



# Brunaly Park

Minutes for Annual General Meeting

Thursday, 16 November 2023 @ 19:00

At Lewende Woord Church

**Present:**

43 physical attendees and 11 Proxies

Item	Description & Actions
1. Introduction 1.1 Opening & Welcoming 1.2 Attendance & Apologies 1.3 Quorum 1.4 Acceptance or Previous Minutes	1.1 Chairman Kobus Wolvaardt welcomed everyone, and Ditaba's representatives Francois and Obaken was welcomed and introduced. 1.2 Thanked members attending, had a few apologies. 1.3 Quorum was reached. 1.4 No objections was received for previous minutes

## *1. Inleiding / Introduction*

**INVEST IN YOUR SAFETY  
JOIN BRUNALY**

- ❖ 1.1 Opening & verwelkoming
- ❖ 1.2 Bywoning & verskonings
- ❖ 1.3 Kworum (Minimum 15)
- ❖ 1.4 Aanvaarding van vorige notule

- ❖ 1.1 Opening & Welcome
- ❖ 1.2 Attendance & apologies
- ❖ 1.3 Quorum (Minimum 15)
- ❖ 1.4 Acceptance of previous minutes

Item	Description & Actions
1.5 Area(Since 2002)	1.5 Currently the Area stands as Brummeria, Navors and Lydiana

## 1.5 Area (Since 2002)

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Item	Description & Actions
1.6 Goal & Mandate	1.6 Safety is our number 1 priority. As well as promoting the safety of our residents

## 1.6 Doelwit & Mandaat / Goal & Mandate

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- ❖ Om die veiligheid van ons inwoners te bevorder
- ❖ To promote the safety of our residents



Item	Description & Actions
1.7 2022/2023- Directors	- Kobus Walvaardt – Chairman - Harish Jhupsee – Vice Chairman - Marcus Nordan  Volunteers - No Remuneration

## 1.7 Direksie 2022/2023 Directors

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- ❖ Kobus Wolvaardt (Chairman)
- ❖ Harish Jhupsee (Vice Chairman)
- ❖ Marcus Norden

**VRYWILLIGERS - GEEN VERGOEDING**

**VOLUNTEERS - NO REMUNERATION**

Item	Description & Actions
1.8 Acknowledgements	Please refer to slides for all details. Page 7

## 1.8 Bedankings / Acknowledgements

**INVEST IN YOUR SAFETY  
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- ❖ Direkteure
- ❖ Medewerkers
- ❖ Johan- Ditaba area bestuurder
- ❖ Ditaba Wagte & Beheerkamer
- ❖ Compendium - CIPC nakoming & geregistreerde adres
- ❖ Lewende Woord kerk: Lokaal
- ❖ GoodX: Fakturering stelsel

**Dankie!**

- ❖ Directors
- ❖ Co-workers
- ❖ Johan - Ditaba area manager
- ❖ Ditaba Guards & Controlroom
- ❖ Compendium - CIPC compliance & registered address
- ❖ Living Word Church: Venue
- ❖ GoodX: Invoicing system

**Thank you!**

Item	Description & Actions
2. Communications	<p>Kobus explained the forms of communication that members can use to alert emergencies or else communications.</p> <p>Phone - manned by Mar-Louise - 071 132 6573  WhatsApp groups:  Brunaly Emergency – Crime Emergencies &amp; urgent Communication (only for paying members)  Brunaly Lief &amp; Leed - Social Group (open to anybody)  Email – <a href="mailto:brunalypark@gmail.com">brunalypark@gmail.com</a>  Rules of engagement on Website - <a href="http://brunalypark.co.za">brunalypark.co.za</a></p> <p><b>Note:</b> Paying members have access to the alarms , the security vehicles, security company and panic buttons.  Any suggestions are welcomed for creating a safe network for members.</p> <p>In the case where you make a call, call Ditaba’s control room and not the response vehicle because the call can be logged and there can be an assessment of the situation with a follow-up.</p>

## 2.1 Kommunikasie / Communication

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### Nood / Emergency

- ❖ Beheerkamer | Control room -  
010 777 0100 OR 081 325 7397
- ❖ WhatsApp Brunaly Emergency Group





### WhatsApp- Groepe / Groups



- ❖ Brunaly Emergency - Noodgevalle vir misdaad en dringende kommunikasie van Brunaly | **Crime emergencies & urgent comms** from Brunaly



