



MINUTES

7 June 2022 | 19:00 | Virtual Meeting

OPENING AND WELCOME

The Home Owners of De Tuin were welcomed to the 2nd online Annual General Meeting by the Chairperson, Debbie Nortje.

A few technical considerations were giving through before the meeting started:

- Google Meets only allow us to meet for 60 minutes.
- If you are unable to attend, please send us a proxy (attached). We need 42 home owners for a quorum.
- There will be quite a few people joining the virtual meeting, so we will mute participants to reduce noise disruptions.
- The chat function will also be disabled during the meeting. We will enable the chat function for all participants after each discussion point on the Agenda in order to answer your questions. Only questions relevant to the point on the Agenda will be discussed and answered. We recommend participants to rather ask your question and limit the use of the chat function. (We only have 60 minutes).
- In order to vote, we will ask owners to vote via the chat function by answering YES/NO.
- If we do run out of time and have not answered your question, please send us an email to detuinhoa@gmail.com and we will get back to you by Friday.
- Please note that the AGM will be recorded for future use.

ATTENDANCE REGISTER

The requirements for a quorum were reached and the meeting was declared constitutional. 63 persons attended online with 12 proxies.

MINUTES OF PREVIOUS MEETING

The Chairperson called for the motion to approve the minutes that were available from the website held on 2 June 2021. There being no comments or questions to the approval, the minutes were approved and accepted.

The minutes of the 2022 AGM as well as previous years will also be available from the website www.detuinhwa.com.

CHAIRPERSON'S REPORT 2022

The Chairperson's report was reviewed and is also available from the website, www.detuinhoea.com.

APPOINTMENT OF ACCOUNTANTS AND AUDITORS

The Chairperson accepted that Bach Accountants and Management Consultants CC will be re-appointed as Accountants for De Tuin Homeowners Association.

Craig Whittle will remain the Auditor.

