



OAKWOOD HOME OWNERS ASSOCIATION

In Care of
Independent Property Group {IPG}

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OAKWOOD HOME OWNERS' ASSOCIATION, DATED 31 AUGUST 2022, HELD AT MERIDIAN SCHOOL, PINEHURST DRIVE, PINEHURST AT 18:30

1. Opening and Welcome

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

Mr. R. Schagen opened the meeting and welcomed all present.

Mr. R. Schagen introduced and thanked all the committee members, supervising architect and the managing agent for their contributions over the past financial year.

2. Apologies

PJ & PJ Valvona
MJ & A Moller
P Pillay
J Farr
J Broxham
W Taylor

3. Chairpersons Report

The Chairperson, Mrs. L. Vercuiel, gave an overview of the chairpersons report.

Mr. Anton Kleinhans was thanked for his hard work and dedication to the committee over the years and ensuring the safety of Oakwood. Mr. Jaco Smit was thanked for his efforts as the newly appointed estate manager.

The committee spent a lot of time with the supervising architect, Mrs. Maryke Maree and focused on the home improvements guide. The updated version with 3D illustrations will soon be shared with the homeowners.

The residents were thanked for maintaining their homes over the past year and ensuring that their gardens look presentable. It assists us in maintaining the reputation of Oakwood.



One goal that the committee had for the year was to change the tone with communications , reach out and listen to the homeowners, get input and determine what the homeowners expected from the committee.

The support of a legal firm was gained to develop a Privacy Policy and POPIA manuals for Oakwood that was implemented. In addition, each of the trustees signed a Professional Code of Conduct that includes a Conflict of Interest clause to ensure the committee maintains professional.

Rule 14 was updated based on input that was provided at the previous AGM.

Treasury and finance update: The committee wanted to look into the reasonableness of the Oakwood levy rate and therefore did a comparison of levies to surrounding estates and established that Oakwood had the lowest levy rate in the area.

Safety remains a key priority to the committee. There were a few issues within the complex, but the necessary lawful steps were taken to mitigate the repeat of such behavior, for the safety of our community and children.

Mrs Vercuiel reiterated that residents need to comply to the 30km/h speed limit within the estate as people are still speeding and speed humps can unfortunately not be installed as it is the CoCT's streets.

Mrs. L. Vercuiel, thanked the community and residents for their ongoing support and remains proud of the achievements and effort of the committee over the last year.

4. Management Report

Mr. Jaco Smit reiterated that we are a community of residents who should help and support each other. If any residents have any concerns, they are welcome to address the concerns with him.

5. Confirmation of the Annual General Meeting Minutes dated 8 June 2021

The minutes were approved by all present.

6. Audited Financial Statements

The audited financial statements were approved by all present.

7. Budget for 2022-2023

Mr. P. Potgieter discussed the budget with all present. There were a few items in the budget that have changed to make it easier for owners to understand.



Interest income:	R54 000.00
Admin expense:	R12 720.00
AGM:	R2 400
Audit fees:	R28 807.00
Bank service charges:	R6 978.00
Boom maintenance:	R60 000.00
Common building contents and contents insurance:	R60 678.00
Computer & internet expenses:	R21 680.00
Incidental expenses:	R100 000.00 – It was lowered by R50 000.00 as various maintenance items around the estate will be identified and worked into the maintenance/ projects items over the years.
Electricity of common property:	R32 000.00
Fidelity insurance:	R33 000.00 - This increased substantially due to our investment amount being higher and we need to ensure that we are covered sufficiently.
Maintenance of guard houses:	R26 000.00
Management fees:	This has increased by 6%. The appointment of Mr. J. Smit is included in this fee.
Painting of the perimeter wall:	remained the same
Park expenses:	We pay the CoCT a fee for the availability of electricity for the irrigation systems and it is charged at a commercial rate
Postage and stationery:	R10 200.00
SARS:	We owe SARS R6 200.00 for our interest income
Garden expenses:	G-Team fee increased to R498 975.00
Garden/Park upgrade:	It has increased to R100 000.00 to upgrade the public open spaces across the Estate
Irrigation repairs:	R24 000.00
Spray of parks/walkways/entrances:	R21 600.00
Spray roses/fertilizer/prune:	R1 944.00
Armed response:	R7 532.00
Electric fence maintenance:	R30 000.00
Insurance security equipment upgrade:	This item remained the same.
Security fuel:	R20 000.00
Servest Security:	We made provision for a statutory increase of 8.5%
Visitor management system:	R63 000.00



A question was raised regarding claiming deductions from SARS. IPG conducts the accounting and day-to-day running for Oakwood but will consult the auditors on potentially claiming deductions from SARS.

There are funds payable to owners for building deposits, in our investment account. After auditing the building deposits, we have found that there is an outstanding amount which is payable from owners whose building deposits have expired. We have done the necessary communication with owners. There is also an amount of R225 000.00 that is unclaimed and this will be allocated to Brendon for the parks and recreation portfolio.

Oakwood is adequately insured by Hollard and a full inventory list is available for coverage on all the items, including electrical equipment.

The budget was approved by all present.

8. Levies

Levies to increase to R450.00 as from 1 August 2022.

Levies to increase by a further 6% as from 1 May 2023 to avoid back-dated levies.

The levy increases were approved by all present.

9. Election of Committee Members for the ensuing year

P. Potgieter thanked the committee members for their tremendous contributions during the previous year. Mr. Anton Kleinhans was personally thanked by Mr. P. Potgieter as he will be stepping down from the committee.

The following members were nominated and accepted their nominations:

- ❖ L Vercuiel
- ❖ R Schagen
- ❖ B Hull
- ❖ D Morgan
- ❖ D Fourie

10. Determination of the Domicilium Citandi Et Executandi of the Home Owners Association

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.



11. General

It was requested to extend the paint colour options for the estate as the current colour choices are difficult to keep clean. Mr. P. Potgieter advised that this will be discussed with the supervising architect.

A question was raised pertaining to the progress of the pedestrian walkway, Cordier entrance. We need to submit a wayleave application to the CoCT. This will be discussed by the committee.

A question regarding the response time of the Servest vehicle in the case of a security breach was raised. There is off-site monitoring and certain zones are monitored onsite. We are still in the process of rolling-out onsite monitoring but need to consider the accountability as Servest control room likes to be informed of what is happening. If any of the fences get tripped, the guard on duty and 3 committee members are informed immediately. The guard and the vehicle will first be sent to inspect the site and it is typically a quick response.

Concerns about the trees growing through the electric fence and a concern about the fence not being active. This will be discussed with the guards.

What happens when the alarm needs to be reset? The guards on duty will visit the specific energizer and reset the alarm.

A question was raised pertaining to the policy on dogs. All residents must stick to the municipal by-laws with regards to their dogs and keep them on leashes in public spaces and pick up dog feces.

What will the additional money for parks be used for? We have received a quotation to upgrade Briet Park at approximately R250 000.00 and requested the CoCT to remove some of the reeds. Mr. B. Hull is striving for the parks to look like Lombaard Park.

We also need compost and fertilizer for all the gardens across the Estate. There are recreational items that we have been wanting to implement. The idea is that the different parks serve different recreational purposes such as sports, bird watching etc.

12. Meeting Closes

The meeting was closed at 19H55.

