



# **SPRINGERBAAI ANNUAL REPORT**

**BY**

**CHAIRPERSON AND TRUSTEES**

**20 December 2019**



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## 1. OVERVIEW BY THE CHAIRPERSON:

**ANDRE NEL**

It is our privilege to report back to the Home and Property Owners about the activities of the Board of Trustees of 2019.

The various portfolios were allocated as follows to the Trustees of 2019:

- |   |                                 |
|---|---------------------------------|
| • Human Resources, General Management, REVAG  | Andre Nel (Chairperson)         |
| • Communication, IT and Market values         | Michael Muirhead                |
| • Environmental and Game                      | Pieter van Greunen (Vice Chair) |
| • Building, Aesthetics, Security and Projects | Mark Rosenbaum                  |
| • Risk and Infrastructure                     | Gawie de Beer                   |
| • Finances & Legal                            | Daniel Tharratt                 |

The Board of Trustees had 6 meetings during the year, and we had good cooperation amongst ourselves. Some meetings were held on skype.

### Highlights of the year include the following:

- 2<sup>nd</sup> Viewing deck was built,
- 5-year plan was established,
- Website upgrade was completed,
- Continued with the Game Management Working Group and the creation of a Game Management Plan;
- Started a Wind Turbine investigation Working Group;
- facelifted our newsletter
- Various improvement projects like water tanks/troughs/dams, paths as well as improving the image at the gate house;
- Continued with various operating procedures that will assist with clarity and continuity;
- Grass burn was completed,
- Borehole and other drought mitigation projects were started,
- No major security or legal incidents;
- Delivered a vaal ribbok ram;
- Birth of 8 bontebok and 3 zebras;



**On the other hand, we also had some disappointments during the year, such as:**

- The continued drought that we faced affecting fauna and flora;
- Not completing the revision of the Management Plan,
- Renosterveld burn was not completed,
- 2 staff left us this year,
- Poor response on the compliance audits,
- Water network improvements were not completed,
- Complaints about the culling,
- Stopped the B&H case.

On the HR front, the new Superintendent, Jade Badenhorst as well as Gate Officer, Gerald Damons has been integrated into the team in a very positive way. The team has worked together extremely well under the Estate Manager and have significantly improved all responsibilities that they have taken on.

We thank the Management Team for their significant contribution this year to Springerbaai.

I also want to thank my fellow Trustees for the very time-consuming work and the respectful, patient and positive way that we cooperated during the year.

To all Homeowners, we believe that we have been honest and fair in the way we performed our roles. We may not have satisfied everyone's wishes and demands but believe that the majority of Homeowners can see that there has been significant improvement at Springerbaai Estate this year. Thank you to the HO's that have constructively contributed and commented to improve Springerbaai.

Let us reconfirm our Vision/Mission Statement:

*To sustain a secure and protected estate for peaceful, healthy, tranquil and safe co-existence of human, animal and nature by living in a harmonious environment where the needs of each are balanced. The vision supports the unique Ethos of Springerbaai by conserving indigenous fauna and flora, maintaining the aesthetic architecture, using sustainable energy resources and limiting disturbance of the natural environment whilst allowing for enjoyment of the property by the owners and for appreciation of their investment.*



We hope to see most of you at the AGM on 20 December at 9am, otherwise give a proxy to a fellow member of Springerbaai that will reflect your views.

## **2. GENERAL MANAGEMENT, REVAG & FMHC:**

**ANDRE NEL**

### **2.1. Work carried out during the year:**

- Re-appointed staff to the team,
- Introduced various Operating Procedures to ensure clarity and continuity.
- REVAG structure and membership revision promoted.
- Procedures and information were added to the website.
- Continued promoting communication with homeowners.

### **2.2. Work planned for 2020:**

- Review the Management Plan.
- Management to play a bigger part in continuity through procedures, database of documents and accountability.
- Continue to harness cooperation of members through working groups
- Work on the sustainability of Springerbaai by managing risks and threats
- More Communication with other estates, regional entities including FMHC, REVAG.
- Membership revision and Repayment to REVAG was not completed.

### **2.3. Objectives for General Management:**

- Trustees and Management to work well together for the aim of achieving the estate's vision.
- Ensure the sustainability of Springerbaai.
- Provision of clarity of roles in terms of clear objectives and agreed procedures.
- Management & Trustees to provide continuity in estate affairs.



### 3. HUMAN RESOURCES:

ANDRE NEL

#### 3.1. Work carried out during the year:

- Managing staff turnaround
- Resignation of Superintendent Albert de Villiers and appointment of Jade Badenhorst as Superintendent: Environment & Maintenance.
- Appointment of Gate Guard – Gerald Damons
- Reviewed Performance contracts and carried out 2 performance reviews.
- Empowered management through IT tools, training performed & initiative/proposals encouraged.
- Introduced Minimum wage legislation
- General worker (Siya) completed his learners and drivers' licence.

#### 3.2. Work planned for 2020:

- Quarterly performance appraisals of all staff.
- Purpose Driven Training to be assessed.
- Finish the operating procedures.
- Fully integrate and harness the value that new superintendent can bring

#### 3.3. Objectives for Human Resources:

- Ensure the right skills are employed to meet all the objectives of the estate.
- Fair treatment of staff and limit staff turnover through fair management practices.
- Reward excellent performance through fair salary increases and bonuses.
- Develop staff through training opportunities and by creating an environment of taking responsibility and ownership

### 4. LEGAL MATTERS:

DANIEL THARRATT

#### 4.1. Work carried out during the year:

- Sought legal advice to solve disagreements and issues that needed clarification & rectification.
- Did not continue with recovering the money from B&H Security, due to advice from the Springerbaai Attorneys.

#### 4.2. Work planned for 2020:

- Complete Legal Procedure;
- Consider structure of Springerbaai.



