

ANNEXURE TO ITEM
C 08/05/16

Zwaanswyk Association of Property Owners (ZAPO)

P.O. Box 31101, Tokai, 7966



6 November 2015

APPLICATION FOR EXTENSION OF TERM FOR ZWAANSWYK SPECIAL RATING AREA NPC 2016 – 2021

The Zwaanswyk Special Rating Area NPC would hereby like to submit an application for the extension of term 2016 – 2021 for the Zwaanswyk SRA , as approved by the members at the Zwaanswyk SRA Annual General Meeting held on the 4 November 2015 and as advertised in 'Die Burger' and 'The Cape Times' on the 9 October 2015.

Yours faithfully



ZWAANSWYK SPECIAL RATING AREA

BUSINESS PLAN

FOR THE ESTABLISHMENT AND MANAGEMENT
OF
A SPECIAL RATING AREA

In terms of the Special Rating Area By-Law 2012

IN
ZWAANSWYK, CAPE TOWN
AUGUST 2015

SRA IDENTIFICATION

Name of SRA: ZWAANSWYK SPECIAL RATING AREA

Date: AUGUST 2015

Name of Municipality having jurisdiction: CITY OF CAPE TOWN

Principal Contact Persons:

N. HARRIS
139 ZWAANSWYK ROAD
TOKAI

P. LAMBRECHT
103 ZWAANSWYK ROAD
TOKAI

H. BUROETT (MANAGER)
4 GLENBRAE AVE
TOKAI

021 715 1912

021 712 5455

021 712 5612

Geographic Area: ZWAANSWYK
SPECIAL RATING AREA

CONTENTS

1. Introduction and Summary of Previous Business Plan
2. Identification of the SRA boundaries
3. Compliance with City of Cape Town By – Laws
4. Dissolution
5. Vision
6. Mission of the SRA
7. Goals
8. Management
9. Services to be provided by the SRA
 - 9.1 Current status Quo
 - 9.2 Summary of Implementation Plan
10. 5 year Financial Plan
11. Implementation Plan spreadsheets –
(See attached Programmes 1 – 6)

1. INTRODUCTION AND SUMMARY OF PREVIOUS BUSINESS PLAN

The Zwaanswyk Special Rating Area was approved By the City of Cape Town and established in 2011 and runs for a 5 year period, which expires on 30th June 2016.

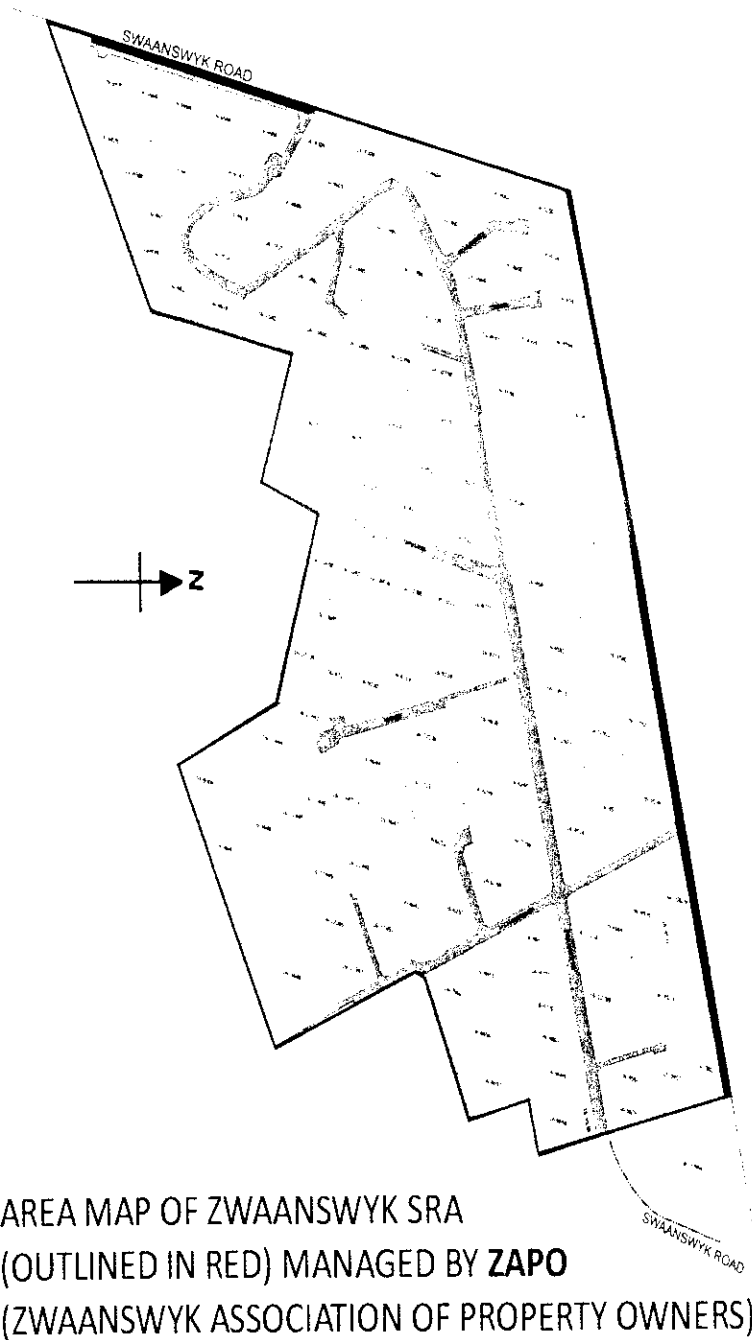
To implement the approved Business Plan the Board of directors of the management company undertook the following:

