



MINUTES – ANNUAL GENERAL MEETING

23 June 2025 | 19:00 | *Brackenfell Baptist Church*

OPENING AND WELCOME

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

Chris Theron opened the meeting and welcomed all present.

ATTENDANCE REGISTER

Owners present at the meeting: 39

Proxies received: 13

MINUTES OF PREVIOUS MEETING

The Chairperson called for the motion to approve the minutes that were available from the website held on 19 June 2024. There being no comments or questions to the approval, the minutes were approved and accepted.

The minutes of the 2024 AGM as well as previous years will be available from the website www.detuinhoa.com.

CHAIRPERSON'S REPORT 2025

The chairperson's report was sent to all homeowners on 2 June 2025 by email in advance of this meeting.

The Chairperson's report was reviewed and is available from the website - www.detuinhoa.com.

SECURITY

André, Eunice and Neil joined the AGM on behalf of SJC Security.

Armed response vehicles do regular checks in De Tuin area and check-in with the guards when on patrol.

SJC's visibility in the De Tuin area is quite sufficient and the vehicle is on patrol on a regular basis.

The current trends in the Brackenfell area are stealing taps and petty crimes.

The question was asked by one of the owners if all the security cameras are working and André confirmed that he will check and make sure that all the security cameras are fully operational.

If there are more than 80% of homeowners who have signed up with SJC in their private capacity, they will have a permanent control vehicle in place for De Tuin residents only. André said that he will confirm this number and discuss the way forward.

The outside perimeters of De Tuin are also being monitored by SJC.

SJC confirmed that they will check the outside perimeters for any overgrown bushes and trees and report back to the HOA.

SJC is not allowed to remove any intruders as this must be done by Law Enforcement and SAPS. SJC can only question and intimidate the vagrants and to make sure there are no risk to their clients.

The question was raised for a better security hut for the guards with electricity and that they are more protected from the elements. André will discuss this with SJC.

ANNUAL FINANCIAL STATEMENTS FOR YEAR ENDING 28 FEBRUARY 2025

Graeme Scott from Bach Accountants and Management Consultants CC reviewed the audited financial statements for the year ending 28 February 2025.

- The income statement was discussed.
- The levies invoiced for the year was R604 032.00, which was more than the previous year due to the levy increase.
- Other income received was building plans, clearance fees, De Tuin Funday as well as the interest from the investment. The total income for the year was R660 416.00.
- The municipal charges that include electricity, water, sewerage and refuse came to an amount of R65 129.00 which was much less than the previous year due to the water leak by the pool area. This has been fixed.
- The general expenses were discussed, and the total expenses came to R605 612.00 for the year which is more than the previous year due to inflation of the security and garden services.
- The surplus was R51 960.00. If we compare that to the budget of the previous year, there was a deficit of R57 780.00.
- The surplus is due to funds that was budgeted for and not used, for example the swimming pool expense for the bubble in the pool.
- The cash in the bank went up from R694 570.00 to R738 986.00 mainly due to the increase of the levies.
- The outstanding debtors on 28 February 2025 was R404 265.00. The reason for this high amount is that the levies only get invoiced on the following July 2025 and the financial year end is on 28 February 2025.

The questions asked regarding the financial statements:

- Subscriptions are the Sage Online system (accounting software) that is used to capture the bank and sending out invoices and statements. This is an annual fee.
- The Garden Services went up with 22% - this was due to ad-hoc work during the year that was not part of the monthly garden service (trimming of trees etc).
- Building plans are being invoiced per homeowner as a set fee and a fee is then payable to the architect for reviewing of the building plans. These fees do not always match the invoice as the architect invoice per hour and the amount of work that has been done.

- The total amount of levies due is current invoices as well as levies in arrears for previous years. The amount of levies due is higher than the previous year and this will be discussed with the trustees to collect more of the levies in arrears with the attorneys.

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

BUDGET FOR YEAR ENDING 28 FEBRUARY 2026

Graeme Scott from Bach Accountants and Management Consultants reviewed the Budget for the year ending 28 February 2026.

- The budget gets calculated by looking at the actual expenditure for the year. It is then discussed with the trustees for future projects etc. We then work upwards to see what the levies will be and if there will be an increase in the levy amount.
- We also take the increases in consideration for example security and gardening.
- After the discussion of the appointment of the new managing agent, the levy will be increased with 19-20%.
- The levy will increase from R2904.00 to R3485.00 per year.
- R3485.00 is R290.45 per month.

