

**Minutes of the Standard EXCO Meeting of the Gamtoos  
Mouth Homeowners Association held on Thursday 2 March  
2023 at 08:00 at GAMHOA Offices**

**1. Welcome:** Debbie Steele (DS) opened the meeting at 8:00 and welcomed all.

**2. Present:** Debbie Steele (DS) – Chair and Public Relations Portfolio Member  
Charlene Green (CG) – Security Safety & Emergency Portfolio Member

Tris Wooldridge (TW) – Environmental Portfolio Member

Jacqui Crombie (JC) – Community Centre Member

Kobus Coertse (KC) – Slipway Portfolio Member

Deon Louw (DL) – Engineering Portfolio Member

Bruce MacMillan (BM) – Project Portfolio Member

Mario Erasmus (ME) – Ops Manager

Rick Lobbe (RL) – Director

Dries Gouws (DG) – Director

Shane Brown (SB) - Director

**3. Apologies:** Melisa Gerber (MG) – Financial Portfolio Member

Louis Kleu (LK) - Director

Annelize Botha (AB) – Secretary

**4. Absent**

Riaan Senekal (RS) – Fire and Safety Awareness Portfolio

**5. Approval of minutes:**

ME noted that in paragraph 4 the reference to the POPAYA Act was incorrect and should refer to the PAIA Act.

The minutes of the previous meeting was unanimously approved as distributed.

Proposed: Charlene Green (CG)

Second: Mario Erasmus (ME)

## **6. EXCO 2023 – Members and Consents**

DS introduced all members of EXCO 2023, welcomed them and thanked them in advance for their commitment and contribution to GAMHOA.

DS requested all EXCO Members to sign consent form to place their names on the website for EXCO.

## **7. Matters arising from the previous meeting on 18 November 2022:**

### **7.1. Kouga Municipality**

ME said that Kouga Municipality (KM) had taken away the 20% discount we have received as a community. ME will attend a meeting held with KM on 8 March 2023 to discuss the matter.

– *open item*

### **7.2. Slipway – Jetties and biometrics**

CG has been in communication with Phillip de Beer from Advanced Surveillance Port Elizabeth.

CG asked Phillip to provide us with information and a ballpark figure for fingerprint biometrics. Starting cost R20 000.00

CG also asked for information regarding Number plate recognition system. Starting cost R15 000 per camera.

Exclude: Installation, software, subscriptions, maintenance and management of the system.

Phillip emphasised prices are merely a starting point averages and it is impossible to provide a quote without a full site inspection of our requirements.

Obstacles:

Decide whether we want to definitely go ahead with fingerprint biometrics system and that is best option for the resort's needs.

Determine whether residents want fingerprint system for slipway gate. Females are reluctant to stick body parts out of vehicles in areas where we can be easily targeted. Many people report finger pad systems where the pad just malfunctions or does not read an individual's print.

Stand will have to be outside slipway gate which exposes vandalism.

Budget – is there allowance?

Budget – to be used to protect homes instead of monitoring fishermen?

Request to ask community what they think?

DS – suggested many times to have full time security at all gate access.

ME requested for full time security at the gate during Easter Weekend as a trial.

**-open item**

### **7.3 Walkway between Phase 1 and 2:**

TW said that a site meeting will be held. Drone access footage will be used to plot potential route. It must be a route that can only be used in emergencies, so there must be a gate that is locked at all times.

**– open item**

### **7.4 Fire**

DS will contact Riaan to get some feedback. - **open item**

### **7.5 Disaster Management**

SB gives a brief layout of what Disaster Management is. Problem areas must be identified and then it will be prioritised and attended to.

CG has arranged with Timothy, the disaster management manager at Kouga Municipality, to do a presentation of the new Kouga disaster management plan, at the next rural safety meeting. Plan is with Council.

All interested EXCO members to contact Charlene if they would like to attend this meeting. This will also be an opportunity to ask Timothy for assistance in designing a plan to meet the resort's needs.

DS suggested that we have Timothy address the GAMHOA members at next Information Session.

DS will request Hennie to distribute notice of this meeting to be held on 18 March 2023. CG to confirm date, time and place of meeting.

**– open item**

## **7.6 Website**

ME confirmed website is work in progress and learning the changes required. Addressing queries and changes required.

**- item closed.**

## **7.7 Compliance of Builders H&S**

DS requested vests be worn as a matter of urgency. DS – Builders are not compliant with legislation. Owners are not at the property whilst building in progress. Builders are governed by Health and Safety Laws and need to comply.

CG project of recording all construction workers is underway. CG has taken photos of workers at two building sites so far. These are high resolution photos of each individual with individuals name on the photo itself. The file is also saved as the worker's name. All the names and ID numbers are saved on a spreadsheet. Information has been provided to ME who will now keep a database of the workers. Project is ongoing.

CG requested we distribute notice via Bellbuoy to all residents about this requirement and also update site instructions. DS will request this to be addressed.