- Established a company (NPC) to administer the SRA, Zwaanswyk Association of Property Owners NPC (ZAPO), an Association incorporated under Schedule 1 of the Companies Act 71 of 2008, and Registration No. 2008/21552/08.
- Appointed the Directors of the Company, the Company Secretary and the Independent auditors.
- Erected an approximately 2, 1 kilometre baboon-deterrent electrified fence along the northern and western boundaries of the SRA on land within the Table Mountain National Park (TMNP), administered by SANParks, together with limited CCTV cameras in the more remote areas of the fence. This entailed raising loans from SRA members to fund the fence, which loans where fully repaid by the end of the financial year ending 30th June 2014.
- Appointed and thereafter monitored the performance of a service provider to monitor the fence, the CCTV cameras and the common areas of the SRA, 24 hours a day, 365 days a year.
- Maintained the baboon-deterrent fence and the access gates. Maintained the solar power to the fence and the mains 220 volt supply to the cameras, which also acts as a back-up to the solar power. Maintained the strip of land between the fence and the boundary fences of properties along the boundary of the SRA, as well as the land immediately within the TMNP to prevent weeds, grass, bushes growing into the fence and providing effective soil erosion prevention within these areas

2. IDENTIFICATION OF THE SRA BOUNDARIES

The boundaries of the SRA established in 2010 will remain unchanged and are depicted on the plan below.

There are 122 properties in the area which have a collective Municipal Valuation as at October 2014 of R 890 094 000 (eight hundred ninety million and ninety four thousand rand)



3. COMPLIANCE WITH THE CITY OF CAPE TOWN BY-LAWS

The operations and management of the SRA by ZAPO are governed by the City of Cape Town's Special Rating Area By-Law of 2012 Companies Act and the Finance Agreement between the City of Cape Town and Zwaanswyk Association of Property Owners NPC.

4. DISSOLUTION

Chapter 4 of the Special Rating Area By-Law provides for the dissolution of a special rating area as follows;

16 Dissolution

- (1) The Council may dissolve a special rating area –
 - (a) Upon written application signed by the majority of owners within the boundaries of the special rating area who are liable for paying the additional rate; or
 - (b) After prior consultation by the CFO with the management body or community, for any good cause, whereupon he or she may cause the management body to be wound up.
- (2) Upon the winding up of the management body, the entire net value of the management body, including its net assets remaining after the satisfaction of all its liabilities, shall be disposed of in terms of the relevant provisions of the Companies Act and the memorandum of incorporation of the management body.

Clause 16.2 of the memorandum of incorporation of the company states;

Upon the dissolution of the Company, its entire net value, including its net assets must be distributed in accordance with item 1 (4)(b) of Schedule 1 of the Act as follows:

- 16.2.1 no past or present member or director of the Company, or person appointing a director of the Company, is entitled to any part of the net asset value of the Company, including its net assets, after its obligations and liabilities have been satisfied: and
- 16.2.2 The entire net value of the Company, including its net assets must be distributed to a non-profit company managing another SRA within the area of

jurisdiction of the City of Cape Town and which ideally will be the SRA closest to the SRA in question, and having objectives similar to the Company as stated in 4 of this MOI. The non-profit company to which the Company's entire net value, including its net assets, must be distributed will be identified by Council at or immediately before the time of the Company's dissolution

16.2.3 In order for the Company to comply with the requirements of section 30(6A) of the Income Tax Act, the non-profit company to which the Company's entire net value, including its net assets, will be distributed upon dissolution must hold the status of a public benefit organisation, as envisaged in section 30 of the Income Tax Act, or be an institution, board or body which is exempt from tax under the provisions of section 10(1)(c A)(i) of the Income Tax Act, and use the Company's net assets solely for purposes or carrying on one or more public benefit activities in the SRA that was managed by the Company prior to its dissolution

5. VISION

To provide Community-Based Private Urban Management in the public areas of the SRA to ensure the Zwaanswyk area is a safe and secure area with minimum invasions of homes by baboons. Also to provide well-maintained services, roads and verges, which provides an environment in which to foster equestrian activities and a healthy family life.

6. MISSION FOR THE SRA

ZAPO will, in close co-operation with the City of Cape Town officials, SANParks, HWS, the Tokai Residents Association, neighbouring crime watches and the Tokai Policing Forum, provide and manage supplementary services to all property owners in the SRA. This is to provide a safe, secure, clean and aesthetically pleasing neighbourhood for the benefit of all property owners, residents, employees and visitors.

7. GOALS

- To enhance and supplement the municipal services provided by the City.
- To maintain the mutually beneficial working relationship with the City, SANParks, and HWS
- To maintain the baboon deterrent fence along the perimeter of the SRA, thereby restricting the baboons within the TMNP and minimising incidents of baboon /human conflict.
- To secure the common areas of the SRA and monitor the CCTV cameras along the fence and the LPR camera at the entrance to the SRA area. To encourage motorists entering the SRA area to comply with road safety measures and speed restrictions.
- To liaise with neighbouring crime watch organisations to improve communication and the effectiveness of the individual group efforts
- To promote and nurture the rural character of the neighbourhood, which lies on the boundary between the urban development of the City and TMNP.
- To improve the value of the properties within the SRA by making the area more attractive and secure and to facilitate investment in the area.

8. MANAGEMENT

ZAPO, the management company of the SRA, is a non-profit company and therefore members do not incur individual liability for any of the obligations assumed by the company on behalf of the SRA.

Each year the company holds an AGM at which the Board of directors reports on the past years activities and financial accounts to the members. Each year the budget for the forthcoming financial year is presented to members for approval.

A third of the Board retire each year at the AGM at which members elect a number of new directors or re-elect those retiring who are available to continue. Directors hold office for a period of three years. This rotation ensures an opportunity for new blood on the Board, yet maintaining some continuity in service delivery.

The Board appoints a chairman from within their own ranks each year.

No director receives any remuneration or benefits for serving on the Board of ZAPO.

The board should comprise of members who bring both a spread and wealth of skills and experience to the board.

As the financial accounting and corporate governance compliance requirements are both necessary and stringent the board may need to supplement its own responsibilities with guidance and advice from professional consultants from time to time.

