

SPRINGERBAAI HOME OWNERS' ASSOCIATION

MINUTES OF ANNUAL GENERAL MEETING HELD AT EXCELSIOR WEDDING VENUE 20 DECEMBER 2019 AT 10H00

1. OPENING AND WELCOME

The Chairperson, Andre Nel, welcomed everyone to the Annual General Meeting of the Home Owners' Association for 2018.

2. ATTENDANCE:

PRESENT:

<i>MEMBER</i>	<i>VOTES</i>	<i>MEMBER</i>	<i>VOTES</i>
Andre Nel	2	Willi Hollenstein	1
Gawie de Beer	2	Vishwas Satgar	1
Mark Rosenbaum	1	Michelle Williams	
Daniel Tharratt	1	Annie Hollenstein	
Pieter van Greunen - SKYPE	1	June Doyle	
Gerald Human	1	Attie van Zyl	3
Caroline Human		Des Doyle	2
Jan Venter	1	Riana Rosenbaum	
Melanie van Vuuren	1	Talitha Venter	
Mariaan Basson	1	Jade Badenhorst	
Mareo Bekker	3		
Marille Bass			
Maria Appert			
Philip de Vaal	1	<i><u>APOLOGIES:</u></i>	
Pierre van der Berg	1	Thys & Cornel Engelbrecht	2
Fanus le Roux	2	Diane Orban / Johann Boshoff	1
Andre de Wet-Roos	1	Stuart Cox	1
Ruth Mills	1	Julius Cilliers	1
Rodney Teasdale	1	Sonja & Roel Bouwkamp	1
Christel le Roux		Judy & Leon Ravell	1
Ian Grobler	2	Pinky & Richard van Schalkwyk	1
Michael Muirhead – SKYPE	1	Lesley & Bill Green	1
Theuns Eloff	2	Nico Olivier & Marianne Voigt	1
Suzette Eloff			

<u>PROXIES</u>		<u>PROXIES</u>	
Wynand Pretorius	1	Carel & Elmare Goosen	1
Manie van Rensburg	2	Carla Appert	2
Michael Muirhead	1	Robert Bass	1
Paul Mills	1	Robyn Mills	1
Roger Davidson	1	Carel & Janet Strydom	1
Harry & Marianne Graf	2	Christina Owen-Hamman (Nel)	1
Richard Williams	1	Clipstone Webber	1
Hermanus Smith	1	Hercules Weyers	1
Andre Els	1	Erhardt Burger	1
Pieter Botha	1	Peter Balt	1
Keith & Michelle Lilley	1	Herman & Elizabeth Pieterse	2
Pieter van Greunen	1	Beate Knechtel	1

The Chairperson welcomed and thanked the members for their presence. The Chairperson thanked Talitha and her staff for all their hard work and team effort and thanks to the Trustees for their time and effort the past 3 years.

The decisions will be done on a vote paper and each member and members with proxies will receive a form with each vote on. The votes will be calculated by TV on an excel spreadsheet.

The Estate Manager ("TV") confirmed that all members received timeous notice of the meeting, the agenda and all the other annexures to the notice of the meeting and that the decisions will therefore as far as possible be in line with circulated documents. Not intending to do new decisions or materially different decisions than circulated.

Two Trustees, Michael Muirhead & Pieter van Greunen will dial in via Skype to present their sections.

The notice of meeting was taken as read. A quorum was present due to 60/117 members. The Chairperson declared the meeting properly constituted.

3. DETERMINATION OF AGENDA

The agenda was accepted.

4. MINUTES OF ANNUAL GENERAL MEETING OF 22 DECEMBER 2018

The minutes of meeting of 22 December 2018 were taken as read and **APPROVED**.

5. REPORT BY CHAIRPERSON AND TRUSTEES

5.1 OVERVIEW BY THE CHAIRPERSON FOR THE PAST YEAR

ANDRE NEL

The Chairperson thanked the Board of Trustees and Management and the team for their hard work. Every year there are compliments and complaints received regarding Management and was discussed with the Trustees and felt it was not necessary to discuss separate from Management. It is brought up and dealt with during the performance evaluations, which is done twice a year. There were aspects where controls slipped with management this year and was recorded in the evaluation.

The presentation was emailed before the AGM some minor changes have been made. A section was included on items which the chairperson requested to be continued during 2020.

