



**REPORT OF THE TRUSTEES REVIEWING THE AFFAIRS OF THE MANAGEMENT ASSOCIATION FOR THE PERIOD 1 MARCH 2020 TO 28 FEBRUARY 2021**

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**INTRODUCTION**

The Report is prepared for the consideration of the members in terms of Clause 28(5) of the Constitution.

The functions, duties and powers of the Association shall, subject to the provisions of the Sectional Titles Schemes Management Act, 2011 (Act No. 8 of 2011), the Constitution of the Association and any restriction imposed or directives given at an Annual General Meeting, be performed or exercised by the Trustees holding office in terms of the Constitution.

**BOARD OF TRUSTEES**

The following persons served as Trustees during the period under review:

**NAMES**

**CHANGES**

Mr. HW Hurter	
Dr. AG Dreyer	
Mr. N Müller	
Ms. B Smit	
Mr. C Heyns	resigned on 28 August 2020
Mr. A van der Schyf	
Mr. J Rousseau	
Mr. B Wehrle	
Mr. F Vleggaar	
Ms. E Lombard	resigned on 6 August 2020
Mr. WF van der Merwe	appointed on 28 August 2020
Ms. M Rademeyer	appointed on 28 August 2020

**SUB-COMMITTEES**

The Constitution authorises the Board of Trustees in terms of Clause 17(2)(c) of the Constitution to form sub-committees for the consideration of specific issues with the proviso that such sub-committees shall have no power to bind the Association in law, or to make decisions, but to make recommendations which should in every instance be referred to the Board of Trustees at every subsequent Board meeting.

The Board of Trustees functions currently with five (5) Sub-committees to wit:

- Finance Committee chaired by Mr. Frits Vleggaar
- Property, Maintenance and Gardens Committee chaired by Mr. Jannie Rousseau
- Security Committee chaired by Mr. Jannie Rousseau
- Catering Committee chaired by Ms. Brenda Smit
- Social Committee which was due to Covid-19 inactive

The sub-committees are comprised of Members of the Board of Trustees supplemented by residents who are prepared to be of service to the Village.

The following members served on the sub-committees during the period under review:

\*Hennie Hurter *ex officio* on all sub-committees

### **1. PROPERTY, MAINTENANCE AND GARDENS**

Jannie Rousseau: Chairman

Chris Heyns: Chairman to 28 August 2020, thereafter Jannie Rousseau

André Dreyer

Jan van Aswegen                      deceased 25/01/2021\*

Jannie Rousseau

Arrie van der Schyf

Ina Hurter

Gerda van der Merwe

Elza Beekman

Jan van Wyk

Maretha Rademeyer

### **2. FINANCES**

Arrie van der Schyf: Chairman

Ferdie van der Merwe

Nick Müller

Chris Heyns – resigned on 28 August 2020

André Dreyer

Bruno Wehrle

Frits Vleggaar

### **3. SECURITY**

Jannie Rousseau: Chairman

Jan van Aswegen\*

Coenie le Grange

#### 4. SOCIAL

Daphne Bullough  
Marita de Wet  
Alida Pretorius  
Frances Loubser  
Hanna van Vuuren  
Louisa Badenhorst  
Dina Vleggaar  
Doreen Mostert

#### 5. CATERING

Brenda Smit: Chairman  
Ina Prevedello (Nursing Manager)  
Gerhard van der Merwe (Manager)  
Maretha Rademeyer  
Loretta Brink – WPC  
Laetitia Adonis - WPC

To all these sub-committee members a word of appreciation for the valuable contributions made to assist the management of the Village. It is common practice that the sub-committees meet monthly, in the week prior to the Trustee meetings. The minutes of the sub-committee meetings are tabled at the Trustee meetings and if any recommendations or proposals arise therefrom, it is deliberated and decisions are taken thereon.

A special word of thanks and appreciation is extended to the following persons who assisted the sub-committees in their tasks:

- Loretta Brink, Vanessa Edwards-Stoman and Laetitia Adonis from the service provider WPC.
- Lauretta Muscha – the team leader of Invula Security.
- Ms. Ena Botha, Matty Knoetze, ms. Vena Crisswell and ms. Anni Tregoning for services rendered in the library.

These meetings are indispensable for the proper functioning of the Management Association.

#### FINANCE

##### Results for the year to 28 February 2021

Satisfactory results are being reported.

1. Operating Income: Member Levies amounted to R7 835 402, slightly more than budget. Additional healthcare income and sundry income amounted to R98 431.
2. Operating Expenses: Total of R10 401 281, approximately 10% under budget. Main savings recorded were municipal expenses (R602 680), insurance (R261 549) and salaries (R239 159).

3. Operating deficit: The operating deficit amounted to R2 467 446.
4. Other income and taxation: Exit levies amounted to R2 441 770, other income was R750, Interest received was R284 290 and taxation amounted to R61 731.
5. Net surplus: The net surplus for the year was R207 633.
6. Administrative Fund: This fund is made up from all income and expenditure and the balance at year end was R3 408 544.
7. Reserve Fund: This fund may be applied for exceptional maintenance expenditure and may be replenished from the Administrative Fund as required. The balance at year end was R6 472 424, within prescribed levels.
8. Application of funds: The Administrative Fund surplus plus the Reserve Fund at year end is applied to the loan of R5 286 213 to the Care Centre and the remainder funds of approximately R5 million are invested in interest bearing deposits.
9. Extracts from Consolidated Results (Refer to Annexure 'A'):

Total Income	R14 743 962
Total Expenditure	R18 202 330
Net Surplus	R3 458 368
Total Assets	R34 946 689
Total Equity and Funds	R22 245 261

## PROPERTY, MAINTENANCE AND GARDENS

During this report, the Covid 19 pandemic seriously impacted the Village, as it did the rest of our country. No new projects could be attempted. Only crisis situations could be attended to by a severely reduced workforce. Fortunately, a semblance of normality later returned and the Village could function nearly as normal.

