



OAKWOOD HOME OWNERS ASSOCIATION

In Care of
Independent Property Group

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OAKWOOD HOME OWNERS ASSOCIATION DATED THE 23RD OF JANUARY 2019, HELD AT THE MERIDIAN PRIVATE SCHOOL IN PINEHURST, DURBANVILLE AT 18:30

1. OPENING AND WELCOME

As due notice has been circulated and a quorum present, the meeting was declared properly constituted.

The chairperson, Mr. Graham Thurtell opened the meeting and welcomed all present.

2. APOLOGIES

The following apologies were tabled at the meeting:

- ❖ Thuys Moller
- ❖ Alta Cloete
- ❖ Richard and Toni Groom
- ❖ Dirk C Malherbe
- ❖ Robert Maginley
- ❖ Wayne Taylor
- ❖ Roelf du Plooy
- ❖ Limmie van Tonder
- ❖ Piet Retief

3. CHAIRPERSONS / MANAGING AGENTS REPORT

Mr. G. Thurtell read the chairpersons report to all present.

The Executive Committee and Independent Property Group (IPG) was thanked for their tremendous work and assistance to date.

The year 2018 proved to be very successful year from a safety point of view. All incidents relating to the electric fence were attended to in little or no time after receiving notifications of the fence alarm.



The Association remained well within the budget during the previous financial year. Our surplus at this stage remains extremely healthy.

The rates dispute with the City of Cape Town on the Admin Room and two Guard Houses has been resolved, which resulted in a large saving for the estate.

The perimeter fence monitoring and upgrades were performed at the end of 2017 and during the course of 2018, with the implementation of the new service vehicle which is available 24hours in the estate.

In the event where a fence was broken, it was reported immediately where after the contractor attended to the repairs of the fence immediately. Two days prior to the meeting, an electric fence wire along Brackenfell Boulevard broke due to the trimming of vegetation, which was fixed within one hour of it being reported.

We are pleased to announce that the estate did not have any serious break-ins, during the previous year. This does not include minor break-ins or theft by gardeners. Over and above, we now have a pretty secure complex.

A 'JoJo' tank has been installed next to the Admin building, which will be utilized to store excess water and subsequently water the rose gardens in the estate.

The previous proposal to purchase a Water Wagon for the estate was investigated. During the winter months, the Water Wagon would remain stationary at an expense to the Association.

After investigating alternatives for the aforementioned concern, the HOA subsequently rented our groundman's facilities at a reasonable cost. The estate would not be responsible for the maintenance of the particular Wagon which also assisted in saving a substantial amount during the winter months.

Our access control has been fairly good, in as much, very few people have managed to get through without thorough reason and identification. In the event where visitors were determined to gain unauthorized entry, they were apprehended and identified almost immediately.

The residents entrance and exit booms installed at the Vivier Guard House during the development of the estate, required regular maintenance during the previous year, after which the Committee had no alternative but to replace both booms.

One of the major tasks that the Committee was involved in during the past year, were the estate audits. It was essential to implement these property inspections/audits in 2017 in order to maintain the aesthetics of the estate and subsequent property values.

Various infringements were addressed. Some infringements are in the process of being discussed, after which the relevant home owners will be advised accordingly.

Home owners are advised to liaise with the committee via IPG (Independent Property Group) where after the Committee will assess every case on its own merits and decisions will be made accordingly.



We have noted that multiple residents/visitors were found parking on the grass in the public open spaces. We kindly request all residents and visitors to refrain from parking on the public open areas, as the sprinklers are damaged in the process.

The parks and roads belong to the municipality, from whom we requested permission to install no parking signs in the parks.

Mr. G. Thurtell reiterated the dedication and passion of the Executive Committee who contributed tremendously towards a successful year.

The chairperson's report was proposed by Mr. G. Benade and seconded by Mr. T Coomber.

4. CONFIRMATION OF THE MINUTES OF THE ANNUAL GENERAL MEETING DATED THE 4TH OF DECEMBER 2017.

The minutes were proposed by Mr. G. Benade and seconded by Mrs. P. Thurtell.

5. AUDITED FINANCIAL STATEMENTS

Mr. P. Potgieter discussed the Audited Financial statements with all present.