The challenges are to find the time to do the work for the Trustees. Management team is thin, and half the estate has been built, more work will come as the Estate is being built up. The labour cost will increase in the future as more work is required when more houses are built. Investigative/research work before proposals can be made, takes time and can only be done by Trustees, Management or Consultants/contractors. Even to get the scope out requires time and experience, if we use contractors. So it is a trade-off what management is doing, trustees are doing and what can be outsourced.

The Chairman thanked the members for their participation and for their emails and contributions and all emails are discussed and considered but not all agreed to.

The Trustees always try and find the balance between each other and the proposals and contributions from members.

High lights:

- 2nd Viewing deck was built,
- 5-year plan was established,
- All the levies from previous years and for 2019 were collected.
- 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;

Low points:

- 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.

Numerous procedures have been implemented and the management plan needs to be reviewed and updated, the Trustees need to ensure that this is completed in 2020.

The B&H case was not continued due to advice from the Lawyers and it was written off.

Members are requested to please make yourself available and inform Management or Trustees to join / be part of the Working Groups.

He brought the Vision/Mission again to the member's attention:

Vision that underpins the proposed 2020 Springerbaai Budget:

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.

5.2. GENERAL MANAGEMENT, REVAG AND FMHC

ANDRE NEL

Work carried out during 2019:

- 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.

- Continue with working groups.

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.

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.

Trustees and Management to work well together for the aim of achieving the estate's vision.

- Management performing their roles in terms of clear objectives and agreed procedures.

REVAG

ANDRE NEL

The Chairperson explained that REVAG requested that a portion of the R 2000 per home owner to be paid over into their account, This was approved in 2018 that the money will be paid over and it was subject to REVAG completing a few changes and make some commitments;; one was to have more control over the expenditure and change their Constitution and compile a procedure. If they act on a threat and it requires a certain amount that they can have General Meeting if it is above R 50 000, this was approved. The only outstanding matter is the contributions from previous years, we believe that voting rights should be in line with the size of contributions. Some monies were however donated, and some monies were for membership fees, this needs to be clarified. The voting rights should then be confirmed. REVAG needs to clarify the history of payments and what is the voting rights of each Estate / member. Springerbaai must pay over 31% as per AGM 2018.

FRANSMANSHOEK CONSERVANCY:

The Chairperson stated that the issue is similar to REVAG except their structure is less governed, not clear how the voting rights work. They rely on donations; the Chairman would like them to clarify who benefits from the Conservancy. The Mossel Bay Municipality is currently drawing up documents to be part of the Conservancy. The rates are based on the length of each properties coastline. Certain areas have more owners living on a smaller section of coastline. The 2020 Trustees to follow up.

5.3. HUMAN RESOURCES

ANDRE NEL

Work carried out during the 2019:

- 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.

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. What is needed for the labour for long term for the following year.

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.

5.4

LEGAL:

DANIEL THARRATT

Work carried out during 2019:

- 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.

Work planned for 2020:

- Complete Legal Procedure;
- Consider structure of Springerbaai.
- Completing our CISOS compliance regarding the 5-year plan and our standards in place.

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.

Comments / Questions: A member wanted to confirm that the Uttley / Graf was resolved, and the Chairman confirmed that it had been resolved and one point was changed in the BAC regulations.

5.5

COMMUNICATION & MARKET VALUE:

MICHAEL MUIRHEAD

Work carried out during 2019:

- 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. Wasn't a formal study.

- Facebook procedure was finalised and added to the website.

Work planned for 2020:

- To increase market value of properties at Springerbaai by improving our image.
 - 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.

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.

Objectives for Market Value:

To increase the value and sales of properties necessitated by:

- o 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.
- o 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
- o 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).

Comments / Questions: A concern was raised regarding the open Facebook & Instagram account to be managed by Management, Springerbaai HOA becomes responsible for the comments posted on for example racism, sexism etc., is Management equipped regarding the risk. Michael explained there must be a distinction between the open and closed Facebook page; as the Administrator, Management and the Trustees one can remove the negative comments, very controlled environment, the closed groups is manageable for Management and Trustee due to the low activity.

Regarding an open Facebook page there is a bigger risk and visible before it is detected and could anytime be removed once detected. Not sure that there is a legal risk. The Chairman stated that the Legal issue for example liability and privacy needs to be clarified by the Legal Trustee. The legal opinion needs to be circulated before opening the FB. The 2 administrators need to get a notice once an update has been done on the open Facebook.

The decisions need to be taken and once this is clear then the Trustees need to look at the legal issue on an Open Facebook and Instagram account. There are other open Facebook pages which should be consolidated.