The board has appointed Helen Burdett as a consultant on a part time basis to manage the following activities:

- Liaison with City departments in the provision of municipal services and repairs and maintenance of roads, storm water drainage, verges and street lighting.
- Liaison with SANParks on issues relating to members access to TMNP
- The prompt and effective handling of queries or complaints from members.
- Maintaining the books of account of the company, making the VAT payments and reporting to the City Council.
- Maintaining the necessary records of the company and ensuring compliance with the City regulations.
- Assisting board members serving on the various sub committees.
- Maintaining and updating the website and communication with members.

In addition the Board has appointed Des Brown of Brodloft to assist with VAT reconciliations, review the financial accounts on a regular basis and supervise the year end accounts before they are submitted to the auditors.

This appointment may have to be extended if there's not sufficient financial and accounting skills represented around the board room table from those elected by members.

The external auditors of ZAPO, as at year end 2015, are Valentine Sargeant and the Company Secretary is Rob Tiffin.

9. SERVICES TO BE PROVIDED BY ZAPO TO THE SRA

- a. Liaising with City Departments in the provision of Municipal services, repairs and maintenance of roads, storm water drainage, verges and street lighting in the SRA.
- b. Liaising with SANParks regarding member's access to TMNP.
- c. Maintaining the books and records of accounts of the Company, making VAT payments and the monthly financial reports to the City.
- d. Maintaining the company records and ensuring compliance with City regulations.
- e. Ensuring sound financial management of the Company so that it operates within budgets as approved by members at each year's AGM.
- f. Ensuring the ongoing appointment of external auditors and a company secretary.
- g. To involve ZAPO by encouraging and or facilitating its members to become involved in appropriate social upliftment initiatives operated by NGO's or by the City
- h. Communicating with members, answering queries and responding to complaints.
- i. Ensuring the updates of the website for members' information and where appropriate, communicating with the Village Chatter Group of members.
- j. To report to members as to the performance of the Company relative to the aforementioned objectives and the approved budget.

9.1 CURRENT STATUS QUO

THE FENCE

The fence and the power supplies were designed and constructed within budget. This entailed raising loans from SRA members to fund the fence with such loans being fully repaid by the end of the financial year ending 30th June 2014. Since 2012 the fence and its various components have been modified and improved so as to ensure that the fence remains an effective baboon deterrent. The fence is regularly serviced by a contractor, Perisecure, whose services are retained by

ZPO to conduct a monthly inspection routine and to effect repairs to the fence where necessary.

Recently, following the devastating fire in March the fence has been extended down part of the Southern boundary, with the consent of Steenberg Vineyards and members of the Louw family, the two adjacent landowners. This was necessary as the feeding habits of the baboons changed due to the loss of much of their previous food sources as a result of this fire.

ZAPO has gained considerable experience regarding the operation and maintenance of the fence and is now more aware of the effective useful life of some of the electrical components and the cameras.

The fence is insured at full replacement value. ZAPO has made two minor claims on the insurance policy, both of which were paid promptly without question. The first was for the theft of a solar panel and deep cycle battery and the other was as a result of fire damage.

COMMON AREA SECURITY

The initial common area contract was with the security service provider Mountain Men. Once the fence was completed and the cameras were installed a new security and operating protocol was prepared and ZAPO approached several service providers to tender for the contract from August 2013. Premier Security was awarded the contract for a two year period. Since then Premier have shown their ability to provide excellent 24 hour security to the common areas. In addition, they appointed contractors to rectify some of the shortcomings of the CCTV camera installation and ensured that all the cameras can be monitored in their control room.

In 2014 ZAPO arranged for the installation of a Licence Plate recognition (LPR) camera which is linked to the Tokai Neighbourhood Crime Watch LPR camera network and which is also monitored by Premier Security.

In late 2014 ZAPO negotiated with Premier Security to provide a fence “trouble shooting” service in addition to the weekly inspections that premier make. All these services are being run effectively by Premier Security resulting in ZAPO having renewed the common area security contract with Premier Security for a further two year period.

Premier Security has recently established an emergency sms service to members to enable communication with members on security of emergency issues.

ENVIRONMENT

The fence strip and an area within the TMNP is kept clear of weeds and vegetation on a monthly basis and it was this fastidious maintenance that was a material factor in the fire damage to the fence being so minimal. The area adjacent to the fence is also constantly maintained to prevent erosion in order to protect the fence against water damage.

ZAPO maintains regular contact with Human Wildlife Solutions (HWS), the City Council’s appointed baboon monitoring service providers and the excellent working relationship that ZAPO has with HWS has resulted in prompt response to the few baboon incursions that have occurred since their contract commenced in August 2012.

PART TIME MANAGER

ZAPO’s manager, Bernie Lomas resigned for family reasons in August 2013. ZAPO appointed Helen Burdett as a consultant to provide these services from October 2013. Helen has a good working relationship with City departments and ensures that the common areas and services are well maintained, relative to the limited budget available to the various City Departments.

COMMUNICATION WITH MEMBERS

ZAPO established a website to enable communication with members. This is maintained by a service provider. In addition, periodic newsletters are circulated by email to members.

Immediately after the March fire a number of members established a community “Whatsapp” network names ‘Village Chatter’ which enables members to communicate with each other.

9.2 SUMMARY OF IMPLEMENTATION PLAN

There are no major changes proposed to the current business plan, merely fine-tuning of the various objectives brought about with the benefit of experience.

The objective of ZAPO will be to supplement the services provided by the City Council. ZAPO does not become involved in town planning or rezoning issues which are monitored by the Tokai Residents Association.

- Maintain and improve as and when necessary, the baboon deterrent fence.
 - Monitor the fence, the CCTV and LPR cameras and the common areas of the SRA.
 - Maintain the fence strip and continue to work with SANParks on soil erosion control either side of the fence.
 - Continue to employ the services of consultants to attend to the day-to-day running of the SRA and ZAPO and maintaining the correct statutory records and accounts, including monthly financial reporting to the City Council.
 - Promotion and support of new or existing social upliftment initiatives.
- Communication with members and the recently formed Village Chatter group.

10. FIVE YEAR BUDGET

The five year budget for the life of the renewed SRA from 1st July 2016 is attached. Each year this budget will be reviewed by the Board and if necessary be amended and submitted to members at the AGM, prior to being incorporated into the budget of the City.

