

# ***OAKWOOD HOMEOWNERS ASSOCIATION***

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## **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 17 JANUARY 2017 AT THE KRAAIFONTEIN CIVIC CENTRE, 16 MILDRED STREET, KRAAIFONTEIN, AT 18H30**

### **1. Opening and Welcome**

As due notice had been circulated and a quorum was present, the meeting was declared properly constituted. Mr Graham Thurtell opened the meeting and welcomed all present.

The activities since the Special General Meeting held on 3 December 2015 were conveyed to the home owners in attendance.

Once the Oakwood Development had been completed the Committee Members, elected at the Special General Meeting, continued with the management of the Estate. Various meetings were held by the Committee to attend to the day-to-day management of the Estate.

Meetings dedicated to addressing matters of security were held as certain areas of the Estate had been identified as target areas and thus required urgent attention. The security measures that were addressed included the electrifying of the perimeter fence adjacent to Okavango Road, from ground level up. Furthermore, during the year, homeowners were invited to submit security proposals that were discussed and investigated by the Committee.

Permission was granted for Mr Pierre Potgieter to assist in chairing the meeting.

### **2. Apologies**

Apologies were recorded for the following homeowners:

S Vogel

BP Bongwalanga

P Pillay

### **3. Committee Members / Managing Agents Report**

It was confirmed that the Committee Members / Managing Agents Report was sent with the AGM notice and the report was noted accordingly.

#### **4. Confirmation of the Minutes of the Special General meeting dated 3 December 2015**

The following amendments to the minutes were noted:

Point 5 – The audit fees payable was rectified to R25 000.00.

The minutes were proposed by D Punt and seconded by Y Thurtell.

#### **5. Audited Financial Statements**

Mr Potgieter explained that the finances of the Home Owners Association (HOA) are in good standing and that the HOA had received a clean audit report.

Owners were referred to the independent auditors report on page 4 of the financial statements.

Acceptance of the Audited Financial Statements was proposed by D Finn and seconded by C Merkel.

#### **6. Budget for 2016/2017**

Budget meetings had been held during the course of the year. The following budgetary items were highlighted:

- Amongst the items budgeted for; provision had been made for the painting of the Martinet & Cordier Parks walls.
- The installation of the electric fencing had not been provided for in the approved budget, but due to the urgency of the matter, the expense had been approved by the Committee.
- Even with the normal annual increase, including the statutory increases, for the security services, the Committee has been able to submit the budget without a levy increase during the financial year.
- The higher percentage contribution items in the budget relate to the security service, maintenance of the public open spaces and the management fees.
- The Contingency Fund for this financial year is at a lower amount than provided for in the previous financial year. This is as a result of the healthy current reserve fund.
- The monthly Management Fees were capped and all homeowners are contributing a monthly amount of approximately R52.00 per unit.
- The collection of the building deposits and the Pinehurst Drive levies are administered via the Oakwood current and investment account.
- All items in the budget have been increased conservatively, in line with the rate of inflation.
- No major projects were undertaken during the past financial year.
- With the current year to date budget, the reserve fund amounts to
- R436 190.67.

- The final payment for the electric fence and the installation of the palisade fence on the Langeberg Heights perimeter will be finalized on final handover.
- The additional security guard patrolling the Okavango perimeter area will be cancelled at the end of January 2017
- The completion and handover of the electric fence installation, which is already fully functional, is planned for the end of January 2017.
- The installation of the palisade fencing adjacent to Langeberg Heights is expected to be completed at the end of January 2017.
- With the painting of the parks and the installation of the electric fence having been completed, the Committee is of the opinion that it would still be able to manage the funding without making use of the reserve fund.

The following suggestions were proposed:

- The Committee works on an 18-month budget.
- Levies increase automatically on an annual basis.
- The budget should be set prior to the end of the financial year.
- The income derived from income should be included in the annual budget - Mr Potgieter explained that the income from interest is difficult to budget for as various building deposits may be refunded during a financial year. The income from interest is regarded as a contribution to the reserve fund.
- An interim budget must be sent to the homeowners prior to the AGM.
- The Committee should set a five-year plan for maintenance and projects.

It was agreed that these matters would be discussed by the new Committee.

The Committee was also requested to look into the liability of owners as specified in the Constitution.

Acceptance of the budget was proposed by D Finn and seconded by T Ware-Lane.

#### **6.1. Legislation passed 7 October 2016 – CSOS requirements:**

Mr Potgieter explained the CSOS levy to all present. This levy does not affect the owners of Oakwood as the CSOS levies are applicable to levies exceeding R500.00 per month.