The rates accounts in dispute with the City of Cape Town for the Vivier Guard House and Admin Building was resolved. The necessary rebates were allocated to both accounts.

Mr. P. Potgieter advised that the Association received a clean auditors report. The Association remains in a healthy financial position.

The Association was furthermore obliged to register for income tax with the Receiver. The registration has been completed and all dues to the Receiver were paid.

The Audited Financial Statements were accepted by all present.

6. BUDGET FOR 2018-2019 / BUDGET FOR 2019-2020

At the previous Annual General Meeting, a request for a 2-year budget was tabled.

Mr. P. Potgieter discussed the proposed budgets with all present.

Interest income received from the building deposits is included in the proposed budgets. The building deposits are refundable to owners on completion of their home improvements and subsequent consent from the supervising architect.

The Association makes use of an investment and current account. Amounts are transferred into the investment account with the objective to earn interest.



The R30 security levy is an additional income for the estate, with the objective to cover the expense for the security vehicle. Our security costs have been budgeted for in accordance with the annual statutory increases.

The CSX access control device recently replaced the At-the-gate device and has been budgeted for accordingly. The CSX device proved to be a more viable option for the estate. The CSX increase is as per the Associations Agreement with the service provider.

Mr. P Potgieter discussed the painting of the perimeter and attendance to the refurbishing of the parks playing equipment. The painting of the perimeter includes the areas bordering Driebergen, Brackenfell Boulevard, Langeberg Road and Okavango Road and perimeter areas bordering Pinehurst Drive. Further items such as the woodwork in the parks would have to be sanded, cleaned and varnished. The parking areas also require attention. We are in the process of finalizing the quotes which amounted to approximately R72 000.00 for the items noted above. The aforementioned project will be completed during the year 2019 and 2020.

A suggestion was made to compile a 10-year maintenance plan for the estate. Although this is only compulsory for Body Corporates, future maintenance items will also be in the planning format.

The paving project amounting to approximately R40 000 has recently been completed.

A proposal was tabled to verify the larger expenses for the estate at least every three years. The committee is currently satisfied with the service provided by the estates service providers/contractors. Mr. P. Potgieter confirmed that the security expense was verified during the previous financial year.

A proposal was made to increase the levies by an additional amount, in order to obtain a larger retention fund (objective being R4 Million). This proposal was put to the vote. The proposal was declined via a majority vote.

The Association is currently sufficiently insured for any unforeseen circumstances which could arise. This includes the Guard Houses, Admin Building, computer equipment, camera's, perimeter fence and wall etc.

A concern was raised regarding the expenses budgeted for the estate's roses as the roses were not replaced. This item budgeted for is largely for the pruning and fertilizing of the roses. The Committee will review this expense.

Mr. P. Potgieter furthermore discussed all items in the 2019 budget. All additional items budgeted for have been budgeted for conservatively, based on the Associations history and actual expenses of the previous financial year. All items have furthermore been budgeted for in accordance with the CPI (Consumer Price Index).

The comparisons and variances between the 2019 and 2020 budget were discussed.



The budgets were accepted by Mr. H. Volgraaf and seconded by Mr. G. Thurtell. The levies will subsequently increase from R340.00 to R360.00 per month as from the 1st May 2019.

7. LEVIES

7.1 PROPOSED LEVY INCREASE OF 6% AS FROM THE 1ST OF MAY 2019 TO TABLED FOR APPROVAL

This item was tabled and discussed under item 6 of the Agenda.

8. ELECTION OF EXECUTIVE COMMITTEE MEMBERS FOR THE ENSUING YEAR.

The following members were nominated and accepted their nominations:

- ❖ Graham Thurtell
- ❖ Scott Mullany
- ❖ Anton Kleinhans
- ❖ Terry Coomber
- ❖ Brendon Hull
- ❖ Gerrit Truter

No objections were received for the election of the Executive Committee Members listed above.

9. DETERMINATION OF THE DOMICILIUM CITANDI ET EXECUTANDI OF THE BODY CORPORATE

The determination of the Domicilium Citandi et Executandi of the Body Corporate is to be c/o Independent Property Group, 5 Sir Benjamin Promenade, Oxford Street, Durbanville

Accepted by all present.

10. GENERAL

10.1 THE INSTALLATION OF A BOREHOLE FOR THE ESTATE

The borehole proposal was tabled and discussed to determine whether owners would support this initiative.