CG requested Christjan enforce this on his site inspections.

**– open item**

## **7.8 Recycle Bins**

(Suggestion - Phase 1 & 2 by Terry James and Yvonne Barnes)

JC to do further investigation and issue a proposal.

**– open item**

## **7.9 Slipway Plants and Vegetation**

(Suggestion – Caroline van der Mescht-slipway plants and vegetation)  
DS to respond to Caroline van der Mescht to confirm we still busy with this item. CG confirmed that they had not managed to investigate this request.

**– open item**

## **7.10 Slipway**

(Suggestion – Gary Stone- slipway – boats parked over Dec)

KC to look into this matter.

– *open item*

Issues were raised of cattle grazing on the Slipway and matter will be addressed by ME. DS and ME agreed that it is not in the best interest of GAMHOA to stop the grazing of cattle on POS as there is a long standing verbal agreement and the consequences to stopping this can create more problems.

– *open item*

### **7.11 Emergency Numbers**

DS and CG will communicate to create emergency contact list. - *open item*

### **7.12 Fire hose reel – separate from Reservoir**

DS submitted request to Directors, response received 19 December 2022.

“The matter is currently under investigation by the BOD and is part of the risk assessment to be done in 2023. There are multiple solutions being investigate as there are not an easy solution.” - *Item closed*

### **7.13 Phase 3 – Selling to another developer**

DS submitted request to Directors, response received 19 December 2022

“Developer has advised that they are still planning to develop phase 3”.

– *item closed*

### **7.14 Beach Clean**

DS to request Ashley to assist if possible

- *item open*

### **7.15 Slipway – Kiddies Park**

ME confirmed the play gym received from Callie was not suitable. ME requested DS to contact Ashley if he could assist.

- *item open*

### **7.16 Transporting Staff**

ME confirmed he was not sure how to resolve this matter.

DS will assist ME.

DS confirmed that transporting staff for financial gain poses a huge risk if you do not have COIDA – workman's compensation. Reference made to a personal business incident where company lost 3 staff in a vehicle accident and 1 placed on permanent disability. Without drivers having a PDP and no COIDA we would have had to close down and held liable for costs. Current cost since 2017 estimated around R4 million paid by COIDA.

***–item open***

### **7.17 Information Session**

DS confirmed 2 per year is sufficient. We will discuss at next meeting when to hold this.

DS requested CG to get Timothy to address members at next session.

***–item open***

## **8. Correspondence**

8.1 BM requested we assist 2 members. They reported to CIPC.

DS confirmed that EXCO is not a legal body and cannot legally challenge anyone. They will need to proceed with their own legal requirements.

Queries must be sent to Hennie Marais and he will direct it to the right person on the BOD. It is important to keep in mind that BOD and EXCO is there to help the community and will always keep their best interest at heart.

***–item closed***

8.2 BM requested minutes be placed on website.

DS confirmed that website was not compliant so could not do this last year. Hennie Marais – Bellbuoy – Information Officer will have to check minutes and approve before we distribute on the website.

BM – not sure what Information Officer was.

DS – confirmed Legal requirement for POPI and Consumer Protection

***–item closed***

## 9. Report back from various Portfolio Heads

### 9.1 PRO Function Portfolio

- Debbie Steele

### 9.2 Security, Safety & Emergency Portfolio

- Charlene Green

There have been 2 rural meetings for 2023 so far. CG invited ME and RL to next meeting.

Crime on increase in Gamtoos Mouth area

This is especially on the river in the form of poaching and illegal netting. Rick reported this matter to SAPS. The Loerie Neighbourhood watch offered assistance to monitor the area. The problem is the river is a weak point for SAPS. It would be good idea to involve Kouga with their "Keep Kouga safe Campaign".

Crime scene training.

CS is organising a "crime scene management training session" which will be presented by Dave Phelan on 18 March 2023. CG busy organising and making advertisements.

Main discussion points

Crime scene management

Prevent contamination.

Legal matters on Criminal Procedure Act

First responder and call taker

### 9.3 Environmental Portfolio

- Tris Wooldridge

### 9.4 Fire safety & Awareness and emergency

- Riaan Senekal

### 9.5 Community Centre Portfolio

- Jacqui Crombie

### 9.6 Slipway Portfolio

- Kobus Coertse

### 9.7 Engineering Portfolio

- Deon Louw

### 9.8 Project Portfolio

- Bruce Macmillan

### 9.9 Financial Portfolio

- Melisa Gerber

## 10. General

### 10.1 Budget

*-item open*

### 10.2 EXCO Whatsapp Group

DS will create an EXCO 2023 whatsapp group. Any persons using the group in a negative light will be deleted/removed from the group. DS requested that we all respect each other's private time and utilise the group during normal work hours and not send abusive language etc on the group.

## **11. Next Meeting**

5 April 2023

## **12. Closing of meeting**

DS thank everyone for their contribution and closed the meeting.