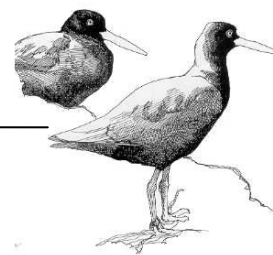


SFB Riparian HOA

P.O. Box 724, St. Francis Bay, 6312



**ST FRANCIS BAY RIPARIAN HOMEOWNERS ASSOCIATION
MINUTES OF THE MEETING – 17 OCTOBER 2011
VENUE: BOARDROOM, VILLAGE SQUARE**

PRESENT:

B Morsink (BM) Chairman

J Stevens (JS)

R Foulds (RF)

M Lahana (ML)

J Robson (JR) Vice chairman

T Butler (TB)

P Grobbelaar (PG)

J Green (JG)

APOLOGIES:

B Buckham

C Beckley

1. BM welcomed all.

2. Confirmation of Previous Minutes

JS and JR confirmed the previous Minutes.

3. Canal Report No. 9/2011

01/10/2011

Weekly

1. Maintain gardens & cut grass – Canal Harbour, Cove & Pump house and dump garden refuse
2. Clean canal cnr Seaglades & Canal Road and dump rubbish
3. Remove rubble at braai area – Cove and dump rubbish
4. Clean & wash bakkie
5. Clean & service equipment and put smaller boat into the storeroom.

Monthly

1. Retrieve & clean Canal Patrol 1
2. Maintain Canal Patrol 2 (start & flush engine)

Other

1. Moved dredger trailer to Boatyard for repairs – JR
2. Canal Patrol 1 waiting for spares
3. Canal Patrol 1 canopy repair at no charge – Mario Nel
4. Assist Greg Miller (GM) – demo of small dredger. **PG to let JG know when GM has fixed canopy. JG to write GM a letter.**
5. Cell contract? – ML – **BM to phone contact (Sean) at MTN re acquiring a new phone.**
6. Gabion basket – Mahe Beat drain pipe ordered
7. All SRE no's to be replaced with SR no's
8. Dredger has to be surveyed by SAMSA. **BM to phone Brian Colnut of SAMSA re surveying of dredger.**
9. Repair Jetty – CH
10. Deliver documents Moore Stephens
11. Bakkie in for respray – DYV597EC

12. Quote to repair Harley Bridge wall (Adrian & Brett do not want to quote)
13. Both Canal Patrol boats has to be surveyed by SAMSA (DTP No's) not SR
14. Enquired with SAMSA to register as safety officer (Brain Colnut – 041 585 0051)
15. Assisted GM to move dredger and float to canal harbor.
16. Miles finished 20 x 10m of pipes.

- PG to cut pipes coming out of the water on Ski Canal.
- JR requested that PG to attempt to retrieve pipe that goes from Bird Island across the spit.

4. **Matters Arising**

None.

5. **Finance and Admin.**

RF has signed, on behalf of all the Directors, the auditors Letter of Representation. This tells Directors that they are responsible for:

- Financial statements
- Accounting estimates
- Laws and regulations
- Litigation and claims, etc. Basically Directors are responsible for everything, not the auditors.

In their Management Report they look at a company and work out what they consider to be material to the scheme of things and they base their audit on this.

They give scope limitations and auditors approach. In their Statement of Independence they state they are totally independent of the Riparian Home Owners Association and have no direct or indirect interest.

On fraud and illegal acts it is the RHOAs responsibility to ensure adequate accounting and internal control systems.

On tax returns there are no 2010 returns available at present. ML queried this and is having these sent to her.

The Audit fees are R20,000.

As a result of their audit there are no matters that require immediate attention. On matters that require attention they have given recommendations on the way payments are paid. RHOA needs to tighten up on how we manage and authorize internet payments. RF has agreed and will action this with ML.

A Casual Wage Register is to be opened for UIF applications etc. to assess what needs to be done. Controls will be set up where necessary for PG.

At present there is no Director actually authorizing the salary schedules of permanent employee's changes in salaries. This needs to be formalized.

Bad debts are not known. The RHOA relies on the municipality to tell them what needs to be debited. RF/ML have worked out the approx. levies from the no. of plots there are.

ML was given a word of thanks by the auditors who stated that their job was made easier because of a well prepared and helpful team and this was much appreciated.

RF will sit down with ML and sort out what needs to be sorted out and then respond to the auditors.

They have given a draft account. The Directors issue needs to be sorted out. Daniel Nel needs to be taken off the Directors list. TB to write to him thanking him for all his help and ask him for a letter of resignation.