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS

5 YEAR BUDGET AS PER BUSINESS PLAN

	2016/17	2017/18	2018/19	2019/20	2020/21
	R	R	R	R	R
EXPENDITURE					
1. Employee Related	-	-	-	-	-
	0.0%	0.0%	0.0%	0.0%	0.0%
2. Core Business	639,107	687,039	738,567	793,960	853,507
	63.9%	64.3%	66.2%	66.8%	67.1%
Cleansing Services	40,313	43,336	46,586	50,080	53,836
Security Services	598,794	643,703	691,981	743,880	799,671
Social Upliftment					
3. Depreciation	99,077	99,077	74,626	67,782	67,782
	9.9%	9.3%	6.7%	5.7%	5.3%
4. Repairs and Maintenance	99,782	107,610	116,060	125,181	135,028
	10.0%	10.1%	10.4%	10.5%	10.6%
5. Services Accounts ex CCT	7,920	8,712	9,583	10,542	11,596
	0.8%	0.8%	0.9%	0.9%	0.9%
6. Interest Paid	-	-	-	-	-
	0.0%	0.0%	0.0%	0.0%	0.0%
7. General Expenditure	124,492	133,827	143,864	154,655	166,253
	12.4%	12.5%	12.9%	13.0%	13.1%
Accommodation (Rent)	16,125	17,334	18,634	20,032	21,534
Accounting fees	59,663	64,137	68,947	74,119	79,677
Administration and management fees	12,900	13,868	14,908	16,026	17,228
Auditor's remuneration	4,300	4,623	4,969	5,342	5,743
Avertising	3,225	3,467	3,727	4,006	4,307
Bank charges	1,290	1,387	1,491	1,603	1,723
Computer expenses (including Website)	6,450	6,934	7,454	8,013	8,614
Contingency / Sundry	13,443	14,451	15,535	16,700	17,953
Insurance	1,613	1,733	1,863	2,003	2,153
Meeting expenses	2,150	2,311	2,485	2,671	2,871
Printing and stationery	2,688	2,889	3,106	3,339	3,589
Secretarial duties	645	693	745	801	861
Telephone and fax					
8. Operational Projects	-	-	-	-	-
	0.0%	0.0%	0.0%	0.0%	0.0%
9. Capital Projects	-	-	-	-	-
	0.0%	0.0%	0.0%	0.0%	0.0%
10. Capital Expenditure (PPE)	-	-	-	-	-
	0.0%	0.0%	0.0%	0.0%	0.0%
11. Future Provision	-	-	-	-	-
	0.0%	0.0%	0.0%	0.0%	0.0%
12. Bad Debt Provision 3%	30,012	32,049	33,486	35,633	38,170
	3.0%	3.0%	3.0%	3.0%	3.0%
TOTAL EXPENDITURE	1,000,390	1,068,314	1,116,186	1,187,753	1,272,336
	100.0%	100.0%	100.0%	100.0%	100.0%
INCOME					
1. Revenue - SRA Add Rates	-	-	-	-	-
2. Other: Specify	-	-	-	-	-
TOTAL INCOME	-	-	-	-	-
(SURPLUS) / SHORTFALL	1,000,390	1,068,314	1,116,186	1,187,753	1,272,336
BUDGET GROWTH	0.0%	6.8%	4.6%	6.1%	7.2%

11.

CITY IMPROVEMENT DISTRICT 5 YEAR IMPLEMENTATION PLAN

1st July 2016 to 30th June 2021

PROGRAM 1 - MANAGEMENT & OPERATIONS				
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR	COMMENTS
1. Direction & leadership for the Board and Organisation	CHAIRMAN	ON GOING	Successful implementation of the business plan	
2. Successful Day-to-day management and operations	MANAGER	ON GOING	Regular feedback at board meetings and no of complaints from members	
3. Appointment of staff and consultants	BOARD	AS REQUIRED	Consultants contracts reviewed annually	
4. Appointment of relevant service providers	BOARD	AS REQUIRED	Service provider compliance with terms and contracts	
5. Board meetings	CHAIRMAN	6	Meeting minuted and posted on website	
6. Financial reports to CoCT	MANAGER	12	Monthly reports submitted by manager	
7. Communicate Arrears List	MANAGER	6	Reviewed at board meetings	
8. Audited Financial Statements	BOARD	1	Unqualified audit approved by board and members	
9. Submit Management Report and Annual Financial Statements to Sub-council(s)	MANAGER	1	Confirmation of submission from manager	
10. Feedback to Members and Annual General Meeting	CHAIRMAN	2	Volume of queries from members	
11. Updating membership list	MANAGER	6	Membership reviewed at each board meeting	
12. Establish and maintain Website	MANAGER	ON GOING	Reviewed by board at board meetings	
13. Comply with all Company Act requirements	BOARD	ON GOING	Reviewed by board at board meetings	
14. Interact with property owners	MANAGER	AD HOC	Managers response to member's issues	
15. Visit ZAPD members	DIRECTORS	ON GOING	Feedback at board meetings and at AGM	
16. Promote and develop ZAPO NPC membership	DIRECTORS	ON GOING	New and potential membership reviewed at each board meeting	
17. Vat reconciliation/ tax returns	MANAGER	6	Confirmation from Des Brown	
18. Build working relationships with Sub-Council Management and relevant CoCT officials and departments that deliver services in the SRA	MANAGER	ON GOING	Feedback from manger and inspection of council facilities in SRA	
19. Tax Clearance Certificate Apply Timeously for new TCC	MANAGER	1	Confirmation of collection of tax clearance certificate by manager	
20. Compile the SRA renewal application and survey.	BOARD	1	Board and member approval at AGM	

