

Zwaanswyk Association of Property Owners (ZAPO)



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

Email: info@zapo.co.za

**ANNUAL GENERAL MEETING 07th NOVEMBER 2023 AT 19H00 AT THE RANGE, ORPENROAD,
TOKAI**

MINUTES

Board members present:

Caroline Brown (Chairman)

Eric Jansen

Antony Peel

Amy Baines

Apologies:

Laura Slingsby

Rob Tiffin

Rudi Leitner

1. REGISTRATION

33 Members attended the meeting in person and had completed the attendance register. In addition 28 proxies, appointing certain members, had been received prior to the meeting.

2. WELCOME AND APOLOGIES

The Chairman welcomed Bonita Ascott, finance co-ordinator from the City of Cape Town and Carolynne Franklin, our ward councillor. The Chairman welcomed the members and the board members.

Apologies were noted.

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

3. ADDRESS BY OUR WARD COUNCELLOR

Carolynne Franklin was introduced by the Chairman as asked to address the member first as she had another AGM to get to.

Carolynne Franklin gave a brief update on what is happening in the ward. Emphasizing the fact that she is here to serve the community.

She felt it was important for her to state the difference between a residence association and an SRA. So ZAPO is an SRA, a special ratings agency where we are specifically mandated to deal with very localized issues.

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She touched on the baboon fence extension but could not provide timeframe. She raised the issue of the dust and noise pollution coming from the building at the end of Debaren.

4. MEMBERSHIPS

Please refer to special resolution 2. Item 14.

The chairman reminded members how the membership of ZAPO works and encouraged residents to become members.

5. QUORUM TO CONSTITUTE MEETING

A count of the attendance register and proxies confirmed that the meeting had the required quorum to constitute the meeting.

6. PREVIOUS AGM MINUTES

The minutes of the previous Annual General Meeting 8th November 2022 were accepted by the meeting. 2 amendments were noted

No matters arising from the previous minutes.

Proposed by Antony Peel and Seconded by Eric Jansen.

7. CHAIRMANS REPORT

ZAPO (Zwaanswyk Association of Property Owners) is a non-profit Company which has been set up in accordance with the City Council's Special Ratings Area (SRA) initiative to enhance and supplement municipal services.

ZAPO's mandate was approved by the majority of residents when it was established in 2011 and, as per the business plan approved by the City of Cape Town, is as follows:

- To erect and maintain a baboon deterrent fence
- To provide common area security
- To enhance and ensure the maintenance of common areas by the City
- To communicate with members on the above aspects

ZAPO is run by a Board of Directors of volunteer residents who are all passionate about maintaining the safe and unique qualities of this special neighbourhood.

Composition of the Board:

The past year saw a changing of the guard as several of the Directors hung up their riding boots: L Du Plessis, D Evans, P Gore, R Kuttel & J Mauice-Green.

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Thank you for the foundation that you helped to establish and quite literally, thank you for the fence.

This resulted in a number of new members joining to do their bit for the community – thank you to Amy Baines, Laura Slingsby and Rudi Leitner who have all made a great difference. Sadly Rudi has let us know that his travel commitments do not allow him to continue on the Board for next year, and Eric has served more terms on the Board than anyone can remember, so we really would like some new members to join the Board. All skill sets are welcome but we particularly need members with engineering or accounting skills! Please let Zoe or I know if you would like to join.

Thank you also to those who have continued on the Board, and particularly Rob, Eric & Anthony who have ensured continuity and been our rocks through what has been a challenging year.

I thought it would be helpful for the Chairperson's report to give feedback on the areas under our mandate

1 To erect and maintain a baboon deterrent fence

The heaviest rain in 40 years resulted in a landside at the top of Zwaanswyk which destroyed the section of the fence at the very top of the road.

The fence is insured, so we have all been involved in one way or another in the work involved to lodge a claim. It's not straightforward - the site is unstable mud and the land is going to keep on sliding down as landslides do – whether next year in the winter rains, no one can say.

We have consulted with some top geotechnical consultants (the consultants to Chapman's Peak Drive) and we are working with them and a loss adjuster. There will probably be 2 stages to the repair of the fence.

Thanks to the ongoing efforts of the ZAPO fence team and also the uninterrupted power provided by a resident, our fence is the only one in the baboon affected areas that is on 100% of the time. Even with the landslide, only a portion of the fence at the top was actually "down" for any period.

The fence is only one element of the full picture that needs to be in place to ensure that baboons remain on their side in the park and out of the neighbourhood. Other essential parts of the plan must address the baboon population, troop & dispersing male management and baboon proof homes/rubbish so that if any baboons venture into Zwaanswyk, they aren't rewarded with a high value meal. The CoCT, SANParks and Cape

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Nature are in partnership and have been tasked by the Minister to develop such a Baboon Management plan. We attended workshops on behalf of Zwaanswyk residents and submitted our input, and we are hopeful that the long-awaited plan will finally provide comprehensive baboon management.