### **7. Appointment of Auditors**

GD Maris and Company was appointed as the auditors for the new financial year. The audit fees would be increased in line with CPI.

The above were accepted by all present.

### **8. Levies**

The levies will remain the same until the end of the current financial year.

It was proposed that the levies be increased by 6% as from the start of the new financial year, which is 1 May 2017.

The proposal was accepted by all present.

## **9. Election of Committee Members for the ensuing year**

Mr Potgieter thanked the Committee for their time and hard work.

The following Trustees were elected for the next financial year:

- Theesan Moodley
- Graham Thurtell
- Scott Mullany
- Karel-Jan Nothnagel
- Anton Kleinhans

## **10. Determination of the *Domicilium Citandi et Executandi* of the Body Corporate**

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

## **11. Security Proposals**

### **11.1. Access control:**

A trial run with the on-guard handheld device is currently being conducted.

The use of this device aims to obtain accurate information on all visitors entering the estate and to streamline the entry procedures at the entrances.

All information is saved and the system is POPI compliant.

While this initiative would not resolve crime, it would contribute to relieving the pressure placed on the guards during peak hours.

The purchase of the on-guard system will be funded by a once off payment made by all homeowners. It was agreed by majority vote to purchase four units.

The Committee was mandated to make the final decision on the supplier of these units.

### **11.2. Turnstile gates and biometric readers:**

This is a fingerprint system for domestic workers and gardeners who enter the estate on foot. The workers would be required to make use of a separate entrance. The quotes received were for the amount of R191 455.00 and R140 656.00, respectively.

Should it be agreed to proceed with the installation, the associated costs would be payable as a once-off levy by all homeowners.

It was requested that a visual demonstration of the turnstile should be sent to all the homeowners prior to any decision being taken. It was also suggested that more guards should be employed during peak times.

It was also suggested that the Committee review the options consider bar-coded scanning identification cards.

This was put to the floor for voting. This item was not approved by a majority vote.

## **12. Approval of the fine system to be added as rule 17 of the Conduct Rules**

Mr Potgieter explained the fine system in detail. It was suggested that the wording of clause 1 of the fine system needed to be amended so that the alleged offender may state their circumstances to the Committee within five working days of receipt of the notice.

The remainder of the clauses were accepted and approved by a majority vote.

The homeowners will be informed in writing that this clause has been accepted at the AGM, with the implementation of the fine system.

## **13. Architectural Guidelines / Front Verges**

Mr Thurtell provided an overview of the current architectural guidelines. Homeowners were reminded that plans needed to be submitted prior to any alterations.

Homeowners should also accept that certain alterations and extensions will not be allowed if they are in contravention of the accepted guidelines.

The Committee and supervising architect will continue to uphold the standards as prescribed in the architectural guidelines.

Mr Thurtell had held a meeting with Mr Reg Whittaker who had agreed to a once-off fee for his services. This fee will be finalized in the near future.

Alien vegetation has to be removed and indigenous trees planted instead. Garden Cities has reviewed and updated the Pinehurst guidelines.

Homeowners may change their front verges as per the Architectural guidelines. Homeowners are requested to submit a sketch plan to the Committee for approval.

## **14. GENERAL**

### **14.1. Requests / Proposals received from home owners:**

#### **14.1.1. Speeding in the Estate:**

Mr Potgieter explained that road calming signs were installed along the public open space areas. This was funded by the HOA.

It seems that there are residents who do not adhere to the speed limit.

**14.1.2. Speed bumps / Stop signs:**

As the roads in Oakwood are public roads, approval would be required from the CoCT for the installation of speed bumps. Critical areas will need to be identified.

It was agreed that the Committee be mandated to investigate this and to submit a proposal at the next AGM.

The stop sign on the corner of Jourdan and Vivier Roads will be addressed with the CoCT as oncoming traffic from Vivier Road is not visible. The Committee was mandated to pursue this matter.

**14.1.3. Boats, caravans and trailers:**

Homeowners will need to apply to the Committee in writing, should they want to bring their boat, caravan or trailer into the estate for a period of time.

In future the Committee will act strictly with offenders parking these on their driveways or where they are visible from the road.

**14.1.4. Dog park:**

T Robertson suggested that one park in the Estate be dedicated as a dog park. As the parks belong to the COCT, approval will be needed from them.

It was requested that this matter be further investigated and a proposal submitted at the next AGM.

**15. Meeting Adjournment**

With no further business to be discussed, the meeting was adjourned at 21H30