ tax returns	Finance / Manager	6 and 1	Bi Monthly and annual submissions
9	Audited Financial Statements	Finance / Manager	1	Unqualified audit approved by board by 31 st August.
10	Compile annual Implementation and Budget	Board	Annually	Obtain approval from Board, confirmation of CCT and approval from members at AGM

11	Mid-year report including mid-term budget review	Board	1	Submit mid-year report by 31 March to CCT
12	Annual General Meeting	Chairman / Manager	1	Hosting of AGM in terms of MOI and SRA legislation.
13	Obtain Tax Clearance Certificate within one month after expiry	Manager	1	Submit PIN to CCT Supply Chain Management Department.
14	Submit Annual Report and Annual Financial Statements to Sub-council(s)	Finance / Manager	1	Submitted within 3 months of AGM.
15	Comply with all Company Act requirements	Chairman / Cosec	ON GOING	Up to date CIPC records - Directors (within 10 Business days of change) - Auditors (within 10 Business days of change) - Annual returns (30 business days after the anniversary date of the NPC)
16	Updating membership list	Chairman / Manager	2	Membership reviewed at half yearly Display on the website and request property owners to become members on the webpage
17	Promote and develop ZAPO NPC membership	Board	ON GOING	New and potential members reviewed at each board meeting
18	Maintain Website	Manager	ON GOING	Reviewed by board at board meetings
19	Interact with property owners	Chairman / communications portfolio	AD HOC	Managers response to member's issues and report to board
20	Build working relationships with Sub-Council Management and relevant CoCT officials and departments that deliver services in the SRA	Manager	ON GOING	Feedback from manager and inspection of council facilities in SRA. Report to board.

21	Manage and monitor the C3 notification Process	Manager	ON GOING	Complete daily reports of C3 notifications and monitor outstanding issues
22	Input to the CCT Integrated Development Plan	Manager	October to February of every year	Annual submissions to Subcouncil Manager
23	Input to CCT Capital/Operating Budgets	Manager	By September of each year	Annual submissions to Subcouncil Manager.
24	SRA renewal application and survey.	Manager / Board	In year 5	Submit a comprehensive renewal application for approval by the members and the City of Cape Town.
25	Declaration of interest	Manager / Board	6	Ensure all Directors and Manager sign DOI at every Board Meeting

PROGRAM 2 – PUBLIC SAFETY				
ACTION STEPS		RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR
1	Identify the root causes of Crime in conjunction with existing service provider	security Comm with Service Provider	ON GOING	Incorporate into security safety plan
2	Develop a Security Management Strategy with clear deliverables and defined performance indicators for the appointed service provider and evaluate levels of service provided	Security Comm	1	Feedback from security service provider to board and incorporate in security safety plan
3	Appointment of relevant service providers	Security Comm	1	Service provider compliance with terms and contracts via competitive process
4	Monitor and evaluate the security strategy and performance of service delivery QUARTERLY	Board	4	Reviewed at each board meeting
5	Assist the police through participation by SRA in the local police sector crime forum and communicate with Tokai Crime Watch	Security Comm	4	Attend Tokai Community Police Forum meetings and give feedback to board members
a	Weekly fence report	Fence Comm	52	Reviewed weekly by a director of the fence portfolio and report to Board
b	Maintain Incident Report Desk	Manager	ON GOING	Reported at each board meeting
c	On-site inspection of Security Patrol officers	Directors	AD HOC	Vehicles and officers visible and well-presented and report at board meetings

PROGRAM 3 - CLEANSING AND MAINTENANCE INITIATIVES				
ACTION STEPS		RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR
1	Develop a fence and fence strip maintenance strategy with clear deliverables and defined performance indicators to guide the appointed service provider.	FENCE COMM	4	Performance measured and reviewed against Fence contract at board meetings
2	Appointment of relevant service providers.	FENCE COMM	1	Service provider compliance with terms and contracts via competitive process
3	Monitor and evaluate the maintenance strategy and performance of all service delivery	FENCE COMM	12	Report to board at board meetings
4	Monitor and combat Illegal Dumping	DIRECTORS	ON GOING	No dumping (prevention) and cleaning when it does take place.
5	Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives	ENVIRON COMM	ON GOING	Participation of members in recycling programs and promotion of responsible service providers

PROGRAM 4 - URBAN MANAGEMENT INITIATIVES				
ACTION STEPS		RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR
1	Identify problem areas with respect to: a Street lighting; b missing drain covers/cleaning of drains c maintenance of road surfaces sidewalks d cutting of grass / removal of weeds e road markings / traffic signs f Use the established service levels to design the provision of supplementary services without duplication of effort	MANAGER	ON GOING	C3 notification to relevant City department with monthly inspections and report to board at board meetings
2	Monitor maintenance required by council relating to upgrading and repair or roads, pavements, open spaces and street lighting.	MANAGER	ON GOING	C3 notification to relevant City department with monthly inspections and report to board at board meetings

PROGRAM 5 - SOCIAL INTERVENTION INITIATIVES				
ACTION STEPS		RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR
1	Promote community up-liftment by encouraging sustainability.	SOCIAL MANAGEMENT	ONGOING	Provide members with information through social media.
2	Identify needs in Westlake community and develop relationship with recommended organisations in conjunction with the Ward Councillor	SOCIAL MANAGEMENT	ONGOING	Review at board meetings. Extensive exercise done in the current year culminating in R50,000 spend on the upliftment of ZAPO workers living in Westlake.
3	Sourcing labour from local community at Westlake	SOCIAL MANAGEMENT	ONGOING	Fence strip maintenance contract erosion maintenance labourer
4	Work in conjunction with local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban development.	SOCIAL MANAGEMENT	ONGOING	Development of a long term sustainable work program.

PROGRAM 6 - MARKETING INITIATIVES				
ACTION STEPS		RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR
1	Establish and maintain a communicative website	COMMS COMM	ONGOING	Maintain an up to date website and report communications with members at board meetings.
2	Maintain Emergency Whatsapp group	COMMS COMM	6	Report communications with members at board meetings.