#### **4.3. Objectives for Legal Matters:**

- To apply the Springerbaai Constitution and regulations objectively and appropriately.
- Be fair, respectful towards all owners should disputes arise.
- Create awareness of conflict resolution channels available to the estate e.g. Ombud.
- Protect Springerbaai against contractors and suppliers that do not meet contractual agreements.

## **5. COMMUNICATION & MARKET VALUE:**

**MICHAEL MUIRHEAD**

### **5.1. Work carried out during the year:**

- A feature on the Springerbaai area was written and published in the Wildside magazine.
- We have successfully continued with WhatsApp as a form of communication.
- The Facebook page numbers have grown to 113 members.
- The Chairman sent out a number of communications after decisions made and objectives achieved at Trustees' meetings.
- The website's new design was completed.
- The quarterly newsletter was revamped and sent out after each Trustee meeting.
- A second study was undertaken to try and understand what impacts on and what has affected property values at Springerbaai, using bank property experts and other realtors.
- Facebook procedure was finalised and added to the website.

### **5.2. Work planned for 2020:**

- To increase market value of properties at Springerbaai by improving our image (subject to the steer from the AGM decisions):
  - By providing social media accessible to would-be visitors (in addition to existing closed groups)
  - This would include YouTube and Instagram
  - By improving the natural beauty of Springerbaai (dams, veld conditions and game)
- To promote a sense of community between Springerbaai owners through sharing of photos and interesting stories via social media and the newsletter.

### **5.3. Objectives for Communication:**

- To maintain and Improve communication and relationships with and between Homeowners.



- Transparency in finances & input in budgets.
- Open communication with Homeowners through newsletters, meetings and consideration of suggestions / comments.
- Making use of channels to improve and regulate the use of the Facebook Group and other media such as website, WhatsApp and drop box.
- Ensuring a tranquil and peaceful environment continues through adherence to regulations, compliance and prevention of disputes.
- Respecting the rights of the Homeowners

#### **5.4. Objectives for Market Value:**

To increase the value and sales of properties necessitated by:

- Creating awareness: promoting the image of Springerbaai specifically amongst our desired prospective homeowners without compromising.
  - Public social media channel
  - Journal articles
  - Promotional material
  - These are necessary for increasing interest in Springerbaai and therefore property values.
- Improving on-site aesthetics and facilities appeal:
  - Ensuring facilities and access to nature at Springerbaai is kept to high standards
  - Improvement of the natural appeal of the property (rehabilitation of dams, improvement of veld quality)
  - The image of our entrance / visibility of Springerbaai; and
- Promoting greater sense of community to encourage word and mouth referral
  - Most powerful means of lifting desirability of Springerbaai
  - Encourage holiday activities
  - Promote sharing of mutual interest stories (i.e. resident photos, local wildlife happenings, notable events).

## **6. INFRASTRUCTURE:**

**GAWIE DE BEER**

### **6.1. Introduction:**

In a previous annual report (December 2017) it was stated that a satisfactory to good driving experience for at least six months of the year would be an objective worth pursuing when planning and determining the future maintenance activities for the road network.





At the previous AGM (22 December 2018) the following overarching objectives for the existing road network was discussed and approved:

- Implement a re-gravelling programme that will result in specific sections of the access road being re-gravelled every 5 to 7 years in a systematic manner starting at the Gate House and ending at the View Site. Once the last section has been re-gravelled the process will be repeated, starting at the Gate House the following year.
- Construct a sand seal surface at the remaining steep sections of the road network – notably in Phase 3 and in the vicinity of the Skilpadplaas turn-off on the main access road.
- Apply a rejuvenating sand seal to the existing sections of the road which have a sand seal surface. It is envisaged that this work will commence in 2022.
- Regular inspections will be carried out on the internal gravel roads to ascertain any maintenance requirements.

## 6.2. Work carried out during the year:

- **Gravel Roads**

- **New Road Maintenance Contract:**

During July tenders were called for a new Maintenance Contract for the road infrastructure for the next 4 years. The current contract expires on the 31<sup>st</sup> March 2020.

Tenders were received from the following contractors:

- LNJ Construction (R 8 385 1850)
- Marracon Construction (R 9 502 955)
- Henra Civils (R 11 948 014)

The Tender Evaluation Committee has recommended to the Trustees that the lowest tender submitted by LNJ Construction be accepted for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2024.

Based on the budgets that the Trustees have prepared for the next 5 years, the actual projected spend on the maintenance of the roads are summarized in the following table:

ITEM	2020	2021	2022	2023
OPEX	R 120 000	R 128 500	R 137 400	R 147 000
CAPEX	R 350 000	R 374 500	R 400 715	R 428 765
<b>TOTAL</b>	<b>R 470 000</b>	<b>R 503 000</b>	<b>R 538 115</b>	<b>R 575 765</b>

The amounts in the table above are based on the rates supplied by LNJ Construction.



Members should note that the projected total spend for the duration of the contract, amounts to approximately 30% of the tender value. The reason being that there are items and quantities in the Bill of Quantities that under normal conditions will not be used but are provided for. In the case of emergencies, for example severe damage to roads during flooding, this will result in increased expenditure and the use of some of the additional items in the bill of quantities.

