

# BRIDGE CITY MANAGEMENT ASSOCIATION NON PROFIT COMPANY

Registration No. 2007/027692/08



## Annual Report

**For the year ended 28 February 2016**



## Bridge City Management Association NPC

Registration No. 2007/027692/08

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## Bridge City Management Association NPC

Registration No. 2007/027692/08

### AGM Notice of Meeting

Notice is hereby given that the Annual General Meeting of the Members of the Bridge City Management Association NPC will be held at the offices of **Tongaat Hulett Developments, 305 uMhlanga Rocks Drive, on 19 October 2016 at 15h00** for the following purposes:

1. To receive and adopt the audited annual financial statements for the year ended 28 February 2016, which incorporates the Chairman's report to members, and the report of the independent auditors.
2. To re-appointment Stuart Edwards & Co as the auditors of the company.
3. To elect directors in terms of Article 5.3 of the Articles of Association.  
The Board shall comprise not less than **four nor more than ten directors during the Development period, 4 of whom shall be nominees of the Developer**. It would facilitate secretarial procedures if nominations for the appointment of Directors could be received no later than 14 October 2016 at the registered office of the Management Association, or emailed to [iain@urbanmgt.co.za](mailto:iain@urbanmgt.co.za). Nominations must be in writing with the name of the proposer and seconder, the acceptance of such nomination by the nominee, and should be accompanied by the curriculum vitae of such nominee.
4. To transact such other business as may be transacted at an annual general meeting.

#### **NOTE:**

Any member entitled to attend and vote is entitled to appoint a proxy to attend, vote and speak in his/her stead, and such proxy need not also be a member of the Company. A proxy form is enclosed for this purpose.

Items for discussion under any agenda item should be advised to the Chairman Bridge City Management Association C/O Tongaat Hulett Developments, 305 uMhlanga Rocks Drive, uMhlanga or emailed to [iain@urbanmgt.co.za](mailto:iain@urbanmgt.co.za) by no later than the 14th October 2016. Please note that such notification must be in writing.

In terms of clause 14.12 of the Memorandum of Incorporation, any member who is 60 (sixty) days or more in arrears in the payment of any levies due to the Association in terms of the MOI, shall not be allowed to vote at the meeting, either in person or by proxy

By order of the Board



## **Bridge City Management Association NPC**

Registration No. 2007/027692/08

### **AGM Agenda**

**1. Welcome**

**2. Apologies**

**3. Notice of meeting and quorum**

The quorum required for the Annual General Meeting is 15% of the voting rights entitled to vote, personally present, or by its duly authorized representative.

**4. To adopt the Minutes of the Annual General Meeting held on 4 November 2015**

**5. Matters arising from the previous Annual General Meeting minutes**

**6. Chairman's Report to be presented**

**7. Resolution 1:** To receive and adopt the annual financial statements for the year ended 28 February 2016, which incorporates the Chairman's report to members, and the report of the independent auditors.

**8. Resolution 2:** To re-appoint Stuart Edwards & Co as the auditors of the Company.

**9. Resolution 3:** To elect Directors for the ensuing year.  
Current directors who will resign (including Current directors) include Shunnon Tulsiram, Brian Ive, Matura Matshini, David Jollands, Anton Raubenheimer, Mgongiseni Godswill Gcaba, Nkosinathi Wiseman Nhlangulela and Graeme Philips.

**10. General**

**11. Close of Meeting**

**By order of the Board**



## **Bridge City Management Association NPC**

Registration No. 2007/027692/08

### **Chairman's Annual Review**

The period under review is for the financial year ending 28<sup>th</sup> February 2016.

The purpose of the Bridge City Management Association ("the Association") is, through the Board of Directors, to protect and advance the interests of Association member's immovable property in Bridge City, in the areas of public security, essential services, landscape maintenance, general maintenance, cleanliness, amenities, design review, general administration and to enhance the viability and successes of Bridge City as a whole.

#### **FINANCE and AUDITOR**

- Eris Property Group is the accounts administrator for the Association. Stuart Edwards and Company has served as Auditors for this period, and has produced the financial statements for the 2015/2016 period.