This was discussed and another concern was raised regarding members privacy and what is our goal regarding these pages and must be kept very general information. The reason for the Open Facebook and Instagram is partly to promote / open up Springerbaai to the market and to also share information amongst themselves i.e. Open up the communication. The Chairman stated that if this doesn't work that the new Trustees must stop the platforms. The decisions are to steer the Trustees how to manage the platforms.

Michael stated that anyone can create an open Facebook and Springerbaai can be powerless to change anything. Having an official Facebook, it creates a channel that it can be posted via the official channel and by virtue of this there is a degree of control and awareness of what is being said.

Facebook can be used a marketing tool; it is more of a digital word and mouth.

A member stated the he doesn't think that Facebook is a marketing tool, it is a specific lifestyle. He stated that an article in a relevant magazine could have more of an effect.

The legal liability needs to be clarified before the process is started. The legal advice needs to be shared.

Daniel explained that as long as the community (Springerbaai) doesn't interact or retaliate towards somebodies' action Springerbaai is legally covered. As long as the members understand the rules and regulations.

A member questioned what was the market value add to a property on a specific platform, it was explained by Daniel that one doesn't know which specific platform helped with the marketing of the property it can be any one or all of them that contributed.

A member proposed that the road sign need to be upgraded and added at the Springerbaai entrance, this will help with the marketing and visibility.

Decisions as a part of the market value work: We following proposed decisions were voted on to allow Homeowners to determine the direction of the Market Value improvement:

- A. In addition to the closed Facebook members group for Springerbaai residents, we propose to have an OPEN Facebook page for promotion of Springerbaai and surrounds, monitored and maintained by the Estate Manager and Communications Trustee. **DECISION APPROVED (35/23)**
But subject to the legal opinion above
- B. We would like to propose to open an Instagram account for sharing of photos of events and scenery of the estate and surrounds. **DECISION NOT APPROVED (34/25)**
- C. To compile a YouTube video of the Estate to be made available, in order to give prospective visitors a sense of Springerbaai and surrounds. **DECISION APPROVED (47/13)**
- D. We propose for approval that Springerbaai Estate should be able to promote itself through articles in selected magazines that support our ethos and environment. **DECISION APPROVED (58/2)**
- E. Propose to further improve the Estate's image and offering to Homeowners by considering further paths, trails, bird watching areas and improving current fire escape road. Total of R15 000. **DECISION APPROVED (54/6)**

5.6 INFRASTRUCTURE

GAWIE DE BEER

Work carried out during 2019:

- **Roads:** The Tender Evaluation Committee has recommended to the Trustees that the lowest tender submitted by LNJ Construction be accepted for the period 1st April 2020 – 31st March 2024.
- **Blading:** No blading was done on the roads in 2019.
- **Re-graveling:** Approx. 400m of the main access road and 100m at the entrance of phase 2.
- **Potholes:** Sand sealed sections were repaired by LNJ Construction, and repairs done by

Springerbaai staff.

- **Sand seal section:** Steep section in Phase 3 was treated with a new sand seal surface of 110m.
- **Bird hide:** Contour was graded, surface of dam was reduced constructing berms and plastic sheeting to reduce loss of water through seepage.
- **View site:** Second deck was constructed, protected by the easterly winds.
- **Boardwalks:** Normal oiling and repairs to broken boards was done in October.
- **Boundary fence:** No major work was carried out.
- **Fire equipment:** Fire hydrants were serviced in May and fire extinguishers were serviced in November.
- **Super sewers:** Normal maintenance by Omnisolar are carried out on a monthly basis.
- **Water reticulation:** Decisions to be made regarding the water reticulation

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-gravelled 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:

- o 2021: section of approx. 700m
- o 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

- o 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
- o 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.

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 Reduce our yearly investment in road maintenance.
- Maintain our Assets to achieve maximum economic life.

Comments / Questions: A member stated that there is a better type of seal to be used and this idea for the main road must not be discarded, **the Infrastructure Trustee must investigate** the different types of road seals.

Gawie stated that the sand seal might have to be rejuvenated in a year or two, but this is specified in the tender document. A question was asked whether the tender has allowed for the sand seal section at the tender prices. Gawie explained that the contractor is aware of the tender contract and that the work is only based on our budget for the year. Another question was asked what the increase in price per year for the next 4 years, the Chairman stated that the increase was in line with inflation. Information to be shared about the actual increase.

The actual scope of the tender was questioned since we know only specific work will be done. the tender cannot just be done based on rates and maximum values. The Trustees need to inform the members of what the evaluation in terms of price would be if we just do the work that is planned in the budget (the mix of rates and quantities could affect the evaluation). This needs to be circulated.

