



**REPORT OF THE TRUSTEES REVIEWING THE AFFAIRS OF THE MANAGEMENT ASSOCIATION (“the Management Association”) FOR THE PERIOD 1 MARCH 2022 TO 28 FEBRUARY 2023**

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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 Management Association shall, subject to the provisions of the Sectional Titles Schemes Management Act, 2011 (Act No. 8 of 2011), the Constitution of the Management 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:

<b>NAMES</b>	<b>AMENDMENTS</b>
Mr WF van der Merwe	Chairman
Mr F Vleggaar	Vice Chairman
Dr AG Dreyer	
Mr C Heyns	
Mr HW Hurter	
Mr N Müller	
Ms E Myburg	Appointed 22 June 2022
Ms M Rademeyer	
Mr JJ Rousseau	
Ms B Smit	Resigned 3 June 2022
Mr BK Wehrle	

**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 Management 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 four (4) Sub-committees to wit:

- Finance Committee chaired by mr Frits Vleggaar
- Maintenance and and Security Committee chaired by mr Jannie Rousseau
- Catering Committee chaired by mr Chris Heyns
- Social Committee chaired by ms Dina Vleggaar

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:

\*The Chairman of the Board of Trustees and the Manager serves *ex officio* on all sub-committees

### **1. FINANCES**

Frits Vleggaar: Chairman  
Hennie Hurter  
Nick Müller  
Estelle Myburg  
Bruno Wehrle

### **2. MAINTENANCE AND SECURITY**

Jannie Rousseau: Chairman  
Allan Birkett – Handyman Supervisor  
André Dreyer  
Chris Heyns  
Donovan Hewitt – Garden Supervisor  
Hennie Hurter  
Ina Hurter  
Maretha Rademeyer – Chairperson Gardens  
Gerda van der Merwe

### **3. CATERING**

Chris Heyns: Chairperson  
Ina Prevedello (Nursing Manager)  
Dina Vleggaar  
Laetitia Adonis – Senior Diningroom staff  
Brenda Smit – Chairperson until 3 June 2022

#### 4. SOCIAL

Dina Vleggaar: Chairperson  
Louise van der Merwe  
Marita de Wet  
Frances Loubser  
Alida Pretorius  
Hanna Janse van Vuuren  
Henriette Bruwer

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:

- Lorette Brink, Vanessa Edwards-Stoman and Carmelita Albertyn from the service provider WPC.
- Thando Makapela – the team leader of Imvula Security.
- Ms Ena Botha, ms Vena Crisswell, ms Anni Tregoning and ms Estelle Myburg 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 2023.

Satisfactory results are reported:

- 1 Operating Income: Total operating income amounted to R9 804 663, slightly better than budgeted.
- 2 Operating Expenses: Total Expenses amounted to R11 754 223 some 6.3% below budget.  
The main areas of underspending were Water & Sewerage (R536K and R357K respectively) and salaries (R125K). The main cause was a credit in excess of R500K from Cape Town Municipality due to a faulty meter. Although there were still individual areas of overspending, these were relatively minor and were in the areas of Maintenance (R165K), Clubhouse Services (R99K) and Admin Fees (R76K).
- 3 Operating shortfall: The operating shortfall was R1 949 560.
- 4 Other Income, Interest and Taxation: Other income consisting of Exit Levies (R5 248 250), other income (R7 500), interest received (R289 252) and tax (R58 279) made up R5 486723.
- 5 Net Surplus: The Net Surplus for the year amounted to R3 537 163.

- 6 Administrative Fund: This fund is made up from the balance of all income less expenses and the balance at year-end amounted to R7 088 874.
- 7 Reserve Fund: This fund may be used for extra ordinary (large) maintenance expenses and may be replenished from the Administrative Fund as required. The fund balance stands at R6 472 424, which is within the prescribed limits.
- 8 Application of Funds: The Administrative Fund surplus plus the Reserve Fund at year-end is applied to the Care Centre loan of R7 754 271, whilst the balance is held in interest bearing deposit accounts of about R5.7M.
- 9 Extract from the Consolidated Results (See Annexure 'A'):
- |                                  |              |
|----------------------------------|--------------|
| • Total Income                   | R16 890 396  |
| • Total Expenses                 | R 19 534 615 |
| • Operational deficit            | R 2 644 219  |
| • Other Income, Interest and Tax | R 5 783 633  |
| • Net Surplus                    | R 3 139 414  |
| • Total Assets                   | R 39 496 729 |
| • Total Equity and Funds         | R 31 586 636 |

## PROPERTY AND MAINTENANCE

Mr Allan Birkett is doing a sterling job in supervising the maintenance team and is an asset to the Village.

During the period under review several burst pipes, municipal as well as irrigation, needed attention and were repaired.