We also participate on the Advisory Board of the Unruly Nature research project, and many residents completed questionnaires – thank you for this! This is an international study and will help to inform and explore our attitudes to living with nature on the urban edge.

2 To provide common area security

The other event in this extremely challenging year was that after a number of years with virtually no crime, a Zwaanswyk resident had an armed burglary. I won't go into details out of respect for the resident's privacy, but I think that the lesson to all of us is that these burglars knew exactly what they were doing, they wore security type vests and were convincing enough to gain access, and the resident could well have been shot. The robbery was conducted with great efficiency.

Premier have been very receptive to recommendations that we made as a result of this incident – any of you returning to your houses late at night will have experienced a much more visible level of guarding. We have also reviewed and revised the security equipment in the guard's station and a number of the protocols including those relating to the number plate recognition camera. Other upgrades to the network of cameras will follow.

The learning for me is that just like the fence is only one element of a baboon management plan, the common area security is only one aspect of what is needed to secure our homes. As residents, we cannot become complacent, we also need to have a working burglar alarm, panic buttons and the Premier control room on speed dial.

Another aspect of our common area security is the ongoing challenge of fire prevention. SANParks is actively continuing a programme of stack burning and alien clearing, and contractors are taking firewood out of the upper park in great quantities.

Another safety development to be aware of is that the app team at Buzzer have agreed to cover the park – I recommend we all download it, not just if you are walking or riding/cycling in the park but also if you see anything suspicious.

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3 To enhance and ensure the maintenance of common areas by the City

My thanks specially to Zoe who has been instrumental in lodging calls with the City and also to residents who have lodged maintenance issues. Our Ward Councilor, Carolynne Franklin has also been extremely supportive of our efforts to get maintenance issues and particularly the crisis with the burst water main attended to.

Another aspect of our common area is the wider community beyond the end of Zwaanswyk Road. The ZAPO AGM which signed off our current business plan, authorized a donation of R50,000 per annum to support the Westlake United Church Trust. I conducted an on-site visit to the Westlake Trust and was provided with a tour of what they are doing to support Westlake (being our closest underprivileged community).

I was left in no doubt about the value that this organization plays in the Westlake community. 180 Children are enrolled in the early childhood development programme (ages 3 – 6) – they all receive 2 meals and a significantly better chance in life as a result of the learning and interaction, as well as the important facility that they have a safe place to go in the day. A further 100 children aged 8 – 18 receive counselling and a meal every day under the childcare and protection programme. The elderly can access a health clinic, and loss and grief support is provided. School going children have a computer lab where they can come and study (powered by solar) in safety and quiet. Westlake residents are assisted with drawing up CVs and can use an email address so they can apply for jobs. There are recycling projects (in exchange for basic foodstuffs) and a sewing business (amongst other things).

I was not aware of any faith-based pressures – the facility was clearly open to and accessed by people from all faiths and persuasions.

Annual reports are published and there is governance via an actively involved Board of Trustees.

It is clear to me that the community and children of Westlake would be in a much more desperate and hopeless situation if it was not for efforts and programmes run by the United Church Trust.

The Trust is in desperate need of books, educational toys and gas cooking equipment. If anyone could facilitate a drive and donation box for Zwaanswyk residents, it would be greatly appreciated – donations would be put to a very good use.

4 To communicate with members on the above aspects

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Thank you to everyone for being here tonight to review ZAPOs progress and plans. And to those of you who were not able to come but provided proxies – thank you!

5 FINANCE REPORT – By Nadya Josephy-Collins on behalf of Rob Tiffin

Dear Zwaanswyk residents

Unfortunately, I am away on a business trip and cannot be here in person but I am happy to say Nadya our very capable accountant will take you through the documents.

Attached is the Income statement for the 22/23 year and the budget for 24/25 year.

We are now in the third year of our five-year budget, with the cycle coming to an end in June 2026.

In terms of the financial year past we operated within our budget, accruing a small loss of R11 000 mainly due to an increase in depreciation from R98 000 to R171 000 due to accounting policy.

Depreciation take place due to our fence; we have valued it at R1.9 million and have accrued R1million in deprecation. This is well covered in our reserves of R1.9 million in cash.

Income and expenses were in line with the budget.

Looking forward to 2023/2024 we may into higher expenses due to the destruction of the fence on the southwestern corner, however the fence is insured.

We have further invested in an inverter and batteries as well updated camera and recording equipment for the hut.