3. 5 YEAR TERM BUDGET

	2021/22	2022/23	2023/24	2024/25	2025/26
INCOME	R	R	R	R	R
Income from Additional Rates	-1 203 308 80.0%	-1 268 240 83.5%	-1 333 251 84.2%	-1 407 257 90.4%	-1 479 164 96.7%
Other: Accumulated Surplus	-300 000 20.0%	-250 000 16.5%	-250 000 15.8%	-150 000 9.6%	-50 000 3.3%
TOTAL INCOME	-1 503 308 100.0%	-1 518 240 100.0%	-1 583 251 100.0%	-1 557 257 100.0%	-1 529 164 100.0%
EXPENDITURE	R	R	R	R	R
Core Business	811 059 54.0%	851 612 56.1%	894 194 56.5%	938 902 60.3%	985 848 64.5%
Cleansing services	54 180	56 889	59 734	62 720	65 856
Environmental upgrading	16 884	17 728	18 615	19 545	20 523
Public Safety	739 995	776 995	815 845	856 637	899 469
Depreciation	91 732 6.1%	100 942 6.6%	107 540 6.8%	120 040 7.7%	127 540 8.3%
Repairs & Maintenance	78 276 5.2%	82 190 5.4%	86 300 5.5%	90 615 5.8%	95 146 6.2%
General Expenditure	186 142 12.4%	195 449 12.9%	205 219 13.0%	215 482 13.8%	226 255 14.8%
Accounting fees	27 539	28 916	30 362	31 880	33 474
Administration and management fees	91 514	96 089	100 894	105 939	111 236
Advertising costs	4 799	5 039	5 291	5 556	5 833
Auditor's remuneration	14 718	15 454	16 227	17 038	17 890
Bank charges	5 175	5 434	5 706	5 991	6 290
Computer expenses	1 170	1 228	1 290	1 354	1 422
Insurance	28 461	29 884	31 378	32 947	34 594
Printing / stationery / photographic	2 930	3 077	3 231	3 392	3 562
Secretarial duties	2 789	2 929	3 075	3 229	3 390
Utilities (not CCT)	7 047	7 399	7 765	8 156	8 564
Projects	50 000 3.3%	50 000 3.3%	50 000 3.2%	50 000 3.2%	50 000 3.3%
Westlake Upliftment Project	50 000	50 000	50 000	50 000	50 000
Capital Expenditure (PPE)	250 000 16.6%	200 000 13.2%	200 000 12.6%	100 000 6.4%	- 0.0%
CCTV / LPR Cameras	50 000	-	-	50 000	-
Fence / Wall	200 000	200 000	200 000	-	-
Bad Debt Provision 3%	36 099 2.4%	38 047 2.5%	39 998 2.5%	42 218 2.7%	44 375 2.9%
TOTAL EXPENDITURE	1 503 308 100.0%	1 518 240 100.0%	1 583 251 100.0%	1 557 257 100.0%	1 529 164 100.0%
(SURPLUS) / SHORTFALL	-	-	-	-	-
GROWTH: TOTAL EXPENDITURE	0.90%	1.0%	4.3%	-1.6%	-1.8%
GROWTH: SRA RATES REQUIRED	-2.95%	5.4%	5.1%	5.6%	5.1%

LIST OF RATEABLE PROPERTIES WITHIN THE ZAPO

Category	Use Description	Total Val	St No	Street	Unit No	Sect ID	LIS Key	ERF No
Residential	Resd - 2 Dwell	15 000 000	3	ALMONDBURY LANE		0	232743	4602
Residential	Resd - 1 Dwell	25 000 000	4	ALMONDBURY LANE		0	232741	4600
Residential	Resd - 1 Dwell	9 700 000	5	ALMONDBURY LANE		0	232975	5290
Residential	Resi with 3 Dwellings	12 000 000	1	CHARNWOOD AVENUE		0	232773	4651
Residential	Resd - 1 Dwell	5 900 000	2	CHARNWOOD AVENUE		0	234246	7766
Residential	Resd - 1 Dwell	14 200 000	3	CHARNWOOD AVENUE		0	232779	4657
Residential	Resd - 1 Dwell	7 400 000	5	CHARNWOOD AVENUE		0	232778	4656
Residential	Resd - 1 Dwell	10 300 000	7	CHARNWOOD AVENUE		0	232777	4655
Residential	Resd - 1 Dwell	8 700 000	8	CHARNWOOD AVENUE		0	232765	4643
Residential	Resd - 2 Dwell	11 700 000	9	CHARNWOOD AVENUE		0	234203	7662
Residential	Resd - 1 Dwell	14 000 000	10	CHARNWOOD AVENUE		0	232764	4642
Residential	Resd - 1 Dwell	16 000 000	12	CHARNWOOD AVENUE		0	405633	11452
Residential	Resd - 1 Dwell	11 500 000	14	CHARNWOOD AVENUE		0	405629	11448
Residential	Resd - 2 Dwell	10 200 000	16	CHARNWOOD AVENUE		0	405630	11449
Residential	Resd - 2 Dwell	10 900 000	18	CHARNWOOD AVENUE		0	418203	12365
Residential	Resd - 1 Dwell	14 400 000	20	CHARNWOOD AVENUE		0	418205	12367
Residential	Resd - 1 Dwell	16 700 000	22	CHARNWOOD AVENUE		0	1051508	13626
Residential	Small Holdings	16 000 000	24	CHARNWOOD AVENUE		0	232769	4647
Residential	Resd - 1 Dwell	20 000 000	26	CHARNWOOD AVENUE		0	1073311	13685
Residential	Resd - 2 Dwell	23 200 000	28	CHARNWOOD AVENUE		0	232768	4646
Residential	Resd - 1 Dwell	11 500 000	1	CHARNWOOD CLOSE		0	233312	6253

