

# 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.

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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,

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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

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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.

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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.

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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 30<sup>TH</sup> 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

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

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## 7. RESOLUTION NUMBER 3

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

Resolution No 3 was proposed by J. Green and seconded by Andrew Gold

## 8. RESOLUTION NUMBER 4

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

Resolution No 4 was proposed by A. Peel and seconded by L. Du Plessis.

## 9. RESOLUTION NUMBER 5

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 5 was proposed by L. Du Plessis and seconded by R. Tiffin

## 10. RESOLUTION NUMBER 6.

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

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

Resolution No 6 was proposed by A. Gold and seconded by A. Peel.

## 11. RESOLUTION NUMBER 7.

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 7 was proposed by L. Du Plessis and seconded by C. De Gendt

## 12. RESOLUTION NUMBER 8

ELECTION AND RE-ELECTION OF DIRECTORS

(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.

## 13. 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.

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- 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.