- **Blading** of the road surface to remove corrugations.
- **Re-gravelling** of the wearing course – approximately 400m of the main access road starting at chainage 2700m was re-gravelled. Since 2017 the entire gravel section of the main access road from the Gate House up to the turnoff to the view site has now been re-gravelled. Included in the re-graveling work completed this year, was a short section (100m) at the entrance to Phase 2 where the subbase was being badly exposed.
- **Potholes** on the existing sections of sand sealed access road were repaired in accordance with the specifications in the current maintenance contract.
- **Sand Seal Sections**  
Apart from pot-hole repair on the existing sand seal sections, the steep section on the east side of Phase 3 was treated with a new sand seal surface for approximately 110m.
- **Minor Maintenance carried out by Springerbaai Staff**  
Throughout the year Springerbaai staff attended to minor maintenance items which inter alia included the following:
  - Pot-hole repair on gravel sections of the roads
  - Shaping and clearing existing storm water side drains
  - Keeping plant and weed growth in check on the road verge
- **Bird Hide**

At the bird hide a contour was graded on the high side of the bird hide to enhance the flow of runoff from rainfall into the bird hide dam.

The surface area of the dam was reduced by approximately 60% by constructing earth berms on both sides of the central island. The smaller dam section was lined with heavy duty plastic sheets to reduce the loss of water through seepage.

The plastic sheeting was covered with a substantial layer of topsoil mixed with river sand to protect the sheeting from being damaged by the hooves of the animals.



- **View Site**

A second viewing deck was constructed close to the existing deck. In addition to fantastic sea views the new deck also allows inland views to the west.

- **Board Walks**

The normal oiling of the board walks and viewing decks was carried out during October. During this activity loose or broken planks/boards were repaired/replaced.

- **Boundary Fences**

No work was carried out on the perimeter fence.

Openings created under the fence by small animals are being repaired on a continuous basis by the Springerbaai maintenance team.

- **Fire Equipment**

Existing fire hydrants were serviced in May and the fire extinguishers of the members' homes are serviced in November month.

- **Super Sewers**

Normal maintenance by Omnisolar on the sewer pumps and associated infrastructure was carried out on a regular basis.

- **Water Network**

### **Water Reticulation**

The water network at Springerbaai was designed in accordance with the National Building Regulations – SANS 10200. The design standards for water networks are specified in the Guidelines for Human Settlement, Planning and Design, commonly referred to as the “Red Book”.

In accordance with the Red Book, Springerbaai is considered a low-density and low risk residential development. Separate water networks for fire-fighting and domestic use is not a requirement for this category of residential development. For fire-fighting purposes The Red Book specifies a minimum pressure and flow rate if one fire hydrant is opened. The minimum flow rate is 15 l/s at a minimum pressure of 70 kPa. To put these numbers into context, 100 kPa is equal to 10 Bar which amounts to a pressure exerted by a column of water 10m high.

Recent changes in our climate – longer and more frequent spells of above normal temperatures and below normal rainfall have again prompted the current debate whether the Red Book standards are still acceptable for Springerbaai. The events in the Eastern Cape and Knysna where veld/forest fires have caused extensive damage to many homes have again



focused attention on the risk that veld fires present. Only a few years ago veld fires threatened homes in Danabaai, which is closer to Springerbaai.

These events have resulted in several Insurers increasingly questioning the appropriateness of the Red Book standards for coastal developments such as Springerbaai. As an alternative, it is suggested that SANS 10400-T be considered for SB, which specifies flow rates of not less than 20 l/s at a minimum pressure of 300 kPa. The Trustees were concerned that not enough water is available to protect houses when a fire breaks out. There will not be enough water for sprinklers, hose reels and firefighting via the hydrants.

In response to the risk of veld fires destroying valuable homes at Springerbaai, the Trustees decided to initiate various procedural actions to ensure that Springerbaai is better prepared when threatened by veld fires.

These actions included the following:

- A comprehensive and detailed Fire Risk Operating Procedure (FROP) was compiled.
- Fire breaks along the East & West boundaries with neighbouring properties have been upgraded.
- Two additional bakkie sakkies have been acquired.
- Fire escape routes linking less accessible phases to the main access road have been identified.
- Fire-fighting equipment has been upgraded.
- A specialist Contractor (Tima Projects) was appointed to accurately measure the current flow rates and pressure readings at each of the existing fire hydrants and to suggest ways to improve the flow and pressure.

Field results carried out by Tima Projects during mid 2018 indicated that:

- Two hydrants located at Skilpadplaas do not satisfy the Red Book standards.
- Several more do not meet the SANS 10400 – T requirements.

Results of the field tests formed part of a report “Fire Hydrants and associated Fire Fighting Equipment Assessment at Springerbaai” dated 7 July 2018 prepared by Tima Projects. The report is attached as an Annexure C.2 to this document, including the measurements of the hydrants tested and map (Annexure C.3 & C.4).

At the AGM held during December 2018 it was decided to form a Technical Working Group to investigate and report on options to enhance the current water network.

A report, with the title “Gespreksdokument Rev 00”, (attached Annexure C.1) dated 17 April 2019 was prepared by Ian Grobler, a homeowner and a member of the Working Group. Ian is



a professionally registered Civil Engineer. Essentially the report made the following recommendations:

- It recommended acceptance of the Red Book specifications for the residential development at Springerbaai.
- It did not support a proposal to introduce a booster pump for the existing water network.
- It contained some recommendations to improve the effectiveness of the existing fire-fighting equipment – for example, the acquisition of an additional bakkie sakkie to be located in a strategic position close to the Nautilus boundary.
- It recommended that the existing water network be enhanced by connecting fire hydrants located in the vicinity of erven 112 and 117 in Skilpadplaas to the high-pressure zone. This can be done by laying a 110 mm diameter pipe from erf 138 in Melkhouthoek to link up with the two hydrants in question. These hydrants are currently connected to the low-pressure zone.
- It also recommended that houses which are rented out as guesthouses should comply with the requirements of SANS 10200 – T (4.58).

At a Trustee meeting in September 2019, the Trustees agreed to go ahead with the recommendation to lay a new 110 mm diameter watermain linking the fire hydrants in Skilpadplaas to the high-pressure zone (subject to the cost not being exorbitant). Tenders based on a Specification prepared by Ian were called for from three Contractors.

