

PORTFOLIOS
VERSION 1.1
ZANDFONTEIN FARM HOMEOWNERS’ ASSOCIATION NPC
(“the Association”)
2022
Version: 01 (August 2022)

PREAMBLE

Pursuant to Clause 20 of the Memorandum of Incorporation (MOI), the following Portfolios historically exist within the management and affairs of the business.

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Collections
5. Company Secretary
6. Security Access Restrictions (Road Closures)
7. Administration
8. Security
9. Operations
10. Parks & Environs

Clause 20.3 of the MOI provides that the detailed responsibilities commensurate with the roles and portfolios are set out hereunder.

1. CHAIRPERSON

The chairperson of a committee is responsible for the smooth running of meetings, allowing all members to have their say, and for guiding the committee's work towards the aims set by the Board of Directors. This is a vital position in any Community Association and a good Chairperson will do the following:

At Board Meetings

- Notify Directors of the date, time and venue of the Board Meetings
- Circulate previous Minutes and Agenda prior to Board Meetings
- Conduct business in the order set out in the Agenda
- Keep discussion focused on the item as set by the Agenda
- Make sure that a decision has been reached before going onto the next item on the Agenda
- Allow everyone to speak and be heard
- Make sure a Record of all decisions is kept.

- Ensure that Minutes of all Board Meetings are taken

Between Board Meetings

- Know of all work that the Community Association is doing so that he/she is well informed about all matters that may arise at Board Meetings
- Keep in touch with other Directors and how their work is coming along
- Meet with the Administrator / Company Secretary to arrange and draw up the Agenda to be discussed at Board Meetings and ensure Minutes are properly drafted and issued prior to the next meeting.
- Act as Co-Signatory (one of two) on all Company Banking Accounts including Internet Banking
- Deal with specific tasks or issues as defined by the Board of Directors

At Annual General Meeting or Special Meetings

- Convene the annual general meeting
- Convene a special general meeting
- Present the business of the Association
- Arrange a Vote and/or Ballot
- Make the casting vote at a general or committee meeting when the count is equal.

2. VICE-CHAIRPERSON

The main role of the vice chairperson is to preside over meetings when the chairperson is absent. The responsibilities of the vice chairperson are to:

- Stand in for the Chairperson if s/he is away
- Assist the Chairperson with matters between Meetings
- Act as Co-Signatory (one of two) on all Company Banking Accounts including Internet Banking
- Deal with specific tasks or issues as defined by the Board of Directors

3. TREASURER

Bookkeeping

- Look after the Finances
- Look after the business's Financial Records (current & historical)
- Act as Co-Signatory (one of two) on all Company Banking Accounts including Internet Banking
- Oversee, prepare, present and approve Budgets, Accounts and Financial Statements
- Prepare and present understandable Financial Reports to the Board of Directors
- Ensure that the Financial Resources of the business meet its needs
- Ensure that appropriate Accounting Procedures and Controls are in place
- Liaise with relevant people about Financial Matters
- Advise on the Financial Implications of any new Projects

- Prepare the Annual Accounts before being passed to the independent Auditor
- Present the Annual Accounts at the Annual General Meeting of the business.

4. COLLECTIONS

- Maintain the membership and up-to-date payments so that at least 90% of the community are fully paid up members who are up to date with their payments. By -
- Receive regular monthly reports on who is paying and how much, and follow up on any members that are behind with their payments.
- Keep tabs on what is happening in the neighbourhood, see who is moving out and who is moving in, and go and greet the newcomers explaining the arrangements and signing them up.
- Continue nagging the hard core of the few members who are still not paying members (about 10%)
- Maintain, keep and update the members' list with all the contact details.

5. COMPANY SECRETORY

- Making sure that the full name of the organisation is displayed outside the Registered Office and Entrances, and that a change in the Registered Office is notified to the Registrar of Companies (CIPC) within 14 days
- Keeping the Certificate of Incorporation, Articles of Association and other Statutory and Legal Documentation
- Ensuring that the Company Name, Registered Number, Registered Address and Directors' Names appear on the Organisation's Letterhead
- Keeping the Company's Registers (that is, Database [lists of all Members] and Directors) up to date and at the Registered Office
- Notifying the CIPC of any change in Director, Company Secretary or Business Address within 14 days
- Ensuring that all legal Agreements and Contracts are properly discussed, agreed by Directors and kept in a safe place
- Ensuring that the annual Annual General Meeting is held within 6 months of the Business's financial year-end and in each calendar year of operation
- Calling General Meetings (AGMs and Extraordinary General Meetings, EGMs) at the request of the Directors and/or Members, according to the Rules in the Articles or Memorandum of Association
- Ensuring that due Notice in accordance with the Articles or Memorandum of Association (and, where relevant, Company Law Requirements for General Meetings is given) and that they are run according to the Articles or Memorandum of Association
- Ensuring an independent Auditor is appointed at the AGM
- Ensuring that the Accounts are properly prepared and audited (in conjunction with the Treasurer)
- Keeping the Minutes Book (AGM and EGM Minutes and the Minutes of the Board of Directors and any Subcommittees); General Meeting Minutes should be open for inspection by Members