PROGRAM 2 - SECURITY / LAW ENFORCEMENT INITIATIVES				
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR	COMMENTS
1. Identify the root causes of Crime in conjunction with the SAPS and existing service provider	BOARD WITH SERVICE PROVIDER	ON GOING	No of incidents logged – currently zero	
2. In liaison with other security role players and the South African Police Service, identify current security and policing shortcomings and develop and implement effective crime prevention strategy	BOARD	4	Regular feedback from security service provider	
3. Develop a Security Management Strategy with clear deliverables and defined performance indicators to guide safety services by the appointed service provider and evaluate levels of service provided.	BOARD	1	Regular feedback from security service provider	
4. Deploy security resources accordingly and effectively on visible patrols. Security personnel and patrol vehicles to be easily identifiable	SERVICE PROVIDER	6	Reviewed at each board meeting and annually with security service provider	
5. Assist the police through participation by SRA in the local police sector crime forum	BOARD	4	Attend Tokai Community Police Forum meetings	
6. Monitor and evaluate the security strategy and performance of all service delivery on a 2 monthly basis	BOARD	6	Reviewed at each board meeting	
a. Weekly fence report	MANAGER	S2	Reviewed weekly by a director	
b. Maintain Incident Report Desk	MANAGER	ON GOING	Reviewed at each board meeting	
c. On-site inspection of Security Patrol officers	DIRECTORS	AD HOC	Vehicles and officers visible and well presented	
7. CCTV camera monitoring	SERVICE PROVIDER	ON GOING	Report from service provider	

PROGRAM 3 - CLEANSING INITIATIVES				
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR	COMMENTS
1. Develop a cleansing strategy with clear deliverables and defined performance indicators to guide cleansing and delivery from the appointed service provider.	BOARD	6	Performance measured and reviewed against Fence Cleaning contract at board meetings	
2. Monitor and evaluate the cleansing strategy and performance of all service delivery	BOARD	6	Report to board at board meetings	
3. Identifying Health and safety issues within the area and reporting to Council with C3 notification reference no's	MANAGER	AD HDC	Reviewed by board as necessary	
4. Monitor and combat Illegal Dumping	DIRECTORS	ON GOING	On-site inspections	
5. Promoting waste minimization through education and awareness on waste and water pollution	BOARD	ON GOING	Participation of members in recycling programs	
6. Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives	BOARD	ON GOING	Participation of members in recycling programs	

PROGRAM 4 - URBAN MANAGEMENT INITIATIVES				
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR	COMMENTS
1. Identify problem areas with respect to: a. street lighting; b. missing drain covers/cleaning of drains c. maintenance of road surfaces sidewalks d. cutting of grass / removal of weeds e. road markings / traffic signs Use the established service levels to design the provision of supplementary services without duplication of effort	MANAGER	ON GOING	Monthly inspections and report to board at board meetings	
2. Identify and report infrastructure supplementing existing Council Services: a. Street lighting b. Dumping c. Refuse Removal d. Waterworks e. Sewerage f. Roads and Storm water g. Traffic signals and line painting h. Pedestrian safety i. Road repairs	MANAGER	ON GOING	Monthly inspections and report to board at board meetings	
3. Monitor maintenance required by council relating to upgrading and repair of roads, pavements, open spaces and street lighting.	MANAGER	ON GOING	Monthly inspections and report to board at board meetings	
4. Compile a list of prioritized needs to enhance the objectives of the CID and liaise with the relevant departments to correct	BOARD	1	Part of annual implementation plan review	
5. Stray dogs/ animals	MANAGER	AD HOC	Circulate to members via social media	

PROGRAM 5 - SOCIAL INTERVENTION INITIATIVES				
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR	COMMENTS
1. Promote community up-liftment by encouraging sustainability. Participate in a project by providing waste that is used to generate income	BOARD	AD HOC	Member involvement through social media	
2. Identify needs in Westlake community and develop relationship with "Soil for Life"	BOARD	6	Review at board meetings	
3. Sourcing labour from local community and Westlake	BOARD	6	Review at board meetings	

PROGRAM 6 - MARKETING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	PERFORMANCE INDICATOR	COMMENTS
1. Regular newsletters and newflashes	MANAGER	AD HOC	Reviewed by board at board meetings	
2. Establish and maintain a website	MANAGER	ON GOING	Reviewed by board at board meetings	
3. Regular Member visits and meetings	DIRECTORS	ON GOING	Reviewed by board at board meetings	

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS

5 YEAR BUDGET AS PER BUSINESS PLAN

	2016/17	2017/18	2018/19	2019/20	2020/21
EXPENDITURE	R	R	R	R	R
Employee Related	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
Core Business	639 107 63.9%	687 039 64.3%	738 567 66.2%	793 960 66.8%	853 507 67.1%
Cleansing Services	40 313	43 336	46 586	50 080	53 836
Security Services	598 794	643 703	691 981	743 880	799 671
Social Upliftment	-	-	-	-	-
Depreciation	99 077 9.9%	99 077 9.3%	74 626 6.7%	67 782 5.7%	67 782 5.3%
Repairs and Maintenance	99 782 10.0%	107 610 10.1%	116 060 10.4%	125 181 10.5%	135 028 10.6%
Services Accounts ex CCT	7 920 0.8%	8 712 0.8%	9 583 0.9%	10 542 0.9%	11 596 0.9%
General Expenditure	124 492 12.4%	133 827 12.5%	143 864 12.9%	154 655 13.0%	166 253 13.1%
Accounting fees	16 125	17 334	18 634	20 032	21 534
Administration and management fees	59 663	64 137	68 947	74 119	79 677
Auditor's remuneration	12 900	13 868	14 908	16 026	17 228
Avertising	4 300	4 623	4 969	5 342	5 743
Bank charges	3 225	3 467	3 727	4 006	4 307
Computer expenses (including Website)	1 290	1 387	1 491	1 603	1 723
Contingency / Sundry	6 450	6 934	7 454	8 013	8 614
Insurance	13 443	14 451	15 535	16 700	17 953
Meeting expenses	1 613	1 733	1 863	2 003	2 153
Printing and stationery	2 150	2 311	2 485	2 671	2 871
Secretarial duties	2 688	2 889	3 106	3 339	3 589
Telephone and fax	645	693	745	801	861
Bad Debt Provision 3%	30 012 3.0%	32 049 3.0%	33 486 3.0%	35 633 3.0%	38 170 3.0%
TOTAL EXPENDITURE	1 000 390 100.0%	1 068 314 100.0%	1 116 186 100.0%	1 187 753 100.0%	1 272 336 100.0%
INCOME	R	R	R	R	R
Revenue - SRA Add Rates	-1 000 390 100.0%	-1 068 314 100.0%	-1 116 186 100.0%	-1 187 753 100.0%	-1 272 336 100.0%
Other: Specify	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
TOTAL INCOME	-1 000 390	-1 068 314	-1 116 186	-1 187 753	-1 272 336
(SURPLUS) / SHORTFALL	-	-	-	-	-
BUDGET GROWTH	8.4%	6.8%	4.5%	6.4%	7.1%