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Category	Use Description	Total Val	St No	Street	Unit No	Sect ID	LIS Key	ERF No
Residential	Resi with 3 Dwellings	12 000 000	2	CHARWOOD CLOSE		0	233309	6248
Residential	Resd - 1 Dwell	8 300 000	3	CHARWOOD CLOSE		0	233311	6252
Residential	Resd - 2 Dwell	12 000 000	5	CHARWOOD CLOSE		0	438961	12537
Residential	Resd - 2 Dwell	13 900 000	6	CHARWOOD CLOSE		0	233310	6249
Residential	Resd - 1 Dwell	10 200 000	1	DEBAREN CLOSE		0	235451	9715
Residential	Resd - 2 Dwell	12 300 000	3	DEBAREN CLOSE		0	235788	10131
Residential	Resd - 1 Dwell	15 100 000	4	DEBAREN CLOSE		0	393287	8531
Residential	Resd - 1 Dwell	11 400 000	5	DEBAREN CLOSE		0	236000	10385
Residential	Resd - 1 Dwell	7 800 000	6	DEBAREN CLOSE		0	393286	8528
Non-Residential	Vacant Residential Land	8 000 000	7	DEBAREN CLOSE		0	393285	10436
Residential	Resd - 1 Dwell	10 700 000	8	DEBAREN CLOSE		0	234583	8530
Residential	Resd - 2 Dwell	9 500 000	9	DEBAREN CLOSE		0	236026	10437
Residential	Resd - 2 Dwell	12 300 000	10	DEBAREN CLOSE		0	393284	8529
Residential	Resd - 2 Dwell	13 100 000	11	DEBAREN CLOSE		0	236027	10438
Residential	Resd - 1 Dwell	11 500 000	12	DEBAREN CLOSE		0	28168327	13833
Residential	Resd - 1 Dwell	10 600 000	14	DEBAREN CLOSE		0	232754	4626
Non-Residential	Dwellings with other uses	33 300 000	16	DEBAREN CLOSE		0	232755	4627
Non-Residential	Vacant Residential Land	7 000 000	7A	DEBAREN CLOSE		0	236220	10695
Residential	Resd - 2 Dwell	13 100 000	2	SUDDIE CLOSE		0	235453	9717
Residential	Resd - Detach	7 000 000	3	SUDDIE CLOSE		0	54989861	13936
Residential	Resd - 1 Dwell	14 600 000	4	SUDDIE CLOSE		0	235454	9718
Residential	Resd - 2 Dwell	7 000 000	5	SUDDIE CLOSE		0	438962	12538
Residential	Resd - 1 Dwell	12 100 000	6	SUDDIE CLOSE		0	235455	9719
Residential	Resi with 3 Dwellings	14 000 000	7	SUDDIE CLOSE		0	232766	4644

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Category	Use Description	Total Val	St No	Street	Unit No	Sect ID	LIS Key	ERF No
Residential	Resd - 1 Dwell	9 200 000	8	SUDDIE CLOSE		0	235456	9720
Non-Residential	Sectional title - dwellings-	-	9	SUDDIE CLOSE		0	405628	11447
Residential	Resd - 1 Dwell	7 200 000	10	SUDDIE CLOSE		0	235457	9721
Residential	Resd - 2 Dwell	7 800 000	11	SUDDIE CLOSE		0	405627	11446
Residential	Resd - 2 Dwell	15 800 000	12	SUDDIE CLOSE		0	235789	10135
Residential	Resd - 2 Dwell	12 000 000	14	SUDDIE CLOSE		0	405624	11443
Residential	Resd - 1 Dwell	10 200 000	15	SUDDIE CLOSE		0	405626	11445
Residential	Resd - 2 Dwell	10 200 000	16	SUDDIE CLOSE		0	405625	11444
Residential	Resd - 2 Dwell	16 600 000	2	THORPE CLOSE		0	232739	4597
Residential	Resd - 1 Dwell	19 900 000	4	THORPE CLOSE		0	232737	4595
Non-Residential	Vacant Residential Land	6 500 000	5	THORPE CLOSE		0	232825	4726
Residential	Resd - 1 Dwell	9 300 000	6	THORPE CLOSE		0	232736	4594
Residential	Resd - 1 Dwell	15 900 000	7	THORPE CLOSE		0	232735	4593
Residential	Resd - 1 Dwell	14 900 000	3	ZWAANSWYK CLOSE		0	393361	4577
Residential	Resd - 1 Dwell	18 700 000	4	ZWAANSWYK CLOSE		0	232715	4569
Residential	Resd - 1 Dwell	12 000 000	5	ZWAANSWYK CLOSE		0	232720	4576
Residential	Resd - 1 Dwell	21 200 000	6	ZWAANSWYK CLOSE		0	232716	4570
Residential	Resd - 1 Dwell	5 700 000	8	ZWAANSWYK CLOSE		0	236210	10678
Residential	Resd - 1 Dwell	7 000 000	65	ZWAANSWYK ROAD		0	235416	9658
Residential	Resd - 2 Dwell	10 500 000	66	ZWAANSWYK ROAD		0	235428	9675
Residential	Resd - 2 Dwell	7 500 000	67	ZWAANSWYK ROAD		0	232771	4649
Residential	Resd - 1 Dwell	7 200 000	68	ZWAANSWYK ROAD		0	232713	4567
Residential	Resd - 1 Dwell	16 900 000	69	ZWAANSWYK ROAD		0	232775	4653
Residential	Resd - 1 Dwell	7 500 000	70	ZWAANSWYK ROAD		0	236032	10457

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Category	Use Description	Total Val	St No	Street	Unit No	Sect ID	LIS Key	ERF No
Residential	Resd - 2 Dwell	9 400 000	71	ZWAANSWYK ROAD		0	232861	4776
Residential	Living unit and Amenity	10 829 000	72	ZWAANSWYK ROAD	1	7515936	232717	4572
Residential	Living unit and Amenity	10 710 000	72	ZWAANSWYK ROAD	2	7515937	232717	4572
Residential	Living unit and Amenity	10 710 000	72	ZWAANSWYK ROAD	3	7515938	232717	4572
Residential	Living unit and Amenity	10 115 000	72	ZWAANSWYK ROAD	4	7515939	232717	4572
Residential	Living unit and Amenity	9 520 000	72	ZWAANSWYK ROAD	5	7515940	232717	4572
Residential	Living unit and Amenity	9 282 000	72	ZWAANSWYK ROAD	6	7516101	232717	4572
Residential	Living unit and Amenity	11 186 000	72	ZWAANSWYK ROAD	7	7516102	232717	4572
Residential	Living unit and Amenity	10 234 000	72	ZWAANSWYK ROAD	8	7516103	232717	4572
Residential	Living unit and Amenity	10 175 000	72	ZWAANSWYK ROAD	9	7516104	232717	4572
Residential	Living unit and Amenity	10 175 000	72	ZWAANSWYK ROAD	10	7516105	232717	4572
Residential	Living unit and Amenity	10 234 000	72	ZWAANSWYK ROAD	11	7516106	232717	4572
Residential	Living unit and Amenity	10 800 000	72	ZWAANSWYK ROAD	12	7516107	232717	4572
Residential	Living unit and Amenity	8 806 000	72	ZWAANSWYK ROAD	13	7516108	232717	4572
Residential	Living unit and Amenity	8 806 000	72	ZWAANSWYK ROAD	14	7516109	232717	4572
Residential	Living unit and Amenity	10 115 000	72	ZWAANSWYK ROAD	15	7516110	232717	4572
Residential	Living unit and Amenity	10 115 000	72	ZWAANSWYK ROAD	16	7516111	232717	4572
Residential	Living unit and Amenity	10 234 000	72	ZWAANSWYK ROAD	17	7516112	232717	4572
Residential	Living unit and Amenity	10 115 000	72	ZWAANSWYK ROAD	18	7516113	232717	4572
Non-Residential	Garage	250 000	72	ZWAANSWYK ROAD	19	7516114	232717	4572
Residential	Garage	250 000	72	ZWAANSWYK ROAD	20	7516115	232717	4572
Non-Residential	Garage	250 000	72	ZWAANSWYK ROAD	21	7516116	232717	4572
Residential	Garage	250 000	72	ZWAANSWYK ROAD	22	7516117	232717	4572
Non-Residential	Garage	250 000	72	ZWAANSWYK ROAD	23	7516118	232717	4572

