



Street Address
101 St Francis Drive
St Francis Bay
6312

Registration number
2006/017967/08

Postal Address
Private Bag X3
Suite 133
St Francis Bay
6312

**MINUTES OF THE DIRECTORS MEETING HELD ON THE
25th of June 2019 AT 13:30 AT THE MUNICIPALITY BOARDROOM**

In Attendance

S Picton-Turbervill (SPT)
B Morsink (BM)
L Fouche (LF)
C Northwood (CN)
G Miller (GM)

Y Bryden (YB)
W Lotter (WL)
S Smith (SS)
N Hulett (NH)
R Foulds (RF)

Apologies

1. Welcome, Confirmation of Previous Minutes and Apologies

The minutes of the meeting held on the 7th May 2019 were confirmed by BM and seconded by LF.

Carried forward from previous minutes

CN Enforcement of advertising regulations on the canals has been advertised by the Kouga Municipality and will take effect from the 1st July 2019. CN submitted a draft for the information advertisement which YB will place on the website and facebook page and send a copy to all building contractors, estate agents and developers in St Francis Bay.

SS Correct allocation of the costs related to the Sand removal at the cove will be discussed with CN, RF, GM, WL and the accounts corrected accordingly.

RF Requested that the wording of item 1 of the resolution from the 13th November 2017 minutes in relation to funding assistance for the Phase 2 Spit & Beach restoration project be changed from:

To assist the SFPO SRA with approximately R1mil per year of funding for the phase 2 project for the period of this project providing the SRA goes ahead and that the SFBRHOA can raise the funds in a similar manner as suggested by SPT.

To:

To assist the SFPO SRA with approximately R1mil per year of funding (**made up from payments to service providers and dredging costs for supplying sand to the beach from the canals**) for the phase 2 project for the period of this project providing the SRA goes ahead and that the SFBRHOA can raise the funds in a similar manner as suggested by SPT.

The minutes from the 13th November 2017 are attached for information.

YB to email new pricelist for 2019-2020 to all Directors.

2. Canal Manger

WL

WL Erf 1304 – Lowering of the HT cable is complete.

WL Arrange a Health and Safety audit and ensure that ALL health and safety protocols are being practiced.

WL To arrange Health and Safety training for Wilma who will become the Health & Safety person to replace Andonice.

WL External Health & Safety Audits must be performed twice a year.

3. Finance, Accounting, Insurance & Legal

RF & SS

SS All agreed on the overtime policy

SS All agreed on the procedure for checking and auditing licenses issued in the office

SS To correct all incorrect expense allocations in the 2018-19 accounts.

SS Must provide accurate monthly management accounts including performance against budget per month and per year and separation of income and expenses according to source. These accounts must be issued to all Directors by the 7th of each month for the previous month.

RF a separate finance meeting will be convened between RF, SS & YB. Minutes from this meeting will be distributed to all Directors. Items for discussion will be Structuring of accounts, Responsibilities and Policies & Procedures. See attached minutes

SPT All transactions above R2000.00 must be signed off by a Director.

GM Requested that all transactions less than R2000.00 to be presented to the relevant Director once a month.

RF To do a reconciliation on the Petty cash. Petty Cash purchases must be kept to a minimum. The debit card can be used for most transactions.

NH Requested that all Directors have a log in to SAGE, to view all the accounts.

RF Will review the new Insurance policy.

RF The Workman's Compensation fund forms have been submitted.



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- 4. Dredging, Spit and Beach** **GM**
WL All dredging is on schedule
CN Requested dredging in front of erf 819 be included on the schedule
- 5. Planning Permissions & Water Quality** **CN**
Signage within sight of the canals – The provisions of the “Kouga Municipality Outdoor Advertising and Signage By-Law” were noted and it was agreed that signage displayed on the canals by contractors, professional services providers, accommodation establishments etc., did not conform to the provisions of Chapter 3, para 13 and that signs are thus illegal in terms of the provisions of this By-Law. The KLM has approved this notice. After the expiry date, as advertised, the SFBRHOA will remove all signs still in place and place them in the municipal yard in St Francis Bay.
- Compliance Orders (Legal Enforcement for Non-Compliance) – It was noted that certain residents are ignoring “Compliance Orders” issued by the SFBRHOA in regard to canal infrastructure. It was agreed that these matters should be handed over to the KLM so that a legal process can follow. CN to hand over relevant documentation to the KLM as necessary. CN to contact MR. D Maus regarding his compliance order.
- 6. Law Enforcement & General Canal Maintenance** **BM**
- 7. Events** **NH**
21st of July is the Pam Golding Winter challenge at 10h00.
- 8. Representation on Public Bodies** **LF**
See the information from the Residents association on www.stfrancispropertyowners.co.za/
- Ward Committee
KM Tariffs and rates have been published for the next financial year.
- Canal Bridge repairs are on the IDP plan for the next financial year
- A decision has been made on the Boat launching sites. Two additional launch sites have been approved in the Eastern Cape, one of which is the site under the Kromme river bridge.
- Water restrictions are still in place.
- 9. Harbour Office, Human Resources & Health & Safety, Web site, Boats** **SPT**
An information page for the canals will be included in the bi-monthly SFPO news letter. WL and YB are to provide information to the SFPO for inclusion in the letter.
- 10. Special Projects** **All**
Online processing of licenses and moorings – on hold
Fixing canal wall at Sea Glades bridge. NH will assist with removal of the rocks behind the existing canal wall
Security at the Cove - on hold
- 11. Next Meeting - Monday 22nd of July 2019**