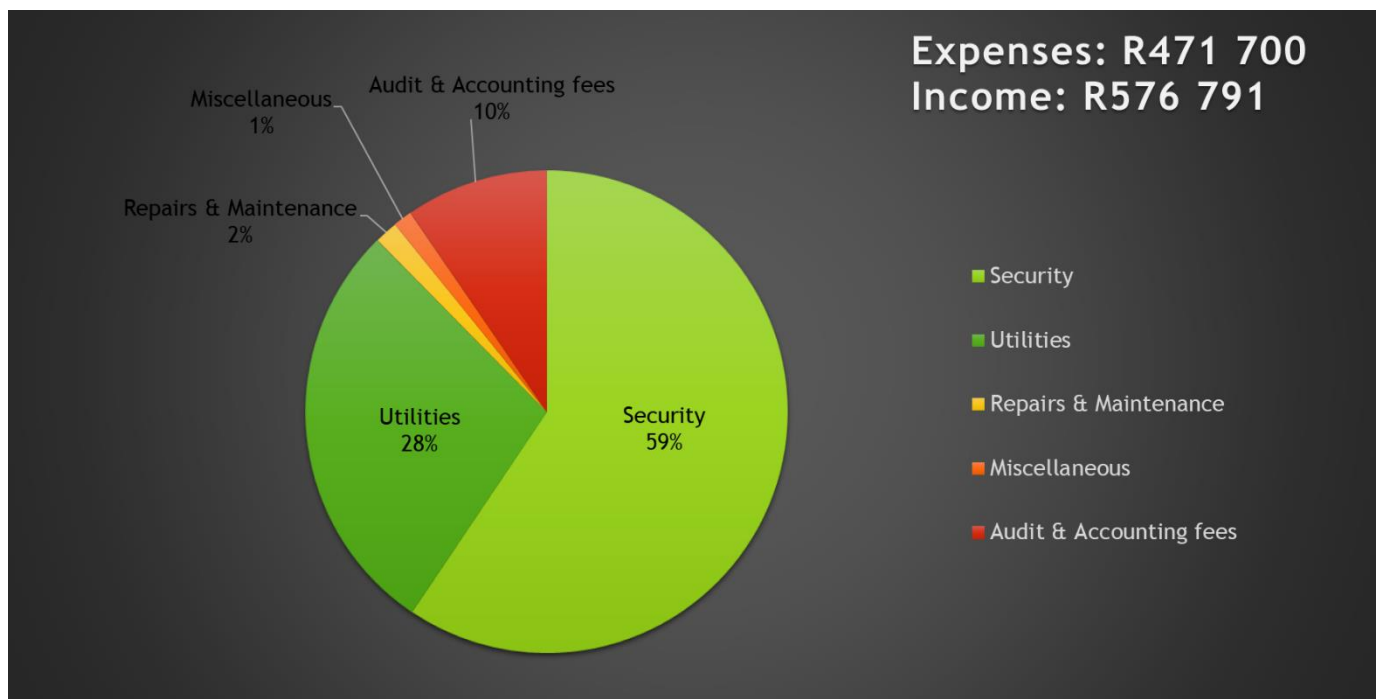
ANNUAL FINANCIAL STATEMENTS FOR YEAR ENDING 28 FEBRUARY 2022

Graeme Scott from Bach Accountants and Management Consultants CC reviewed the audited financial statements for the year ending 28 February 2022.

The HOA receives income from Levies invoiced, clearance fees, building plans as well as interest from the Flexi account.

The finances are well balanced, which is in line with positive funds, thus a profit is showing.

The 3 biggest expenses are security, utilities and management and accounting fees as the maintenance and upgrading of the area.



No levy increases for the 2022-2023 year. The fee will remain the same, R2640 for the year.

The financials were accepted and are available on the website: www.detuinhoea.com.

BUDGET FOR YEAR ENDING 28 FEBRUARY 2023

Graeme Scott from Bach Accountants and Management Consultants reviewed the Budget for the year ending 28 February 2023.

There shall be no levy increase.

There is a small increase on certain areas and expenses.

Security remains the largest expense.

The current levy will cover all expenses, thus no increase for the coming year.

The budget was accepted and is available on the website: www.detuinhoea.com.

LEVIES AND OUTSTANDING LEVIES

The levy amount will not increase for the new year, it will remain R2640 for a 4th year in a row.

The amount outstanding has been the lowest it has ever been. Louw & Coetzee Attorneys is assisting with levy collections, and it is showing positive results.

We thank all home owners for continuing to pay their levies timeously.

All 2022 and prior levies that is still due, will be handed over to Louw & Coetzee and all legal fees will be added to your own account.

SECURITY AND SAFETY IN DE TUIN

Individuals are encouraged to join the Facebook and WhatsApp groups to help assist SJC. Do not wait until anything happens to you before you become involved, act today and with being involved, you know what is happening in your area.

Meet and greet your neighbours and get to know them. You never know when the arises for you to need their assistance.

The purpose of the cameras installed is to record the flagged cars that are already on the database. As soon as it registers a flagged number plate, notifications are sent to the control room and security vehicles will respond.

SJC works together with the police and other neighbourhood securities to ensure that Brackenfell is a safe area.

To report any suspicious behaviour of the guard, please contact the trustees and the SJC control room immediately. Complaints can be dealt with straight away if this is done as soon as possible.

INSURANCE

The Chairperson advised that the Insurance would stay the same for the current year and will be reviewed annually with Origin Financial.

The HOA did request another quote from a well-known insurer and they confirmed that they could not meet the required insurance at our current cost.

The Insurance is mainly for the swimming pool and pool house area. The insurance policy is available on request.

All questions regarding insurance can be emailed to detuinhoea@gmail.com.

BUILDING GUIDELINES AND PLANS

Please can I ask all home owners to get their plans in order if they are not. It is necessary as unapproved building or alterations one can be against the standards set out by the City of Cape Town and we need to adhere to these rules & standards.

Are you expanding your property?

1. The building guidelines are per the municipal guidelines – www.detuinhoe.co.za
2. All plans must be submitted to the HOA for approval.
3. Before the HOA approves any plans, the levies and building fees must be paid in full.
4. Colour Schemes – please try and keep to the suggested colours, or as close to it as possible. If there is any uncertainty, please contact the Trustees – www.detuinhoe.co.za

Are you selling your house?