- Sending in the Annual Return to the CIPC by the annual return date applicable to your company
- Notifying the CIPC within 15 days of passing Special Resolutions (for example, changes to the Memorandum and Articles of Association or a change to the Organisation's Trading Name)
- Keeping copies of all Annual returns and Accounts
- Complying with any other duties as imposed by the Companies Acts 1973 and 2008
- The Company Secretary plays a very important role within the company, not least because she/he carries Legal Responsibilities under Companies Act (Act 71 of 2008).

6. SECURITY ACCESS RESTRICTIONS (ROAD CLOSURES)

Ensure compliance as the Legally Responsible Person with all of the below mentioned conditions as well as all other conditions specified in the Security Access Restriction Policy of the City of Johannesburg at all times, failing which steps will be taken to remove the Access Restrictions as indicated in the policy;

- The applicant on behalf of the City of Johannesburg must advertise at his cost his intention to approve the restriction by placing
 - o Notice in the Provincial Gazette.
 - o Notice in one local or one regional newspaper
- A copy of advertisement must then be delivered or faxed to the Johannesburg Roads Agency (JRA)
- The applicant is to display a similar Notice at every site of the proposed or existing Access Control or Restriction. The minimum size of the notice to be a newspaper poster size. Photographs of Posted of Notices as well as proof that all Notices were displayed, as required, must be submitted to the JRA. The Affidavit is to be completed in respect of the placement Notices at each Access Restriction or Control Point.
- The Security Access Restrictions will come into effect two months from the date of display of the Notice in the Provincial Gazette.
- The approval is valid for a period of two (2) years from the date calculated as two months from the date of display of the Notice in the Provincial Gazette.
- An application to renew the Access Restrictions will not be accepted more than three (3) months before the existing approval expires. If no application is received within one (1) month of the expiration of existing approval, the Security Access Restriction automatically lapses and must be removed on the date of expiration. Re-installation cannot take place until a new application has been approved by the City of Johannesburg.
- At least one gate or boom into the area must be permanently open (24 hours unrestricted), either manned or left open, with full, free unhindered vehicular access, at all times, to the Public, the JRA and any other Agency or Utility (e.g. City Power, Johannesburg Water, PIKITUP, City Parks and their authorised representatives) or service departments (e.g. Telkom, Eskom, Rand Water) as well as Emergency Services (e.g. Fire, Ambulance, SAPS, JMPD, Civil Defence).
- This access may not be an electric gate and a curfew, or any practice of effectively "locking up" a suburb overnight, or any other period of time, may not be permitted.

- Personnel manning the access control point may only monitor and observe activity. They may not search vehicles or people and they may not require the filling in of any register or supplying personal information.
- At any other gates or booms provided with limited opening hours, or permanently closed there shall be signs displayed indicating the opening hours, if applicable, and directions to the permanent open gate or boom.
- All conditions imposed by PIKITUP and Emergency Management Services must be complied with. Written confirmation from these organizations must be obtained indicating that all requirements have been complied with.
- All road security access restrictions to be in accordance with technical requirements of the JRA (Pty) Ltd and adequate signage must be erected by the Applicant at his/her cost and in accordance with the requirements of THE SOUTH AFRICAN ROAD AND TRAFFIC SIGNS MANUAL, for the purpose of providing warning to road users.
- Pedestrian access gates must comply with the Technical Specifications as per the Council Security Access Restriction Policy, and the JRA Technical Requirements. Pedestrian access shall be unrestricted at all times.
- The applicants must form a Section 21 Company or an Association to fulfil the applicant's obligations in accordance with the terms.
- At least 80% of the people on the list of persons living and/or working in the area must support the Section 21 Company or Association.
- The applicant must submit proof of who will be accountable to manage this access restriction project.
- The applicant shall obtain Wayleave Approval from the JRA in respect of this restriction application. If not obtained, as yet, the cost of the Wayleave application must be paid to the JRA (Pty) Ltd by the applicant.
- A signed indemnity must be submitted indemnifying the JRA (Pty) Ltd and the Council against all claims as a result of the installation, maintenance and removal of security restrictions.