I would like to thank Bonnita Ascott form the city, who firmly guides us through the budget process, Nadya Josephy-Collins our able administrator and Zoe Ball

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Zwaanswyk Association of Property Owners NPC

(Registration number: 2008/021552/08)

Annual Financial Statements for the year ended 30 June 2023

Directors' Report

The directors have pleasure in submitting their report on the annual financial statements of Zwaanswyk Association of Property Owners NPC for the year ended 30 June 2023.

1. Nature of business

The main objective of the company is the management of the residential improvement district of Zwaanswyk.

There have been no material changes to the nature of the company's business from the prior year.

2. Review of financial results and activities

The annual financial statements have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act, 2008 (Act No. 71 of 2008). The accounting policies have been applied consistently compared to the prior year.

Full details of the financial position, results of operations and cash flows of the company are set out in these annual financial statements.

3. Directors

The directors in office at the date of this report are as follows:

Directors	Changes
C. Brown	Appointed on 08 November 2022
A. Baines	Appointed on 08 November 2022
E. M. Jansen	Appointed on 08 November 2022
R. Leitner	
A. L. Peel	
L. Slingsby	Appointed on 08 November 2022
R. G. Tiffin	
L. P. Du Plessis	Resigned on 08 November 2022
D. P. Evans	Resigned on 09 December 2022
P. N. Gorre	Resigned on 13 June 2023
R. W. Kuttel	Resigned on 08 November 2022
J. K. Maurice-Green	Resigned on 09 December 2022

There have been no changes to the directorate for the period under review.

4. Events after the reporting period

The directors are not aware of any material event which occurred after the reporting date and up to the date of this report.

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Annual Financial Statements for the year ended 30 June 2023

Statement of Financial Position as at 30 June 2023

Figures in Rand	Notes	2023	2022
Assets			
Non-Current Assets			
Property, plant and equipment	2	860 892	955 585
Current Assets			
Cash and cash equivalents	3	1 929 968	1 739 917
Total Assets		2 790 860	2 695 502
Equity and Liabilities			
Equity			
Retained income		2 732 901	2 652 502
Liabilities			
Current Liabilities			
Trade and other payables	4	42 798	43 000
Current tax payable		15 161	-
		57 959	43 000
Total Equity and Liabilities		2 790 860	2 695 502

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Annual Financial Statements for the year ended 30 June 2023

Notes to the Annual Financial Statements

Figures in Rand	2023			2022		
2. Property, plant and equipment						
	2023			2022		
	Cost	Accumulated depreciation	Carrying value	Cost	Accumulated depreciation	Carrying value
Facility construction	1 912 143	(1 051 251)	860 892	1 835 481	(879 896)	955 585
Reconciliation of property, plant and equipment - 2023						
	Opening balance	Additions	Depreciation	Closing balance		
Facility construction	955 585	76 661	(171 354)	860 892		
3. Cash and cash equivalents						
Cash and cash equivalents consist of:						
Bank balances				1 929 968	1 739 917	
4. Trade and other payables						
Trade payables				40 799	40 061	
VAT				1 999	2 939	
				<u>42 798</u>	<u>43 000</u>	
5. Revenue						
Additional Rates Received				1 230 193	1 167 209	
Additional Rates Retention Received				50 231	193 227	
				<u>1 280 424</u>	<u>1 360 436</u>	
6. Other income						
Insurance refund				-	17 955	
	The insurance refund represents a payment by AIG for a claim on the Fence. The refund was received on the 6th of April 2022.					
7. Operating (loss) profit						
Operating (loss) profit for the year is stated after accounting for the following:						
Depreciation on property, plant and equipment				171 354	98 037	
8. Investment revenue						
Interest revenue						
Bank				109 347	57 452	

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Annual Financial Statements for the year ended 30 June 2023

Detailed Income Statement

Figures in Rand	Notes	2023	2022
Revenue			
Additional Rates Received		1 230 193	1 167 209
Additional Rates Retention Received		50 231	193 227
	5	1 280 424	1 360 436
Other income			
Insurance refund	6	-	17 955
Operating expenses			
Accounting fees		(7 003)	(13 325)
Administration and management fees and fines		(101 580)	(89 156)
Advertising		(6 673)	(4 513)
Auditors remuneration		(8 778)	(8 410)
Bank charges		(3 195)	(3 034)
Cleaning		(48 150)	(24 467)
Computer expenses		(7 425)	(3 478)
Depreciation		(171 354)	(98 037)
Donations		(50 000)	-
Environmental upgrade expense		(16 124)	(15 370)
Gifts		(2 082)	(1 858)
Insurance		(11 112)	(29 958)
Meeting expenses, refreshments and teas		(6 116)	(2 289)
Minor tools and equipment		(599)	(4 804)
Motor vehicle expenses		(445)	(200)
Printing and stationery		(1 156)	(436)
Repairs and maintenance		(75 261)	(78 905)
Secretarial fees		(370)	(2 270)
Security		(755 855)	(730 148)
Subscriptions		(2 996)	(1 105)
Utilities (other than City of Cape Town)		(15 888)	(9 900)
		(1 292 162)	(1 121 663)
Operating (loss) profit	7	(11 738)	256 728
Investment income	8	109 347	57 452
Surplus before taxation		97 609	314 180
Taxation		(17 210)	-
Surplus for the year		80 399	314 180