#### **PRECINCT DEVELOPMENT**

- The Bridge City shopping centre continues to trade successfully, with an increase in customers and visitors. The completion of the railway station under the centre has contributed a great deal to this increase. 25 trains per day are in operation at this stage which is expected to increase.
- The increasing development of the precinct has noticeably increased the amount of pedestrian and vehicular traffic along both Bhejane Road and Bridge City Boulevard.
- The Integrated Rapid Public Transport Network (IRPTN) continues with construction of the Bus Rapid Transport (BRT) link roads along the M25 (Kwamashu highway) and within Bridge City. This construction includes the building of their bus depot on the Business Estate platform, the construction of the half diamond interchange from Bhejane Road under the M25 to Aberdare road, (providing access from Bridge City onto the M25 freeway back towards the N2), and the upgrading of the bus terminus next to the shopping centre linking to the Railway station. This construction also includes the widening of Nkunzana Road along the back of the shopping centre, to accommodate the bus and taxi routes. This project is progressing steadily, but involves a lot of changes to road networks and has suffered from a number of objections and stoppages by the taxi industry and related problems.
- Basic construction of the 4 floors on the 500 bed Pixley-ka-iseme Hospital site is complete up to roof height. The majority of the work going forward will be internal structure and fittings. The expected opening date is the end of 2019
- Construction has commenced on two other portions on the upper level of the Precinct (122, 123) which are mixed use – retail, commercial and residential. Work on portion 122 is proceeding at a good pace, with 2 of the 3 phases complete, while portion 123 is at a standstill, but currently being used by WBHO as a laydown

site for their BRT activities along Nkunzana Road. Portion 132 on the lower level (Business Park), owned by NJR Steel, is under construction.

- Portion 151 has been transferred to Hlengwa/Zulu Investments, who are planning the construction of a filling station with retail and residential elements.
- Portions 30, 31 and 32 have been transferred and are to be developed as a private hospital and, as a second phase, a nursing college and residence. Plans have been approved and construction is due to start shortly.
- On the lower Business Estate platform, work has been completed with the installation of services and street lighting, upgrading of roads and landscaping.
- There has been an increase in interest by would-by investors and purchasers following this upsurge in activity. The future of the Precinct Association offices remains unclear, with the site upon which it is currently situated being for sale and no alternative site yet fully ascertained. Such a new site will need to accommodate the administration and security functions, plus storage and parking areas, together with facilities for the landscaping contractor.

#### SAFEGUARDING

- This remains a top priority for the Management Association. Since the increased manpower and an additional response vehicle were introduced, there has been a significant drop in crime within the precinct of approximately 75% over a two-year period. The deployment methods of security are continually monitored to reduce the crime pattern.
- Plans are in progress for the installation of CCTV in the public areas and the installation of a permanent server room and a temporary control room in a section of the shopping centre allocated to the Association.
- The Safety forum continues to function well, with input from all government parties, security firms and INK structures.
- A Metro Police Captain has been allocated to Bridge City, which is showing positive results. The Metro Police task has been made more difficult by the change and re-construction on the roads within the precinct, but they are in attendance in one part or another every day.
- In relation to traffic control, plans and designs for the installation of bollards and planters in Nogwaja Road (in front of the shopping centre) have been drawn up. This is to control the parking of vehicles on the verges and pavements. In addition, a hardened sidewalk has been installed along Bridge City Boulevard, for the use and safety of pedestrians

#### LANDSCAPING and MAINTENANCE

- The Landscaping Company was changed in March 2016, with an INK Company (Green Africa) taking over. They continue to maintain all common property in respect of planting, mowing, refuse removal and repairs. They are also tasked to carry out repairs to common property where necessary, including signage.
- Road maintenance and maintenance of the water, drainage, electricity and sewer services is undertaken by eThekweni Municipality, with daily street sweeping being carried out by DSW.
- Street lights are maintained by the eThekweni Municipality, with the actual light fittings being supplied by the Association. With the construction of the BRT and the upgrading of the Business Estate (Lower Platform), many new street lights have been installed.