A question was asked whether the neighbours contribute to the replacement of the fences and Talitha stated that they were asked, and they were not willing.

Decisions Required from Home Owners regarding Infrastructure:

ROADS: New Road Maintenance Contract:

- A. We therefore recommend to the AGM for approval of LNJ Civil Contractors for the new 4-year Road Maintenance Contract (as per information provided in the Annual Report, the tender submitted) as from the 1st April 2020 to 31st March 2024. **DECISION APPROVED (60/0)**

MAINTENANCE & ASSETS:

- B. We submit for approval that replacement of the fence on the Nautilus East boundary takes place over 3 years starting in 2021. That funds of approximately R100 000 per annum (inflation included) as budgeted for the replacement of 1.2 km per annum is approved for the next 3 years. No work on Electric fence will take place. **DECISION APPROVED (56/4)**

5.7 RISK MANAGEMENT

GAWIE DE BEER

Work carried out during 2019:

- 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.

o 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.

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.

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

Comments / questions: A member explained regarding the SANS requirements in which he has experience and stated that the SANS requirements in option 2 is not applicable to Springerbaai development. He proposed that the members must think clearly about which options must be voted on. He stated that the report that Ian Grobler did for option 1 was done very thoroughly.

Another member thanked the Trustees and work groups for being pro-active. He stated that the threats being faced regarding fire needs to be addressed and the droughts need to be more pro-active, what needs to be done regarding climate change. A more holistic Risk management should be considered since climate change and socio changes in South Africa will affect the situation at Springerbaai. The Chairman explained that risk was brought in and the risk portfolio needs to be broadened by the new board of Trustees. A Risk work group can be started since various members like Vish Satgar will take part and it is important to the sustainability of the estate. It was agreed that this initiative be taken further

And would like to comment on Jan's input that the reason for option 2 is not just about SANS versus Red book, it is more to find out what would it cost if the estate needs to build another reservoir and we are looking at boreholes were must the water be stored, how must we go about to increase the pressure.

A member needed clarity on the borehole that was drilled by the Municipality years ago, Talitha stated that it was drilled in 2007 near the gatehouse and the depth was 204m and the quality was not for human or animal consumption. But the actual results could not be found.

Decisions Required from Home Owners regarding Risk Management: (One vote for any of the 4 options)

A WATER RETICULATION:

The Trustees decided to table the following **FOUR OPTIONS** for a decision by the homeowners at the AGM:

- 1. Option 1:** Agree that the design standards as specified in the Red Book are acceptable for Springerbaai. Accept the lowest quotation received from Langeberg Construction in the amount of R234 405 (incl VAT) for the installation of a 110 mm diameter pipeline linking the existing fire hydrants in Skilpadplaas to the high-level pressure zone in Melkhouhoek. After completion of the work, flow and pressure readings will again be carried out at the affected fire hydrants and the results communicated to the homeowners. That the AGM in this instance confirm that no additional work is required from the Trustees to ensure water flow and pressures are improved but that the water pressures as measured should be maintained. **DECISION APPROVED (37 VOTES)**
- 2. Option 2:** Agree to accept the design standards specified in SANS 10400-T and appoint a suitably qualified and experienced professional with the following clear instruction:
Part A - Determine what could be done to improve the water pressure and flow that does not meet the standards. As alternative determine the cost of introducing a booster pump to the existing network. Allowances will have to be made to ensure that the internal reticulation of existing homes are adequately safeguarded against the effect of pressure spikes, also known as a water hammer, when the pump is switched on and off. The cost of this option will have to include for all the required controls, valves, electrical switchgear, pressure reducing valves, etc.

Consideration must be given to ensure that the pump is accessible, secure and easy to maintain. The cost estimate must include the projected maintenance and replacement costs of the pump and its parts for the next 5 years. Or alternative e.g.: an elevated reservoir to be considered and costed. **(0 VOTES)**

Part B - Design and prepare a cost estimate for a network where the fire mains /hydrants water supply is separated from the reticulation for normal domestic use. In this instance a booster pump or other measures will probably still be required to ensure adequate flow and pressure readings on the dedicated fire main are maintained. The cost estimate should make allowance to carry out the required field tests to confirm that the flow and pressure readings at the existing fire hydrants conform to the requirements of SANS 10400 T. This option must make provision that the installation can be done in a phased approach within a reasonable time frame of 3 to 5 years. An amount of R 65 000 to be approved to be spent on professional fees if Option 2 is approved by the AGM. **(0 VOTES)**

