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**MINUTES OF ST FRANCIS PROPERTY OWNERS NPC DIRECTOR'S BOARD MEETING  
Friday 11 January 2019**

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

**1 Welcome**

WF welcomed all and David Truter for feedback on the CCTV project

**2 Apologies**

P Pezaro (PLP)

**3 Confirmation of the Previous Minutes**

Proposed by MS and seconded by CG

**4 Matters Arising from the Previous Meeting.**

**5 Finance :**

**5.1 Statutory -**

**5.2 Fund Raising** **ALL**

- SFBRHOA – in hand
- KJRC Funding – The matter of funding commitments from KJRC members following the various AGM's to be raised in the Association meeting following.
- Port Dredging
- KLM Funding
- Alternatives to be investigated :
  - Govt. Grant Funding Application – SFPO will be working with KLM during the next 6 months to submit applications to Government for funding for the beach and spit projects. **WF**
  - State Lottery
  - Kouga Wind Farm
  - DEDEAT

**5.3 Financial Reports** – PLP is away so no financials were presented for December.

- The November invoice for SRA Levy collections was received timeously in December. KLM are to be reminded to send the December SRA Collection amount for invoicing. **LA**
- WF and GV met with Sara Smith of Equimetrix to discuss their proposal. Examples of similar accounts reporting conducted by Equimetrix are awaited. The intention is to build a fully reconciled debtor book for the SRA collection. **WF/GV**

WF and GV will finalise by Friday 18<sup>th</sup>.

- The database proposal has been placed on hold.

## 6. **Marketing and Communications :**

6.1. **Database and Marketing Systems :** A new website has been designed incorporating both the Association and the NPC. A Payfast facility is now available for membership subscriptions on the website. The requirement for an active membership database will be reviewed.

- **Social Media :** Feedback indicates that this a communication medium of choice for many property owners. Our social media profile and strategy needs to be stepped up.

LA

## 7 **Administration –**

7.1 **Banking –** Nothing to add.

7.2 **Employees –**

GM's conditions of service and employment contract: Proposed adjustments, Risk Insurance cover and registration for WCA were supported.

7.3 **Plant, Equipment and Materials –** Nothing to add

## 8. **Infrastructure**

### 8.1 **NPC Projects**

River, Spit and Beach –

Phase 1 : Repairs to revetments at Ann Ave are required. The Beach Committee is aware of this and the applications will go to Frank Silberbauer.

The homeowner next to the George Rd Car park has offered to pay for a sand bag retaining wall to protect the car park.

Phase 2 : The EIA is underway. The first public presentation took place on 20<sup>th</sup> December. The official public meeting should take place toward mid February. The process should be completed by the end of November. Work on the Advisian detailed Design will only commence around September.

CN/GM

Roads – The contractors for improvement to the entrance at the Links circle will be asked to submit their RFP next week. The Taxi Association are being consulted prior to this.

We will engage with the KLM regarding creating a workable taxi rank area for Sea Vista and the industrial sites.

CCTV Security Cameras -

The contract has now been signed. An annual payment will be made for year 1 on 1st February with monthly payments thereafter. GM will start signing off on the cameras next week. The SAPS are reviewing footage for cases that have been opened. Only the SAPS have access to the information from Atlas Security. Measures to ensure that practical processes are being put in place are under review. Numbering of poles will be completed by next week.

Enquiries have been received from various private estates and streets to join the CCTV project which will be individually funded.

### **Non-NPC Projects**

- 8.2. 8.2.1. Storm Water Drains: Nothing to Add
- 8.2.2. Sewerage: Nothing to add.
- 8.2.3. Internet infrastructure: Nothing to Add
- 8.2.4. Cell Phone Infrastructure: Nothing to Add
- 8.2.5. Sea Vista Pathway – Nothing to add.

**KLM / Technical Team Project Feedback** : Victor Felton – KLM Director of Infrastructure has requested a festive season feedback meeting on Friday 11 January at 2 p.m. CN and GM will meet with him.

### **9. General**

1. The CRA held a public Meeting on 17<sup>th</sup> December at 11 a.m. at the St Francis Bay Bowling Club. SFPO was represented and agrees to follow-up facilitation with CRA committee members without prejudice. The Board is to be kept informed of all such communication. **WF**
2. The SFPO Association AGM took place 20th December 2018 to be followed by the SFPO NPC Meeting. Feedback has been positive and the various presentations were impactful and informative.
3. It was agreed that the monthly board meetings should in principle be moved to quarterly meetings with formalised quarterly accounts report packs to table and approve financials and ratify any required decisions. A Management meeting will be introduced on a monthly basis, including the technical team meeting. This change will be implemented once the quarterly financial reporting pack has been formalised and agreed. We need to transition from PP to Equimetrix before the change to a quarterly Board meeting is implemented.

**Next Meeting Friday 8<sup>th</sup> February 2019 – 9am – SFPO office**