AGM ADVERTIS
2015

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS NPC

Notice of Annual General Meeting

The Zwaanswyk Association of Property Owners NPC (ZAPO) will be hosting its Annual General Meeting (AGM) and all stakeholders are invited to a review of the year's activities and planning for 2016/2017.

Date: 4 November 2015
Time: 18.30
Venue: The Library, Tokai Road, Tokai

Resolutions presented at the AGM can only be voted on by bona fide members of ZAPO. This membership is available free of charge to all owners of property within the SRA footprint, but they must register before 2 November 2015.

For further information, AGM documentation and on how to register go to www.zapo.co.za or e-mail info@zapo.co.za.

(10167850)

Friday, October 9, 2015 CAPE TIMES

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS NPC

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(10167850)

Thursday October 8, 2015

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS

BENINGSWYK VAN ALGEMENE JAARVERGADERING

Die Zwaanswyk Association of Property Owners NPC (ZAPO) hou sy Algemene Jaarvergadering (AJV) en alle belanghebbende persone word genooi na 'n oorsig van die jaar se bedrywighede en beplanning vir 2016/2017.

Datum: 4 November 2015
Tyd: 18.30
Plaas: Biblioteek, Tokaiweg, Tokai

Slegs bona fide lede van ZAPO kan stem by die AJV. Alle eienaars van eiendomme wat binne die SRA val, kan lede word sonder enige koste daaraan verbonde, maar moet registreer voor 2 November 2015.

Vir meer besonderhede, AJV dokumentasie asook hoe om te registreer kontak
ZAPO by: www.zapo.co.za of stuur 'n e-pos aan info@zapo.co.za.

Vrydag 9 Oktober 2015 DIE BURGER

Zwaanswyk Association of Property Owners NPC (ZAPO)



P.O. Box 31101, Tokai, Cape Town, 7966

Email: info@ZAPO.co.za

ANNUAL GENERAL MEETING

on

**4th November 2015 at 18:30
The Library, Tokai Road, Tokai**

AGENDA

1. REGISTRATION OF MEMBERS
2. WELCOME AND APOLOGIES.
3. NOTICE OF THE MEETING AND CONFIRMATION OF A QUORUM TO CONSTITUTE A MEETING
4. CONFIRMATION AND APPROVAL OF THE MINUTES OF THE AGM HELD ON 5TH NOVEMBER 2014
5. REPORT OF THE CHAIRMAN FOR THE YEAR 2014/2015
- 6.1 RESOLUTION NUMBER 1
TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE. OF THE TOTAL COST OF R36 795 THE AMOUNT OF R11 795 WAS FUNDED FROM THE COMPANY RESERVES.
- 6.2 RESOLUTION NUMBER 2
TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30TH JUNE 2015
7. RESOLUTION NUMBER 3
TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND OF R 45 332.49 excl VAT FOR 2014/2015 IN THE COMPANY RESERVES
8. RESOLUTION NUMBER 4
TO RECEIVE AND APPROVE THE SRA BUSINESS PLAN, BUDGET AND IMPLEMENTAION PLAN FROM 1 JULY 2016 TO 30 JUNE 2021.
9. RESOLUTION NUMBER 5
TO RECEIVE AND APPROVE THE BUDGET AND IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2016/2017
10. RESOLUTION NUMBER 6
TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2016/2017 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

Non-Profit Company. Reg No 2008/02/1552/08

Chairman: Nick Harris

11. RESOLUTION NUMBER 7
ELECTION OF NEW DIRECTORS
12. RESOLUTION NUMBER 8
TO ELECT NICK HARRIS AS THE COMPANY SECRETARY.
13. GENERAL

THE PRESENT DIRECTORS OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS NPC AND THEIR RESPECTIVE PORTFOLIOS ARE:

	PORTFOLIO
NORAH DE WET	FINANCE
PAM GORRE	ENVIRONMENT
LYNDI DU PLESSIS	COMMUNICATIONS
GRANT CHAPMAN	FENCE
JOHN GREEN	BABOON LIAISON
ROB TIFFIN	COMPANY SECRETARY
NICK HARRIS	FINANCE
PHILIP LAMBRECHT	ACTING CHAIRMAN, FENCE

Please be advised that the following Directors will resign, Grant Chapman and Rob Tiffin.

Please note that everyone is welcome to attend although only Bona Fide members of ZAPO will be entitled to vote on resolutions presented at the AGM.

- All resolutions to be approved, must be supported by more than 50% of the voting right exercised on the Resolution.
- Membership is available free of charge to all Property Owners within the SRA's footprint, but they must be registered before 2nd November 2015. A Membership Application Form is available on the company's website or at office.
- In the event of a Property Owner being unable to attend the AGM, kindly complete the attached Proxy form, which would need to be completed and returned to the office not less than 24 hours before the Annual General Meeting. A Proxy need not to be a Member of the Company. Participants will be required to provide satisfactory identification to verify their right to participate at the meeting.
- Attached are the Statement of Performance and state of financial position. The Chairman's report, the AFS for 2014/ 2015, Business Plan 2016 / 2021 and the budget and Implementation Plan for 2016 can be downloaded from the website.
- Per clause 11.9.2 of the memorandum of Incorporation, no member who is in arrears with payment of the additional rate for more than 60 (sixty) days shall be entitles to vote at a members meetings for so long as he is in arrears except if the member can prove that he is in dispute or has entered into an appropriate payment arrangement with the City.
- Forms for nomination of directors may be downloaded from the website or be requested by email.