During the period of this report, Mr. Allan Birkett was appointed as supervisor over the maintenance team and Mr. Hewitt as supervisor over the gardeners. Mr. Chatburn took over the duties of Mr. Hewitt. These changes are working efficiently.

During the period, several burst pipes, municipal and irrigation, needed attention and were repaired.

A number of houses were painted on the inside for the account of the owner. The frequent replacement of badly rusted flat roofs with IBR sheets is ongoing. It was discovered that the developers neglected to fit insulating material to these flat roofs. Such material is now being installed on all repaired roofs. A roofing expert instructed our workmen on how to install a new roof and fix leaks properly.

Paving of approximately 500 m<sup>2</sup> was done at some units during the period under review.

Repairs were done to pumps which gave trouble and where necessary, were replaced. Filters at the potable water installation as well as in the irrigation system are regularly cleaned. Subsidence occurred at house 31 and was repaired by an expert contractor.

Several gates to the drying areas of units have been replaced. As a result of the fact that there is no standard size for these gates in the Village, our carpenter's replacements must be individually made. Meranti wood, which was being used, proved to be of substandard quality which also rotted after a short period. Furthermore, meranti is expensive and in short supply. As an alternative, it was decided to use treated rafter wood which would be approximately R1 344 per gate cheaper and should last for years.

During the period under review attention was given to the following:

At the request of several owners, gardens were simplified.

The gardens at the entrance to and the exit from the Village has been redeveloped and beautified with shrubs and plants.

Gardens at the flats were also improved.

Weeds on the lawns were sprayed and compost was given.

Slopes that pose a danger to the residents and workers are receiving attention and are being planted with ivy.

Retaining walls / "Loffels" are kept neat and, where possible, cleaned.

Irrigation systems and water gardens are regularly inspected.

Good quality bags of compost are purchased on behalf of the residents for use in their gardens.

The dam in the nature reserve was sprayed to prevent the forming of algae.

Reeds in the nature reserve were sprayed and is an ongoing process.

## **SECURITY**

There were no serious incidents during the period of this report. The security staff is professional in their interaction with the residents of the Village and the visitors. Covid 19 regulations placed an extra burden on them as persons entering the Village, including residents, had to be closely monitored. They have accomplished these duties in a consistently friendly manner, at times under challenging circumstances.

The co-operation with the security firm ADT servicing the Van Riebeeckshof area is excellent.

Ways in which to modernize our security system were investigated and the investigation is ongoing.

The security infrastructure was regularly checked and any defects were immediately attended to. Security of the Village is paramount and may never be neglected.

The operation of the panic buttons was regularly checked. It is pleasing to note that more of the residents were performing these checks themselves. Several single residents still fail to wear these panic buttons on their person at all times, resulting in a few incidents.

Although the Village was largely incident-free, this does not mean that incidents could not happen. Please be security aware.

## **CATERING**

During the year under review meals could, compelled by necessity, not be served in the dining room. During October, after thorough Covid 19 protocol planning, the dining room was reopened to a limited number of residents, but daily deliveries continued.

The customary Christmas and Valentine's meals did take place, but in a different format. A great deal of effort was made to present these meals in attractively decorated containers and to be delivered to houses.

The Committee has met monthly and communication between the kitchen and Care Centre progresses well, particularly regarding the menu for patients with special dietary requirements.

It has been a difficult year for the kitchen and dining room staff and they deserve great praise for their dedication and hard work under very difficult circumstances. We thank them for their selfless service.

## **SOCIAL**

The period under review was exceptional in the sense that Covid-19 hit the whole world and turned everything normal on its head. Work losses, deaths, self-isolation and loneliness became the new normal, also in South Africa. Nearer to home in our Village, the picture was no different from the rest of our country. Residents living alone were more aware of this strange and lonely way of living but realised that keeping a safe distance and being careful to socialise, could keep you free of the virus.

Fortunately, we are blessed to have employees who gave their all to keep our residents safe; by obeying the protocols set, keeping people away from the administration building, assisting with cleaning units, delivering meals to residents to their homes and offering help in so many different ways.

Due to the afore, all social activities came to a halt in April 2020 and will hopefully resume during the next period of this report.

Residents have once again generously contributed to the Christmas bonuses of the employees. An amount of R54 396.00 was collected by the Committee and these funds were handed over during a morning occasion where each employee was treated to a cooldrink and a cupcake.

## **AMENDMENTS TO THE CONSTITUTION**

Due to the fact that large gatherings are not allowed, it was not possible to proceed with the proposed amendment to the Constitution and Conduct Rules. However, we trust that it could receive attention during July 2021.

### **Communication with members**

Communication with members takes place on an ongoing basis by way of information meetings, circular letters, the monthly Gazette and bulk sms messages.

### **Staff**

During the period under review the Manager and staff have rendered a valuable service to the residents. The Board of Trustees wish to express their sincere thanks and appreciation to the Manager and staff for their dedication and willingness in this regard.

**HW HURTER**  
**CHAIRMAN:OWVMA**

**WF VAN DER MERWE**  
**VICE CHAIRMAN:OWVMA**