However, the cost of quotations received were considerably more than what Trustees had anticipated, and it was decided not to go ahead with the work during the current financial year but rather let the AGM vote on the go-ahead.

**Note:** The high-pressure zone is fed from the Jo-Jo tanks located at the construction camp. These tanks are at an elevation approximately 40 m higher than the existing concrete reservoir. By linking the affected fire hydrants in Skilpadplaas to the high-pressure zone will improve the pressure and flow readings at these fire hydrants. This can only be effective if that area is closed off from the main lines flowing from the reservoir. In addition, the higher-pressure tanks were also installed to give the new erven at Kershoutkruin & Melkhouthoek adequate water pressure.

### 6.3. Work planned for 2020

- **Blading (grading) of primarily the main access road:** Funds have been allocated to grade the gravel access road once during the 2020 financial year. This work has been scheduled to take place in late November 2020. The blading operation will focus primarily on the sections of road where severe corrugations have formed.
- **Re-Gravelling of sections of the main access road:** In accordance with the decision taken at the previous AGM (December 2018), the next section to be re-graveled will start at the turnoff to



the view site for approximately 700m. This work is scheduled to take place during August/September of 2020.

Once this section has been re-gravelled there remains approximately 1.4 km of the main access road to the start of the tar at the final downhill section ending at the view site car park that still needs to be done. It is envisaged that this work will be done in sequence as follows:

- 2021: section of approx. 700m
- 2022: the final section of approximately 700m ending at the View Site

This implies that in 2023 re-gravelling of the main access road will once again focus on the section of road starting at the Gate House.

Internal gravel roads generally carry less traffic at much lower speeds. These roads are inspected regularly and depending on the condition of these roads, maintenance work will be planned and scheduled accordingly.

- **Security Fence:** No major work is envisaged for the estate's boundary fences during 2020. The 5-year plan will include from 2021 a R100k per year replacement of the fence.
- **Boardwalks:** The usual boardwalk maintenance is again scheduled to be done during February/March of 2020.
- **Water Network:** Proposed and to be voted on that an additional fire hydrant be provided in Phase 5 to improve the reach of the fire brigade in that region should a fire threaten the estate from the Nautilus side.

The existing water network will be enhanced by extending the existing 110 mm diameter water main from the vicinity of erf 138 to connect to the existing network in Skilpadplaas in the vicinity of erf 117. The necessary thrust blocks and isolation valves will also be installed.

- **Sewers and Pump station:** The normal preventative maintenance of the sewers and pump station equipment will routinely be done throughout the year.

#### **Non- essential work which was not allowed for in the budget**

- Creating a smaller deeper Blue Crane dam is still being considered a possibility. As mentioned previously a smaller, deeper dam will remain full for much longer due to the reduced surface area of the smaller dam
- Investigating if it would be possible to divert rainwater from the channel running alongside the main tar road to Vleesbaai, into the small dam at the entrance to the estate.

#### **6.4. Objectives for Infrastructure:**

- Reduce our yearly investment in road maintenance.
- Maintain our Assets to achieve maximum economic life.
- Have sufficient infrastructure to protect and sustain the estate.



## 7. RISK MANAGEMENT:

GAWIE DE BEER /MARK ROSENBAUM

### 7.1. Work carried out during the year:

- Fire Risk Document (FROP) updated and added to website.
- Risk compliance audits scoped.
- Ecological grass veld burn.
- Fire units placed strategically: One fire unit placed at reservoir, one unit at the Gatehouse and the extra unit once received in December will be placed at the viewpoint.
- Water status determined, and proposals for water exploration obtained.

#### ○ Drought Risk: BOREHOLES:

The recent continued severe drought in the Western and Southern Cape is a real cause for concern. As a result, water restrictions have now been implemented by the Mossel Bay Municipality. We obtained tenders for boreholes at various depths in the vicinity of Uitkyk and Blue Crane. Should borehole water be found, it will be tested for use before further development is done around the borehole.

### 7.2. Work planned for 2020:

- Carry on requesting that members complete fire compliance work on gas, electricity and generators.
- Do the fire burn of the Renosterveld.
- Continue with proposed boreholes and investigate drought risk and water adequacy.
- Confirm and Implement borehole proposals.
- Confirm and implement fire water reticulation.

### 7.3. Objectives of Risk Management:

- Adequate risk management, protection of human life and our assets
- Minimise risk, protect our lives and assets through the implementation of an adequate and appropriate risk management plan.
- Detect threats and propose appropriate and timeous reactions

## 8. SECURITY:

MARK ROSENBAUM

### 8.1. Work carried out during the year

- Access control procedures reviewed, improved and put in place.





- A data base & schedules to record all vehicle & person entries, all incidents that impact on security & entry of Suiderkruis vehicles out of working hours, has been put in place and is monitored.
- Remote mobile call information, available only to HO's to open front gate is periodically checked to ensure compliance.
- Security gate controller, Gerald, has been issued with a security & name badge and wears a yellow vest to identify him as our official gate security personnel.

## **8.2. Work planned for 2020**

- Regular fence patrols and inspections as well as daily Management inspections to continue.
- Active gate control and recording of entries & incidents.
- Continued engagement with surrounding estates regarding local security matters.
- Limited access through second (wooden) sliding gate to be reviewed and presented to HO's.

## **8.3. Objectives for Security:**

- To involve neighbouring estates/farms proactively in increasing visibility of security measures especially around peak holiday times,
- To increase awareness amongst owners to remain vigilant and take ownership of their security.
- To sustain a secure and protected estate for peaceful, tranquil and a safe lifestyle by maintaining current security measures (beach gates, cameras, patrols, electric fences and computerised systems).
- Guiding Principles:
  - Security breach/incident reports to be kept up to date and reviewed monthly by Security Trustee and Estate Manager and presented at Trustee meetings;
  - Breach file is an official document;
  - Breaches to be fully investigated and improvement plans developed as and when deemed necessary.

