

MINUTES OF ST FRANCIS PROPERTY OWNERS NPC DIRECTOR'S BOARD ZOOM MEETING

Friday 10th July 2020

Present: W Furphy (WF); G Miller (GM), L Aitken (LA); D Pienaar (DP); M Scheckter (MS); **ACTION**
G Vorster (GV); P Mountford (PM); C Northwood (CN); C Gray (CG); Gail Brooker (GB)

1 Welcome

2 Apologies

C Jarvis (CJ)

3 Confirmation of the Previous Minutes

Proposed by GV, seconded PM

4 Matters Arising from the Previous Meeting.

5 Finance :

5.1 Statutory -

- VAT Returns : All returns are up to date. SARS have agreed to reimburse penalties and interest charged. GV and GB have met to discuss the path going forward. SS is still to provide the VAT reconciliation as well as the PAYE reconciliation. GB will ask SS to complete the process by the end of next week. GV/BG
- The 20/21 budget will be posted to the website once approved by the KLM.
- GB and P Pezarro have discussed reconciliation of the SFPO Association account with the NPC. GB to ask SS to provide her reconciliation. GB
- LA to send copy of the office lease and correspondence dated October 2016 to CG and GB. The lease has now been terminated with effect from 31 July 2020. GM will discuss the TCS Internet charges with GB. LA/GB/
GM

5.2 Financial Reports – GB provided the financial reports for June. The report was discussed and accepted. GB

5.3 Financial Report to Municipality

- These are a monthly obligation and are being submitted monthly.
- GB has contacted Moore to make arrangements for the next audit to ensure the financials can be presented to the KLM before end of September 2020 in line with the Finance Agreement. GB

5.4 Fund Raising

- SFBRHOA - Accumulation of funding for the Phase 2 Spit and Beach solution has been approved by this committee. Dredging spoils deposited on to the spit will form part of their of their in-kind contribution.
- KJRC Funding – Most estates have approved accumulating of funds for the Phase 2 Spit and Beach solution. WF/ND
- A second donation drive has been suggested by some property owners and is being considered. DP and WF are to meet to strategise on this. DP/WF
- Port Dredging – The possibility of pumping sand to “Bruce’s Beauties” has been discussed with the Port with a view to restoring these waves to their former glory. Funding will need to be found for this.
- KLM Funding – They have committed to funding the emergency work on the spit whenever it breaches. WF meets with the Municipal Manager regularly to discuss these commitments. In addition KLM has contributed through the work they have recently done on resurfacing St Francis Drive and intersections.
- Govt. Grant Funding Application – KLM has committed to preparing a funding application to Government (DEDEAT) for funds to assist with the protection of the spit and beach.
- The DA through Ward Counsellor Rheeder, will elevate the spit emergency to an approval for at the national emergency level .
- Private contributions will be considered e.g. building a commercial pier in place of a groyne (early stages).

5.5 Banking :

- Closure of the Second NPC bank account is underway. LA
- Investment Policy: Funds have not as yet transferred to the interest bearing investment accounts due to COVID-19. The first funds will be invested in flexible income unit trusts in line with the Board’s investment policy. The application forms are being prepared. It was Resolved that C.A.W Gray is authorised to sign all relevant documentation and contracts in this respect on behalf of the St Francis Property Owners Non Profit Company. BG/LA

6 Infrastructure

6.1 NPC Projects

River, Spit and Beach –

- Beach Phase 2 - AAN – an international survey group have been appointed to conduct a survey of the estuary scheduled for the week of 22nd June, the result of which should be available in early August. Advisian will include this in their modelling and their report should be ready by mid-September. Following receipt DP/GM

of Advisian's report CES will update the EIR, which will be made available for review during a further 28 day public participation period.

