



**Minutes and Notes**  
**Of**  
**Residents' Meeting**  
**11 April 2024 18:00**

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## **1. Committee members and portfolios**

### **1.1. Committee members**

- Chairman and Traffic Impact Study – Mike Krynauw
  - Delta consultants completed the TIS, they also have properties in the area. They have not billed us for the cost yet. We will offset their fees of R125 000 against their contributions to the closure.
- Vice Chair, Project Manager and Administration – Lauren Gonsalves
- Finances and Budget – Dries Prinsloo & Cecil Spencer
- Community & Street Rep Liaison – Roché Viljoen
- Community Liaison – Michael Barnard
- Administration & Webpage – Pieta Heyns
- Marketing – André Sciocatti
- Security – Vacant
- Other – Sanet Riekert (CA), Bertus van Tonder, Hannelie van Tonder (Legal), Mark Anthony, Danie Joubert

### **1.2. Feedback from the committee**

- Traffic study is done, Delta consultants were used. They have properties in the area.
- The Website was recreated in December 2023 to reduce the web hosting fees. These have been covered by members of the committee over the last few years. We ask that residents visit the website for updates. Please also send any questions and comments to the committee.
- The committee is looking to fill the Security portfolio.



## 2. Progress to date

### 2.1. The committee progress is as follows:

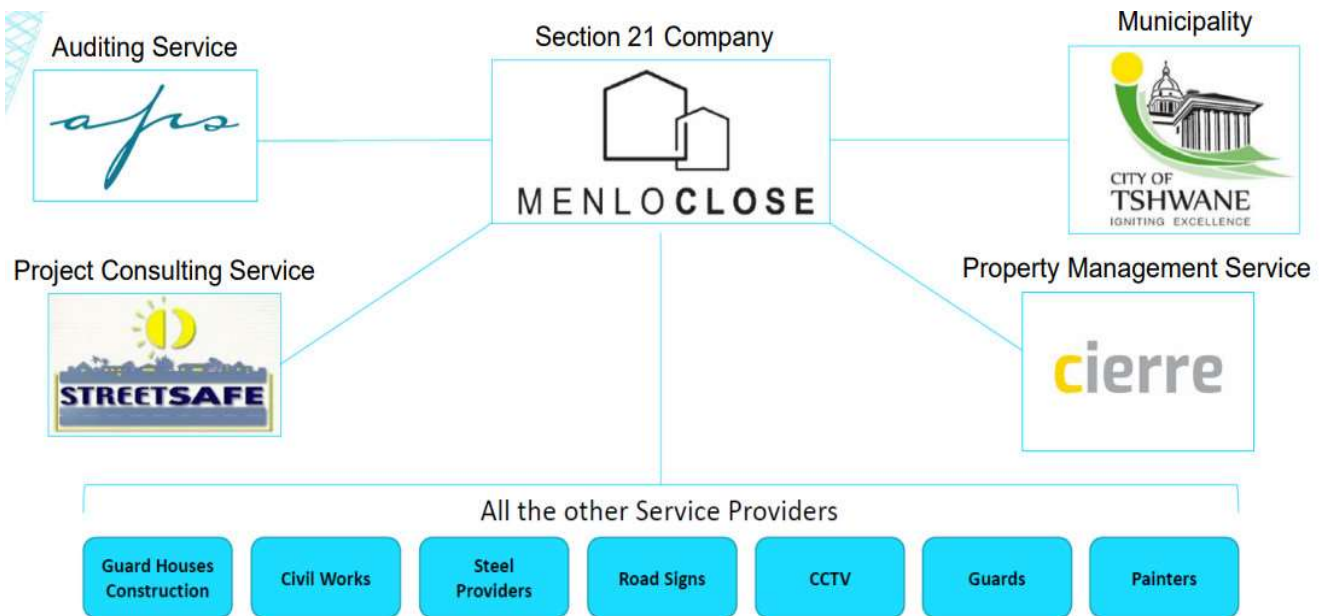
- 2021 – 2023 – Obtained consent forms > 67%. This was a long process but the committee required the 67% before they could proceed with the process.  
*Renewal of committee members*
- Mar 2023 – Non Profit Company created. Directors of the company are Mike, Lauren, Roche and Dries.
- Jun – Sept 2023 – Bank account applications submitted to multiple banks
- Aug 2023 – Advanced Professional Services appointed (Auditors and will complete Annual Financial Statements for the NPC)
- Sept 2023 – APS Tax practitioner appointed
- Sept 2023 – Sasfin account application submitted
- 31st Oct 2023 – Sasfin bank account opened
- Nov 2023 – Jan 2024 – Process to appoint Closure Administrator
- Feb 2024 – Cierre appointed as Closure Administrator