## **9. ENVIRONMENT AND GAME MANAGEMENT:**

**PIETER VAN GREUNEN**

### **9.1. Work carried out during the year:**

- In August a cull of 54 springbok, 3 zebra and 5 bontebok was carried out. The game numbers before the cull: zebra 13, springbok +/- 94 and bontebok 25.
- Game Management Operating Manual and Procedure developed with grazing determination done.
- Track game market trends.





- Purchased a Vaalribbok ram.
- Keeping the Game stats file updated
- Mineral & salt licks at bird hide.
- Game Min-Hoof and Horn, mixed into the water troughs for iron and copper supplement.
- Mechanised gropper removal was done on suurvy.
- Troughs cleaned regularly.
- Trail path completed between Aalwynhoek & Bosbokrand walkways.
- Quotes for boreholes obtained.
- Veld burning programme developed.

#### **Latest game count:**

<b>SPECIES</b>	<b>TOTAL</b>
Bontebok	28
Springbok	44
Vaalribbok	3
Zebra	13

#### **9.2. Work planned for 2020:**

- Introduce 4 x Damara Springbok rams with tags. (Attached Annexure A.C)
- Monitor effectiveness of breeding and game counts according to Game Management Procedure.
- Mineral licks 4 x per year.
- 2 x game counts.
- Continue with Game - Min Hoof and Horn supplement.
- Investigate borehole water irrigation for grazing areas.
- Gropper and manual removal of suurvy. (Attached Annexure A.B)
- Planting of indigenous vegetation in area behind bird hide towards back road, sowing of grass seeds and watering areas.
- Grass veldt burning and Rhenoster bush burning to continue as per proposed. Watering and monitoring the Rhenoster vegetation after the burn. (attached Annexure A.A)



### 9.3. Objectives for Environment and Game

- Maintain and protect the natural environment (fauna, flora).
- Ensure aliens are eradicated.
- Introduce sufficient natural disaster precautions and planning e.g. Fire breaks & reaction.
- Take action against large-scale development in region (REVAG).
- Improve the use of green alternative resources and reduce waste and pollution.
- Encouraging water saving and storage as well as rainwater harvesting and storage.
- Reduce unnecessary driving on the estate.
- Co-existence of human, animal and nature by living in a harmonious environment.
- Protect fauna and flora.
- The sustainable use of wildlife is recognised as a sound form of conservation and will add value to estate and to the enjoyment of the property by the owners.
- The game to be managed and grazing carrying capacity will determine game numbers. This will be guided by the Game Management Operational procedure.

## 10. BUILDING AND AESTHETICS:

MARK ROSENBAUM

### 10.1 Work carried out during the year:

Building & Aesthetics Committee convened 11 times during the year.

- Scrutiny & site inspections were carried out on House 49, completed this year.
- Plans for houses on plots 81, 134, 135, were scrutinized for approval.
- Design Concept plans for new house on plot 133 were submitted for “approval in principle”.
- House on plots 81 & 134 commenced construction for completion in 2020.
- Plans for new house on plots 106 & 135 were withdrawn.
- Alterations to house on plot 28 carried out.
- Latest amendments to Architectural & Building Regulations (APRIL 2019) have been issued on the 13 May 2019 to all Members, Architects, Mossel Bay Municipality. Millers Attorneys, Rauch Gertenbach Attorneys and all active Estate Agents.
- A Contractors Booklet has been compiled and is to be issued to all contractors currently building.
- A sample of a timber gutter for thatch roofs has been installed at the gate house for inspection by Home Owners.
- A new “view point” deck was built at Uitkyk.
- A shelter for one sakkie bakkie was erected next to the reservoir.
- Roll down screens have been installed at the storeroom shed, next to the Nursery.



- Rainwater furrow formed to drain surface water to Birdhide dam.
- Part of the Birdhide dam was lined to help retain water.

**10.2. Work planned for 2020:**

- Work group to continue to carry out investigations on an aesthetically acceptable, bird safe, noise free & energy effective vertical axis wind turbine that can supplement solar power to homes.
- To continue to ensure optimal rainwater ‘capture’ & storage at the various Springerbaai facilities & structures are introduced.
- To erect water storage tanks next to the reservoir to collect rainwater off the reservoir roof to supply water for firefighting.

**10.3 Objectives for BAC:**

- Endeavour to maintain a unique and tranquil estate and ensure that fauna & flora are well looked after.
- Maintain the current ‘Architectural style’ and building aesthetics but continue to review & revise A&B Regulations as & when deemed necessary to improve liveability and sustainability.
- Review measures that improve sustainability by keeping up with technological advances in Energy efficiency (solar & wind power generation), conservation & exploration of water resources on the Estate.
- Ensure all existing buildings and infrastructure are maintained at a high standard.
- Improve public areas & Management facilities on the estate.
- Ensure disputes and complaints are fairly investigated and decision made by BAC and Trustees

**11. FINANCIAL AFFAIRS:**

**DANIEL THARRATT**

**11.1 Status of Investment and Reserves incl REVAG September 2019**

ABSA Investment – Contingency Fund:	<b>R 831 823</b>
At the beginning of the year	R 783 102
Transfer from General Reserves	
Interest Earned	R 48 821
ABSA Fixed Deposit – REVAG Fund:	<b>R 286 337</b>
Transferred from Standard Bank Equity	R 268 063
Interest Earned	R 18 274



## **11.2. Financial Controls**

Management continued to do monthly management reports against budget. Also, all invoicing/statements and bank recon to the management reports were done monthly.

## **11.3. Governance and Internal Controls**

Financial and Procurement Procedures and DOA remains in place.