3. **Option 3:** Agree to accept both options 1 & 2 without selecting which standards are acceptable but require the following: 1) Pipe to be extended to Skilpadplaas (per option 1) AND 2) To approve the Consulting fees for investigation work and scoping and costing of various options (per option 2). **(19 VOTES)**
4. **Option 4:** Agree to not continue any of the abovementioned work and options. **(4 VOTES)**

BOREHOLES:

- B. We recommend approval to drill strategic boreholes for potentially filling of 2 existing dams, irrigation and for storage of water for firefighting purposes. TOTAL proposed budget R 130 000. We provisionally obtained tenders for boreholes at various depths in the vicinity of Uitkyk and at Blue Crane dam. **DECISION APPROVED (60/0)**

5.8 SECURITY

MARK ROSENBAUM

Work carried out during 2019:

- 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 to be 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.

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.

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 a peaceful, tranquil and safe lifestyle by maintaining current security measures (beach gates, cameras, patrols, electric fences and computerised systems).
- **Guiding Principles:**
 - o Security breach/incident reports to be kept up to date and reviewed monthly by Security Trustee and Estate Manager and presented at Trustee meetings;
 - o Breach file is an official document;
 - o Breaches to be fully investigated and improvement plans developed as and when deemed necessary.

Comments / questions: No questions.

Decision required from Home Owners regarding Security:

A. We propose to allow registered Security Companies appointed/contracted by Homeowners to enter Springerbaai Estate on their own accord (with dedicated tag), to attend to incidents and alarm signals. The vehicles and staff of a registered Security company will be subject to strict and adequate monitoring. Currently the only registered Security Company is Suiderkruis Security. The purpose of monitoring the armed response staff / vehicles is to ensure that the security company, which will be required to have tracking devices fitted on their vehicles, provide Springerbaai Security with a weekly schedule of all their call-outs to the Estate after hours and on weekends. This will apply to every registered Security Company operating on the Estate. The use of tracking devices enables us to identify and pinpoint their whereabouts during armed response call outs. In addition, a report will be requested weekly from the Security companies to confirm the reason for their trips to the estate after business hours. **DECISION APPROVED (60/0)**

5.9 ENVIRONMENT AND GAME

PIETER VAN GREUNEN

Work carried out in 2019:

- 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:

SPECIES	TOTAL
Bontebok	28
Springbok	44
Vaalribbok	3
Zebra	13

Work planned for 2020:

- Introduce 4 x Damara Springbok rams with tags.
- 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.
- 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.

Objectives for Environment & Game Management:

- 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.

See map below for BURN in 2020:

YELLOW is the grassland burn in 2020

BLUE block is the Rhenoster Thicket in 2020



See map below for SUURVY REMOVAL in 2020:



Chairman stated that there were complaints about the Rams being shot out and some might have been bought in the past. Also, that some members wanted to buy springbok, and these aspects to be considered in the future.

Comments / Questions: A question regarding the new springbok will be introduced and it is in the plan to purchased Damara Springbok and will be tagged. Pieter stated that the sex ration will be determined, and game counts will continue.

An aspect was raised a concern regarding the suurvuy, he is concerned that we are not going to win if it is done in section per section, he proposes that a major effort be done with the suurvuy this year. A once off dramatic impact. Pieter stated that this will be looked at to ensure a more serious clearing of suurvuy. The gropper is the most sufficient way to clear the suurvuy and the follow up clearing after the gropper has to be done and this is done manually, more planning to be done for the clearing of the suurvuy in 2020. It was requested that more money be put aside in the budget for making bigger inroads in the suurvuy problem

Another proposal is to spray with herbicide and the comment must be taken aboard and discussed.

A member questioned the reasoning behind the burning of the renosterveld, the Chairman stated that the burn was done was part of the fire plan and this forms part of the environmental plan, as well as a fire protection and an ecological part for the burn. A lot will be achieved and the Renosterveld needs

fire to rejuvenate. The fire break made around the area being burnt was a request from the Fire Department.

Decisions required from Home Owners regarding Environment:

- A. We propose to continue with the controlled ecological Renosterveld and grazing veld burns as per approval from 2018 AGM. **DECISION APPROVED (57/3)**
- B. We propose to continue clearing suurvly and to sow suitable select grass seeds in areas where suurvly has been cleared & the acidic soil has been neutralized. **DECISION APPROVED (60/0)**
- C. We propose to continue creating more seclusion plots in grazing areas and planting bigger trees, starting at the bird hide dam. **DECISION APPROVED (60/0)**

Decisions required from Home Owners regarding Game Management:

- A. We propose to re-approval the Game Management Proposal for 2020. **DECISION APPROVED (57/3)**

5.10 BUILDING AND AESTHETICS:

MARK ROSENBAUM

Work carried out in 2019:

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 “viewpoint” 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.