The following documentation is available at the AGM and the ZAPO website at www.zapo.co.za

- Membership List
- Clipping of adverts, notice to members and CoR 36.2 form
- Minutes of the previous AGM
- Agenda
- Audited AFS (Full Set)
- Business Plan 2016 - 2021
- Implementation Plan and Budget 2016 – 2017
- Membership application form
- Nomination as Director Form
- Proxy Form

Kindly confirm your attendance with the Manager by sending an email to info@zapo.co.za by no later than 2nd November 2015 for seating and catering purposes.

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)

Non-Profit Company Reg No. 2008/02/1552/08

Email: info@zapo.co.za

ANNUAL GENERAL MEETING 4th NOVEMBER 2015 AT 18H30 AT LIBRARY, TOKAI ROAD, TOKAI

MINUTES

1. Board members present:
- Philip Lambrecht (acting Chairman)
 - Nick Harris
 - Grant Chapman
 - Lyndi du Plessis
 - Pam Gorre
 - John Green
 - Norah De Wet

1. Registration
24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.

2. The acting Chairman welcomed Joepie Joubert from the City of Cape Town, inter services liaison department and Louise Stafford, Head of Green Jobs, Invasive Alien Species Co-Ordinator for the City of Cape Town who gave a presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

The acting Chairman welcomed the members and guests present.

Apologies were received from Rob Tiffin, Darren Fox, Robert Engels, Clare McMahon and Patricia Dreyer.

3. A count of the attendance register and proxies confirmed that the meeting had the required quorum to constitute the meeting.
The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.
ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk 5RA area.
4. The minutes of the previous Annual General Meeting 5th November 2014 were accepted by the meeting.
Proposed by John Green and seconded by Grant Chapman
5. Chairman's Report
The acting Chairman confirmed that the report had been posted on the website and circulated to members.
The Chairman advised the meeting that the following new members had been approved by the Board since the publication of the report and welcomed new members— Andrew Gold, Warren Bunting, and Andrew Glendenning.

The acting chairman thanked all the persons responsible for making the fence so successful. Premier Security for always making sure the fence is on, Peri Secure for all the electrical work to the fence, David Geldenhuys for keeping the weeds clear with a weed eater once a month from the fence line and the spraying of weeds, Amos, who on a weekly basis walks the fence cleaning up and checking for erosion. The acting Chairman thanked Grant Chapman for the control of all the remotes.

The acting Chairman advised the members of the security statistics for the Zwaanswyk area, (all details are available on the Premier website) The Zwaanswyk area has had only one security incident in the past two years compared with crime in other suburbs between October 2013 and October 2014, Bergvliet had 151 security incidents, Tokai had 136 and Kirstenhof had 67 incidents.

The meeting accepted and approved the Chairman's report for 2014/2015.

The Acting Chairman handed the floor to Nick Harris to handle the financial issues

6.1 RESOLUTION NUMBER 1

TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE. OF THE TOTAL COST OF R36 795 THE AMOUNT OF R11 795 WAS FUNDED FROM THE COMPANY RESERVES.

The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was a direct result of the fire in March because the baboon feeding habits changed and they were coming around the top end of Zwaanswyk into Steenberg Vineyards and into the SRA area. We have electrified the first top 350 metres using the existing Steenberg vineyards fence. Nick Harris explained that we had R 25000.00 for a capital expense in the budget for a new camera but the board decided that the fence was more important than the camera at this stage so the board approved R 36 795.00 of which R 11 795.00 was funded from the Capital reserves.

Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30TH JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

The cash in bank was down this year due to a late payment received from the City Council which pays ZAPO on a monthly basis. June's payment was only received in July.

Nick Harris explained to the meeting that when we formed the SRA we had budgets projected over the five year period. Each year we review the budget for the forthcoming year and update it. NH gave a breakdown of the income for each year. From Year ending 2012 it was R 1.17 million in 2013 it dropped to R 1.03 million, after we had repaid the loans on the fence. In 2014 it went down to R988 000, in year ending 2015 it was R 857 000 and for this year its R 922 000. About R 90 000 per annum goes into the sinking fund which is to be used for replacement parts etc. on the fence. NH informed the members that work planned to be done this year to replace aging equipment on the fence will be coming out of the sinking fund and thus resident will not have to pay towards the replacements on the fence.

Gary Kroukamp enquired as to when the fence would be paid off and what would happen with the excess payments over and above the rates.

NH advised that the fence loan was paid off end of June 2014 and explained that there is an agreement in place with SanParks since 2010 which is effectively a lease which runs for 10 years, we then have the right to renew it for another 10 years and thereafter another 10 years. If the SRA in Zwaanswyk is not renewed the fence will revert back to SanParks.

Resolution number 2.

The resolution was proposed by Chris Wood, seconded by Norah De Wet and was approved by the meeting. One vote against was recorded.

7. RESOLUTION NUMBER 3
TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND OF R 45 332.49 excl VAT FOR 2014/2015 IN THE COMPANY RESERVES

NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

Resolution number 3.

The resolution was proposed by Lyndi du Plessis, seconded by John Green and was approved By the meeting. One vote against was recorded.

Nick Harris handed the floor back to Acting chairman Philip Lambrecht

8. RESOLUTION NUMBER 4
TO RECEIVE AND APPROVE THE SRA BUSINESS PLAN, BUDGET AND IMPLEMENTAION PLAN FROM 1 JULY 2016 TO 30 JUNE 2021.

PL explained to the meeting that the SRA has a life span of 5 Years and thus every 5 years we have to renew the SRA. If we don't renew the SRA it will expire in June 2016. The 5 year budget and implementation plan has been sent to all members and is on the ZAPO website. The board has approved the SRA business plan which has increases of about 6% per year going forward up to year 2021.

There were no questions or requests for any action items from members.

Resolution number 4.

The resolution was proposed by Nick Harris, seconded by Siobhan Steinhagen and was approved by the meeting. One vote against was recorded.

