



MINUTES – ANNUAL GENERAL MEETING

19 June 2024 | 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.

The Chairperson introduced the current trustees who will be up for election for the 2024/2025 year.

Lisle Loo has stepped down as trustee and there will be a vacancy available.

ATTENDANCE REGISTER

Owners present at the meeting: 36

Proxies received: 11

MINUTES OF PREVIOUS MEETING

The Chairperson called for the motion to approve the minutes that were available from the website held on 6 June 2023. 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 2024

The chairperson's report was sent to all home owners on 30 May 2024 by email in advance of this meeting.

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

ANNUAL FINANCIAL STATEMENTS FOR YEAR ENDING 29 FEBRUARY 2024

Graeme Scott from Bach Accountants and Management Consultants CC reviewed the audited financial statements for the year ending 29 February 2024.

- The figures for the year ran very much according to the budget that was proposed.
- No major expenses stood out.
- Levies were the same for the last 6 years.
- Biggest expenses are for SJC Security and Garden Services.
- To consider is that the financial year-end is in February and the levy year-end is in June, therefor the cashflow is in order.
- There are still levies outstanding, most of the owners pay towards the end of June 2024. The levies that are due for more than one year, has been handed over to Louw & Coetzee Attorneys and together we are working hard to get this money in to get this amount smaller every year.

	2024	2023
Outstanding levies (as per 28 Feb 2024)	378,185	381,396
Outstanding levies on 19 June 2024 = R175 484		
Bank balances (as per 28 Feb 2024)	116,892	69,412
Bank balance on 19 June 2024 = R82 484		
Investment account (as per 28 Feb 2024)	577,678	629,328
Investment account on 19 June 2024 = R589 293		

- The water expense for the 2024 financial year is much higher than the previous year.
*This is due to a new water meter that was installed in May 2023 with a higher rate. The amount is not due to the leak in the park.

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

BUDGET FOR YEAR ENDING 28 FEBRUARY 2025

Graeme Scott from Bach Accountants and Management Consultants reviewed the Budget for the year ending 28 February 2025.

- It was suggested that the levy be increased for the first time in 6 years by 10%.
- R2640 increase to R2904, which is R242 per month = it will be an increase of R22 per month.
- On the budget, there is one single item that we need to consider, which is the swimming pool repairs and maintenance of R120 000.

An amount of R120 000 was proposed and eventually accepted when point number 8 on the Agenda was dealt with in great detail.

The budget is available on the website: www.detuinhwa.com.

The question was asked on how do we manage the current service providers in terms of costs - due diligence needs to be done to get market related quotes for all the service providers and to get all service level agreements in place.

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.

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 on a daily basis during the open season. Currently the pool is closed for the winter period.

Shaun Biggs was given the task of reporting on the swimming pool and common area.

He shared with the members the current issue with a water leak which was first reported to the City of Cape Town as far back as November 2023.

Evert who monitored the situation said it was difficult to establish initially that the water leak was affecting our water meter and bill as there was no indication on the meter that. However, after checking the meter more regularly it became apparent that our water consumption escalated substantially. Numerous calls were logged as the City of Cape Town was called upon to confirm that the whole they dug months ago to expose a leak in one corner of the park, was in fact not their responsibility. Each time they would change the status of “open” service requests to “closed” without any feedback.

Shaun Biggs finally went to the extreme of physically driving to Water and Sanitation’s Depot in Blommendal and directly to the Depot Manager. On the instruction of the Depot Manager, an Inspector followed him back to De Tuin. This official was later joined by the Depot Manager and they managed to find the stop cock. The water was shut down, and they also confirmed that the leak was coming from our inactive irrigation system which was installed some years ago and the duty to repair is definitely the responsibility of the HOA.

The question was asked what needs to be done – do we remove and disconnect the t-piece/cross section and run the line straight to the swimming pool which will disconnect the irrigation OR do we bypass the system, install a tap for the irrigation and re-connect it at a later stage? These options will be explored in the coming weeks so that the water supply to the swimming pool can finally be restored.

