



## MINUTES

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6 June 2023 | 19:00 | Virtual Meeting

### OPENING AND WELCOME

The Home Owners of De Tuin were welcomed to the 3<sup>rd</sup> online Annual General Meeting by the Chairperson, Debbie Nortje.

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

- Google Meets only allows us to meet for 60 minutes.
- 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 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](mailto:detuinhoa@gmail.com) and we will get back to you as soon as possible.
- 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. 56 persons attended online with 6 proxies.

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### MINUTES OF PREVIOUS MEETING

The Chairperson called for the motion to approve the minutes that were available from the website held on 7 June 2022. 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](http://www.detuinhwa.com).

# CHAIRPERSON'S REPORT 2023

The chairperson's report was sent to all home owners on 15 May 2023 by email in advance of this meeting.

The Chairperson's report was reviewed and is also available from the website -

[www.detuinhoe.com](http://www.detuinhoe.com).

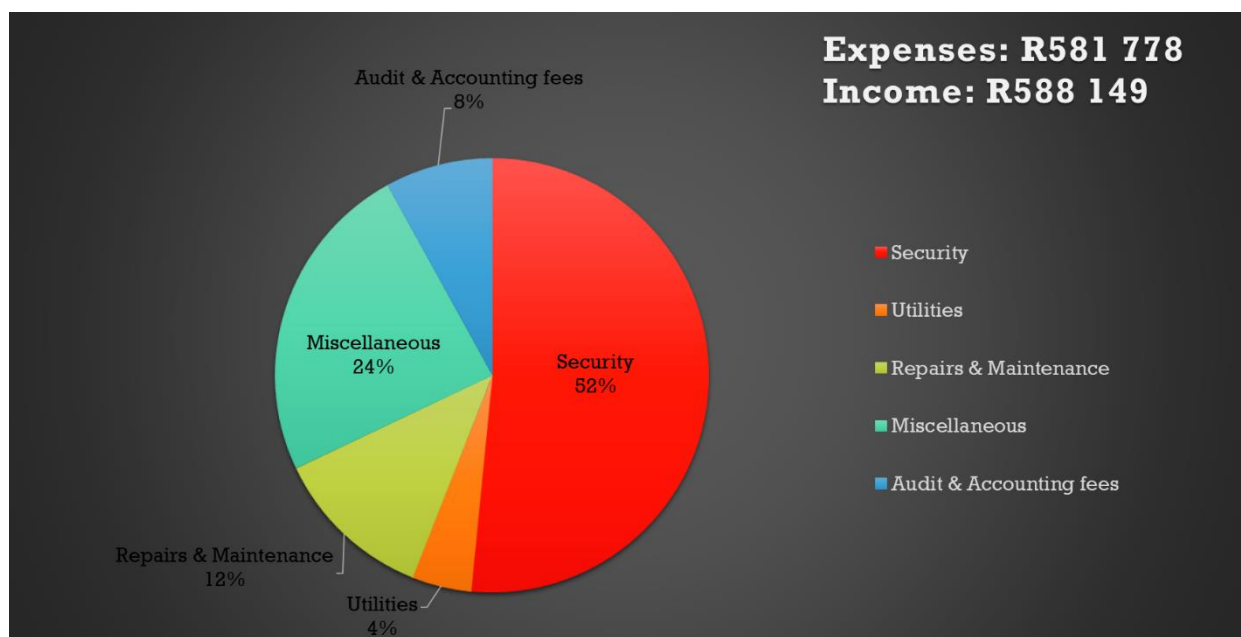
## ANNUAL FINANCIAL STATEMENTS FOR YEAR ENDING 28 FEBRUARY 2023

Graeme Scott from Bach Accountants and Management Consultants CC reviewed the audited financial statements for the year ending 28 February 2023.

The income statement as budgeted - the levies has not been increased. Expected income for the year was R588 149.

All expenses for the year were budgeted for, except for garden services. There were additional trees planted which increased this expense. Repairs and maintenance were also higher as budgeted, which included the upgrade of the braais in the park.

The biggest expenses as indicated below are:



No levy increases for the 2023-2024 year. The fee will remain the same, R2640 for the year.

The outstanding levies on 5 June 2023 is R214 535.30.

The bank balances as per 28 February 2023 is as follows:

|                                            | 2023    | 2022    |
|--------------------------------------------|---------|---------|
| Outstanding levies (as per 28 Feb 2023)    | 381,396 | 338,873 |
| Bank balances<br>(as per 28 Feb 2023)      | 69,412  | 181,908 |
| Investment account<br>(as per 28 Feb 2023) | 629,328 | 556,148 |

The financials were accepted and are available on the website: [www.detuinhoe.com](http://www.detuinhoe.com).

## BUDGET FOR YEAR ENDING 28 FEBRUARY 2024

Graeme Scott from Bach Accountants and Management Consultants reviewed the Budget for the year ending 28 February 2024.

There shall be no levy increase.

The budget for the gardening has increased since last year because of higher expenses. We do not expect it to be this high for 2024.

The budget for Improvements is R200 000 and this will be discussed in the Projects for 2024. These funds will be taken from the investment account.