For the Committee to proceed with this project, permission would have to be obtained from the City of Cape Town as the parks remain the Cities property.

With the current costs obtained from a drilling contractor who recently completed the borehole drilling for an estate adjacent to Oakwood, a once-off special levy of approximately R216 would have to be raised in order to fund the project of R143 297.



The quotes received includes a depth of up to 100m, with the applicable pumps for the borehole.

The Committee identified the Jourdan Park for the borehole installation, with the objective to water the Jourdan Park and surrounding flowerbeds and trees as the Jourdan Park does not form part of the treated effluent water program. The noise level of the pumps will be further investigated.

After much deliberation, interaction and discussion, it was agreed that owners would vote for the approval of the borehole initiative, via the voting ballot, where after the Committee will endeavor to obtain permission from the City, where after the borehole instillation could be tabled for approval at the next Annual General Meeting. Additional costs involving deeper drilling, the point(s) of installation and evasive noise caused by the pumps will also be discussed.

The borehole initiative was approved via majority vote.

10.2 ADDITIONAL ITEMS

ELECTRIC FENCE UPGRADE:

Mr. S. Mullany discussed the upgrade of the electric fence bordering Brackenfell Boulevard (Zone 1) and Langeberg Road (Zone 2), with all present.

The above-mentioned area is currently the weakest point of security, considering the surrounding estates (Limberlost and Avalon), which have all upgraded their electric fence to either 8 or 12 strands. Multiple breaches in the Limberlost fence bordering Langeberg Road, left owners vulnerable during house break-ins. Multiple home owners travel during the year and various older residents reside in Oakwood.

The cost for the upgrade of Zone 1 and 2, amounts to approximately R106 532.55 and will be funded by the owner via a once-off special levy contribution of R160.

The estimated time of completing is approximately one week.

The Committee was mandated to investigate the upgrade of the fence to 12 strands. If the difference in costing between the 8 and 12 strand is not too excessive, the amount will be funded by the Association. The Committee was mandated to proceed with the upgrade of the electric fence. The additional levy will reflect on the March 2019 levy statement.

The upgrade of the electric fence was approved via a majority vote.

ADVERTISING IN THE ESTATE:

Mr. G. Thurtell advised that all advertising and distributing of flyers in the estate is not permitted. The social media platform is available for marketing.



FIBRE IN THE ESTATE:

Mr. A. Kleinhans provided the following feedback on Fibre in the estate;

With the development of the estate, Open Serve (Telkom's fibre department) installed fibre for Oakwood. Open Serve does not allow any other fibre installers to use the same ducting to install fibre.

Residents who currently wish to connect with fibre, are obliged to contact Open Serve or alternatively visit their website to choose any of the available ISP's (Internet Service Providers) that form part of Open Serve's network who will assist with the connectivity. Open Serves packages are more expensive than the alternative fibre providers.

Should we wish to allow an additional fibre provider to install fibre in the estate, trenching would have to take place. The Committee has subsequently approached Frogfoot, who is willing to do micro-trenching. The trenching will be done next to the curb, at a depth of 40cm. In the event where gardens are trenched, it will be reinstated by Frogfoot.

Frogfoot will subsequently be able to connect the whole estate through an internal voice network. Each home will in turn receive a phone, which will be connected with the guard houses. This will enable the guards to phone visitors through. The aforementioned proposal is still in the investigation phase.

Electric fence energizers, perimeter cameras could also be connected through this infrastructure. Owner currently signed up with Open Serve will not be affected by the installation. The aforementioned concept was approved for further investigation.

AGM DATE:

A proposal was made to schedule the Annual General Meeting closer to the end of the financial year. The next Annual General Meeting will be held at the end of July 2019 or alternatively the beginning of August 2019.

SPEEDING IN THE ESTATE:

The Committee is currently aware of the speeding problem in the estate and subsequently met with Council to discuss the possibility of installing speedbumps in the estate. Unfortunately, this is a very time-consuming process with very little hope of getting the actual speedbumps installed.

DOG PARK:

This item was previously tabled and discussed at the Annual General Meeting, where after the home owner was mandated to investigate the proposal and report back at the next Annual General Meeting, which did not occur.

11. MEETING CLOSED

The meeting was adjourned at 20:36