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.

Objectives for Aesthetics and Building:

- Endeavour to maintain a unique and tranquil estate and ensure that fauna & flora are well looked after.
- Maintain the current 'Architectural style' and building aesthetic but continue to review & revise A&B Regulations as & when deemed necessary to improve our lifestyle 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 by the BAC and Trustees.

Comments / Questions: A member wanted to know what the 'wide' furrow behind the bird hide was for. Mark explained that it is a furrow to catch ground water draining off the hill above the bird hide dam and to direct it to the dam. **Due to a misinterpretation/misunderstanding between management and the contractor, they made it wider than anticipated. Steps to plant & prevent soil erosion are to be taken.**

A member queried the sample timber gutter erected at the gatehouse. It was explained that the gutter was approved at the 2018 AGM and guidelines for gutters/tanks were incorporated in the A&B Regulations. These regulations describe in detail the parameters to erect the special gutter for thatch roofs as well as inclusion & screening of water storage tanks above ground.

Comments / Questions on Wind Turbines (WT):

A member expressed concern as to why R 65 000 must be spent by the HOA and the 'negative' visual impact of wind turbines. It was explained that this would be a prototype and the Work Group will first carry out feasibility investigations. It is also important for the estate to manage the process and therefore be in control of the aspects

In was noted that in future wind generators may be a better option than solar panels. With constant

growth in technology, there is merit in investigating the possibility of wind generators as a **supplementary** power source to ex. solar panels. It was first proposed that the prototype be installed at the gatehouse, but this location was considered not suitable to assess the visual impact and true indication of wind conditions and visual impact, at the house phases.

The prototype should therefore be tested and investigated in the area that it will be used.

A member stated that a generator makes more noise than a wind turbine, which is far more eco-friendly. Another concern expressed is that we must keep to the eco “ethos” of the estate.

In 2018 there was a suggestion that wind generators could be combined to provide power to houses, but this was currently not a viable option .

A member noted that today solar panels are cheaper and more improved, and their noise impact is zero. It was noted that the visual impact of banks of solar panels has been accepted by most HO's.

One member tried to clear when Trustees bring items to the AGM for signing and when they make changes to the BAC rules. Chairman explained that very sensitive issues like synthetic thatch etc. will be brought to AGM for steer but minor changes the Trustees have the right to change. The BAC committee will still have rights to determine the detailed conditions and approval of erections of gutters, tanks etc.

Decisions required from Home Owners for Building & Aesthetics:

A. Approval to investigate the introduction of synthetic thatch is sought. The BAC will then carry out a comprehensive investigation on the suitability of this product, including inspecting similar existing installations. Should the BAC research find the product acceptable for Springerbaai, it will then be presented to Homeowners for approval at the next 2020 AGM. **DECISION APPROVED (54/6)**

B. WIND GENERATOR:

Approval to procure & erect a vertical axis wind turbine for a maximum cost of R55,000.00, to be installed in a suitable location near houses. Initially a comprehensive feasibility investigation regarding wind conditions is to be conducted. The unit will be used to monitor power generation, noise levels, assess aesthetic (visual) impact and harm it may cause to birds & bats.

The Prototype would be erected as follows: **1.** At a selected suitable house; **2.** Not more than 3.5m above ground; **3.** Maximum measurements of the actual turbine (2m dia x 1.5m ht). The exact type of turbine cannot be decided as yet, since the optimal unit will be researched and sourced. **DECISION APPROVED (43/17)**

5.11 FINANCES:

DANIEL THARRATT

Status of Investment and Reserves including REVAG September 2019:

ABSA Investment – Contingency Fund:	R 831 823
At the beginning of the year	R 783 102
Transfer from General Reserves	
Interest Earned	R 48 821

ABSA Fixed Deposit – REVAG Fund:	R 286 337
Transferred from Standard Bank Equity	R 268 063
Interest Earned	R 18 274

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. Budget versus AFS recon is outstanding for 2019 financial year and needs to be shared as per decision of AGM in 2017

Governance and Internal Controls:

Financial and Procurement Procedures and DOA remains in place.

Work planned for 2020:

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

Comments / Questions: A member investigated the actuals & admin and there a small amount over the budget, Daniel explained that was an unforeseen and a small over expenditure. It was agreed to provide the reason for the increase in this category.