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Category	Use Description	Total Val	St No	Street	Unit No	Sect ID	LIS Key	ERF No
Non-Residential	Garage	250 000	72	ZWAANSWYK ROAD	24	7516119	232717	4572
Residential	Resd - 2 Dwell	9 000 000	73	ZWAANSWYK ROAD		0	232862	4777
Residential	Resd - 2 Dwell	9 600 000	74	ZWAANSWYK ROAD		0	393362	11216
Residential	Resd - 1 Dwell	10 900 000	76	ZWAANSWYK ROAD		0	232721	4578
Residential	Resd - 1 Dwell	11 800 000	78	ZWAANSWYK ROAD		0	1000085	13420
Residential	Resd - 1 Dwell	10 800 000	79	ZWAANSWYK ROAD		0	14341286	13727
Non-Residential	Vacant Residential Land	6 800 000	80	ZWAANSWYK ROAD		0	444708	12923
Non-Residential	Vacant Residential Land	8 000 000	81	ZWAANSWYK ROAD		0	233308	6245
Residential	Resd - Detach	8 000 000	82	ZWAANSWYK ROAD		0	444707	12922
Residential	Resd - 2 Dwell	8 000 000	84	ZWAANSWYK ROAD		0	444706	12921
Residential	Resd - 1 Dwell	12 000 000	85	ZWAANSWYK ROAD		0	232759	4636
Residential	Resd - 1 Dwell	12 300 000	86	ZWAANSWYK ROAD		0	232723	4580
Residential	Resd - 2 Dwell	13 900 000	88	ZWAANSWYK ROAD		0	781504	13018
Residential	Resd - 1 Dwell	10 900 000	90	ZWAANSWYK ROAD		0	232725	4583
Residential	Resd - 1 Dwell	7 200 000	91	ZWAANSWYK ROAD		0	393288	8527
Residential	Resd - 1 Dwell	10 300 000	93	ZWAANSWYK ROAD		0	234582	8526
Residential	Small Holdings	-	94	ZWAANSWYK ROAD		0	232729	4587
Residential	Resd - 1 Dwell	11 200 000	95	ZWAANSWYK ROAD		0	234581	8525
Residential	Resd - 2 Dwell	30 000 000	96	ZWAANSWYK ROAD		0	80228860	14074
Residential	Resd - 1 Dwell	15 900 000	97	ZWAANSWYK ROAD		0	236009	10399
Residential	Small Holdings	-	100	ZWAANSWYK ROAD		0	232730	4588
Residential	Resd - 1 Dwell	9 200 000	101	ZWAANSWYK ROAD		0	236007	10397
Residential	Small Holdings	-	102	ZWAANSWYK ROAD		0	232733	4591
Residential	Resd - 1 Dwell	14 900 000	103	ZWAANSWYK ROAD		0	236006	10396

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Category	Use Description	Total Val	St No	Street	Unit No	Sect ID	LIS Key	ERF No
Residential	Resi with 3 Dwellings	15 400 000	104	ZWAANSWYK ROAD		0	232738	4596
Residential	Resd - 1 Dwell	12 200 000	105	ZWAANSWYK ROAD		0	236005	10395
Residential	Resd - 1 Dwell	11 000 000	107	ZWAANSWYK ROAD		0	236013	10403
Residential	Resd - 1 Dwell	7 700 000	108	ZWAANSWYK ROAD		0	232740	4599
Residential	Resd - 1 Dwell	9 900 000	109	ZWAANSWYK ROAD		0	236014	10404
Residential	Resd - 1 Dwell	5 600 000	110	ZWAANSWYK ROAD		0	232742	4601
Residential	Resd - 1 Dwell	12 000 000	111	ZWAANSWYK ROAD		0	236010	10400
Residential	Resd - 1 Dwell	11 100 000	112	ZWAANSWYK ROAD		0	232744	4604
Residential	Resd - 2 Dwell	27 400 000	113	ZWAANSWYK ROAD		0	236012	10402
Residential	Resd - 2 Dwell	19 000 000	115	ZWAANSWYK ROAD		0	68574981	14034
Residential	Resd - 2 Dwell	13 800 000	116	ZWAANSWYK ROAD		0	235167	9308
Residential	Resd - 2 Dwell	15 300 000	117	ZWAANSWYK ROAD		0	232752	4618
Residential	Resd - 2 Dwell	10 900 000	118	ZWAANSWYK ROAD		0	232745	4605
Residential	Resd - 2 Dwell	16 500 000	119	ZWAANSWYK ROAD		0	232898	4822
Residential	Resd - 1 Dwell	15 600 000	121	ZWAANSWYK ROAD		0	235211	9391
Non-Residential	Vacant Residential Land	8 500 000	122	ZWAANSWYK ROAD		0	234107	7435
Residential	Resi with 3 Dwellings	11 000 000	123	ZWAANSWYK ROAD		0	232751	4617
Residential	Living unit and Amenity	12 650 000	124	ZWAANSWYK ROAD	1	7521051	234172	7514
Residential	Living unit and Amenity	6 500 000	124	ZWAANSWYK ROAD	2	7521052	234172	7514
Residential	Resd - 2 Dwell	11 300 000	125	ZWAANSWYK ROAD		0	234895	8988
Residential	Resd - 2 Dwell	18 000 000	126	ZWAANSWYK ROAD		0	232753	4619
Residential	Resd - 2 Dwell	9 500 000	127	ZWAANSWYK ROAD		0	233839	6975
Residential	Resd - 1 Dwell	13 900 000	128	ZWAANSWYK ROAD		0	232746	4606
Residential	Resd - 1 Dwell	13 600 000	129	ZWAANSWYK ROAD		0	233838	6973