### 2.2. Communication

Communication is being done on the MenloClose Residents' WhatsApp group and on email. To be added to the group, please contact **Mia from Cierre – 082 452 6495**

### 3. Legal entities

#### 3.1. Structure



#### 3.2. Streetsafe – Jan Malan

Jan Malan has been involved from the outset. His company has completed more than 100 area closures. None of them have been declined by the relevant municipality. The current application shows no red flags, both on the traffic impact study, as well as at the municipality. Therefore, there is no reason for the application to be rejected by City of Tshwane (CoT).

The process to appoint the other services providers will start after the submission of the application phase.

## 4. Closure area and map definition

It is a City (CoT) requirement that the general public may not be denied access to any area closure. At each main entrance there will be guards, booms, steel gates and cameras.

### Closure area and map definition



#### 4.1. 12-Hour and 24-Hour Gates

The 12-hour gates will be open from 6:00 to 18:00. These will be locked overnight. During the day a guard will man the guard house at the boom gate(s).

The 24-hour gates will be manned throughout the day and night. A guard will man the guard house at the boom gate(s).

#### 4.2. Cameras at the Gates

Over and above this the boom gates are under 24h camera surveillance. There are normally 4 cameras covering a substantial area. These cameras will be linked to a back-room security office, where the cameras will alarm security if an abnormal activity is picked up. The security company that MenloClose will contract will then react to the "alarm" any time of day or night.



The cameras at the gates will scan and read the number plates of vehicles driving through the gates and automatically relay them to a database of case-registered vehicles. If the system picks up an issue with a numberplate it will instantly circulate a high-alert notification to the police and the relevant security companies in the area.

#### **4.3. Pedestrian Gates**

All new closures will have pedestrian gates. Old closures with non-functional gates will get new "electronic" gates. Only the existing walled closures will not have gates.

The Pedestrian gates will have cameras and be monitored by a control centre. Domestic workers, residents and gardeners may be registered on the security system and will be able to use these gates. Should a pedestrian gate be left open, it will send an alarm to the control centre.

The pedestrian gates at the 12- hour and 24-hour gates will allow access as well, and there will be cameras at these gates.

## 5. Budget

### 5.1. The total 2024 Capital budget

| MenloClose Budget Summary                                                     |                   |
|-------------------------------------------------------------------------------|-------------------|
| Capital Outlay Costs                                                          |                   |
| *All amounts are inclusive of 15% VAT                                         |                   |
| <b>1. Professional Fees &amp; Other Services</b>                              |                   |
| Streetsafe, Land surveyor, Town planner, Attorney, Engineer                   | R287,000          |
| <b>2. Application Fees</b>                                                    |                   |
| Application to Council, Printing Fees                                         | R18,150           |
| <b>3. Sundry Costs</b>                                                        | R8,536            |
| <b>4. Construction Costs</b>                                                  |                   |
| Gates, Guard houses, Pedestrian Gates, Connection Fees, Road signs            | R2,689,636        |
| <b>5. Additional Installations</b>                                            |                   |
| Cameras, electric fences, fences, street plans (Option to lease Cameras, etc) | R412,431          |
| <b>6. Other Costs</b>                                                         |                   |
| Removal deposit, Re-instatement fee                                           | R160,252          |
| <b>7. Other provision</b>                                                     |                   |
| Streetsafe, project management fee, unforeseen expenses %                     | R715,201          |
| <b>Total Capital Outlay Costs</b>                                             | <b>R4,291,206</b> |

If the closure, for some unforeseen reason, does not go through, residents will be reimbursed on a pro-rata basis. Expenses incurred to date will affect any monies paid back to residents.