7. ADMINISTRATION

- Receive and distribute Official Communications on behalf of the business
 - o By e-mail
 - o By bulk sms
 - o By post and/or street delivery
- Prepare and distribute Newsletters to the community
- Maintain and store the business's electronic and hardcopy records
- Explore and propose 'cloud based' storage solutions for the business records
- Maintain and update the business's Web Site
- Creating and maintaining filing systems
- Booking of Venue for the Annual General Meeting / Special Meeting
- Erection of Posters on Community Notice Boards advertising Events or Notifications
- Order Refreshments for the Annual General Meeting / Special Meeting

- Arrange with Venue Staff to set-up on the day of the Meeting and Clean-up the day after
- Arrange for additional Security for the Annual General Meeting / Special Meeting
- Arrange for Volunteers to undertake Registration for the Annual General Meeting / Special Meeting
- Ensure that Voting Paddles (as received from the Treasurer) and the Registers are present prior to the Meeting
- Send out regular reminders for the Annual General Meeting / Special Meeting
- Ensure the upkeep and renewal of all Insurances
- Ensure the payment of all Statutory and Member Fees (CPF, CAC, MAD, etc.)

8. SECURITY

- Serve as Security Service Provider (SSP) Security Liaison between the ZFHOA Board of Directors, the Community and SSP
- Serve as direct Liaison to the General Manager of Country Club Johannesburg (CCJ), Woodmead
- Accept and hold responsibility for Gate Access to CCJ
- Attend the weekly Monday morning SAPS Sandton Security Meeting (all SAPS Sectors)
- Attend the monthly Sandton Community Police Forum Sector I Meeting on the 2nd Wednesday
- Maintain the ZFHOA Incident Register, Reports and Records
- Be available daily to receive SSP Access Logs, Vehicle Patrol Logs and Incident Reports
- Be available to issue Security Access Stickers to Residents, Employees and frequent Visitors (Pre-Schools, Chabad & Church)
- Be available to attend every Security Incident (24/7) to support Victims, represent the ZFHOA, take Photographs & Statements and ensure SSP & SAPS attend scene and that Victim is aware of procedures & Rights
- Be available to retrieve and analyse Community CCTV data as well as distribute to relevant authorities.
- Hold Keys to CCTV Installations, if applicable
- Liaise with CCTV Installer to maintain & repair Installations
- Liaise with CCTV Monitoring Company for daily, weekly or monthly reports, Incidents, Armed response, etc.
- Notify Administrator / Community of Incidents & Alerts
- Actively monitor Security WhatsApp Groups and react to and/or pass on relevant information to Community
- Ensure the maintenance and upkeep of the CCJ / ZFHOA Boundary Security Corridor together with CCJ in keeping with the Agreement addendum hereto
- Ensure the maintenance and upkeep of the Community's Boundaries with ESKOM, Kelvin Drive, Bowling Avenue and Ashby Estate
- Liaise with CCJ, WKRRRA, SCCE & Ashby Estate on Security Incidents and Boundary Activity (WhatsApp Group)

- Report Boundary Breaches along Bowling, Riley & Woodlands roads identified by concerned Residents to CCJ (broken concrete Palisade, etc.)

9. PARKS & ENVIRONS

- Store, secure and maintain the ZFHOA Groundskeeping Equipment and Machinery
- Store, secure and maintain the Business Vehicle
- Manage the Groundskeeper on a daily basis (Monday to Friday from 07H00 to 16H00)
- Ensure the maintenance and upkeep of the Community created Parks and Entrances in order to maintain a clear line-of-sight
- Liaise with the City of Johannesburg regarding the maintenance and upkeep of the Bowling Avenue and Kelvin Drive Pavements to maintain a clear line-of-sight
- Liaise with the City's Parks Department regarding matters relating to the maintenance of Trees to maintain a clear line-of-sight and facilities (Benches, etc.)
- Ensure Water facilities in the Parks are secured
- Ensure the maintenance of Playground Equipment, Braais, Boundary Fencing (split Poles & Cable), Bridges, etc
- Arrange for the repair of small Potholes (Joburg Water & large Potholes and Road Surfaces to be repaired and maintained by the Johannesburg Roads Agency)
- Report Sewerage Leaks in Public Areas and follow-up

10. OPERATIONS

- Arrange for the upkeep of Road Signage and markings especially at the Road Closures
- Keep and maintain a stock of Road Signage, Booms, etc. for quick repair and replacement
- Ensure the annual and ad-hoc maintenance of all business's Infrastructures (Palisade, Guards Huts, etc.)