There will be a deficit for this year of R169 045.00 which is still less than the R200 000 budgeted for.

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

The budget is available on the website: [www.detuinhoe.com](http://www.detuinhoe.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.

## LEVIES AND OUTSTANDING LEVIES

The levy amount will not increase for the new year, it will remain R2640 for a 5<sup>th</sup> year in a row.

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 2023 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.

The levies are something we cannot ignore. Part of being a home owner in De Tuin is paying the levies due to assets and general open spaces that needs to be maintained.

## SECURITY AND SAFETY IN DE TUIN

As communicated in my chairperson's report, 52% of our expenses covers security. 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 insurance has increased with R70.72 per month for the new financial year.

We received a grid failure exclusion that has been in effect from 1 April 2023. As far as I'm aware, this has been a product that has been initiated by most (if not all) insurances across the board, basically protecting insurance from Loadshedding damaged.

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 [detuinhoa@gmail.com](mailto:detuinhoa@gmail.com).

The insurance policy is available on request.

## BUILDING GUIDELINES AND PLANS

The chairperson asked all home owners to get their plans in order. 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.detuinhoa.co.za](http://www.detuinhoa.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.detuinhoa.co.za](http://www.detuinhoa.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
  - If you sell your home and the plans are not representative of the property, no clearance certificate will be issued until new plans have been lodged and approved by the City of Cape Town. This will delay your transfer process and ultimately you could lose the sale of your property.

The trustees are currently partnering with City of Cape Town with regards to a few homes that are not inside of regulations. This has been a lengthy process and ongoing, however confirmation was received that the first court case will happen in due course, should the owner not adhere to the requirements.

Due to the POPI act, information regarding these matters may not be named.

## DE TUIN CONSTITUTION

The update of the constitution has been mentioned in last year's AGM as the current one is outdated.

The chairperson has started with this and have had meetings with attorneys but have not come to a final script. Once that is reached, a special meeting will be held with home owners.

## POOL

The pool has been opened all summer. For the winter, the pool will remain closed.

With regards to the pool, leaks were detected on our piping that leads to the pool pump, which has been fixed.

Paving around the pool that was becoming loose, has been fixed.

A gate has been discussed for access to the pool.

The problem that was identified was that people outside of De Tuin is using our pool.

To address this problem, we need to make sure that the decision taken is the absolute best resolution for the problem.

If you have any suggestions or could help with the process, contact us so that we can set up a meeting.

The chairperson would like to thank Evert for putting much effort in with our pool!

Also, if there are any members that can assist Evert with tasks at times, please contact the trustees.

## PARK

The chairperson confirmed the total on the income statement includes new trees that were planted, pruning of trees as well as the monthly garden service costs.

The trustees also added 2 benches to the park which overlooks the play areas.

2 Braais were rebuilt for the use of all residents in De Tuin.

Then lastly, the planting of the “kei apple” trees that brought much conversation.

The chairperson thanked the home owners who were in support of this project and handled comments with respect.

## DE TUIN FUN DAY

One of the most memorable events last year was the Kids Fun Day on 17 December! 47 kids with their parents attended!

It was great to share this day with you and to meet so many of you! Thank you!

Going forward we would love to make this a yearly tradition on the first weekend of every December. Also inviting more residents.

If you have any ideas of how we can improve or include more people, please contact us.

## PROJECTS FOR 2024

The goal is to improve our area, but to keep within budget.

We have decided to add the cutting of the lawn on the right-hand side by the entrance of De Tuin. We will also plant a few trees to add to our environment.

Our constitution – We would like to get to the finish line with this one and hopefully will be able to soon have a special meeting with regards to this.

The walkway on our park was something that was introduced a few years ago and this is something we would like to start with. We would not be able to do all in one year, it will have to be broken up into segments over a few years so that the financial impact is not felt that hard. When the time comes, an open meeting will be held on the park so that home owners can share thoughts and ideas.

## APPOINTMENT OF TRUSTEES

The chairperson reminded the owners that the trustees are not out there to make things difficult for home owners.

They have the job of trying to think of the impact every decision has on everyone, but to keep everyone happy, is an impossible task.

The trustees are held accountable by the constitution, and they must abide by it, even if the constitution is outdated.

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       |

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.

Unfortunately, one of our trustee members – Hester Mostert resigned due to personal reasons. The chairperson thanked her for her support & effort during her period of being part of the trustees.

The chairperson announced that she will not be able to continue after 2 years. It has been a wonderful 2 years, but due to other responsibilities, she will no longer continue.

The chairperson also announced that there were 3 new trustee nominations:  
Shaun Biggs, Christo Theron & Elzana Witte

According to the constitution, a member can only be a trustee if they are a registered owner of a property and therefor Elzana Witte's application was declined.

The chairperson asked if there were any rejection to the 4 remaining trustees. After no objections, Juanita Wiese, Christine Swart, Evert Loo and Lizel Loo will remain as trustees for 2023/2024.

The new trustees, Shaun Biggs and Chris Theron has received enough votes and has been accepted to join the current trustees for 2023/2024.

## 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](mailto: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](mailto: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.