## **11.4 Work Planned for 2020:**

- Workmans compensation finalised.
- Review and consider legal/tax structures.
- Investment Improvements.
- Monthly accounting Procedure to be drawn up.

**Please see 12 months Forecast for 2019 compared with Budget for 2019:**

<b>INCOME / REVENUE</b>	<b>BUDGET 2019 (12 Months)</b>	<b>ACTUAL REVENUE / FORECAST (to 31 Dec 19)</b>
Received prior years (Debtors) 2017/18		85,834.44
Received for Current year Levies 2019	2,223,000	2,208,802.05
Other income	76,000	275,107
<b>TOTAL INCOME (REVENUE)</b>	<b>2,299,000</b>	<b>2,569,744</b>
<b>EXPENSES (OPEX)</b>	<b>BUDGET 2019 (12 Months)</b>	<b>ACTUAL EXPENDITURE / FORECAST (to 31 Dec 19)</b>
Administration & General	225,169	270,643.92
Human Resources	739,224	778,428.41
Infrastructure (Opex)	426,074	350,575.78
HLP (Heat, Light & Power) - Water, Rates & Taxes, Energy	80,000	121,524.85
Environment & Game	86,750	61,528.56
Security, Fire & Safety	122,800	112,437.56
<b>SUB TOTAL - OPERATING EXPENSES</b>	<b>1,680,017</b>	<b>1,695,139</b>

<b>EXPENSES (CAPEX)</b>	<b>BUDGET 2019 (12 Months)</b>	<b>ACTUAL CAPEX EXPENDITURE / FORECAST (to 31 Dec 19)</b>
2nd Hand Vehicle (4x4 for Fire fighting)		200,000.00
Add Weathered Granite Material	255,000	368,300.00
Electric Drill	3,500	3,680.00
Fire Prevention - Extra Hoses & Hose Boxes @ Each Phase	27,000	15,670.00
Image Improvement - At Office Garden	2,000	2,749.00
Image Improvement - Main Gate Signage	4,000	298.41
Image Improvement Exp - Paths, Bird Hide, Dams	25,000	6,885.09
Improvement On Water Collection For Birdhide Dam	15,000	20,000.00
Market Value - Second Viewing Point	30,000	46,407.76
New Chainsaw	11,500	8,269.88
Nursery - Peat Mos, Compost, Vegetable Seeds	4,000	3,218.66
Water/drought Risk	30,000	20,669.18
Fire Prevention - Extra hoses & hose boxes		
Gropper for suurvy removal	23,000	20,000.00
New trailer	20,000	10,000.00
Nursery - improvements	4,000	2,500.00
Water - contractors repairs leakage	5,440	
Water works fire risk (improve Water pressure to Skilpadplaas, Hyc	70,000	
Wind energy solution - prototype	20,000	20,000.00
<b>CAPITAL EXPENDITURE</b>	<b>549,440</b>	<b>748,647.98</b>
<b>TOTAL OPERATING &amp; CAPEX EXPENDITURE</b>	<b>2,229,457</b>	<b>2,443,787.06</b>
		-
<b>OPERATING &amp; CAPEX RESULT - PROFIT (LOSS)</b>	<b>69,543.00</b>	<b>125,956.91</b>
		-
Carry over from 2018 Budget		<b>117,125.00</b>
Transfer to Reserve		<b>-100,000.00</b>
Decrease in Debtors	- 19,000	<b>-85,834.44</b>
Decrease in Creditors	- 20,000	
<b>TOTAL CASH EXPENDITURES</b>	<b>-39,000.00</b>	<b>-68,709.44</b>
		-
<b>TOTAL CASH MOVEMENT IN THE MONTH ( -OUT)/+IN</b>	<b>30,543.00</b>	<b>57,247.47</b>



- We plan to have an excess in the cash flow this year of R125 000, but we propose to allocate an additional R100 000 to the Reserve fund at the end of 2019
- R117 125 was brought in from prior year levies to set-off the Utility Vehicle expenditure
- R85 000 additional funds available due to collection of previous years unpaid levies that were collected during 2019 and has to be set-off against Debtors
- For 2019 Forecast we anticipate a saving of R57k that is proposed to be carried forward to the 2020 budget. This will be utilized for extension on Skilpadplaas water reticulation to enhance pressure.

#### **Proposed Capex expenditure as set out in Profit & Loss Statement**

- Continuation of Road maintenance program - R350K.
- Continuation of Fire equipment upgrades - R20k.
- Continuation of Bird hide water collection - R15K.
- Proposed spend on Borehole exploration for water security - R130k.
- Continuation on Suurvy eradication - R20K.
- Improvement of water pressure (through Skilpadplaas extension) - R 180K (additional 57k mentioned above, funded in 2019).
- Acquiring prototype wind generator for alternative power solution. R55K.

The Saving on the Budget was basically due to the Lease expired on bakkie, some projects less and Trustees less flying due to Skype meetings.

#### **11.5 Annual Financial Statements 2019:**

During the year under review FinCam (C Bredenkamp) performed the duties of Independent Accountant. Duties included processing the monthly salaries of management and staff and the preparation of the Annual Financial Statements.