9. RESOLUTION NUMBER 5
TO RECEIVE AND APPROVE THE BUDGET AND IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2016/2017

JG explained to the meeting that ± R 600 000 of the ±R 1 000 000 budget is the cost of the common area security. A very large portion of our yearly budget is dedicated to the security of Zwaanswyk. PL explained the R 600 000 paid to Premier is for the vehicle in the road, for 12 call outs per month on the fence (if there is an error on the fence Premier attend to it) CCTV camera monitoring and, LPR camera monitoring.

Another large amount of the budget is for cleaning of the fence and fence line.

Resolution number 5.

The resolution was proposed by Gary Kroukamp, seconded by Pam Gorre and was approved by the meeting. One vote against was recorded.

10. RESOLUTION NUMBER 6
TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2016/2017 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

Resolution number 6.

The resolution was proposed by Ron Coates, seconded by Grant Chapman and was approved by the meeting. One vote against was recorded.

11. RESOLUTION NUMBER 7
ELECTION OF NEW DIRECTORS

The acting chairman advised the meeting that two Directors were leaving us after serving 5 years on the board. Both Rob Tiffin and Grant Chapman were instrumental in setting up the SRA.

The acting chairman thanked Grant Chapman and Rob Tiffin for all the time and dedication he has put into ZAPO over the past 5 years.

The acting chairman voiced his disappointment that no one from the horse riding community has come forward to join the board as a lot of things happening in Zwaanswyk revolve around the horse riding community. ZAPO would benefit if someone from the horse riding community came forward and joined the board at any time.

The acting Chairman asked the meeting to accept Eric Jansen and Andrew Glendinning as Directors of the Company for a period of three years. They had both been proposed by Philip Lambrecht and seconded by Lyndi du Plessis.

The meeting approved the appointment of the two new directors. One vote against was recorded.

12. RESOLUTION NUMBER 8
TO ELECT NICK HARRIS AS THE COMPANY SECRETARY.

The Board proposed that Nick Harris be appointed as Company Secretary due to Rob Tiffin leaving the board.

Resolution number 6.

The resolution was proposed by Pam Gorre, seconded by C. De Gendt and was approved by the meeting.

13. GENERAL

The acting chairman opened the floor for questions under general.

G. Kroukamp enquired to the status of traffic control up and down Zwaanswyk road for residents and taxis.

Acting chairman advised that this is an ongoing issue with the board. A few options have been put forward, including a camera to be placed at the stop street to film the transgressors. He also commented that the Taxi associations are quiet cooperative if we report to them and do take action against the transgressors.

The other option was speed bumps – Pam Gorre advised the meeting that the City would not put speedbumps up Zwaanswyk road as there are no schools, hospitals etc. and they cost R 22 000.00 per speedbump.

The acting chairman voiced his concern about who would police any proposed traffic control.

Lyndi du Plessis recommended that all reports of transgressions on Zwaanswyk Road be reported to the Manager Helen Burdett and she then submit it to the board and a decision will be made as to what action to take whether it's to the traffic department or to the taxi association.

Siobhan Steinhagen enquired as to where the baboon could be getting over the fence into her property a couple of times this week. The acting chairman advised that the first call of action is to try find out where the baboon is coming over into Zwaanswyk. John Green advised that HWS was watching the baboons very closely and believe the baboon is definitely coming over from the Steenberg Vineyard's side. JG asked that all residents contact the baboon hotline as soon as there is a problem with baboons.

R. Buus asked how we could get HCl to cut the grass / alien vegetation, as it is a fire hazard, Phil Lambrecht advised that he and Nick Harris would approach HCl.

There being no further business that the meeting was competent to discuss the Chairman closed the formal part of the meeting at 19.30.

The acting chairman presented Grant Chapman, Rob Tiffin and Alison Ward with a gift of thanks for all their hard work.

The acting Chairman then welcomed Louise Stafford, to the meeting.

Louise Stafford gave a very informative presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

At the end of the talk John Green thanked Louise Stafford on behalf of the board and members for her insightful presentation.

The meeting closed at 20.16pm

Runan Rossouw

From: Runan Rossouw
Sent: Friday, February 19, 2016 3:02 PM
To: Rustim Keraan; Melissa Whitehead; Chantal Michaels; Ernest Sass; Wayne le Roux
Cc: Thembinkosi Siganda; Henry Du Plessis; Priscilla Booysen; Joepie Joubert; Brian Ford
Subject: Zwaanswyk Special Rating Area t NPC - Next five year term approval
Attachments: ZAPO BUSINESS PLAN AUGUST 2015 (003).pdf

Dear Colleagues

The Zwaanswyk Special Rating Area NPC had made application to continue with their operations for the next five years. The application is currently in the approval process (Council meeting 28 April 2016) with an implementation date of 1 July 2016.

The SRA Business Plan must be aligned to the City's IDP and accordingly each affected Directorate and /or /Department are requested to ensure that the proposed service delivery of the SRA aligns to their respective SDBIP.

Please familiarize yourself with the content of the Business Plan attached (Motivation report, Implementation Plan and Budget) and more specifically with the component that relates to your functional area for possible inclusion in your Directorate/Departmental SDBIPs. If a specific approval condition needs to be included in the report to Council this must be forwarded by not later than the 4th of March 2016 to the ISL office.

Should you need any clarity regarding the SRA model you may contact the ISL office. For clarity on the Business Plan and working relationships please contact the SRA (contact details as per Business Plan).

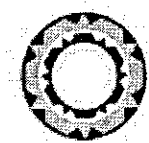
Please inform/confirm with the SRA management the contact details of the official(s) responsible for the function/service within the SRA. This will nurture a good and effective working relationship with the City.

Regards

Runan Rossouw

Senior Professional Officer: SRA - Compliance & Establishment
 Inter Service Liaison Department, Finance Directorate
 8th Floor, Civic Centre, 12 Hertzog Boulevard, City of Cape Town
 021 400 5148 (Office) 086 5885 414(Fax) 084 233 0715(Cell)

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