



OAKWOOD HOME OWNERS ASSOCIATION

In Care of
Independent Property Group

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OAKWOOD HOME OWNERS ASSOCIATION DATED THE 28TH OF AUGUST 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.

A representative from Octotel was granted permission to present and discuss Octotel's Fiber network with all present, after which Fiber has been added for discussion under item 10 of the Agenda.

2. APOLOGIES

The following apologies were tabled at the meeting:

❖ Roelf du Plooy	J.C. Broxham	M. Moller
❖ Mariana Gerber	R. Maginley	L. Hein
❖ Limmie van Tonder	T. Ware-Lane	P. Myburg
❖ Piet Retief	A. Cloete	
❖ George Benade		

3. CHAIRPERSONS / MANAGING AGENTS REPORT

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

It was approved at the previous Annual General Meeting (AGM) that the next AGM be brought forward so as to align with the financial audits and the budget for the current and following financial year.

The past 8 months have been successful from an administrative point of view in so far as accomplishing a number of maintenance projects agreed upon, such as the upgrade of the electric fencing along Brackenfell Boulevard and Langeberg road, the park walls, gazebos and fence along Okavango road.



We have functioned well within the budget. During the presentation of the audited financials and budgets Mr. Potgieter will elaborate further on these items. Our accumulative surplus is healthy.

The monitors for the electric fences were upgraded and the Servest patrol vehicle staff have successfully monitored the activities of the fences. The proposed security upgrades will be discussed under item 10 of the Agenda.

Winter rains have revived our parks and gardens and the re-introduction of the treated effluent system (although erratic) proved to be a huge contributor to this.

Unfortunately, there are three parks in Oakwood that are not irrigated with treated effluent water and are dependent on rain or permission from COCT to use potable water. This permission is unfortunately not forthcoming at this time as a result of the draught.

The City of Cape Town has declined the request for the installation of a borehole due to the stormwater infrastructure within the estate which will have to be utilized.

To uphold the esthetics and values of the estate the committee carried out a thorough audit of the aesthetics, regulations pertaining to buildings, their conditions and the installations of water saving devices.

These regulations are all available on the Oakwood website and are updated at least every six months. The COCT updated their building regulations pertaining to prefab walls as far back as July 2017. This has caught us totally unaware of the fact that any increase in prefab panels be it, 1 or 2 panels needs an approved plan. Regretfully any increase since then will now require the submission of a Minor Work Application to the Committee as well as to the City for approval. We did say that the raising of the walls by 1 panel only needs approval from the adjoining neighbour and not an approved plan.

To this end we ask that residents refer to the Oakwood rules pertaining to prefab walls, verges and other minor installations.

An unfortunate trend is still persisting in the parking of vehicles on our park verges and on the grass. This we mentioned at the last meeting but tends to be ignored by home owners when get togethers are held. We are hoping to have signs erected by the COCT to inform residents not to park on the parks. The irrigation sprayers are damaged and then needs to be repaired.

The Executive Committee and Independent Property Group (IPG) was thanked for their tremendous work and assistance during the past financial year.

Great appreciation was given to the Committee members who served on the security portfolio for their relentless work in ensuring that the security measures which are in place, is upheld.

Mr. G Thurtell wished the new Committee the very best for the ensuing year.



4. CONFIRMATION OF THE MINUTES OF THE ANNUAL GENERAL MEETING DATED THE 23RD OF JANUARY 2019.

The minutes were proposed by Mr. G. Hogg and seconded by Mrs. H Van der Watt.

5. AUDITED FINANCIAL STATEMENTS

Mr. P. Potgieter discussed the audited financial statements with all present.

He furthermore advised that the Association received a clean auditors report. The Association remains in a healthy financial position.

The audited financial statements were proposed by Mrs. H Van der Watt and seconded by Mr. KJ Nothnagel.

6. BUDGET FOR 2020-2021

The budget for 2019 – 2020 was approved at the Annual General Meeting held on the 23rd of January 2019

The proposed budget for the year 2020/2021 was circulated to all owners prior to the meeting. Each owner was supplied with the following financial documents for reference at the meeting:

- Budget vs Budget (2019-2020 and 2020-2021)
- Budget vs Actual (expenses until April 2019)

Interest income received from the building deposits is included in the proposed budget. 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.

Cleaning materials and toiletries are purchased throughout the financial year for each Guard house and has been budgeted for accordingly.

The rates for the Guard houses have been reduced, based on the finalization of the dispute with the City due to the incorrect billing.

The City is currently charging an electricity availability charge for the guard houses, as well as the public open spaces which has been budgeted for accordingly.