577

Category	Use Description	Total Val	St No	Street	Unit No	Sect ID	LIS Key	ERF No
Residential	Resd - 1 Dwell	17 100 000	130	ZWAANSWYK ROAD		0	235168	9309
Residential	Resd - 1 Dwell	14 900 000	131	ZWAANSWYK ROAD		0	234371	8163
Residential	Resd - 1 Dwell	11 000 000	133	ZWAANSWYK ROAD		0	233832	6966
Residential	Resd - 2 Dwell	12 200 000	135	ZWAANSWYK ROAD		0	233833	6967
Residential	Resd - 1 Dwell	13 500 000	137	ZWAANSWYK ROAD		0	233834	6968
Residential	Resd - 2 Dwell	11 100 000	139	ZWAANSWYK ROAD		0	233835	6969
Residential	Resd - 1 Dwell	9 000 000	141	ZWAANSWYK ROAD		0	233836	6970
Residential	Resd - 2 Dwell	12 500 000	143	ZWAANSWYK ROAD		0	233837	6971
Residential	Resd - 2 Dwell	16 000 000	129A	ZWAANSWYK ROAD		0	28448691	13837
Residential	Resd - 1 Dwell	8 000 000	70A	ZWAANSWYK ROAD		0	234270	7802
Residential	Resd - 2 Dwell	6 900 000	72A	ZWAANSWYK ROAD		0	236276	10789
Residential	Resd - 1 Dwell	12 000 000	95A	ZWAANSWYK ROAD		0	236008	10398

Notice Annual General Meeting (AGM)

The Zwaanswyk Association of Property Owners NPC will be hosting an AGM. All stakeholders are invited to a review of the year's activities and approval of the extension of the CID term and planning for 2021/22.

Due to COVID-19 and the possibility of level changes, please refer to the website for further guidance on AGM meeting procedure.

Date: 11 November 2020

Time: 18:30

Venue: The Range, Orpen Road, Tokai

Resolutions presented at the Members meeting can only be voted on by bona fide members of the ZAPO. This membership is available free of charge to all owners of residential property within the ZAPO footprint, but they must be registered before 5 November 2020.

For further information, documentation and how to register go to www.zapo.co.za or e-mail info@zapo.co.za or call 083 311 323

(11317263)

Constantia Bulletin
15/10/2020

711

Public Notices

711

Public Notices

Notice Annual General Meeting (AGM)

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(11320214)

Cape Times
16/10/2020

Vrydag 16 Oktober 2020 Geklassifiseerd

Kennisgewing van Algemene Jaarvergadering (AJV)

Die Zwaanswyk Association of Property Owners NPC hou 'n AJV. Alle belanghebbende persone word genooi na 'n oorsig van die jaar se bedrywighede, goedkeuring van die termyn verlenging en beplanning vir 2021/22.

Weens Covid-19 en die moontlikheid van veranderinge in vlak, raadpleeg asseblief die webtuiste vir verdere inligting oor die prosedure vir die algemene jaar-vergadering.

Datum: 11 November 2020

Tyd: 18:30

Plek: The Range, Orpen Road, Tokai

Slegs bona fide-lede van die ZAPO kan stem by 'n AJV. Alle eienaars van residensiële eiendom wat binne die ZAPO val, kan lede word sonder enige koste daaraan verbode, maar moet registreer voor 5 November 2020.

Vir meer besonderhede oor registrasie en dokumentasie gaan na www.zapo.co.za, stuur 'n epos aan info@zapo.co.za of skakel 083 3111 323

Die Burger

16/10/2020

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

Notice is hereby given of the Annual General Meeting (AGM) of ZAPO that will take place on 11th November 2020 at 18:30 at The Range, Orpen Road, Tokai where the following items will be discussed:

Due to COVID-19 and the possibility of level changes, please refer to the website for further guidance on AGM meeting procedure.

AGENDA

1. REGISTRATION
2. WELCOME AND APOLOGIES
3. MEMBERSHIP –
RESIGNATIONS
NEW
4. QUORUM TO CONSTITUTE MEETING
5. PREVIOUS AGM MINUTES
 - 5.1 Approval of the minutes of the AGM held on 12th November 2019
 - 5.2 Matters Arising from Minutes of AGM held on 12th November 2019
6. CHAIRMANS REPORT
7. FEEDBACK ON OPERATIONS 2019-2020
8. RESOLUTION NUMBER 1
TO RECEIVE AND NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE
COMPANY FOR THE YEAR ENDED 30TH JUNE 2020
9. RESOLUTION NUMBER 2
APPROVAL OF EXTENTION OF THE 5-YEAR TERM BUSINESS PLAN 2021 – 2026

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

10. BUDGET
 - 10.1 RESOLUTION NUMBER 3
TO NOTE THE SURPLUS RETENTION FUND RECEIVED FROM THE CITY OF CAPE TOWN OF R 106532.05 EXCL VAT FOR THE FINANCIAL YEAR 2019/2020
 - 10.2 RESOLUTION NUMBER 4
APPROVE THE USE OF SURPLUS RETENTION FUND RECEIVED FROM THE CITY OF CAPE TOWN FOR YEAR 2020/2021 FINANCIAL YEAR
 - 10.3 RESOLUTION NUMBER 5
APPROVAL OF SURPLUS FUNDS UTILISATION FOR 2021/2022
 - 10.4 RESOLUTION NUMBER 6
TO RECEIVE AND APPROVE THE BUDGET FOR FINANCIAL YEAR 2021/2022

11. RESOLUTION NUMBER 7.
TO APPROVE THE USE OF FUNDS – R20 000.00 TO ADD ONE SPEED BUMP OPPOSITE THE BABOON HUT ON ZWAANSWYK ROAD

12. RESOLUTION NUMBER 8
TO RECEIVE AND APPROVE IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2021/2022

12. RESOLUTION NUMBER 9
TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2021/2022 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

13. RESOLUTION NUMBER 10
CONFIRMATION OF COMPANY SECRETARY

14. RESOLUTION NUMBER 11
ELECTION OF DIRECTORS

15. GENERAL

16. Q & A

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

PLEASE NOTE THE FOLLOWING:

The present Directors of ZAPO and their respective portfolios are:

Portfolio		Board Member
1	Chairman and Finance	Andrew Glendinning
2	Wildlife and Internal Environment	John Green
3	Security and Technology	Rob Tiffin
4	Fence Management	Eric Jansen and Antony Peel
5	Wildlife and Internal Environment	Lyndi Du Plessis
6	External Community Association	Pam Gorre

All stakeholders and interested parties are invited to attend, however, only owners registered as members of the company may vote.