Brian Ive

Chairman

Bridge City Management Association



## Bridge City Management Association NPC

Registration No. 2007/027692/08

### Minutes of the Bridge City AGM held at THD offices, 305 uMhlanga Rocks Drive on 4th November 2015 at 3pm

#### Present Property Owners:

| Name            | Initial | Representing                         |
|-----------------|---------|--------------------------------------|
| Brian Ive       | BI      | Tongaat Hulett Developments          |
| David Jollands  | DJ      | Tongaat Hulett Developments          |
| Graeme Phillips | GP      | Garlicke & Bousefield                |
| Len Baars       | LB      | eThekwini Municipality (alternative) |
| Des Pretorius   | DP      | Capital Land (alternative)           |
| Deon Van Tonder | DvT     | Crowie (on conference call)          |

#### Present By Invitation:

| Name           | Initial | Representing            |
|----------------|---------|-------------------------|
| Brian Wright   | BW      | Urban MGT               |
| Iain Laing     | IL      | BCMA (Urban MGT)        |
| Cara Reilly    | CR      | Urban MGT               |
| Stuart Edwards | SE      | Stuart Edwards Auditors |

#### Apologies:

| Name               | Initial | Representing                |
|--------------------|---------|-----------------------------|
| Anton Raubenheimer | AR      | Capital Land                |
| Mtura Matshini     | MM      | Tongaat Hulett Developments |
| Shunnon Tulsiram   | ST      | eThekwini Municipality      |
| Bongi Vaba         | BX      | Public Health               |
| Sibusiso Chonco    | SC      | Public Works                |

#### Did Not Attend:

| Name            | Initial | Representing |
|-----------------|---------|--------------|
| Beston Silungwe | BS      | Ithala       |
|                 |         |              |

| 1. Welcome and Introductions   | Action |
|--|--------|
| 1.1. Brian Ive (BI) welcomed all to the Annual General Meeting of Members of the Bridge City Management Association Company. |        |
| 2. Apologies   |        |
| 2.1. Apologies were recorded as listed above.  |        |
| 2.2. It was noted that Beston Silungwe is no longer employed by Ithala and that Iain Laing (IL) is in the                    | IL     |