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ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS 2024/25 PROPOSED BUDGET

	As per Business Plan		Proposed Budget		Variance	
	R		R		R	
INCOME						
Income from Additional Rates	-1 407 257	90.4%	-1 407 257	90.4%	-	0.0%
Other: Accumulated Surplus	-150 000	9.6%	-150 000	9.6%	-	0.0%
TOTAL INCOME	-1 557 257	100.0%	-1 557 257	100.0%	-	0.0%
EXPENDITURE						
Core Business	938 902	60.3%	918 412	59.0%	-20 490	-1.3%
Cleansing services	62 720		62 720		-	
Environmental upgrading	19 545		19 545		-	
Public Safety	856 637		836 147		-20 490	
Depreciation	120 040	7.7%	120 040	7.7%	-	0.0%
Repairs & Maintenance	90 615	5.8%	90 615	5.8%	-	0.0%
General Expenditure	215 482	13.8%	235 972	15.2%	20 490	1.3%
Accounting fees	31 880		31 880		-	
Administration and management fees	105 939		105 939		-	
Advertising costs	5 556		5 556		-	
Auditor's remuneration	17 038		17 038		-	
Bank charges	5 991		5 991		-	
Computer expenses	1 354		10 000		8 646	
Insurance	32 947		32 947		-	
Printing / stationery / photographic	3 392		3 392		-	
Secretarial duties	3 229		3 229		-	
Utilities (not CCT)	8 156		20 000		11 844	
Projects	50 000	3.2%	50 000	3.2%	-	0.0%
Westlake Upliftment Project	50 000		50 000		-	
Capital Expenditure (PPE)	100 000	6.4%	100 000	6.4%	-	0.0%
CCTV / LPR Cameras	50 000		50 000		-	
Plant and Equipment	50 000		50 000		-	
Bad Debt Provision 3%	42 218	2.7%	42 218	2.7%	-	0.0%
TOTAL EXPENDITURE	1 557 257	100.0%	1 557 257	100.0%	-	0.0%
(SURPLUS) / SHORTFALL	-		-		-	
GROWTH: EXPENDITURE					-1.6%	
GROWTH: ADDITIONAL RATES REQUIRED					5.6%	

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ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS 2024/25 PROPOSED UTILISATION OF ACCUMULATED SURPLUS



6 FEEDBACK ON OPERATIONS

Incorporated in the Chairman's report

7 The audited Financial Statement for 2021/2022 was noted and copied were available.

8 BUDGET

- Noting of additional surplus funds utilised in 2022/23 (approved by the Board)
- Approval of additional surplus funds utilisation for 2023/4
No questions were raised by the meeting and approved.
Resolution proposed by John Green and seconded Grant Chapman.
- Approval of additional surplus funds utilisation for 2024/25
No questions were raised by the meeting and approved.
Proposed by Grant Chapman and seconded by John Green.
- Approval of the budget for 2024/25
No questions were raised by the meeting and approved.
Proposed by Warren Bunting and seconded by Roz Chapman.

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9 Approval of the implementation plan for 2024/25

No questions were raised by the meeting and approved.

Proposed by Lindi Du Plessis and seconded by Ros Chapman.

10 Confirmation of Auditors – True North

11 Confirmation of Company Secretary – True North

12 Election of Board Members

No new Board members

13 Special Resolution: Amendment of the new Memorandum of Incorporation (MOI) as contemplated in Section 16(5)(a) of the Companies Act, Act 71 of 2008

Proposed by John Green and Seconded by Marianne Berry.

14 Special Resolution: The Zwaanswyk Property Owners automatically contribute to ZAPO (as a registered Special Improvement District (SID)). The regulations regarding SIDs states that property owners also have to join ZAPO as members, even though no membership fees are payable. We, the Zwaanswyk Property Owners, therefore delegate the ZAPO manager to complete membership documents on our behalf and register us as members.

Proposed by Lindi Du Plessis and seconded by Ros Chapman.

15 General / Q&A

- John Green raised a point that Whatsapp groups are not a formal form of communication, which was noted.
- It was noted that the questions had been sent through prior to the meeting and had been addressed. Other questions were to be answered by the ZRA.

The meeting adjourned at 20.19

Followed by a presentation about alternative power for residents and the ZRA AGM.