- The budget was prepared for 2024, based on 70% of the residents contributing to the closure.
- The longer it takes to complete the closure, the more expensive it will be, due to inflation. It is important to have the capital amount available as soon as possible so that some of the infrastructure may be put in place before the approval. Tenders will be submitted for the infrastructure and security components.
- Each item on the budget was considered in detail.
- Item 6, should be 20% of the construction cost but Jan was able to reduce the figure.
- Item 7, includes Jan Malan's cost. He will manage the full project which also reduces the cost.
- The budget was done assuming that all equipment is leased. Technology dates very quickly and this way the security infrastructure can be maintained and replaced without huge capital outlays every couple of years.
- **It is imperative that the capital be collected before the approval, so that as soon as approval by CoT is given, the building of the closure can be completed speedily.** We cannot begin to collect the capital only after approval is given. Residents have been given 18 months to pay their capital in full, which coincides with the approval process.

## 5.2. Monthly Operational budget as at 2024

| Monthly Operational Costs                         |      |                 |
|---------------------------------------------------|------|-----------------|
| *All amounts are inclusive of 15% VAT             |      |                 |
| 1. Bank fees                                      |      | R1 012          |
| 2. Levy admin                                     |      | R11 625         |
| 3. Patrol service (24hr vehicle with 2x armed RO) |      | R0              |
| 4. Guarding service (24hr unarmed gate guards)    |      | R72 080         |
| 5. Guarding service (12hr unarmed gate guards)    |      | R36 040         |
| 6. Insurance and public liability                 |      | R3 500          |
| 7. Maintenance and Reserve Fund                   |      | R6 600          |
| 8. G-Switch & CCTV datalinks                      |      | R27 560         |
| 9. Telephone/ADSL/radio                           |      | R1 500          |
| 10. Estate Manager                                |      | R15 000         |
| 11. CCTV Monitoring, Data, Insurance, Maintenance |      | R41 340         |
| 12. Travel costs to Estate Manager                |      | R3 000          |
| 13. Chemical toilets                              |      | R6 800          |
| 14. Provision for re-application (every 2 years)  |      | R4 794          |
| 15. Bookkeeping/audit fees                        |      | R750            |
| <b>Operational fees</b>                           |      | <b>R231 600</b> |
| 16. Street Safe supervision                       | 0.0% | R0              |
| 17. Unplanned expenses                            | 5.0% | R11 580         |
| <b>Total operational costs per month</b>          |      | <b>R243 180</b> |

The current operational budget above, was prepared, to indicate the operational running costs for the closure on a monthly basis. The monthly required contributions from the residents are given below. These are based on 70% of the residents contributing to the closure. Should we receive more, the cheaper it will be for all. These amounts will be finalized once the closure is completed and the numbers of the contributing properties are finalized.