|  |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
|--|---|---|-----------|-----------------------------|----------------|-----------------------------|---------------|---|-----------------|---|-----------------|---|--------------------|---|--|
| <p>process of getting a resignation letter to that effect.</p>   |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <b>3. Quorum</b>   |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <p>The quorum required for the Annual General Meeting is 15% of the voting rights entitled to vote, personally present, or by its duly authorized representative – subject to a minimum of 3.</p> <p>BI introduced the meeting to the Directors and Management team:</p> <table border="0" data-bbox="140 347 1236 593"> <tr> <td>Shunnon Tulsiram</td> <td>eThekwini Municipality - represented by Len Baars</td> </tr> <tr> <td>Brian Ive</td> <td>Tongaat Hulett Developments</td> </tr> <tr> <td>David Jollands</td> <td>Tongaat Hulett Developments</td> </tr> <tr> <td>Mtura Matshin</td> <td>Tongaat Hulett Developments – apologies</td> </tr> <tr> <td>Graeme Phillips</td> <td>Garlicke &amp; Bousefield – invited by the Effingham JV</td> </tr> <tr> <td>Beston Silungwe</td> <td>Ithala – no longer a member as noted in apologies above</td> </tr> <tr> <td>Anton Raubenheimer</td> <td>Capital Land – represented by Des Pretorius</td> </tr> </table> <p>Iain Laing, Brian Wright and Cara Reilly of the Association management team, Stuart Edwards of auditors Stuart Edwards.</p> | Shunnon Tulsiram  | eThekwini Municipality - represented by Len Baars | Brian Ive | Tongaat Hulett Developments | David Jollands | Tongaat Hulett Developments | Mtura Matshin | Tongaat Hulett Developments – apologies | Graeme Phillips | Garlicke & Bousefield – invited by the Effingham JV | Beston Silungwe | Ithala – no longer a member as noted in apologies above | Anton Raubenheimer | Capital Land – represented by Des Pretorius |  |
| Shunnon Tulsiram   | eThekwini Municipality - represented by Len Baars       |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| Brian Ive  | Tongaat Hulett Developments                             |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| David Jollands   | Tongaat Hulett Developments                             |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| Mtura Matshin  | Tongaat Hulett Developments – apologies                 |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| Graeme Phillips  | Garlicke & Bousefield – invited by the Effingham JV     |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| Beston Silungwe  | Ithala – no longer a member as noted in apologies above |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| Anton Raubenheimer   | Capital Land – represented by Des Pretorius             |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <b>4. To adopt the Minutes of the Annual General Meeting held on 24<sup>th</sup> October 2014</b>  |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <p>The minutes were taken as read and BI requested a proposer: David Jollands (DJ) and a seconder Graeme Phillips (GP)</p>   |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <b>5. Matters Arising From Previous Minutes</b>  |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <p>IL the precinct manager responded to matters arising</p> <p>5.1. Item 9.3 - PIC representation: Capital Land the new shopping centre management company is now represented on the board.</p> <p>5.2. Item 11.3 – PRASA membership: this is still being worked on and BI explained that because sectional title ownership is included in the membership of the BCMA, that the board nominated Anton Raubenheimer of Capital Land as the representative of the body corporate and he is now a director.</p> <p>5.3. Item 11.5 – Power issues: IL reported that this is improving and it is very much on the BCMA agenda.</p>  |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <b>6. Chairman’s Report To Be Presented</b>  |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <p>BI went through the chairman’s report as written and handed out with the AGM Packs, BI noted the following items:</p> <p>6.1. Work on portion 122 was scheduled for completion at Christmas time and will include a KFC drive through.</p> <p>6.2. 4 industrial sites were on the market</p> <p>6.3. Temporary asphalt pavements will be installed on Bridget City boulevard</p> <p>6.4. The BCMA will be going to market on the landscaping contract to check prices and service levels are where they should be.</p> <p>6.5. Portion 151 has been sold for R10m and will include a filling station</p> <p>6.6. Portions 30, 31 and 32 sites behind the court and BRT have been sold for a private hospital as well as nurse’s accommodation possibly a nursing college. Transfer awaited.</p> <p>BI asked if the BRT would be operational in 2016 and Len Baars said no, more likely in 2018.</p>   |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <b>7. Resolution 1 - To receive and adopt the annual financial statements for the year ended <u>28 February 2015</u>, which incorporates the Chairman’s report to members, and the report of the independent auditors.</b>   |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |
| <p>7.1. BI noted that the Annual Financial Statements (AFS’s) for the year ended 28 February 2015, read with Chairman’s Review and the Report of the independent Auditors, fully cover the activities of the Company for the period under review.</p> <p>7.2. Stuart Edwards (SE) reviewed the AFS’s and noted the income was down on the previous year but reserves were still good and expenditure in line</p> <p>7.3. BI asked if there were any questions. DJ asked when income attracted tax. SE said after R50k if the</p>   |   |   |           |                             |                |                             |               |   |                 |   |                 |   |                    |   |  |