The Annual Financial Statements prepared by the Independent Accountant is attached to this documentation. (Attached Annexure B)

#### **Salient issues in the AFS are:**

Please see below position at 30 September 2019 of the Assets and Liabilities:

Please note that the Budget runs from 1 Jan to 31 December but the Financial Statements remains from 1<sup>st</sup> October to 30<sup>th</sup> September every year:

Also see the Cash movement for the 12 months to 30 September 2019:

<b>BALANCE SHEET As at 30 September 2019</b>	<b>2018</b>	<b>2019</b>
<b>Fixed Assets</b>	<b>5,428,472</b>	<b>5,600,729</b>
Office Equipment	52,100	43,126
Vehicle	176,790	144,330
Security Equipment	114,640	97,100
Other sundry assets	15,478	63,390
Fixed Property (Land, Roads, Fence, Water)	5,069,464	5,252,783
<b>Investments &amp; Cash</b>	<b>2,136,354</b>	<b>2,964,951</b>
General Reserve Investment	783,102	831,923
REVAG Reserve Investment	268,063	286,337
Reserve Investments in Total	1,051,165	1,118,260
ABSA Operating Cash	1,085,189	1,846,691
<b>Debtors</b>	<b>116,610</b>	<b>20,232</b>
Staff Loans	-	1,770
<b>ALL ASSETS</b>	<b>7,681,436</b>	<b>8,587,682</b>
<b>ONLY LIABILITIES ARE:</b>		
<b>Liabilities</b>	<b>192,781</b>	<b>133,965</b>
Capital Portion on Bakkie Lease	65,736	-
Sundry Creditors and provisions 30/09	127,045	133,965



<b>CASH STATEMENTS for the Year to 30 September 2019</b>	<b>2018</b>	<b>2019</b>
<b>Operation Cash</b>	<b>769,275</b>	<b>1,073,542</b>
Revenue from Levies	2,110,197	2,386,218
Other Income	11,380	11,134
Net Interest earned	95,603	105,360
Supplier Cash Expenses	1,447,905	1,429,170
<b>Capital and Investments Cash</b>	<b>824,037</b>	<b>852,016</b>
Capital Cash Expenditure	541,286	783,102
Paid Lease Liability Bakkie	82,751	68,914
Transfer to Reserve Fund	200,000	-
<b>Cash for the year</b>	<b>- 54,762</b>	<b>221,526</b>
<b>Cash at beginning</b>	<b>1,082,976</b>	<b>1,085,189</b>
<b>CASH BALANCE end of year</b>	<b>1,028,214</b>	<b>1,306,715</b>

- To be forecasted that all the members will have paid up the levies by the end of 2019.
- Recon between AFS and Budget (3m 2018 and 9m 2019) - To be provided at AGM.

### 11.6 Proposed Budget for the 12 months to 31 December 2020:

<b>INCOME / REVENUE</b>	<b>ACTUAL REVENUE / FORECAST (to 31 Dec 19)</b>	<b>PROPOSED REVENUE BUDGET FOR 2020</b>
Received prior years (Debtors) 2017/18	85,834.44	-
Received for Current year Levies 2019	2,208,802.05	2,297,880.00
Other income	275,107	222,170
<b>TOTAL INCOME (REVENUE)</b>	<b>2,569,744</b>	<b>2,520,050</b>
		-
<b>EXPENSES (OPEX)</b>	<b>ACTUAL EXPENDITURE / FORECAST (to 31 Dec 19)</b>	<b>PROPOSED EXPENDITURE BUDGET FOR 2020</b>
Administration & General	270,643.92	283,180.00
Human Resources	778,428.41	794,355.00
Infrastructure (Opex)	350,575.78	359,604.85
HLP (Heat, Light & Power) - Water, Rates & Taxes, Energy	121,524.85	125,276.00
Environment & Game	61,528.56	83,000.00
Security, Fire & Safety	112,437.56	90,500.00
<b>SUB TOTAL - OPERATING EXPENSES</b>	<b>1,695,139</b>	<b>1,735,915.86</b>



EXPENSES (CAPEX)	ACTUAL CAPEX EXPENDITURE / FORECAST (to 31 Dec 19)	PROPOSED CAPEX EXPENDITURE BUDGET FOR 2020
2nd Hand Vehicle (4x4 for Fire fighting)	200,000.00	14,000.00
Add Weathered Granite Material	368,300.00	350,000.00
Electric Drill	3,680.00	
Fire Prevention - Extra Hoses & Hose Boxes @ Each Phase	15,670.00	20,000.00
Image Improvement - At Office Garden	2,749.00	
Image Improvement - Main Gate Signage	298.41	
Image Improvement Exp - Paths, Bird Hide, Dams	6,885.09	
Improvement On Water Collection For Birdhide Dam	20,000.00	15,000.00
Market Value - Second Viewing Point	46,407.76	
New Chainsaw	8,269.88	
Nursery - Peat Mos, Compost, Vegetable Seeds	3,218.66	
Water/drought Risk	20,669.18	130,000.00
Fire Prevention - Extra hoses & hose boxes		
Gropper for suurvy removal	20,000.00	20,000.00
New trailer	10,000.00	
Nursery - improvements	2,500.00	
Water - contractors repairs leakage		
Water works fire risk (improve Water pressure to Skilpadplaas, Hydrant)		180,000.00
Wind energy solution - prototype	20,000.00	55,000.00
<b>CAPITAL EXPENDITURE</b>	<b>748,647.98</b>	<b>784,000.00</b>
<b>TOTAL OPERATING &amp; CAPEX EXPENDITURE</b>	<b>2,443,787.06</b>	<b>2,519,915.86</b>
	-	-
<b>OPERATING &amp; CAPEX RESULT - PROFIT (LOSS)</b>	<b>125,956.91</b>	<b>134.20</b>
	-	
Carry over from 2018 Budget	<b>117,125.00</b>	
Transfer to Reserve	<b>-100,000.00</b>	
Decrease in Debtors	<b>-85,834.44</b>	
Decrease in Creditors		
<b>TOTAL CASH EXPENDITURES</b>	<b>-68,709.44</b>	<b>-</b>
	-	
<b>TOTAL CASH MOVEMENT IN THE MONTH ( - OUT)/+IN</b>	<b>57,247.47</b>	<b>134.20</b>

We believe we have covered the necessary expenditure to manage the estate for 2020 and keep levies reasonable. Discretion of 150k for Trustees provided in budget - would be granted.