- ❖ Brunaly Lief & Leed - **Sosiale Groep | Cares - Social Group**

**Om by groepe gevoeg te word: | To be added to Groups:**  
❖ [brunalypark@gmail.com](mailto:brunalypark@gmail.com)  
(Naam, Sell, adres) | (Name, cell, address)

**Betrokkenheidsreëls op die webwerf! | Rules of engagement on the website!**

Item	Description & Actions
3. Legal Matters	<p>We are closed down based on a court order we do not close down like the other neighborhoods. The other neighborhoods apply to Tshwane and every two or so years they pay a fee and get permission to be closed. We were the first and they disapproved our application, we took them to court and we got an Interim order in 2008 until Tshwane gets back to us.</p> <p>We have the Brunaly- Ditaba contract, who is our chosen services provider. Members do not pay Ditaba, members pay Brunaly and Brunaly buys bulk service from Ditaba. We do it this way so that we can chf we need or want. Like last year we changed from brinant to Ditaba and periodically we will get in service providers to tender for us, and the community decides.</p>

We have a membership agreement, and only the members have access to the vehicle.

The debit order system, please consider becoming part of the debit order system as it reduces the admin largely.

Alarm monitoring agreement which is facilitated by Brunaly Park. Contact Mar-Louise.

We have a new LPR camera agreement, where we normally paid Snipr a monthly fee, Ditaba is taking it over, where they are buying bulk from an LPR provider.

Ditaba was thanked for taking the on, and absorbing it into our monthly fee.

### 3. Regsake / Legal Matters

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- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>❖ Hofbevel 2008</li> <li>❖ CIPC - (Brunaly Park NPO)</li> <li>❖ Brunaly Ditaba kontrak</li> <li>❖ <u>Lidmaatskapoooreenkoms</u> (Slegs lede het toegang tot die voertuig)</li> <li>❖ Debitorder Sisteem</li> <li>❖ Alarm monitoring ooreenkoms (Brunaly <u>fasiliteer diens kontrak</u>)</li> <li>❖ <u>LPR Kamera ooreenkoms</u> - Word tans deur Ditaba betaal en gemonitor, ons kyk na 'n nuwe <u>diesnverskaffer</u>.</li> </ul> | <ul style="list-style-type: none"> <li>❖ Court order 2008,</li> <li>❖ CIPC (Brunaly Park NC)</li> <li>❖ Brunaly Ditaba contract</li> <li>❖ Membership agreement (Only members have access to the vehicle)</li> <li>❖ Debit Order System</li> <li>❖ Alarm monitoring agreement (Brunaly facilitates the agreement)</li> <li>❖ LPR Camera agreement - Currently being paid and monitored by Ditaba, we are looking for a new service provider.</li> </ul> |
|--|---|

Item	Description & Actions
<p>4. Crime statistics</p> <p>4.2 Incidents Dec'22 - 2023</p>	<p>We try to keep our own statistics, government statistics are not always reliable and are not always shared with us, therefore we ask that you report any incidents that you were part of to <a href="mailto:brunalypark@gmail.com">brunalypark@gmail.com</a> we like to follow it up, and have a look at camera footage to see how we can prevent it from happening again or to someone else.</p> <p>When reporting an incident we ask that you are very specific in time, when, where, what was involved, vehicle, number plate etc. try and get and give as much information as possible.</p> <p>Our incidents for 2022/2023 was discussed -</p> <p>Please refer to page 13 on the slides for incidents in 2021-2022</p> <p>Please refer to page 14 on the slides for incidents in 2022-2023</p> <p>The report of the incidents was briefly discussed. Page 15 on the Slides</p>

## 4.2 Voorvalle | Incidents Dec 2022 - 2023

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■ Diefstal | Theft 
 ■ Rooftog | Robbery 
 ■ Poging | Attempt 
 ■ Kabeldiefstal | Cable Theft 
 ■ Vandalisme | Vandalism 
 ■ Oortreding | Trespass 
 ■ Kaping | Hijacking



## 4.3 Voorvalle | Incidents Dec 2022 - 2023

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■ Diefstal | Theft 
 ■ Rooftog | Robbery 
 ■ Poging | Attempt 
 ■ Kabeldiefstal | Cable Theft 
 ■ Vandalisme | Vandalism 
 ■ Oortreding | Trespass 
 ■ Kaping | Hijacking