- 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 an AGM for so long as s/he is so in arrears except if the member can prove that s/he is in a dispute or has entered into an appropriate payment arrangement with the City or can provide proof of payment.

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

- Owners wishing to apply for membership should do so via the website or by email. New membership applications should be received by 5 November 2020 to be approved and accepted at a meeting of the Board of directors of the ZAPO NPC prior to the AGM.
- Any member may appoint a Proxy to attend the meeting on his/her behalf. Forms of Proxy may be downloaded from the website or requested by email. The proxy form must be delivered to the offices of the Company no less than 24 hours prior to the advertised time of the start of the meeting, failing which it shall not be deemed to be valid.
- Enquiries should be addressed as far in advance as possible, by email as above or by letter to the registered office of the company. The Annual Financial Statements can be downloaded from the website.
- Clause 12.1.7 of the MOI states “As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re-election.” Therefore, the following Directors: Andrew Glendinning and John Green will resign, Andrew Glendinning and John Green have made themselves available for re-election.
- Forms for nomination of directors may be downloaded from the website or be requested by email. These form must be delivered to the offices of the Company no less than 7 clear days prior to the advertised time of the start of the meeting, failing which it shall not be deemed to be valid.

Zwaanswyk Association of Property Owners (ZAPO)



P.O. Box 31101, Tokai, 7966

The following documentation is available at the AGM and the ZAPO website at
www.zapo.co.za

- Membership list
- Clippings of advertisements, notice to members and CoR 36.2 form
- Draft Minutes of previous AGM
- Agenda
- Audited AFS (Full set)
- Business Plan 2021/2026
- Implementation Plan 2021/2022
- Budget 2021/2022
- Membership Application Form
- Nomination as Director Form
- Proxy Form

Zwaanswyk Association of Property Owners (ZAPO)

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

Email: info@zapo.co.za

**ANNUAL GENERAL MEETING 11th NOVEMBER 2020 AT 18H30 AT THE RANGE, ORPENROAD,
TOKAI**

MINUTES

Board members present:

Andrew Glendinning (Chairman)
Lyndi Du Plessis
Pam Gorre
John Green
Eric Jansen
Antony Peel
Rob Tiffin

1. Registration
37 Members attended the meeting in person and had completed the attendance register. In addition 38 proxies, appointing certain members, had been received prior to the meeting.
2. The Chairman welcomed Eddie Scott and Bonnie Ascot from the City of Cape Town, Dean Ferreira and Joslyn from NCC Environmental Services who have now taken over the baboon management and fire control from the City.
The Chairman welcomed the members and the board members.

Apologies were received from N. Harris, H Cooke,

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.

Zwaanswyk Association of Property Owners (ZAPO)

The chairman invited Dean Ferreira to the floor, NCC Environmental Services has taken over from HWS as the baboon management agency which came into effect in October and Fire Agent.

DF gave a very informative slide show on the fire situations in the Western Cape and Zwaanswyk area, DF handed the floor to Joslyn who advised about the baboon issues in the cape and Zwaanswyk area. Joslyn advised that the baboon hotline has not changed and encourages residents to call and NCC will be on hand to assist with the baboons. The chairman thanked Dean and Joslyn for their time.

3. The minutes of the previous Annual General Meeting 12th November 2019 were accepted by the meeting.

Proposed by John Green and Seconded by L. Du Plessis

4. **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 board held properly constituted meetings throughout the year. All minutes are available of the board meetings and Members are welcome to contact our Manager Helen Burdett for copies of the minutes.

The following new members had been approved by the Board and were welcomed at the AGM - N. Russel of 65 Zwaanwyk Road

FEEDBACK ON OPERATIONS 2019-2020

The Chairman also thanked the Board for the work they have done on a volunteer basis.

We have made a lot of progress this year including:

- Identifying and closing areas where Baboons had previously managed to get under or over the fence – baboon incursions have dropped significantly once this was completed
- Fixing and improving all the gates access (eg Zwaanswyk Gate Close), backfilling areas of erosion and setting up a 3 year capital works programme for the fence out of existing funds
- Moving the “Hut”, making it presentable and fitting it out to better serve both our Baboon monitors and our Security teams
- Alien clearing on SanParks land to remove aliens, lower the fire risk on our North border and help minimise any potential land invasions
- Engaging with NCC Wildfires to minimise the risk of wildfires around our borders

The chairman advised that a decision was made by the board to get a new service provider for the ongoing fence maintenance and Glow Innovations (Glowinn) was appointed who has to adhere to strict service level agreement with monthly reporting,

Zwaanswyk Association of Property Owners (ZAPO)

EJ advised that things were working very well with Glowinn at present and was happy with the work being done.

The Chairman thanked all the residents who have helped with the clearing of aliens over the past few months and Elle Hooper thanked Uri Mitrani for his clearing aliens next to his property.

The biggest impact of Covid may still be to come in terms of increased levels of crime throughout South Africa. Zwaanswyk will not be immune. Premier have provided us with the crime stats for 2020 to date and the wider Tokai area was averaging 4 incidents a month until August when it jumped to 18 incidents. Whereas the wider Tokai area has had 55 incidents in the year to date, Zwaanswyk has had only 4 incidents. 3 of those incidents were confirmed as inside jobs with the remaining incident (a stolen iPhone) leading to the arrest of the perpetrators within 48 hours thanks to Premier and SAPS.