|   |       |
|---|-------|
| <p>income was not levy generated.</p> <p>7.4. BI asked about monies held and SE said that was in order</p> <p>7.5. Brian Wright (BW) noted BCMA is currently not paying office rent, but it has been allocated for in the budget.</p> <p>7.6. BI asked what is in the reserve account and BW and IL said they will feedback</p>   | BW/IL |
| <p>With nothing further to add, BI called for a proposal that the Annual Financial Statements of the Company for the year ended 28 February 2015, be approved and adopted.<br/>Proposed by David Jollands (DJ) and seconded by Graeme Phillips (GP)<br/>BI put the motion to the meeting and the <b><u>motion was unanimously carried</u></b></p>   |       |
| <b>8. Resolution 2: To re-appoint Stuart Edwards &amp; Co as the auditors of the Company.</b>   |       |
| <p>BI proposed to re-appoint Stuart Edwards as the Auditors of the Company.<br/>BI put the motion to the meeting and the <b><u>motion was unanimously carried</u></b></p>   |       |
| <b>9. Resolution 3: To elect directors for the ensuing year</b>   |       |
| <p>9.1. BI explained to the meeting that the Directors retire at this Annual General Meeting and noted the following directors as being eligible and available for re-election:</p> <ul style="list-style-type: none"> <li>- Shunnon Tulsiram</li> <li>- Brian Ive</li> <li>- Mtura Matshini</li> <li>- David Jollands</li> <li>- Graeme Phillips</li> <li>- Anton Raubenheimer</li> <li>- Bongsi Xaba</li> </ul> <p>BI asked if there were any other nominations and none were received.<br/>BI asked IL to prompt the 2 new purchases to attend as members</p> <p>9.2. BI noted the Companies Act of 2008, requires that Directors must be individually elected, and he called for nominations of directors:<br/>Shunnon Tulsiram nominated by Len Baars and seconded by Iain Laing<br/>Anton Raubenheimer nominated by Iain Laing and seconded Graeme Phillips<br/>Bongsi Xaba nominated by Iain Laing and seconded David Jollands<br/>David Jollands (DJ) noted here that the representatives of Tongaat Hulett Developments (THD) are automatically re-nominated as directors.</p> <p>9.3. There were no objections to the nominations, so BI moved that the nominees be elected to the Board until the next Annual General Meeting. <b><u>The motion was unanimously carried.</u></b></p> | IL    |
| <b>10. General</b>  |       |
| <p>BI asked is there anything anyone wanted to add under general and the following was added:</p> <p>10.1. DJ noted the lack of African representation on the board and BI agreed saying the BCMA and Effingham JV needed better representation too.</p> <p>10.2. BI brought up Urban MGT's appointment in terms of official documentation and BW said it would resolved in 2016.</p>   | BW    |
| <b>11. Meeting Closure</b>  |       |
| <p>As all business on the Agenda was dealt with, BI declared the meeting closed, and thanked everyone for their attendance.</p>   |       |
| <p>Read and confirmed this _____ day of _____ 2016</p> <p>_____</p> <p><b>Chairman</b></p>  |       |



**Bridge City Management Association NPC**  
Registration No. 2007/027692/08

**Directors Nomination Form for the Annual General Meeting of 19 October 2016**

I, the undersigned:.....

duly authorised representative of:.....

being a fully paid up member of the Association and registered owner of Ptn:.....

in the area known as BRIDGE CITY, hereby nominate for appointment as Director of the Association:

.....

\_\_\_\_\_  
Proposer's signature

\_\_\_\_\_  
Nominee's signature

**Directors Nomination Form Proxy forms should be delivered to the Chairman of the Bridge City Management Association C/O Tongaat Hulett Developments 305 uMhlanga Rocks Drive, uMhlanga or emailed to [iain@urbanmgt.co.za](mailto:iain@urbanmgt.co.za) , by no later than the 14th October 2016.**



**Bridge City Management Association NPC**

Registration No. 2007/027692/08

**Form of Proxy**

I, the undersigned.....

duly authorised as representative of.....

being a fully paid up member of the Association and registered owner of Ptn No:.....

in the area known as BRIDGE CITY, hereby appoint:

..... (Name of Proxy)

Or, failing him/her, the Chairman of the meeting, as my proxy to vote for me and on my behalf at the Annual General Meeting of the Association to be held on 19 October 2016.

I record that my proxy will vote as he/she thinks fit.

Signed at:..... this.....day of.....2016

Signature:.....

FOR AND BEHALF OF:.....

**Proxy forms should be delivered to the Chairman of the Bridge City Management Association C/O Tongaat Hulett Developments 305 uMhlanga Rocks Drive, uMhlanga or emailed to [iain@urbanmgt.co.za](mailto:iain@urbanmgt.co.za) by no later than the 14 October 2016.**