16/12/22 Friday 10:48-12:00 Snyman Rd - Member House Break-In and Theft	22/01/23 Sunday 21:53-22:00 Kesselaar Ave - Villa de Palma - Mem Lock Box tampering	01/08/23 Tuesday 09:00-14:00 Kuisis Ave (None Member) Theft - Building material
18/12/22 Sunday 16:00-17:46 Ratel Ave - Non Alarm Member House Break In - Theft	25/01/23 Wednesday 12:30 Hendrik Ave Brunaly Patrol Vehicle and Guard Hijacked and Kidnapped	23/08/23 Wednesday 10:40-11:10 Kuisis Ave - Amarilla - Member House Break-In
22/01/23 Sunday 11:00-11:18 Snyman Road - Non Member (at the time) House break-In and Theft	27/03/23 Monday 13:00-13:30 Tambotie Ave Cell Phone theft	30/08/23 Wednesday 19:57 Samson Cres & Brummeria Road Theft of trailer parked - Samson gate
		16/11/2023 - Cable theft Kuisis 8A & 36 Orpen Street

Item	Description & Actions
5. Security Project	Our Strategy is we try to secure the neighborhood with cost effective means, if we had lots of money, we could just pay for all the guards we need, but we don't and we need to be clever about this. We don't have as much money as the other neighborhoods, our model is at least R200 cheaper than other neighborhoods which are well over a R1000 for their security.
5.1 Model	Kobus explained our Model and what members get when they contribute. Please refer to page 17 & 18 On the slides for the details on how our model works.

5.2 Members pay for:	<p>24/7 Response vehicle Stays in our neighborhood. We have a bit of a benefit having the backup vehicle just across from the street as we have access to Lynn de grace's vehicle</p> <p>24/7 Gate guards</p> <p>Fencing &amp; gates</p> <p>Cameras at gates and in neighborhood</p> <p>Community eyes &amp; ears</p> <p>Access to dedicated vehicle via</p> <p>Home alarm monitoring</p> <p>Cell phone</p> <p>Cell panic service ( 2 free per household) - works as a dropped call, and acts like a panic button.</p> <p>Brunaly emergency WhatsApp group</p>
5.3 Membership boards	<p>Membership boards are very important, they show the response vehicle that you are participating and that we have contact details for you. And also helps with marketing</p>
5.4 Eyes & Ears	<p>Be on the lookout for scouts presenting as:</p> <ul style="list-style-type: none"> <li>- Loiterers</li> <li>- Cars looking out of place</li> <li>- Dustbin diggers</li> </ul> <p>Ask vehicle to engage</p> <p>Prevention is better than cure</p>
5.5 Cameras	<p>We now have 55 camera's up in the area, we have most of the area covered. It is a bit of an issue that not all is load shedding proof.</p> <p>We do not have a model where Brunaly necessarily owns the camera's, we might contribute a portion to it. We prefer that the owner of the house owns the camera's, to operate and maintain them and to look at their own cameras and be used for their own security as well.</p>

Item	Description & Actions
<p>6. Finances</p> <p>6.1 Year End - Feb 2023</p>	<p>We are running a slight deficit, we've moved from part time guards to full time guards, we also had a few additional expenses we had to replace our booms - 120K etc.</p> <p>Income &amp; Expenses Explained.</p> <p>Expenses..</p> <ul style="list-style-type: none"> <li>- Bad debts Written off - People who didn't pay / people who move and don't let you know, and just stop paying)</li> <li>- General Expenses - Gardeners Planting sisals along the Highway side</li> <li>- Travel &amp; Acc - Plane ticket for Mar-Louise for last year's AGM</li> <li>- R&amp;M (repair &amp; Maintenance) - Brush Cutter repair</li> <li>- Maintenance - Fuel — Fuel for the Brush cutter</li> <li>- Marketing - Print work for AGM</li> <li>- Camera Project - Brunaly put in around 13k (Camera Project + Capital contributions)</li> <li>- Legal Fees - Compendium - Annual returns submissions</li> <li>- Security expenses - Ditaba &amp; Brinant</li> <li>- Administration - Mar-Louise fees</li> <li>- Refunds - Someone who paid R5000 but only wanted R1000</li> <li>- Telephone &amp; fax - New Brunaly phone</li> <li>- Bank charges...</li> </ul>

