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MINUTES OF ST FRANCIS PROPERTY OWNERS NPC DIRECTOR'S BOARD MEETING
Friday 5th October 2018

Present:– W Furphy (WF); G Vorster (GV); P Pizarro (PLP); G Miller (GM), Mick Scheckter (MS); L Aitken (LA); Craig Northwood (CN), Deon Pienaar (DP); Chris Gray (CG); **ACTION**

1 Welcome

WF welcomed all.

2 Apologies

P Mountford (PM);

3 Confirmation of the Previous Minutes

CN proposed, NA confirmed.

4 Matters Arising from the Previous Meeting.

None

5 SRA Application to Kouga:

- The Finance agreement has been signed.
- The Levy remittance process needs to be captured in writing and signed off by both parties as an addendum to the Finance Agreement.
- We are in a contractual arrangement with the KLM and tax payers, and strict record keeping needs to be adhered to. The KLM needs to be informed of all appointments of contractors and actions.
- A Notice of Motion from the CRA has been served on the KLM with the SFPO Association as second respondent and the SFPO NPC as third respondent. We are taking legal advice. A sub-committee will review the papers and formulate our response.
- Although the CRA is not claiming any relief from either the SFPO Association nor the SFPO NPC, we will advise our insurance underwriters will be advised of this court action and citing our two organisations as interested parties.
- A Press Release will be drafted in preparation for release once the KLM have made this public.

WF/CG

6 Finance :

6.1 **Statutory** - Nothing to add.

6.2 **Fund Raising** – Nothing to add

6.3 **Financial Reports** – PLP presented the Management Accounts for September.

- The actual figures of the levies collected by the KM in July and August have been received today and the invoice to the KM for payment will be prepared.
- Cash Flow forecast and debtors age analysis to be presented and distributed with

the Management accounts quarterly.

- Aldabara revetment project – the residue in this fund needs to be distributed. PLP and WF to write to Bruce Brooker to resolve the matter. **PLP/WF**
- The Annual Financial Statements for the 2017/8 year have been compiled and distributed. Moore Stephens have calculated the tax and the payment thereof is approved. **PLP**
- Effective from 1st July, 2018 all SFPO NPC overheads will be paid through the Levy fund. Project expenditure funded through donations historically should now be allocated to the levies now being collected. **PLP**

7 Administration – A standard Minute format to be followed for all sub-committees and committees. Minutes and financials are published on the website to provide transparency to the broader community. **LA**

7.1 **Banking** – Nothing to add.

7.2 **Employees** – LA will extend her duties to manage content of social media and websites. The additional cost will be R1,200 per month (payment to LA for her additional time) to be split equally between the SFPO Association and SFBRHOA. **LA**

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

8 Infrastructure

8.1. **NPC Projects** – Minutes of the Technical Sub Committee meeting of 28 September 2018 were tabled and taken as read. A copy of these attached hereto.

Sea Vista Pathway

- This project will only begin when the first tranche has been released by KWF CT's agent.

8.2. Non-NPC Projects

- 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

9. General

1. Communication and Marketing.

We have received a proposal on ways to increase our membership for the Association through improved communications from Plettenberg Bay based BrightGiants. An App called Cardskipper is of particular interest, with a view to offering improved communication and service to distant property owners which will be reviewed. **WF**

WF discussed communication with Greg Darke. They concluded that the development of an App could be written for our specific use, possibly collectively with the SFBRHOA. A well thought out communication strategy is to be pursued.

2. **NPC AGM** : The date of the AGM was agreed as 9th November 2018, as part of the Director's monthly meeting at the SFPO office. Notice will be issued.
3. **The Sunday Times** : No response to the newspaper is required.

Next Meeting Friday 9th November 2018 – 9am – SFPO office