## 5.3. Contribution breakdown

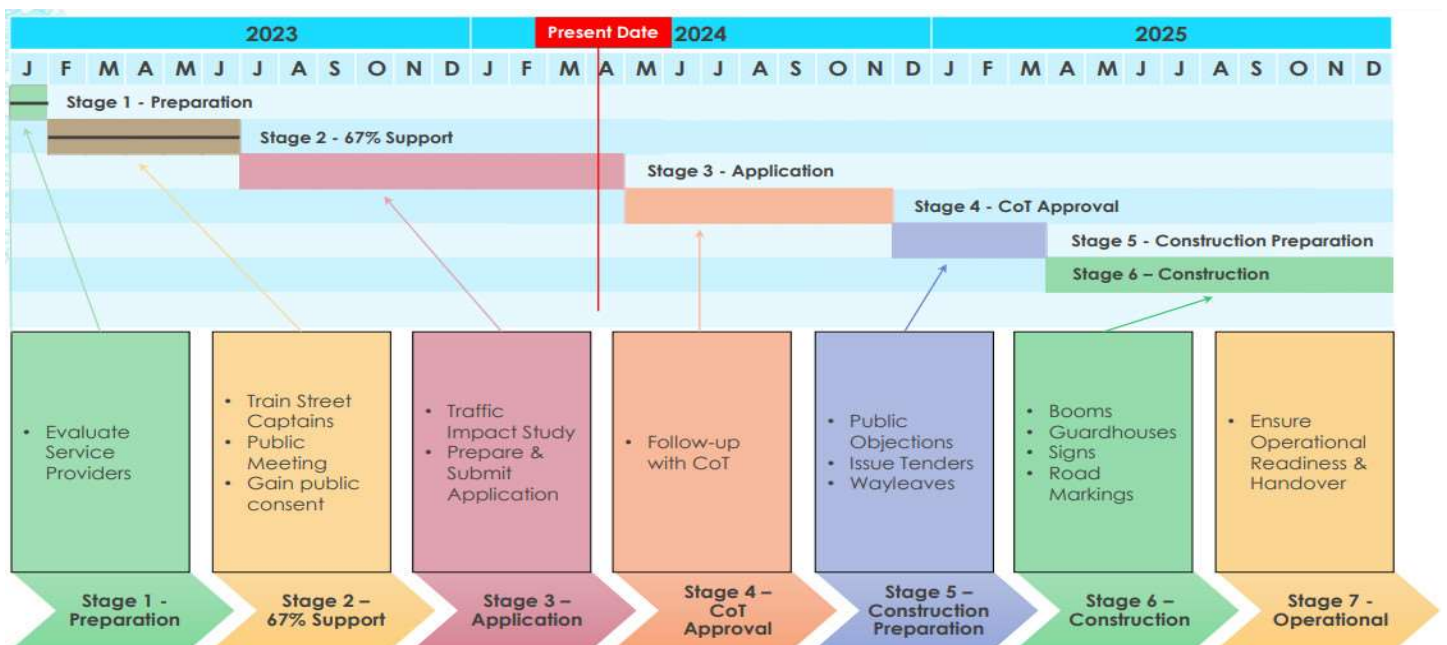
| TYPE                | DESCRIPTION                                                                                                                | MONTHLY CONTRIBUTION<br>(based on 70% participation) | MONTHLY CONTRIBUTION<br>(based on 80% participation) | MONTHLY CONTRIBUTION<br>(based on 90% participation) |
|---------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|
| <b>Houses</b>       | Full title house.                                                                                                          | R912                                                 | R798                                                 | R709                                                 |
| <b>Duet Type 1</b>  | Sectional title scheme, on one stand, with only 2 units to pay. Unlikely to be paying levies, many of these in MenloClose. | R456                                                 | R399                                                 | R355                                                 |
| <b>Duet Type 2</b>  | Sectional title scheme on one stand, with 3-4 units. Unlikely to be paying levies.                                         | R283                                                 | R247                                                 | R220                                                 |
| <b>Complex</b>      | Sectional title scheme on one stand, with 5-9 units.                                                                       | R182                                                 | R160                                                 | R142                                                 |
| <b>Flat Type 1</b>  | Sectional title scheme on two stands, with 10-19 units.                                                                    | R137                                                 | R120                                                 | R106                                                 |
| <b>Flats Type 2</b> | Sectional title scheme on two stands, with 20+ units.                                                                      | R91                                                  | R80                                                  | R71                                                  |
| <b>School</b>       | Laerskool MenloPark (4 stands)                                                                                             | R3 648                                               | R3 192                                               | R2 836                                               |

## 6. Timeline and Project Plan

The process at council could take up to 18 months, however we are hoping to complete this in a shorter time period.

Since the capital contributions have already commenced, the committee is looking at what can be implemented in stages, prior to approval.

The canal is a serious problem that is also being looked at during the project closure.



## 7. Administration and Statistics

### 7.1. Admin process

- Committee's responsibilities are to approve and authorise all payments from our bank account. There is segregation of duties with the Administration company, Cierre, to prevent funds from being misappropriated. The committee has oversight over Cierre, and Cierre has oversight over the committee.
- Cierre's responsibilities include our bookkeeping functionality, database management, communication to residents and financial reconciliations.
- Cierre has viewing access only to the bank account but all expenses, paid by the committee, will be recorded in the management accounts, along with the relevant backup.
- Cierre will only be billing MenloClose for their services once we have reached R500k in the bank.
- APS have indicated that they will complete our 1<sup>st</sup> financial statements at no cost to the closure.
- We are most grateful for the number of contributions already received in the last 5 weeks, since Cierre began the collection of capital funds.
- Should you sell your property after you have begun your capital contributions, Cierre will issue a certificate of payment that you can supply to your buyer/estate agent. Property values increase by approx. 8 to 15% in an enclosed area.
- **We are hoping to submit the application to council by the end of April or early May 2024**