The Armed response fees include the monitoring of all the electric fence zones. The servicing of the energizers and repairs to the electric fence has been budgeted for accordingly.



Provision has been made for the cleaning and repainting of the Admin building and Guard houses.

From information supplied from the COCT some relief on the water restrictions will be announced at the beginning of November 2019 which could enable us to water the parks where we need to make use of Municipal water.

Due to the excessive drought and subsequent water restrictions, the irrigation system at these parks has not been in use. The wiring on the irrigation system in Pinard Park corroded and had to be replaced with a wireless system. Provision has also been made to repair the irrigation system at Jourdan park, should the need arise.

A new visitor management system has been introduced to the Estate which contributes to a larger expense during the financial year.

Provision has been made for the statutory increases to the Security Services. A query was raised on the amount allocated towards the AR vehicles fuel expense. Mr. P. Potgieter advised that the Committee requested additional patrols with the objective of covering the estate in full. The AR vehicle is on a tracking system of which the information is available to the Committee members who deal with the security services.

The Contingency fund has been increased as the Committee wish to propose a landscape renovation at the Vivier Guard House and furthermore wish to contribute funds towards the beautifying of the parks within the estate. Residents who are interested to offer their assistance will be welcomed. The quote obtained for the proposed landscaping amounts to approximately R71 000.00. This is a guide as to what it could cost to do the upgrade and is subject to further quotes to be obtained. The Committee members will drive this initiative. We are in a position to fund the projects prior to the new financial year as the contingency fund of R150 000.00 is only budget for in the 2020/2021 financial year.

It was noted that multiple Olive trees in the estate have died which is a concern. The Committee has noted the aforementioned and will subsequently allocate a portfolio member to oversee the parks. Alternative quotes were obtained for the maintenance and up keep of the gardens and POS areas. The quotes supplied were higher than the current expense.

Further to the above, Mr. P Potgieter thoroughly discussed each item in the proposed budget with all present. All additional items budgeted for has been budgeted for conservatively, based on the Associations history and actual expenses of the previous financial year. All items have also furthermore been budgeted for in accordance with the inflation rate.

After much deliberation, interaction and discussions, the budget was approved via majority vote.



7. LEVIES

The levies will increase from R360.00 to R400.00 per month as from the 1st of May 2020. The annual levy raised for the Pinehurst Property Owners Association do not form part of the Oakwood Annual Budget. The levy is collected via the Oakwood HOA and paid to the Pinehurst Property Owners Association.

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

Mr. G Thurtell was thanked for his tremendous contribution and faithful service to Oakwood Estate, which will certainly be missed.

Mr. P. Potgieter furthermore thanked the rest of the Executive Committee for tremendous work and assistance to date.

Mr. Joseph Shaw who was nominated for the first time, was granted the opportunity to introduce himself to all present.

The following members were nominated and accepted their nominations:

- ❖ Scott Mullany
- ❖ Anton Kleinhans
- ❖ Joseph Shaw
- ❖ 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

FIBER

Mr. A. Kleinhans discussed the benefits of installing the infrastructure of an additional Fiber provider, such as Octotel, in the estate.



The installation will enable the Association to install network points with the objective of installing future cameras at designated areas in the estate. The network points will furthermore enable us to more effectively monitor and control the electric fence energizers, which contributes towards more effective security measures. The cost estimate of the aforementioned project amounts to approximately R1 000 000.00, which the Association will receive free of charge, should the installation be approved.

An additional fiber infrastructure provider will enable residents' access up to a 1Gbps line speed which is currently not offered by OpenServe. From a cost perspective, OpenServe is more expensive than other providers wishing to install fiber in the estate.

The Manholes on the older side of the Estate are full, with both copper and fiber joints, leaving little to no space available for an additional provider's equipment and infrastructure. On the newer side, there is a lot more room in some of the manholes with no copper system running. Unfortunately, many of the manholes have been filled with water and sand. Some of the sleeves are also filled to the top with sand, making them unusable.

The installation will have to be completed through a trench and 'moling' technique, which means that no roadway or driveway will be trenched where possible. The option of Micro trenching was previously explored by an alternative fiber provider, Frogfoot, who were refused permission from the City of Cape Town to complete the installation via Micro trenching, due to the damages that will be caused to the tar roadways.

Trenching will be done in stages. Workers will be localised to one area at a time. All reinstatement work will be completed before moving over to a new phase. The Committee will arrange additional security officers to monitor the movement of the workers at the provider's cost. Supervisors and a Site Manager will be onsite during the full duration of the installation period.