As far as the approval of the budget he would like to propose to spend monies on the suurvy and make provision to have this sorted as much as possible. The Chairman proposes that an amount of R 50 000 on savings be used on suurvy, the member explained that he would rather have a dedicated amount allocated to the removal of suurvy.

The Chairman explained that a R 100 000 was allocated to be transferred to the General reserve account and instead of transferring the R 100k rather to allocate it to the removal of suurvy. This was discussed

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

INCOME / REVENUE	BUDGET 2019 (12 Months)	ACTUAL REVENUE / FORECAST (to 31 Dec 19)
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
TOTAL INCOME (REVENUE)	2,299,000	2,569,744
EXPENSES (OPEX)	BUDGET 2019 (12 Months)	ACTUAL EXPENDITURE / FORECAST (to 31 Dec 19)
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
SUB TOTAL - OPERATING EXPENSES	1,680,017	1,695,139

EXPENSES (CAPEX)	BUDGET 2019 (12 Months)	ACTUAL CAPEX EXPENDITURE / FORECAST (to 31 Dec 19)
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
CAPITAL EXPENDITURE	549,440	748,647.98
TOTAL OPERATING & CAPEX EXPENDITURE	2,229,457	2,443,787.06
		-
OPERATING & CAPEX RESULT - PROFIT (LOSS)	69,543.00	125,956.91
		-
Carry over from 2018 Budget		117,125.00
Transfer to Reserve		-100,000.00
Decrease in Debtors	- 19,000	-85,834.44
Decrease in Creditors	- 20,000	
TOTAL CASH EXPENDITURES	-39,000.00	-68,709.44
		-
TOTAL CASH MOVEMENT IN THE MONTH (-OUT)/+IN	30,543.00	57,247.47

EXPENSES (CAPEX)	BUDGET 2019 (12 Months)	ACTUAL CAPEX EXPENDITURE / FORECAST (to 31 Dec 19)
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, Hyd	70,000	
Wind energy solution - prototype	20,000	20,000.00
CAPITAL EXPENDITURE	549,440	748,647.98
TOTAL OPERATING & CAPEX EXPENDITURE	2,229,457	2,443,787.06
		-
OPERATING & CAPEX RESULT - PROFIT (LOSS)	69,543.00	125,956.91
		-
Carry over from 2018 Budget		117,125.00
Transfer to Reserve		-100,000.00
Decrease in Debtors	- 19,000	-85,834.44
Decrease in Creditors	- 20,000	
TOTAL CASH EXPENDITURES	-39,000.00	-68,709.44
		-
TOTAL CASH MOVEMENT IN THE MONTH (-OUT)/+IN	30,543.00	57,247.47

- o 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
- o R117 125 was brought in from prior year levies to set-off the Utility Vehicle expenditure
- o 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
- o 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:

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

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.

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 1st October to 30th September every year:

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

BALANCE SHEET As at 30 September 2019	2018	2019
Fixed Assets	5,428,472	5,600,729
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
Investments & Cash	2,136,354	2,964,951
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
Debtors	116,610	20,232
Staff Loans	-	1,770
ALL ASSETS	7,681,436	8,587,682
ONLY LIABILITIES ARE:		
Liabilities	192,781	133,965
Capital Portion on Bakkie Lease	65,736	-
Sundry Creditors and provisions 30/09	127,045	133,965

CASH STATEMENTS for the Year to 30 September 2019	2018	2019
Operation Cash	769,275	1,073,542
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
Capital and Investments Cash	824,037	852,016
Capital Cash Expenditure	541,286	783,102
Paid Lease Liability Bakkie	82,751	68,914
Transfer to Reserve Fund	200,000	-
Cash for the year	- 54,762	221,526
Cash at beginning	1,082,976	1,085,189
CASH BALANCE end of year	1,028,214	1,306,715

All levies were collected for 2019.

Proposed Budget summary for the 12 months to 31 December 2020:

INCOME / REVENUE	ACTUAL REVENUE / FORECAST (to 31 Dec 19)	PROPOSED REVENUE BUDGET FOR 2020
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
TOTAL INCOME (REVENUE)	2,569,744	2,520,050
		-
EXPENSES (OPEX)	ACTUAL EXPENDITURE / FORECAST (to 31 Dec 19)	PROPOSED EXPENDITURE BUDGET FOR 2020
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
SUB TOTAL - OPERATING EXPENSES	1,695,139	1,735,915.86

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 suurvly 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
CAPITAL EXPENDITURE	748,647.98	784,000.00
TOTAL OPERATING & CAPEX EXPENDITURE	2,443,787.06	2,519,915.86
	-	-
OPERATING & CAPEX RESULT - PROFIT (LOSS)	125,956.91	134.20
	-	
Carry over from 2018 Budget	117,125.00	
Transfer to Reserve	-100,000.00	
Decrease in Debtors	-85,834.44	
Decrease in Creditors		
TOTAL CASH EXPENDITURES	-68,709.44	-
	-	
TOTAL CASH MOVEMENT IN THE MONTH (-OUT)/+IN	57,247.47	134.20

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 was **APPROVED**.