The levy increase has been approved by 25 of the homeowners at the AGM.

The budget was accepted and are available on the website: www.detuinhwa.com.

APPOINTMENT OF ACCOUNTANTS AND AUDITORS

Shaun Biggs was given the opportunity to speak on behalf of the Treasurer.

Bach Accountants and Management Consultants CC has informed us that they will no longer be available to service De Tuin. They have been the managing agents for the past 12 years.

The trustees are mandated to appoint the new managing agent or any service provider for De Tuin.

As the fees will be much higher for a managing agent, it was decided that it would be discussed at the AGM.

The following quotes was received:

- Amari Property Management – R29 120.00 (ex VAT) per month
- Mafadi Property Services – R19 750.00 (ex VAT) per month
- LMS - Labuschaigne Management Services – R65.22 (ex VAT) per month per unit – R13 565.76 (ex VAT) per month
- Osro Investments CC – R5 500.00 (inclusive of VAT) per month

The long and the short of this is that the homeowners will be paying more toward the managing agent and that is why Bach Accountants included an amount of R15 000.00 per month in the budget.

This is not an easy decision to make. Shaun said that the trustees will need to discuss and have meetings with the above management agents to see what we will be getting for the fee charged.

The truth is that there are a lot of things that must improve and things that can be managed better.

The role of the managing agent will be to assist the trustees to manage the HOA. Making sure that the constitution is up to date, assisting with the levies that are in arrears and assisting with the liabilities associated with being a trustee.

SWIMMING POOL AND COMMON AREA (PARK)

Evert Loo was thanked for all his hard work and commitment at the pool and for always being willing and available to put in the time and the effort to ensure that the pool is accessible, clean and safe for swimmers daily during the open season. Currently the pool is closed for the winter period.

Evert oversees taking care of the pool, the park as well as dealing with the garden service.

In the past year, all the jungle gyms have been revarnished and repaired.

The pool pump had to be replaced as it was no longer in a working condition.

The chlorinator also broke during 2024 and only Blue52 is currently being used to keep the pool clean. The chlorinator needs to be replaced.

We had a lot of birthday parties and even a bachelor party at the pool, so it is nice to see that the facilities are being used and looked after.

There have been a few incidents where there were bricks and stones found in the pool which is a main concern.

Evert suggested that we get cameras up at the pool area for safety purposes.

The gate system is still working very well, and the camera will be connected to the gate and Evert will be able to access everything from home.

There is a new person who is assisting Evert with the watering of the trees during the summer times as the ground in the park gets very dry.

The irrigation system – there was a water leak last year that was found quite late. Due to the small leak, the irrigation system had to be cut, replaced and repaired. The question to get the irrigation system up and running again was asked. The first step will be to get quotations for the irrigation system to be tested, see what is working and what needs to be done to get it connected.

According to Evert's research, the amount of water that needs to be used to get the grass green and in good condition is about 200 – 500 kilo litres of water per month. Any water used above the 200 kl, the City of Cape Town charges R46.00 per kl, which will come to about R14 000.00 per month during the summer season. This is excluding the water use for the pool and excluding the watering of the Kei apple trees.

Our water bill currently during summer season is about R2000.00 – R2500.00 per month.

GENERAL

The Constitution needs to be revised and changed according to new legislation together with the rules of the HOA.

APPOINTMENT OF TRUSTEES 2025/2026

The term for all trustees came to an end at the AGM. The current trustees who will be up for re-election are:

Chris Theron

Shaun Biggs

Evert Loo

Christine Swart

David Naidoo – absent on the night of the AGM

Ilze Naudé is stepping down from the trustees, therefor we have 1 vacancy available.

The Constitution only allows for 6 trustees.

All trustees have been voted in for the new term of 2025/2026. No objections were received.

We received nominations for two new trustees, Tian van Zyl and Willie Mouton.

Both nominees introduced themselves.

The homeowners had to vote who they would like to appoint as the new trustee by completing a voting slip.

The total number of votes was as follows:

Tian van Zyl - 24

Willie Mouton – 11

Tian van Zyl has been appointed as a new trustee for 2025/2026.

The trustees for the 2025/2026 are as follows:

Chris Theron

Shaun Biggs

David Naidoo

Evert Loo

Christine Swart

Tian van Zyl

CONCLUSION

The increase for the levies has been accepted and approved.

The Chairperson closed the meeting at 20h35.

These minutes were approved by the Chairperson.

Signed at Brackenfell on 1 July 2025.



Chris Theron
Chairperson