A concern was raised on Octotel's workmanship in Pinehurst Drive. The Committee will ensure that the reinstatement work is completed to satisfaction, prior to the signoff of each phase. Another question from a resident was what happened to Frogfoot also wanting to trench. It was agreed to get another proposal from them to be considered, as their previous proposal differs substantially from the proposal provided by Octotel.

Contracts will be signed with the new provider to ensure that the company remains liable for future damages to owners' properties, such as the collapsing of driveways etc.

The installation of fiber via trenching and moling was put to the vote and subsequently approved via a majority vote.

10.1 ELECTRIC FENCE UPGRADE

Mr. A Kleinhans discussed the electric fence upgrade with all present. The following areas have been identified which have no electrified fencing;

- Between Driebergen and Jourdan road
- Between Jourdan, Huguenot and Donkervliet



- Behind 5 homes after the Simond bend bordering onto Langeberg Heights
- Behind the homes in Lombard crescent bordering onto Langeberg Heights.

The upgrade of the aforementioned areas amounts to approximately R153 000.00 for the installation of an eight-strand fence.

The aforementioned amount will result in a once off special levy of R232 per home. It was agreed that the Committee will obtain three quotes prior to proceeding with large projects. This item will be voted for after all the items for future upgrades has been discussed.

10.2 BIOMETRIC TURNSTILES ACCESS CONTROL

The entrances to the Estate are currently deemed as a vulnerable point due to pedestrians gaining access without verification. The installation of turnstiles and biometric readers was proposed in an endeavor to secure the estate. All pedestrians, including Domestic workers will be obliged to enter through the turnstiles via a fingerprint verification. An additional beam has been installed which assists in notifying the guards when individuals breach a certain point close to the guard house.

The proposed installation/architectural design was displayed to all present. A concern was raised on the turnstiles position of installation. Once the concept has been approved, the Committee will establish the exact point of installation, with the objective of maximizing security. The current GateKeeper & PIN system for pedestrians was discussed, and will also be investigated before implementation.

The Committee investigated the option for the upgrading of the guards to grade B guards. This will be for the day and night shift guards. The cost that was negotiated is very reasonable and provision was made for this expense in the budget.

Mr. Scott Mullany discussed the recent security related incidents which occurred. The objective of the Biometric/Turnstile project is to secure the Estate as sufficient as possible which will subsequently contribute towards a safer lifestyle within the Estate.

The current domestic card system does not prove to be effective. In the event where domestic workers no longer work at a residence, their fingerprints could be removed from the biometric system which will subsequently refuse future access via the turnstile to the relevant individual. The total cost for the turnstile/gate upgrade amounts to R416 584.00. A once off levy of R630.00 will be payable to do this upgrade.

The New Visitor Management System (VMS) makes provision for a pre-generated visitors' access codes which could be used to access the Estate.

The current tag system for residents does not prove to be effective in terms of access control. Biometric readers for all vehicle lanes was proposed. A concern was raised on the problems which are generally experienced with Biometric systems. The proposed system is currently in operation at various upmarket estates which proves to be successful.



The total cost for the installation of biometric readers at each vehicle lane amounts to R256 500. A once off levy of R388.00 will be payable by each owner. This item will be voted for after all the items for future upgrades has been discussed.

10.3 RESIDENTS / RFID ACCESS FOR VEHICLES

Mr. A. Kleinhans discussed the implementation of the resident's RFID Access cards for residents' vehicles in the Estate. The resident access control solution will give residents hands-free access to the Estate. Upon driving into the booms access-controlled lanes (resident's lanes), the system will, through a registered RFID tag, grant access to the Estate.

The total cost for the installation of the RFID Access control solution amounts to approximately R97 000.00. A once off levy of R147.00 will be payable.

The total cost for all the proposed projects amounts to approximately R923 084.00. The total once off levy contribution by each owner amounts to R1 396.00. The aforementioned amount could be paid via a special levy over a period a maximum period of 12 months which amounts to R117.00 per month. Residents wishing to pay off over a shorter period are welcome to notify IPG, which will be debited to their levy account accordingly.

After much deliberation, interaction and discussion, owners were afforded the opportunity to vote for the proposed projects as discussed under item 10.1, 10.2 and 10.3.

Voting on the above noted proposed projects resulted in the following:

- ❖ Item 10.1- Electric fence upgrade: Approved via a majority vote.
- ❖ Item 10.2- Biometrics Turnstiles Access Control: Approved via a majority vote.
- ❖ Item 10.3- Residents / RFID Access for vehicles: Approved via a majority vote.

The amount of R117.00 monthly levy, for a period of 12 months will be added to all owner's levy accounts as from the 1st of October 2019.

11. MEETING CLOSED

The meeting was adjourned at 21:20