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
REVENUE								
TOTAL INCOME	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
SUB TOTAL - OPERATING EXPENSES	1,680,017	1,695,139.08	1,736,043.78	1,689,667.56	1,766,414.62	1,849,393.60	1,956,345.42	2,069,676.45
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 suuvry 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	-	-
CAPITAL EXPENDITURE	549,440	748,647.98	784,000.00	740,347.00	748,932.05	775,307.59	677,953.42	690,657.58
TOTAL OPERATING & CAPEX EXPENDITURE	2,229,457	2,443,787.06	2,520,043.78	2,430,014.56	2,515,346.67	2,624,701.19	2,634,298.85	2,760,334.03
OPERATING & CAPEX RESULT - PROFIT (LOSS)	69,543	125,956.91	6.28	100,786.15	-127.82	100,032.87	99,837.07	100,542.73
Transfer to Reserve	-	-100,000.00	-	100,000.00	-	100,000.00	100,000.00	100,000.00
TOTAL CASH EXPENDITURES	39,000	-68,709.44	-	-100,000.00	-	-100,000.00	-100,000.00	-100,000.00
TOTAL CASH MOVEMENT IN THE MONTH (-OUT)/+IN	30,543	57,247.47	6.28	786.15	-127.82	32.87	-162.93	542.73

The 5-year plan that was drawn up as a guideline was discussed and **APPROVED**. The plan will be reviewed every year and modified at AGM.

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.

Decisions required from Home Owners on Finances:

- A. That the 2019 Annual Financial Statements be approved. **DECISION APPROVED (44/3)**
- B. We propose Approval of Budget 2020 – 12-month budget as mentioned below but with the understanding that Trustees have R150 000 discretionary power to allocate funds within budget lines or new items subject to them not exceeding the overall budget for the year. **DECISION APPROVED (44/3)**

And subject to the increase in Suurvy from general reserve

- C. We propose for approval a 2% increase on levies which translates to R 400 per annum thus taking our levies to R 19640 per erf which includes R 240 Ombud's contribution and which aligns with the budget above. **DECISION APPROVED (44/3)**
- D. Re-appoint C Bredekamp (FinCam) as the Independent Accountant for the 2019 financial year. **DECISION APPROVED (44/3)**
- E. Principal propose to approve the indicative 5year-plan. **DECISION APPROVED (44/3)**
- F. We propose the approval of the transfer of R100 000 be used for removal of suurvy and not be transferred to the Contingency Reserve fund. **DECISION APPROVED (44/3)**

5.12 A VOTE OF THANKS:

Mareo Bekker just thanked the Board of Trustees for their dedication and the thorough communication during the years and all the work being done behind the scenes. Andre Nel and Gawie de Beer have completed their 3-year term as Trustees. A vote of thanks to Andre Nel for his time and dedication as Chairman and Trustee. And Talitha must thank the Fire Department on behalf of Springerbaai for their hard work.

A member wants to thank Talitha and her team for their sterling job and that the Estate is always in perfect condition and looking beautiful.

5.13 ELECTION OF MEMBER TRUSTEES FOR 2020

Number of Trustees - six (min 5)

CLAUSE FROM THE CONSTITUTION:

21. There shall be a Board of TRUSTEES of the ASSOCIATION which shall consist of not less than 3 (THREE) and not more than 6 (SIX) persons, the exact number to be determined from time to time at the Annual General Meeting of the ASSOCIATION.
22. A TRUSTEE shall be an individual who is also a MEMBER of the ASSOCIATION.

An official vote was carried out with 7 nominations.

The following members were elected as Trustees:

1. Mark Rosenbaum
2. Pieter van Greunen
3. Daniel Tharratt
4. Fanus le Roux
5. Ian Grobler
6. Des Doyle

5.14 CLOSING OF MEETING

There being no further matters to discuss, the Chairperson declared the meeting closed.

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CHAIRPERSON

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DATE