## 6.1 Finansiële Jaareinde 2023

Description	Ledger	Total
<b>- Income Accounts</b>		<b>1727067.48</b>
Camera Project	INC14	40322.5
Security Income	INC1	1673142.78
Bank Interest	INC9	6762.2
Capital Contribution	INC13	6840
<b>- Expenditure Accounts</b>		<b>-1863576.19</b>
Bad debts written off	EXP7	-16968
General Expenses	EXP15	-550
Travel and Accommodation	EXP36	-3372
R&M - General	EXP28	-2626
Maintenance - Fuel	EXP69	-2221.59
Marketing	EXP68	-422.7
Legal Fees	EXP21	-1500
Security Expense	EXP64	-1689133.9
Camera Project	EXP70	-59987.2
Administration	EXP65	-72000
Refunds	EXP43	-4000
Telephone & Fax	EXP34	-2498
Bank Charges	EXP8	-8296.8
<b>Balance Brought Forward</b>		<b>-136 508.71</b>
Ditaba Invoice for March 2023		R 139 512.25
<b>Balance</b>		<b>3003.54</b>

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## 6.1 Financial Year end 2023

Item	Description & Actions
6.2 Current Bank Balance	From 2022's nice revenue we had the additional expenses of about 120k to switch over to our new service provider and another 120k for the booms.
6.3 Expenses	Please refer to page 25 on the slides for details on the large expenses.

## 6.2 Huidige banksaldo / Current Bank Balance

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Bank Rekening   Bank Account	16/11/2023 Bedrag   Amount	31/10/2022 Bedrag   Amount	16/11/2021 Bedrag   Amount
Money Market	R 115 748.70	R 164 221.46	R 108 801.40
Standard Bank	R 45 582.14	R 243 609.94	R 206 428.38
First National Bank	CLOSED	R 2 734.07	R 10 168.57
	<b>R 161 330.84</b>	<b>R 410 565.47</b>	<b>R 325 398.35</b>

Item	Description & Actions
7. Participation	Please refer to Pages 26 and 27 on the slides for the participation indication. Encourage those not participating to participate.



	<p>Please do keep in mind that only about 103 of the indicated 275 participating members contribute the full amount or a bit more.</p> <p>The remaining members only partially contribute.</p> <p>On a rough count we have...  Contributing complex units = 117  Other contribution units =158</p>
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Item	Description & Actions
8. Monthly fees	<p>Monthly expenses explained.</p> <p>Ditaba - 140k + operational costs 10K (Bank charges, something breaks and needs fixing, Legal fees, Admin fees etc..)</p> <p>Proposing a R40 increase, but irrespective of how much you pay.</p> <p>Discussion point 2 on page 29 of the slides - Municipal works funds was also brought up to add an additional R10 to the increase for municipal work in our area and set the increase at R50</p>
Voting on Monthly fees	<p>By a show of hands it was decided by the community members that we will do a R50 increase for 2024 - effectively from 1 January -  Our new fee is then set at R825pm</p>

## 8. Maandelikse Fooie

# Ditaba

## Monthly Fee

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Ditaba	Brunaly Operational	Total
<b>R 139 512.25pm</b>	<b>R 10 000.00 p/m</b>	<b>R 149 512.25</b>

Huidige Fooi   Current Fee
R 775.00 p/m

<b>VERHOGING   INCREASE</b>
R 40.00 p/m
R 50.00 p/m (mun-Fee)

Nuwe Fooi   New Fee
R 815.00 p/m
R825.00 p/m

**Alle rekeninge kry verhoging van R 40 p.m/ R50 |**  
**All accounts receive an increase of R40 p.m/ R50**

Item	Description & Actions
9. Discussion point	<p>1. SARS  The current directors inherited Brunaly Park from a previous group, who inherited from another previous group. At some point we did not submit anything to SARS.</p>

Voting on the boards	<p>Someone queried it this year, and we found out that we have to submit quite a bunch of statements. We are bringing it up to date.</p> <p>2. Municipal work fund We will create a space where people can vote on what projects we need to attend to.</p> <p>3. Advertisement boards Marcus Norden said that Living Word will sponsor the printing for the Brunaly park boards. We also have a suggestion to create a space for advertisements on the boards for businesses in our area to advertise, where we will then setup a monthly 'space' rental fee</p> <p>By a show of hands from the attending community members it was approved to get this in place.</p> <p>Please refer to page 29 on the slides for more information.</p>
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Item	Description & Actions
10.Substitute Directors 2022/2023	<p>This year we received a couple of nominations for a new director. - Vanessa Ursula Auths.</p> <p>Opportunity was given for anyone that would like to nominate someone or themselves - No one volunteered</p> <p>No one opposed the directors staying directors.</p>
Vote on new Director	<p>By a show of hands by the attending community members all were in favor of having Vanessa Ursula Auths as a new added member to the board of directors.</p>