The chairman also advised that ZAPO have planned the following additional activities for this financial year:

- Make the Baboon hut an 'intelligence centre' connected by electricity, fibre internet and a light on during the night, This will allow for a white list LPR camera to alert the security car before a non-resident car enters Zwaanswyk in real time. Security can then assess whether the car is a risk or not to the residents. Relocate the existing DVR to the hut where it can be properly maintained with electricity and internet supplied to it as well as access to the server.
The added benefit of the hut is that both Security and Baboon monitors can make hot drinks and stretch their legs and hence be more alert and healthy.
- Introduce a 30km/h speed hump next to the hut at the entrance to Zwaanswyk to allow security to identify suspicious cars more easily and to calm traffic as it enters Zwaanswyk.
- Leverage the LPR camera at Forest Glade further now that Premier are hosting the camera server. This allows Premier to be made aware when a stolen car enters our area and allows Premier to access the camera data quickly in the event of a security incident (not previously possible).
- Implement the capital plan on the fence to extend its viability for 10-15 years which will cost around R 400 000 over the next few years.
- Continue to remove aliens on our borders and pressure SANParks and the City to manage the controlled stack burns that are urgently needed
- Work with residents to help address resident service issues with the City

We will do all the above whilst reducing the cost to our residents by 1% this year and a further 3% reduction in 2021/22

Zwaanswyk Association of Property Owners (ZAPO)

The chairman thanked all the other selfless Directors who put so much effort into keeping our area safe and beautiful and all those members who go above and beyond with their support eg allowing us to use their electricity,

The Chairman explained which portfolio each Director has:

AG - Chairman and finance

JG – Wildlife and Internal Environment

RT – Security and Technology

LDP - Wildlife and Internal Environment

PG – External Community Association

EJ and AP – Fence Management

The Chairman asked each of the Directors to give a brief update on each portfolio

Wildlife - the Chairman thanked John Green for his work and advised the meeting that there has been a warning for many years of the consequences of unsustainable increases in the baboon population, and the wine farms are starting to see the increase of the troops and this is putting pressure on everyone.

JG advised that in 2012 there were 179 baboons on the slopes of Constantiaberg in 4 different troops, 2 of which, the Zwaanswyk and Tokai troops which had 110 baboons, which is an increase today of around 40%.

The ZAPO fence is still recognised as the most effective measure yet implemented on the Cape Peninsula to separate baboon and human territories and because of the fence we don't see the full effect of the baboon pressure.

JG thanked NCC for attending and giving a very informative slideshow which has shown what our challenges were before putting the fence up in 2012, we had baboon incursions on a regular basis and after putting the fence up (even before electrifying the fence) we had almost put a stop to the baboon incursions. The baboon population on our borders have risen to around 110 baboons. The best part of the fence is that it allows the baboons to stay in their natural habitat to forage for food and keep them from going into homes in Zwaanswyk.

Security - RT advised that once the hut is completed the entrance to Zwaanswyk will be more secure. The three security guards on duty at present are David Van Aswegen, Vickie Smidt and Ferrie Nyschens.

Fence - EJ advised that Glowinn – our new service provider is on top of all technical issues with the fence / gates and electrification.

The camera on the 4 way stop which was not very functional is being moved to the hut along with the LPR camera and the security guards will be able to access the footage whenever necessary.

Zwaanswyk Association of Property Owners (ZAPO)

A number of upgrades were initiated during the year to enhance the fence further:

- A gap above the lower reservoir was closed that was regularly used by large baboons.
- A small hole below the lower reservoir was closed that was being used by juvenile baboons.
- Escape poles were installed to make it easier for baboons to get out when being chased off
- A new grid was installed below the lower reservoir to allow better water flow whilst still keeping out baboons
- All the gate motors were reinstalled and anti-lift brackets put in place to make the gates tamperproof and protect the motors from water, dust and accidental damage.
- The cell switches were redone to increase signal and reduce interference from the high voltage cables.

Repairing of the power cable to the lower reservoir box which had been cut shortly after a number of snares were removed in the same location

Community - PG thanked Eddie Scott from the City for keeping ZAPO informed during the lockdowns about the other SRA's, applications on liquor licenses, zonings etc. that effects the residents. PG thanks HB for time spent with ZAPO.

Finance: The chairman explained to the meeting that we will receive an additional rebate from the City in the current year. This was subsequently confirmed as R115k.

2019/20 – AFS - Revenue exceeded budgeting revenue by R157k more than forecast as we don't budget for interest nor surplus retention fund of R107k

Operating expenditure – R150k under budget due to Premier being under budget and depreciation being under budget (as didn't spend on capital)

The refund of the Bad debt provision by the City Council of R107k (2019: R118k, 2018: R89k). The refund of the Bad debt provision is due to the ZAPO members being sufficiently disciplined payers that the actual arrears at year end were less than the bad debt provision. The City Council reimbursed ZAPO with 75% of the favourable balance. These funds have been placed in the company's reserves.

Depreciation was R 73k under budget. The budget included R 350 000 of capital that was either delayed or not required due to the good state of the fence. This meant that there was no depreciation required on this R350 000.

Capital – Minor capital costs were incurred on the fence as we continue to invest in repairing and maintaining the fence rather than having to replace it. A capital plan for the fence is being put into place from next year as we proactively identify where it is starting to age.

Zwaanswyk Association of Property Owners (ZAPO)

All project and capital expenditure comes out of existing reserves or the retention fund which means that there is no additional cost increase for our residents.

The bank balance of R 1.5m (2019: R 1.2m) as at 30 June 2020 includes the fence replacement fund R 1.3m (2019: R 1m) and operating reserves equivalent of at least 2 months future expenditure (R 200k). The operating reserve will include the September 2019 refund of the bad debt provision from the City Council of R 107k excl VAT (2019: R 118k).

We currently earn 6% interest on our Investec money market account where all surplus funds are held and moved to current account only when required.

2020/21 - Reminder to members that the charge to residents is going down by 1% this year compared to last year. We were not able to spend our 2020 capital and hence want to move R30k of that approved budget into this year to ensure the hut is finished off correctly. In addition we have earmarked R20k of operating spend for a speed hump next to the hut for security purposes

2021/22 – budget - Since 2015 the average year on year increase in operating costs has been 3.8%, well below the 5.5% official inflation rate, 2022 budget continues this tradition with only a 1% increase in total costs, whilst the charge to residents will decline by 3% on top of the 1% decline this year (charge to residents is based on operating costs whereas capital costs come out of surplus retention funds). Key expenditures in 2022 include capital on the fence in line with capital plan, updating cameras if the hut one proves effective and full year impact of Premier's increase this year

5 Year Plan - We also had to do a 5 year plan this year out to 2026.

Key conclusions were to maintain our current operations (inflation only), ensure our capital plan is put into place and factor in some additional security measures eg camera around Zwaanswyk Close. At the end of the 5 year period we will have similar levels of cash in the bank as today ie ZAR1.5m as backup. This does assume that we continue to receive surplus funds.

5. RESOLUTION NUMBER 1

TO RECEIVE AND NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDED 30TH JUNE 2020

No questions were raised by the meeting regarding the AFS.