1. Consent fee and levies must be paid in full.
2. Approved plans to be submitted to the HOA for inspection.
3. IN THE CASE WHERE THERE IS ANY ILLEGAL BUILDING WITH NO PLANS APPROVED BY THE MUNICIPALITY, THE FOLLOWING NEEDS TO HAPPEN:
 - Plans need to be drawn up by the seller
 - Building plans to be submitted to the HOA
 - HOA will then approve if it is in order
 - Building plans to be submitted to the municipality
 - Proof of submission must be sent to HOA before consent can be issued

DE TUIN CONSTITUTION

Our current constitution was written in October 2012 and we have found that the material is outdated.

It is recommended that every 7 to 10 years associations audit their constitution just as a general rule because laws change and it is nice to have things clear for property owners.

Any time the HOA makes changes to its constitution, there is a process that needs to be followed regardless of the changes under consideration.

Changes can be made any time of the year with proper notice as required by government. These changes can be voted in at a special meeting or it can also be done by email.

I need to stipulate these changes are made in the best interest of the association, not just a few individuals on a platform.

We therefor invite you to send in your insights, ideas, solutions, and proposed changes directly to us by email.

We have started some work on De Tuin's Constitution and when the work has been completed, details will be shared with all home owners.

POOL

With the help of our volunteers, we opened our pool this past December. Unfortunately, we had to adhere to covid regulations. In February of 2022 we were able to go back to normality!

Again, thank you for those volunteers who assisted with these protocols!

We needed to replace the creepy this past year.

Currently, the pool has been closed for the winter. Some much needed maintenance work is being done on the pool pump / filter system & piping.

The paving is starting to become loose, so we will need to fix this before bricks starts loosening and falling into the pool, causing some damage.

We will also look at getting quotes to replace the band of tiles at the water line in the pool.

A special thank you to Evert who puts much of his time into the upkeep of the pool & park. Also thank you to residents for assisting Evert with these tasks at times.

PARK

This year we have maintained the newly planted trees of last year.

We also had both our jungle gym's & see-saw sanded and re-oiled.

A few planks were replaced, and one or two planks were added to make the jungle gym's a bit safer.

Projects for 2023

Before I share the projects for 2023, I would also like to add that we as Trustees do bear in mind the cost of the levies. The main goal is to improve our area, but also to try and keep the levies as low as possible.

Firstly, the pool will remain an ongoing project. As mentioned, the Piping / Tiling needs to be replaced, etc.

Secondly, the planting of "kei apple" trees all around the fencing at the bottom of Barry Crescent & Silvia Street. We will work around trees that have already been planted there as we do not want to take down any trees that adds to our environment.

And lastly the rebuilding of the braai areas in the park with some added benches etc.

APPOINTMENT OF TRUSTEES

The Trustees for the past year was:

Chairperson:	Debbie Nortje
Vice-Chairperson:	Juanita Wiese
Secretary:	Christine Swart
Trustee: Pool/Park	Evert Loo
Trustee: Public Relations:	Lizel Loo
Trustee: Administration:	Hester Mostert

I would like to take this opportunity to thank our trustees for their commitment to De Tuin Home Owners Association over the past year. A lot of private time is sacrificed by these individuals at no cost to the HOA.

GENERAL

All complaints, applications for approval, and other matters for the attention of the Trustees must be submitted, in writing, to our email address: detuinhoa@gmail.com

Please note: Any Whatsapp groups established are not driven by the trustees.

It's also important to note that you can send us emails throughout the year and that you do not have to wait for the yearly AGM.

If you have a service, you can offer the HOA, please feel free to send us an email. We will keep it on record and will be in contact with you should the need arise for us to get quotes for projects.

CONCLUSION

Please do not forget if you have any more questions or if we did not answer you, please send us an email to detuinhoa@gmail.com.

Let me also give my thanks to Elzahn from Bach Accountants for the wonderful presentation she has put together for this AGM.

The Chairperson closed the meeting at 20h00.

These minutes were approved by the Chairperson.