### Principle approval of the 5-year plan (the 5-year plan is merely a guideline)

PROFIT & LOSS STATEMENT	B2019	F2019	F2020	F2021	F2022	F2023	F2024	F2025
	BUDGET 2019	FORECAST 2019	BUDGET 2020	Proposed 5 year plan	Proposed 5 year plan	Proposed 5 year plan	Proposed 5 year plan	Proposed 5 year plan
<b>REVENUE</b>								
<b>TOTAL INCOME</b>	2,299,000	2,569,743.97	2,520,050.06	2,530,800.70	2,515,474.49	2,524,668.32	2,534,461.78	2,659,791.30
Administration & General	225,169	270,643.92	283,180.00	294,507.20	306,287.49	318,538.99	331,280.55	344,531.77
Human Resources	739,224	778,428.41	794,482.92	834,207.07	875,917.42	924,968.80	976,767.05	1,031,466.01
Infrastructure (Opex)	426,074	350,575.78	359,604.85	378,752.29	390,114.86	393,067.86	420,582.61	450,023.40
HLP (Heat, Light & Power) - Water, Rates & Taxes, Energy	80,000	121,524.85	125,276.00	134,045.32	143,428.49	153,468.49	164,211.28	175,706.07
Environment & Game	86,750	61,528.56	83,000.00	86,090.00	92,116.30	98,564.44	105,463.95	112,846.43
Security & Fire, Safety	122,800	112,437.56	90,500.00	96,111.00	101,978.55	114,253.51	122,251.26	130,808.85
<b>SUB TOTAL - OPERATING EXPENSES</b>	<b>1,680,017</b>	<b>1,695,139.08</b>	<b>1,736,043.78</b>	<b>1,689,667.56</b>	<b>1,766,414.62</b>	<b>1,849,393.60</b>	<b>1,956,345.42</b>	<b>2,069,676.45</b>
2nd Hand Vehicle (4x4 for Fire Fighting)		200,000.00	14,000.00	-	8,000.00	-	-	211,000.00
Add Weathered Granite Material	255,000	368,300.00	350,000.00	480,897.00	520,330.55	522,085.00	533,894.00	320,564.00
Fire Prevention - Extra Hoses & Hose Boxes @ Each Phase	27,000	15,670.00	20,000.00	-	15,000.00	17,000.00	15,000.00	-
Image Improvement Exp - Paths, Bird Hide, Dams	25,000	6,885.09	-	-	-	-	-	-
Improvement On Water Collection For Birdhide Dam	15,000	20,000.00	15,000.00	16,050.00	17,173.50	18,375.65	19,661.94	21,038.28
Nursery - Peat Mos, Compost, Vegetable Seeds	4,000	3,218.66	-	5,000.00	-	6,000.00		6,000.00
Gropper for suury removal	23,000	20,000.00	20,000.00	21,400.00	22,898.00	24,729.84	26,460.93	28,313.19
Water works fire risk (improve Water pressure to Skilpadplaas, Hydrand	70,000	-	180,000.00	130,000.00	72,440.00	77,510.80	82,936.56	88,742.11
Wind energy solution - prototype	20,000	20,000.00	65,000.00	-	-	-	-	-
Fence Up garades.	-	-	-	87,000.00	93,090.00	99,606.30	-	-
<b>CAPITAL EXPENDITURE</b>	<b>549,440</b>	<b>748,647.98</b>	<b>784,000.00</b>	<b>740,347.00</b>	<b>748,932.05</b>	<b>775,307.59</b>	<b>677,953.42</b>	<b>690,657.58</b>
<b>TOTAL OPERATING &amp; CAPEX EXPENDITURE</b>	<b>2,229,457</b>	<b>2,443,787.06</b>	<b>2,520,043.78</b>	<b>2,430,014.56</b>	<b>2,515,346.67</b>	<b>2,624,701.19</b>	<b>2,634,298.85</b>	<b>2,760,334.03</b>
<b>OPERATING &amp; CAPEX RESULT - PROFIT (LOSS)</b>	<b>69,543</b>	<b>125,956.91</b>	<b>6.28</b>	<b>100,786.15</b>	<b>-127.82</b>	<b>100,032.87</b>	<b>99,837.07</b>	<b>100,542.73</b>
Transfer to Reserve	-	-100,000.00	-	100,000.00	-	100,000.00	100,000.00	100,000.00
<b>TOTAL CASH EXPENDITURES</b>	<b>- 39,000</b>	<b>-68,709.44</b>	<b>-</b>	<b>-100,000.00</b>	<b>-</b>	<b>-100,000.00</b>	<b>-100,000.00</b>	<b>-100,000.00</b>
<b>TOTAL CASH MOVEMENT IN THE MONTH (-OUT)/+IN</b>	<b>30,543</b>	<b>57,247.47</b>	<b>6.28</b>	<b>786.15</b>	<b>-127.82</b>	<b>32.87</b>	<b>-162.93</b>	<b>542.73</b>



A 5-year plan was drawn up as guideline. 2020 to be reviewed and then AGM can decide what level of compliance we need to have with the plan. We propose every year to be reviewed and modified at AGM.

### **11.7 Objectives for Finances:**

- Through sound and transparent financial management, match annual levies with the necessary expenses which are required to maintain our assets.
- Keep annual levies at an affordable and acceptable level whilst maintaining adequate capital reserves.
- Improve transparency and involvement with the finances.
- In order for the estate to be sustainable, the levies need to be acceptable and affordable.
- Match levies with necessary expenses whilst maintaining an adequate capital reserve.
- Avoid unnecessary and wasteful costs like legal, fraud, accidents by improving internal control.
- Sound investment and procurement decisions through improved contracting and assessment.