

# Zwaanswyk Association of Property Owners (ZAPO)

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

Email: info@zapo.co.za

**ANNUAL GENERAL MEETING 09th NOVEMBER 2021 AT 119H00 AT THE RANGE, ORPENROAD,  
TOKAI**

## **MINUTES**

### **Board members present:**

Rob Tiffin (Chairman)

Lyndi Du Plessis

Pam Gorre

John Green

Eric Jansen

Antony Peel

Rijk Kuttell

### **1. REGISTRATION**

37 Members attended the meeting in person and had completed the attendance register. In addition 21 proxies, appointing certain members, had been received prior to the meeting.

### **2. WELCOME AND APOLOGIES**

The Chairman welcomed Eddie Scott from the City of Cape Town. The Chairman welcomed the members and the board members.

Apologies were received from Dennis Evans

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 Eddie Scott.

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

### **3. MEMBERSHIPS**

The following new members had been approved by the Board and – Laura Slingsby and Yvonne Gartner

### **4. QUORUM TO CONSTITUTE MEETING**

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 Eddie Scott

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

## 5. PREVIOUS AGM MINUTES

The minutes of the previous Annual General Meeting 11th November 2020 were accepted by the meeting.

Proposed by John Green and Seconded by Rowena Wonfor

## 6. CHAIRMANS REPORT

The Chairman confirmed that the previous years 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 Zoe Ball for copies of the minutes.

*2021 has been another eventful year in South Africa – we have had riots, a fractious election, more load shedding as well as dealing with COVID 19.*

*In Zwaanswyk, it's been much calmer and relaxed and the CID has been quietly going on with its work.*

### **General security**

*Zwaanswyk only had 1 incident for the year, something was reported missing, presumed stolen in one of the closes while for the same period Tokia had 27( excludes the mall area that had 89).*

### **Road security**

*Internally we improved security, by moving down the hut to outside the pump station, spending money on fixing it up with insulation, tea station and desk and table. We also cladded and painted it so that it would fit in with the neighbourhood.*

*We put in a toilet after getting permission from the city in the pump station saving the guards from driving down to the petrol station.*

*On the road we put in a speed hump as well as a light that shines onto the roads. We still need to put out some red cones which slows the cars down.*

### **Fence**

*With our great team of Eric Jansen and Antony Peel, the fence has been kept in tip top condition, we have not had any damage this year, so we have just been maintaining it, Amos*

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*looks after the fence on a weekly basis, getting rid of weeds in the area between fence and houses.*

*We have put up more electric fence above the Zwaanswyk Close gate and baboon proofed poles near the reservoir.*

## **Fire break**

*We maintain the fire break up to 20 metres – we used to use a contractor and now we are using Amos to do this job.*

## **Baboons**

*We have as mentioned above put a lot of effort to baboon proof the fence, when NCC show us a place where they break in, we immediately plan to prevent it. The baboons still come up the road on the odd occasions and it seems to be the same problem baboons. Compared to some areas we have a relatively small problem.*

## **Fire Risk**

*Your board has been engaging with all the players in the area- SAN Parks & Amdec about our immediate borders.*

*During the Zwaanswyk hack in the lower block last year, we realised there was a clear and present danger to our area due to the culmination of years of build up of cut aliens and remnants of the pine trees on our border in an area adjacent to the firebreak, and up to 50m into the block. The rest of the block moving to the river has a very low build up.*

*The upper block which we have now focussed on for risk purposes was completely covered for the first 200m with cut alien that is not stacked, it was almost impossible to even walk through it and the new aliens were starting to reappear. This was cleared at the end of last year with the large-scale clearing done by Working for Water/ BSP.*

*The ZAPO Committee has walked through the bottom block in April with Philip Prins: Manager Fire , Marna Herbst: Regional Ecologist and Karene Engelbrecht: Cluster Manager Biodiversity Social Projects and engaged with the park regional manager and we sent them two letters about the problem.*

*In block one(lower one), the one the community have helped clear, the risk is low but there is a build up near the firebreak, that we still trying to get SAN parks to burn/ clear*

*In Block two(upper one) We have succeeded in getting SAN Parks to move the firebreak back 15 meters and stack the foliage in such a way that they can be burnt next year.*

*In discussion with AMDEC, that have bought the old Louw land that straddles the Steenberg fence we have an issue with the area above the fences which James Mchaig has been*

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*maintaining at his own expense. The area within the Steenberg fence is well looked after and not a problem.*

*We in discussion with AMDEC about the above and we hopefully will have a resolution shortly.*

*Uri Mitrani at 141 Zwaanswyk road has at his own cost has been keeping the area clean from aliens above the top road and has done an amazing job. Thanks Uri.*