**10. Instaan Direkteure  
2022/2023  
Substitute Directors**

**Beskikbaar vir verdere termyn | Available for further term:**

- ❖ Kobus Wolvaardt
- ❖ Marcus Norden
- ❖ Harish Jhupsee

**Nomination**

Votes received to appoint Ursula as a director

**? Nuwe Direkteure/ Hulp | New Directors / Help**

**MAAK 'N VERSKIL / MAKE A DIFFERENCE**

**Volunteer**

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13. How to join	Please refer to page 31 & 32 or you can visit the website for more information.
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<p>15. Conclusion</p> <p>Q &amp; A</p> <p>Closing</p> <p>Admin Note -</p>	<ul style="list-style-type: none"> <li>- Monthly Fees - will be increased with R50 pm - new Fee - R825pm</li> <li>- Municipal works - It was approved to add additional R10 for funding</li> <li>- Advertisement Boards - It was approved as a project</li> <li>- Directors team- New director appointed - Vanessa Ursula Auths</li> </ul> <p>Kobus invited the non participating members to contact us if they are not able to contribute the full amount.</p> <p>With regards to the municipal work funds.. Can we start with the potholes in Samson street?  Yes we will, also have assistance from one of the residents that knows how to repair them.  A Brunaly Park Maintenance group will be created for communications on this.</p> <p>How many houses contribute?  It is a bit difficult as we have complexes and we have flats and garden flats in the area, what is seen or calculated as a house... ?  We will look into this to get a precise figure.</p> <p>Marcus Norden concluded the meeting.</p> <p>Marcus said that the Emergency group is only for Armed response, and not emergencies. He stated that he contacts the control room directly if he wants them to drive by or make contact with unfamiliar vehicles.  Always think - does my neighbor need to know about this, is it a security matter before posting.</p> <p><b>The rules of engagement of the Emergency group will be reviewed and posted on the group.</b></p> <p>Marcus also requested that the residents from Brunaly Park refrain from parking under the pine trees in Brummeria rd. That area is known for suspicious activity.  NEVER approach a suspected vehicle by yourself, call Ditaba to dispatch the vehicle and let them handle it.</p> <p>Marcus also mentioned that about 20 years ago, our area had some of the highest crime states in the East of Pretoria.  The Garsfontein Sector 1 meetings are being held at the church's chapel.  We engage directly to SAPS through CPF</p> <p>We are aware that we did have a bit of crime this year, but we have by far one of the safest areas.  What we are doing is extremely effective.</p> <p>Please remember to be extremely vigilant when going for a run, we know the neighborhood is safe, but always stay vigilant. Especially when going for a run or bicycle drive when it is still dark out, and even more so when it is loadshedding.  Always make sure you close your gate when leaving or going inside.</p>
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Ditaba -	<p>Marcus reminded the neighborhood that the church runs on generator power when in load shedding and that everyone is welcome to come and work there. Also when we do not have water, the yellow taps (borehole water) on the church property is open for the community if water is needed.</p> <p>He announced that the church now has a restaurant operating daily. The restaurant managing team will be loaded on the cares group and they will share menus and specials.</p> <p>Nobody expects the guards to catch any dogs running wild in the streets.</p> <p>Francois from Ditaba thanked the community for being able to be our service provider. He announced that for the year of 2024 Ditaba will not give us an increase. He also stated that the guards happily assist in this matter but will always do so with caution.</p>
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16. Thank you	Meeting adjourned
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## 16. Dankie / Thank you

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<p style="text-align: center; color: #800000; font-weight: bold;">Dankie vir u deelname &amp; teenwoordigheid</p> <p style="text-align: center;">❖ Notules sal op die webwerf gepubliseer word</p> <div style="text-align: center;">  </div> <p style="text-align: center; font-weight: bold; font-size: small;">SLAAP MET EEN OOR OP EN EEN OOR AF...</p>	<p style="text-align: center; color: #800000; font-weight: bold;">Thank you for your participation &amp; attendance</p> <p style="text-align: center;">❖ Minutes will be published on the website</p> <div style="text-align: center;">  </div> <p style="text-align: center; font-weight: bold; font-size: small;">SLEEP WITH ONE EAR UP AND ONE EAR DOWN...</p>
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