A suggestion was made by one of the members and supported by others, to consider installation of a pre-paid water meter system at the pool area. The viability of a pre-paid system will be researched and properly investigated by the board of Trustees.

Shaun introduced another challenge and called upon Evert Loo to explain to attendees the challenge with regard to a long bulge in the swimming pools fibre lining. For this reason R120 000 proposed for the new financial year was towards repairing the bulge in the fibre lining of the swimming pool (first quote = R61 000). The project to repair the fibre lining is estimated to take about one full week to complete. More quotes from other service providers will be obtained and decisions such as conserving water in bladders OR, replacing it with fresh municipal water after construction completed, will be carefully considered. According to pool experts consulted thus far,

the job might be far more than the initial amount quoted, hence the need to set aside R120,000 instead of under budgeting.

With regard to general safety and security in and around the swimming pool. We had a huge challenge with people from neighbouring areas walking into De Tuin to make use of the swimming pool. SJC's Security personnel does not have the mandate or the authority to physically remove such intruders. Our biggest priority is of course the safety of our children and residents. An urgent decision was taken by the board to install technology that would effectively deal with access control.

The investment in keypads at each gate and software will enable us to allocate a unique 4-digit pin code to each home owner.

Each home owner after receiving their unique code, will be responsible for handing it to their tenant.

At the time of the AGM we still had a universal pin, i.e.. only one PIN shared by everyone. The delay in sending the pin out prior was due to technical challenges with software that surfaced after installation. Evert said he had to make sure the system was working, testing the system and to make sure the gate opens and closed the way it should.

The pins will be sent out together with the new levy invoice as from the 1st of July 2024.

The pin code might be changed from time to time, but home owners will be notified via email, in advance.

There was an objection raised regarding the approval costs of the installation of the new digital system since, according to one of the members, the budget for the current financial year was never approved at the previous AGM. The response to this objection was that the budget that was not approved, was specifically in relation to a proposed project to beautify the common area at a cost of R200 000.

Given the ongoing need for repairs and maintenance in and around a swimming pool that was built more than 25 years ago, the members could not reasonably prioritise upgrading the area at the expense of more pressing matters.

Before purchasing the technology, we obtained quotes from no less than 4 service providers, before a decision was made by the board collectively. A fair amount of consultation preceded the installation as we had to consider, price, quality and after sales service as part of our due diligence in ensuring the best possible outcome.

The request to install the handrail at the pool was to cater for the safety and security for all residents using the pool, particularly the aged.

The question was asked why we don't use the funds from the Flexi Account that is currently in surplus. This money needs to be used for unexpected and unplanned expenditure. The surplus amount is also earmarked for a ten-year maintenance plan that must still be finalised.

SECURITY

Allan Grobler was thanked for the work that he is doing on behalf of the Brackenfell North Neighbourhood Watch.

Only 7 households are participating in the neighbourhood watch, which is shocking. If you want to be part of the neighbourhood watch, you can contact Allan.

De Tuin area is one of the safest areas in Brackenfell.

APPOINTMENT OF TRUSTEES 2024/2025

Lizel Loo is stepping down from the trustees, therefor we have 1 vacancy available. The term for all trustees came to an end at the AGM.

All trustees have been voted in for the new term of 2024/2025. No objections were received.

We received nominations for two new trustees, Lynn Fried and Gert Mostert.

Another nomination was made at the AGM, Ilze Naude.

All three nominations introduced themselves.

The home owners 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:

Lynn Fried - 10

Gert Mostert - 11

Ilze Naude – 17

Ilze Naude has been appointed as the new trustee for 2024/2025.

The trustees for the 2024/2025 are as follows:

Chris Theron

Shaun Biggs

David Naidoo

Evert Loo

Christine Swart

Ilze Naude

CONCLUSION

The increase for the levies has been accepted and approved.

The Chairperson closed the meeting at 21h00.

These minutes were approved by the Chairperson.

Signed at Brackenfell on 2 July 2024.



Chris Theron
Chairperson