*The gully on the top is a further problem, this area due to the high-water table has a lot of growth, it was cut down last year, but again due to the volume and not stacking correctly, this is a powder keg and now our biggest risk. If there is a fire and it's a north wester all our properties below the gully will be exposed to fire risk.*

*We need to help clear this area, Uri has kindly agreed to help us here and make sure the job is done properly, that is painting with poison and stacking properly so that it can be burnt when the controlled burning starts in April. We are waiting for a report from an independent fire consultant so that I can present this to the board.*

*If the board accepts this report, I propose to use the R50 000 that we have allocated to the Westlake project that could not continue because of COVID 19. We would use local labour from that community, if possible, to do the work and therefore the money will flow into that community.*

*Finally, I would like to thank Zoe Ball, who took over the management of the SRA over the past three months, what a breath of fresh air, gets on with sorting out the problems, thank you Zoe. Also, to Nadya who has taken over the accounts' our accountants True North Accountants and our long-suffering compliance officer Des Brown who has resigned.*

*I would like to thank all the board members for there contribution during the year – Pam on community, Lyndi on Environment and who very kindly did the admin job for six months, Thanks Lindy. Eric and Ant on the fence – there is constant work on this, Rijk who has taken over the finance, a big job with all the red tape. Denis another newbie who is helping us on compliance – another huge red tape area.*

*We also said goodbye to Nick Harris our founding chairman and Andrew Glendenning who ran ZAPO for the past 18 months until he relocated to the UK in May*

*Now we are going to say goodbye tonight to our retiring Vice Chairman, John Green, a resident of 50 years, a man who has looked after the members interests over so many issues, he can't even remember them anymore.*

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*John has been our rock, a man with great grasp of the issues in the area both with the community as well as our surrounding environment where he understands the issues of baboons, SAN Parks and anything else we throw at him.*

*John your wise council will be missed, thank you very much for your contribution over the past 12 years on the board.*

*In closing I would like to wish you all a merry and safe festive season and a great 2022.*

The following new members had been approved by the Board and – Laura Slingsby and Yvonne Gartner

## ***Finance Report – By Rijk Kuttell***

I will first go through 2021 accounts and budget and then proceed with the proposed 2022-2023 budget.

The 2021 AFS were completed by True North Accounting and we received an unqualified audit. The AFS have been approved by the ZAPO board and the City of Cape Town. The only recommendation from the auditors was that we open a money market account to earn additional interest on our surplus funds. This has been done and will result in ZAPO earning an additional 2% interest on surplus funds, which will equate to additional interest income of approximately R30 000 for 2022 Financial year.

The AFS show a surplus of R57 000 for the financial year ended 30 June 2021. This is made up of an operating surplus of R30 000 and interest income of R27 000. Interest income is not budgeted for by ZAPO in terms of the City of Cape Town's policy.

Income was in line with the budget. All budgeted income was derived from the CID Levy paid by Zwaanswyk property owners to the City of Cape Town. Additional unbudgeted income can also be earned by ZAPO in terms of interest and surplus retention fund payouts by the City. The retention fund payout is normally made once a year, however it is not guaranteed.

The city withholds 3% of the collected CID Levy from ZAPO every month as a provision for bad debts and they place these funds in the retention fund. The retention fund payout ZAPO receives is 75% of the difference of the balance in the fund and the current total ZAPO CID levy arrears due to the city by property owners

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Due to the City's COVID policy, we did not receive a retention fund payout in the 2021 financial year. However, subsequently on the 30th September we received a payout of R193 000, which will reflect in next years AFS.

Expenses were very much in line with budget, with total operating expenses slightly under budget by R13 000.

Capital expenditure was under budget by a more substantial amount of R133 000. This was mostly due to underspend on two budgeted capital items. Firstly, the Westlake upliftment project did not operate due to COVID, so the R50 000 budgeted for this project was not spent.

Secondly, R67 000 of the fence improvement budget was not spent, as it was not deemed necessary in the 2021 financial year. This unspent portion has been added to the 2021-2022 Capital fence improvement budget, which has now increased from R200 000 to R267 000.

All capital expenditure is paid for out of existing reserves.

As of 30 June 2021 the bank balance was R1 483 000. These funds represent reserves and cover the equivalent of at least 2 months operating expenditure and the cost of future capital projects planned for in our 5 year budget. Currently our bank balance is R1 610 000. This increase is due to the retention fund payout received at the end of September.