### 7.2. Current Financial position

|                                                                            |                   |
|----------------------------------------------------------------------------|-------------------|
| <b>Current Bank Balance as at 11 Apr 2024</b>                              | <b>381,655.72</b> |
| Still to be paid from current invoicing (properties paying in instalments) | 362,638.00        |
| McKenzie Gate (paperwork still being done – but they will contribute)      | 23,430.00         |
| School (paperwork still being done – but they will contribute)             | 61,136.00         |
| <b>Confirmed Capital</b>                                                   | <b>828,859.72</b> |
|                                                                            |                   |
| Menlo Manor (now 97 units – changed since 2023)                            | 150,932.00        |
| With Menlo Manor                                                           | <b>979,791.72</b> |

### 7.3. Property Status

|                                                            |     |
|------------------------------------------------------------|-----|
| Properties paid in full                                    | 25  |
| Properties paying in installments                          | 84  |
|                                                            |     |
| Total properties in the closure (number is still changing) | 600 |
| Total Consent given                                        | 73% |

## 8. Frequently asked questions

**Where can I find information on the closure?**

We have a website: [www.menloclose.co.za](http://www.menloclose.co.za)

**Is there a map showing the proposed closed off area?**

Yes, please follow this link: <https://menloclose.co.za/wp-content/uploads/2023/12/Proposed-scope.pdf>

**What is the next step?**

We need to apply for the closure, for this application we need R150 000 which is why we started the capital collection process.

**How long does an application normally take?**

It can take up to 18 months, but we are hoping it will be shorter.

**Can the capital amounts be paid monthly?**

Yes, we know that everyone's situation is different, please let us know in how many installments you would like to pay, with a max of 18 months if possible. Debit order facilities are also available. The invoices are made out as a once-off payment, but we will change it as needed.

**When are the capital amounts due?**

As soon as possible, the sooner we have enough for the application the sooner we can start the next process. If we do not raise the capital, we will not be able to proceed with the closure, regardless of the approval from Council.

**When are the monthly management contributions due?**

The monthly contributions will only start after the closure is completed and is operational. We will keep everyone informed as to the progress thereof.

**I am new in the area, do I need to sign for consent?**

Please refer to the updated agreement, everyone will need to sign this new agreement. We are also emailing this to all residents.

**How can we help to speed up the process?**

Please assist us with any resident information, we will post on our whatsapp group where we do not have information on a particular property.

**How will I receive communication in future?**

Residents' Whatsapp group will be used for communication to all, as well as email correspondence.

***The more people contribute to the initiative, the less the cost will be for everyone. It is in all our interests to make sure that all residents are aware of the closure.***



## **9. Questions from residents**

### **9.1. Are there more boards that can be put up on the gates?**

The committee does have additional 'We Joined' boards. Please contact a committee member if you require one.

A suggestion was made to issue a 'We are contributing' board for those residents who have already begun to contribute to the capital outlay. It was felt, by the committee that we could not use these funds for this, as it was not budgeted for, however, should we do additional fund raising, or if anyone is able to sponsor this, it can be considered.

### **9.2. Where will the gates/fences be situated in each street?**

All of the street maps are available on our website.

### **9.3. Can the streets representatives be added to the website?**

This is a good suggestion, and the committee will add the available street representatives. There are some streets that don't have any representatives but it will be shown on the website. Should you be willing and able to fill a vacant street rep position, please contact us.



## 10. Committee closing remarks

- The application to CoT is planned for end April/beginning May.
- Thank you to all the residents who started to contribute towards this initiative.
- If residents all wait for the closure to be completed before they start to contribute, we won't be able to close. The capital is needed for the closure.
- Any administration queries can be sent to [MenloClose@cierre.co.za](mailto:MenloClose@cierre.co.za)