Resolution No 1 was proposed by P. Gorre and seconded by E. Jansen.

6. RESOLUTION NUMBER 2

APPROVAL OF EXTENSION OF THE 5 YEAR TERM BUSINESS PLAN 2021-2026

Resolution No 2 was proposed by J. Green and seconded by Antony Peel

7. RESOLUTION NUMBER 3

Zwaanswyk Association of Property Owners (ZAPO)

TO NOTE THE SURPLUS RETENTION FUND RECEIVED FROM THE CITY OF CAPE TOWN OF R 106 532.05 EXCL VAT FOR THE FINANCIAL YEAR 2019/2020

Resolution No 3 was proposed by J. Green and seconded by Antony Peel

8. RESOLUTION NUMBER 4

TO APPROVE THE USE OF SURPLUS RETENTION FUND RECEIVED FROM THE CITY OF CAPE TOWN FOR THE YEAR 2020/2021 FINANCIAL YEAR.

Resolution No 4 was proposed by J. Green and seconded by Andrew Gold

9. RESOLUTION NUMBER 5

APPROVAL OF SURPLUS FUNDS UTILISATION FOR 2021/2022

Resolution No 5 was proposed by J. Green and seconded by Andrew Gold

10. RESOLUTION NUMBER 6

TO RECEIVE AND APPROVE THE BUDGET FOR FINANCIAL YEAR 2020/2021

Resolution No 6 was proposed by A. Peel and seconded by L. Du Plessis.

11. RESOLUTION NUMBER 7

TO APPROVE THE USE OF FUNDS – R20,000 TO ADD ONE SPEED BUMP OPPOSITE THE BABOON HUT ON ZWAANSWYK ROAD

Resolution No 7 was proposed by A. Peel and seconded by L. Du Plessis.

12. RESOLUTION NUMBER 8

TO RECEIVE AND APPROVE IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2020/21

The Chairman explained to the floor that the implantation plan basically described the function of the board, the Implementation plan was well written with the help of the City who go through the plan with us.

Resolution No 8 was proposed by L. Du Plessis and seconded by R. Tiffin

13. RESOLUTION NUMBER 9

TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR

2020/2021 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

Resolution No 9 was proposed by A. Gold and seconded by A. Peel.

14. RESOLUTION NUMBER 10

CONFIRMATION OF COMPANY SECRETARY

The Chairman advised that the present company secretary Nick Harris has resigned from being the Company Secretary for ZAPO, and the board has elected Des Brown to be the new Company Secretary.

Resolution No 10 was proposed by L. Du Plessis and seconded by C. De Gendt

15. RESOLUTION NUMBER 11

ELECTION AND RE-ELECTION OF DIRECTORS

Zwaanswyk Association of Property Owners (ZAPO)

- (1) Andrew Glendinning – resigned as Director and made himself available for re-election
 - (2) John Green – resigned as Director and made himself available for re-election
- The Chairman asked the meeting to accept A. Glendinning and J. Green for election and vote by show of hands.

16. GENERAL

- a. D. May recommended the Security Company make use of a quad bike which would make things easier along the fence line to check. AG advised that this idea will be brought up with Premier.
- b. E. Hooper enquired about have toilet facilities for the security guards by the hut, the chairman advised that this was being implemented.
- c. E. Hooper enquired about another speed bump further up Zwaanswyk Road by Almondbury Road as the traffic speed coming down from the top of the road is extremely dangerous. AG advised that residents come to one of our regular board meetings and discuss with the Directors going forward. AG recommended that if we get a lot of residents in support of this we can start the discussions regarding this traffic calming.
- d. L. Roos recommended having a raised intersection where the 4 way stop is by Debaren. AG advised that due to the steepness of the hill the City was not happy to put a speed bump up there due to emergency vehicles, i.e. fire trucks will have problem. Eddie Scott representing the city that the city does not have budgets for raised intersections but nothing stops the SRA presenting proposal and paying for the raised intersection.
- e. A.Gold recommended using a solar powered speeding devise which shows drivers the speed they are travelling at a cost of around R 36000.00.

EJ advised the meeting that due to more properties being built in Zwaanswyk this will give us more contributors, the residents will be paying less as the fund will be spread across more properties. AG advised that the extra levee residents pay is made up of several things, firstly the actual ZAPO budget and secondly this budget is split by property according to the City valuation of that property compared to the valuation of all Zwaanswyk properties.

The chairman thanked the representatives from the City, Eddie Scott and Bonita Ascott as well as the residents who attended the meeting and the board for all their hard work. Both Nick Harris and Helen Burdett were specifically thanked for their hard work and contributions as they come to the end of their tenures with ZAPO.

The meeting closed at 19.40pm.

From: [Alma Stoffels](#)
To: [Richard White](#); [Alesia Valda Bosman](#); [Johannes van Schalkwyk](#); [Eugene Hlongwane](#); [Alfonso Sauls](#); [Sean Glass](#); [Imeraan Frydie](#); [Andy Greenwood](#); [Lorraine Gerrans](#); [Barry Schuller](#); [Joanne Jackson](#); [Tamsin Faragher](#); [Timothy Hadingham](#)
Cc: [Joepie Joubert](#)
Subject: Zwaanswyk City Improvement District - Term Extension
Date: Thursday, 18 February 2021 20:02:00
Attachments: [Annexure B - ZAPO Business Plan 2021-26.pdf](#)

Good Day Colleagues

Trust this mail finds you well.

The Board of the Zwaanswyk Association of Property Owners (ZAPO) is in the process of extending the ZAPO term for the period 2021-2026.

They obtained support from their members at the recent AGM and have now applied for Council approval. If approved the new five-year term will start on 1 July 2021.

Please familiarise yourself with the content of the new Business Plan attached (Motivation report, Implementation Plan and Budget) and more specifically with the component that relates to your functional area for possible inclusion in your Directorate/Departmental SDBIPs as it should align with the IDP.

All comments on the Business Plan need to be submitted to the CID Department by 01 March 2021 failing which, we will assume that the Business Plan is aligned with your SDBIP and the IDP in so far as your departmental functions are concerned. Your comments will also be included in the report to Council when the application will be considered.

PLEASE NOTE: We try with utmost accuracy to ensure that this email reaches the responsible person in the service department/directorate. However, if this no longer falls within your ambit of responsibility, please advise.

Regards

Alma Stoffels

Senior Professional Officer: CID Compliance – City Improvement Districts
Urban Management

WORKING FROM HOME DURING COVID-19

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