The Directors are:

Bennie Morsink Colin Beckley Brian Buckham
Tony Butler John Robson Jeff Stevens

The auditors list the business as "the company is engaged in maintaining the canals for SFB". After discussion it was felt that it should read "the company is engaged in managing and maintain the canals in SFB".

The accounts for July – Sept have been done and there is R100,000 profit. The signatories are to be RF/BM/TB/JR. CB to be removed from the list.

TB proposed thanks to ML for all the good work she has done and continues to be doing.

6. Correspondence

An email was received re erosion. It stated that right along the East Coast of Africa erosion has occurred and the only way to handle this was through erecting barriers. Another email was received refuting this. TB stressed that the DEA who is the relevant authority, has approved revetments and this is what should be stated to all such comments.

7. Committee Action Points from Meeting of 5 September

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|---|--|----|--|
| 1 | Email to be sent re public participation on EIA System. | FS | Done |
| 2 | Verna to apply to the DEA in Cape Town for permission to take vehicles onto the beach. | FS | ? |
| 3 | Obtain quotes for the repair of Mahe wall. | PG | Done |
| 4 | All damaged signs to be mended by Christmas. | PG | Done |
| 5 | Liaise with Kromme Trust re who will be putting in the buoys. | PG | Done |
| 6 | Write to N Hulett re the removal of his dredger. | JG | Done |
| 6 | Give list of damaged walls to Municipality. | BM | BM to do. |
| 7 | Apply for "Anything That Floats" licence from Municipality. | JG | JG to write to R Arderne re St Francis Sports taking over. Also to let Police know. |
| 8 | Speak to T de Groot re Erf 653's protruding deck. | BM | Done |

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|----|--|----|--|
| 9 | Book venue for AGM / one hour before SFBRA AGM | JG | Done |
| 10 | Communicate with Greg re earlier delivery for dredger. | JR | 90% ready. Should be ready middle of November |
| 11 | Letter to be written explaining that all queries re the revetments to be sent to FS. | FS | Done |
| 12 | Query the Municipality re payment of boat licences. | | BM to talk to Erin for next year's payment. |

11. General

11.1 Spit

Miles Cuff (MC) came in. BM stated that he would like to see a plan drawn of the degrees, the footings and how the bidim must be laid, so whoever the contractor is, he knows exactly what has to be done.

MC has a copy of the plan. He stated that the designs are based on a basic plan, these designs all vary in certain ways, i.e. on the angle of repose (30° is to be used here); the size and way the rocks are packed.

TB stated that they were given 13 rolls x 15mm thick x 10mts. long x 2 mts wide bidim. MC said this was not going to work as it was not wide enough, the bidim he uses is 5mts wide (Grade A5). The length must be sufficient to cover the complete slope from bottom to top.

TB stated that FS says that a formal request must be made to SIC for their plans as to where their pipes are.

It was assumed that the spit revetments would start from the end of the houses where the revetments there need urgent repair and then to the end of the spit. BM requested a plan and quote for this length of revetments from MC.

MC stressed that the biggest hurdle at the moment was the temporary bridge as when work starts on the revetments it will involve approx. 4 trucks carrying 30 tons x 10 loads a day for 4 months. The bridge will not stand up to this. The new bridge is only going to be started in six months' time by which time the permit for the revetments would have expired. It must be stressed to M Keyser of the Provincial Roads Department that the construction of a second temporary bridge using material of the old bridge needs to be built as a matter of urgency as there is an emergency of pending damage to property. The Roads Department has an obligation to give access to these vehicles. There is a need to have this bridge up and ready by January as this is the ideal time weather-wise.

A resolution was made to get three quotes to enable the assessment of the amount that would be needed to be raised. This figure would then be put to the Home Owners at the AGM and would also aid in working out how to raise the funds. FS to give drawings to those quoting.

A meeting was arranged at Hobie beach for Tuesday 18th at 2pm with TB/JR/JS/MC in attendance.

11.2 Dredger

JR stated that Greg Miller has a mini dredger that works unbelievably well. It is much more versatile than the big dredger being ideal for small jobs. JR suggested that Greg sells this to the Riparians. Unfortunately it is made up with 2nd hand parts. A new dredger is approx.R52,000 and the secondhand one would be R20,000. After discussion BM state that it be left to JR to decide.

The meeting closed at 4.10pm.

Next meeting - Monday 7th November at 2pm in the Boardroom of the Village Square Business Centre.