With regard to the proposed 2022-2023 budget, this budget is in line with our 5 year budget with no material changes being made. Against the 2021 -2022 budget, Income is budgeted to increase by 5.4%, general expenses increase by 5%, Repairs and Maintenance increase by 5% and depreciation increases by 10% . Depreciation is increasing as a percentage, due to the budgeted improvements to the fence, and the upgrades to the fence, cameras and security hut in the 2021 financial year.

The CID levy paid by property owners is budgeted to increase by 8,5%. This equates to an increase of R5.92 per million-rand value of property. This means that most property owners will face an average CID levy increase of R70 per month. Due to successful property valuation objections, the property valuation base has decreased by 3,7%, so the percentage increase in the CID Levy is greater than the percentage increase in budgeted income.

In terms of Capital expenditure, we have budgeted R200 000 for improvements to the fence and R50 000 for the Westlake social project.

In terms of financial administration, we have employed a new book keeper, Nayda Josefy Collins. This will help us reduce our accounting fees going forward and has created a more efficient accounting and reporting system. We have also changed Auditors from Valintine Seargent to True North Accounting, which has meant a reduction in Audit fees of 50% in the 2022 financial year and further reductions in future years.

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## 7. RESOLUTION NUMBER 1

TO RECEIVE AND NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDED 30TH JUNE 2021

No questions were raised by the meeting and approved.

Resolution No 1 was proposed by E Jansen and seconded by W Bunting.

## 8. RESOLUTION NUMBER 2.

APPROVAL OF EXTENTION OF THE 5-YEAR TERM BUSINESS PLAN 2021 – 2026

No questions were raised by the meeting and approved.

Resolution No 2 was proposed by G Chapman and seconded by J Green.

## 9. RESOLUTION NUMBER 3

TO NOTE THE SURPLUS RETENTION FUND RECEIVED FROM THE CITY OF CAPE TOWN OF R 193 227,33 INCL VAT FOR THE FINANCIAL YEAR 2019-2021

Only for noting

## RESOLUTION NUMBER 4

APPROVE THE USE OF SURPLUS RETENTION FUND RECEIVED FROM THE CITY OF CAPE TOWN FOR YEAR 2021/2022 FINANCIAL YEAR

Resolution No 4 was proposed by P Gorre and seconded by U Matrani

## RESOLUTION NUMBER 5

APPROVAL OF SURPLUS FUNDS UTILISATION FOR 2021/2022

No questions were raised by the meeting and approved.

Resolution No 5 was proposed by G Chapman and seconded by J. Green

## RESOLUTION NUMBER 6

TO RECEIVE AND APPROVE THE BUDGET FOR FINANCIAL YEAR 2022/2023

Resolution No 6 was proposed by P Gorre and seconded by L. Du Plessis.

## 10 RESOLUTION NUMBER 7.

TO RECEIVE AND APPROVE IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2022/2023

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

## 11. RESOLUTION NUMBER 8

TO APPOINT TRUE NORTH AS AUDITORS FOR THE FINANCIAL YEAR 2022/2023 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

Resolution No 8 was proposed by E Jansen and seconded by L Roos

## 12 RESOLUTION NUMBER 9

CONFIRMATION OF COMPANY SECRETARY

Resolution No9 was proposed by L. Du Plessis. and seconded by P Gorre

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## 13 RESOLUTION NUMBER 10.

ELECTION OF DIRECTORS

Dennis Evans and Rijk Kuttell

Resolution No10 was proposed by U Matrani and seconded by J Green

## 14 RESOLUTION NUMBER 11

PROPOSAL TO INVESTGATE EXTENDING THE COUNCIL STREET LIGHTS HIGHER UP INTO ZWAANSWYK

Not even voted on. Unanimous No

## 15 GENERAL

- a. Uri Matrani commended the board on their efforts to raise budget for the fire prevention He seconded the proposal to use the Westlake budget. He has volunteered to manage the project.
- b. Rowena Wonfor raised her concerns about the path near new court. The erosion caused by the horses and the bushes encroaching on the fence. Grant Chapman to use TRA budget to manage the erosion. It was established that the vegetation wasn't an issue.
- c. Sarah Hetherinton raised an issue about the pedestrian path on the left and horse path on the right – for safety and security reasons. The path needs to be cleared, Zoe to log this.
- d. P Gorre asked Eddie to clarify what the CID is responsible for.
- e. Lesley asked Rob to please discuss a fire break about the Bosspark with SanParks
- f. Recycling was brought up but explained that it is to be arranged by each member.
- g. Rowena had complaints about the baboon monitors and she was asked to contact the NCC directly.

The chairman thanked the representatives from the City, as well as the residents who attended the meeting and the board for all their hard work. Especially our retiring board member John Green.

The meeting closed at 20.18

John Green have us a presentation of Zwaanswyk through the decades.