The painting of the interior of several units was undertaken, for the account of the relevant owner. Painting of the exterior of houses in First Avenue has been completed as well as those in Second Ave and most of those in Third Avenue. Painting of the palisade fence surrounding the Village has been completed.

The systematic replacement of badly rusted flat roofs with Cliploc sheets are ongoing, despite of a critical shortage of these sheets.

Repairs to sewage pipes were completed and in some instances the pipes had to be rerouted.

Paving was done at some units. Repairs were undertaken to pumps, which were faulty and replaced where necessary. Filters at the potable water installation as well as in the irrigation system are regularly cleaned and, when necessary, replaced.

The maintenance team was greatly involved in the conversion of a section of the Care Centre into assisted living units.

Bulbs of faulty streetlights are regularly replaced.

A 150 KVA generator was acquired, which produces power for the Care Centre and various assisted living units, the kitchen, office, dining room, board room and the lounge, as well as some street lights.

The outside walkway between the new assisted living units and the entrance to the main building was enclosed by way of a roof and side walls made of glass panels. The north western side of the pathway from the parking area to the main building also received a wall of glass panels. These improvements make a tremendous difference for residents during winter's inclement weather.

## **SECURITY**

There were no serious incidents in the Village during the period of this report. The security staff is professional in their interaction with the residents of the Village and visitors. Our co-operation with the security firm ADT servicing the Van Riebeeckshof area is very good.

The security cameras installed around the perimeter of the Village are working perfectly. These are checked regularly to ensure optimum service.

Security in the Village is of paramount importance and will never be neglected. The existing panic-button system is largely obsolete and is systematically being replaced with a modern digital system.

## **GARDENS**

Gardens are maintained by the gardening team, under the guidance of Donovan Hewitt.

During the period under review several projects were launched and completed, namely new trees were planted at Korte Avenue, the hedge at the assisted living units were pruned to make space for the new parking awnings. The outlet of the dam in Fifth Avenue was opened and plants were removed. The big dam was also cleaned and foreign plants were removed. Several trees had to be removed by a private contractor as a result of disease and new plants were planted at the new assisting living units.

The poplars at the Bokpark were pruned from the border fence and the said fence as well as an area of one metre surrounding the Village was pruned, cleaned and sprayed with insecticide.

At the request of residents many gardens were simplified and grass was planted. Several residents make use of the services of additional workers to maintain their gardens. Loads of soil were purchased to fill up and level uneven areas in the Village.

Dams and streams are cleaned and neatened on a regular basis and are sprayed with copper sulphate to remove algae.

Weedkiller was administered on areas where needed, such as paving, lawns and pavements. The services of private companies were contracted to assist with the process.

Hedges, trees and shrubs are pruned on an ongoing basis and a private contractor assisted with the pruning of the trees in Kingfisher Avenue.

Loffels are attended to and, where necessary, cleaned and replanted with groundcover that requires little labour.

Bags of compost that are purchased by the Management Association, may be purchased by residents for their gardens.

The garden at the entrance is attended to on a seasonal basis.

## **CATERING**

After the Covid pandemic it is encouraging to note that most of the residents are slowly but surely enjoying their meals in the dining room once more.

It was with sadness that Brenda Smit was taken leave of when she finally retired in June 2022. She is thanked and wished only the best for the future.

2022 commenced with serious power outages and the situation deteriorated systematically. The kitchen staff have, however achieved miracles in preparing delicious meals at a tempo of approximately 300 meals per day.

Special meals such as Valentine's dinner, Christmas dinner, braai for Trustees and many other social functions were presented with great success during the year in collaboration with the Social Committee, office and kitchen and dining room staff.

Laetitia Adonis returned from WPC to the dining room staff and Carmelita Albertyn was appointed in her place at WPC. The change did not cause much disruption.

The Chairman of the Social Committee, Mrs Dina Vlegaar, as well as Matron Ina Prevedello, attend the monthly meetings and when possible, the Chairman of the Board, Mr Ferdie van der Merwe.

In conclusion the WPC Kitchen Manager, Vanessa Edwards, and her team are thanked for their hard work and preparation of tasty meals under difficult circumstances due to loadshedding.

All the role players are thanked for a successful 2022 / 2023 in the dining room, Care Centre and delivery of meals.

## **SOCIAL**

After a quiet period the Social Committee is "back in business."

Over the past year and a half, a tea was held for all new residents from 2020 until February 2022, which was very well attended.

A soup and games evening, Spring tea, Christmas dinner and a Valentine's lunch were arranged in collaboration with the kitchen staff, who were responsible for the catering.

We strive to in future arrange different functions on a regular basis.

Your support is much appreciated, for which you are thanked.

## **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 once again 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.



**WF VAN DER MERWE  
CHAIRMAN  
BOARD OF TRUSTEES  
2 JUNE 2023**



**F VLEGGaar  
VICE CHAIRMAN  
BOARD OF TRUSTEES  
2 JUNE 2023**