- Beach Phase 1 : The stairway at Aldabarra Run has been damaged. Bruce Brooker will be approached to approve the funding of repair work from the balance of funds the NPC is still holding on behalf of the private property owners who paid for the upgrade of the Aldabarra revetment. The stairway was built and paid for as part of this project. **GM/GB**
- Spit - Emergency : The Emergency Plan was triggered in early April after a breach on the spit and gazetted shortly afterwards. Swift action followed by KLM and their contractors. A revetment is now being constructed by KLM's contractors to protect the most vulnerable areas of the Spit. KLM reacted very swiftly to a second and more serious breach with their contractor during the recent high seas. The entire revetment should be completed by the middle of August. This repair work will buy time for the NPC to accumulate the necessary funding for the long term coastal protection solution. **DP/GM**

Roads:

- Entrance : This project is complete. The 12-month defects liability period is in effect. Landscaping repairs are required due to damage by fibre installation and are now underway. **CN/GM**
- George Road Car Park: Written approval has now been received for the access area to the beach as well as the erection of a bollard barrier preventing access to the beach from the car park itself. This is to be actioned as soon after lockdown as possible. **GM**
- CCTV Security Cameras : The cameras are working well and are meeting the 98% uptime commitment. **GM**
- Sea Vista Pathway : The construction side of the project has reached practical completion. The snags outstanding can only be addressed after the lockdown. The landscaping work is substantially complete and the rubbish bins will be installed shortly. A formal hand over of the pathway to KLM will take place to transfer the responsibility for ongoing maintenance to KLM. **GM/CN**

6.2.

Non-NPC Projects

- Storm Water Drains: Nothing to Add.
- Sewerage: The spend on sewerage (additional roll out of water born sewerage) upgrade has been delayed to allow the spit repairs to take precedence.
- Internet infrastructure: Nothing to Add.
- Cell Phone Infrastructure: Nothing to Add
- Temporary Recycling Depot : This facility continues to function well.

7. Membership :

- It has been decided that monthly minutes of SFPO NPC Board meetings will no longer be posted to the website and that instead a quarterly report will be prepared and a copy posted to the website – the normal monthly newsletter and updates will continue as normal.
- Changes to the MOI are awaiting approval from the KLM before being taken to a members vote at the next AGM.

7.1

Database - No Discussion

7.2

Marketing & Communication :

- Social Media – Daily postings are being managed.
- Newsletter – A substantial amount of communication has been put through the media. This is being well received. Now that the COVID focus is winding down, more focus will be on the NPC projects and Association news. **CJ**
- Website – Nothing further.
- Fundraisers – Nothing further.
- Emails – No discussion

8. Administration :

- The lease on the office space at 115 St Francis Drive is not being renewed and notice has been received to vacate by 31st July. LA and GM will continue to work from home until suitable premises are secured. **LA/GM**

8.1 Employees – Nothing to add

8.2 Plant, Equipment and Materials - Nothing to add

8.3 Legal – Nothing to add

9. General :

9.1 The COVID-19 Food Relief Program was being supported by the SFPO Association through its membership offering including a R200 donation per membership subscription payment the DVG, Rotary and the St Francis United Church.

9.2. Drone Surveillance Proposal : The proposal is to test a drone surveillance capability that provides a mobile eye in the sky to complement existing security resources ie the CCTV camera system (fixed eyes on the ground), and Neighbourhood Watch (mobile

GM/WF

eyes on the ground). The proposal is being discussed with other organisations to determine the framework for such a project as well as to establish the legal operation of the system.

9.3. Buzzer Security Software : A proposal was received on this social media reaction service which will be discussed at the Association meeting.

9.4. Zoom Upgrade licence – the upgrade fee of \$149.00 p.a. was approved for the purchase of the upgrade Zoom licence to allow for meetings which extend for longer than the free of charge 40 minute period.

LA

9.5. Kouga Print video offer : It was decided that is not a suitable medium for the SFPO purposes.

10.

Next Meeting : Friday 7th August 2020 – 9am – Zoom service.