



REPORT OF THE TRUSTEES REVIEWING THE AFFAIRS OF THE MANAGEMENT ASSOCIATION ("the Management Association") FOR THE PERIOD 1 MARCH 2024 TO 28 FEBRUARY 2025

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:

NAMES

AMENDMENTS

Mr WF van der Merwe
Mr F Vleggaar
Mr DL Ball
Ms C Eksteen
Mr C Heyns
Mr HW Hurter
Mr NC Müller
Ms E Myburg
Mr JJ Rousseau
Mr GJP Strydom
Mr BK Wehrle

Chairman
Vice Chairman

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 five (5) Sub-committees to wit:

- Finance Committee chaired by mr Frits Vleggaar
- Board of Directors chaired by mr Hennie Hurter
- Maintenance, Garden and Security Committee chaired by mr Gert Strydom
- Catering Committee chaired by ms Dina Vleggaar
- 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
Chris Heyns
Hennie Hurter
Nick Müller
Estelle Myburg
Ferdie van der Merwe
Gerhard van der Merwe (Manager)
Bruno Wehrle

2. DIRECTORS OF OWOBV (Pty) Ltd

Hennie Hurter
Chris Heyns
Ferdie van der Merwe
Frits Vleggaar
Bruno Wehrle
Gerhard van der Merwe - Manager

3. MAINTENANCE, GARDEN AND SECURITY

Gert Strydom: Chairman
David Ball
Elza Beekman
Allan Birkett – Handyman Supervisor
Corneil Eksteen
Donovan Hewitt – Garden Supervisor
Chris Heyns
Hennie Hurter
Ina Hurter (Passed away on 6 December 2024)
Jannie Rousseau
Gerhard van der Merwe - Manager

4. CATERING

Ms Dina Vleggaar: Chairperson
Laetitia Adonis – Senior Dining room staff
Carmelita Albertyn – WPC (Resigned in January 2024)
Lorette Brink – WPC
Vanessa Edwards-Stoman: Kitchen Manager
Chris Heyns
Ina Prevedello - Nursing Manager
Gerhard van der Merwe - Manager

5.

SOCIAL

Dina Vleggaar: Chairman
Henriette Bruwer
Yvonne Burrow
Marita de Wet
Hanna Janse van Vuuren
Frances Loubser
Amanda van der Merwe
Louise van der Merwe
Mabel Venter
Alida Pretorius (Leaves the Committee in November 2024 due to illness)

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:

- Carmelita Albertyn (Resigned January 2024), Lorette Brink and Vanessa Edwards-Stoman from the service provider WPC.
- Thando Makapela – the team leader of Invula Security.
- Ms Ena Botha, ms Vena Crisswell, ms Estelle Myburg and ms Anni Tregoning for services rendered in the library.
- Ms Elza Beekman for services rendered in the gardens.
- Ms Yvonne Burrow (Head bar lady from January 2025), David and Marthie Ball, Sue Bayly, André Behr, Beryl Bell, Hannie de Vries, Valerie Koen, Gerry and Sally Pypers, Marianne Rabie, Peter and Bedia Rieger, Retha van den Berg and Maggie Venter for services rendered in the Clubhouse and bar. Mr Jannie Rousseau as barman from 2020 to December 2024.
- Dr Malcolm de Roubaix for services rendered regarding cultural and musical events.

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

FINANCE

Results for the year to 28 February 2025.

Satisfactory results are reported:

- 1 Operating Income: Total operating income amounted to R12 150 718 slightly better than the budgeted R12 085 013.
- 2 Operating Expenses: Total Expenses amounted to R16 042 728 nearly R1 million, or some 6.2% below the budget of R17 036 373.

The main areas of underspending were maintenance (R537 K) and salaries (R438 K). Although there were still individual areas of overspending, these were relatively minor and were in the areas of security (R21 K), insurance (R39 K), special projects (R115 K).

- 3 Operating shortfall: The operating shortfall was R3 892 010 before other income. It must be noted that this too was R1 million better than budgeted.
- 4 Other Income and Taxation: Other income consisting of exit levies (R3 211 250), entrance levy R185 000, other income (R9 000), interest received (R1 410 086) and tax (R354 332) made up R4 461 004.
- 5 Net Surplus: The net surplus for the year amounted to R568 994.
- 6 Administrative Fund: This fund is made up from the balance of all income, less expenses and the balance at year-end amounted to R10 467 990.
- 7 Reserve Fund: This fund may be used for extraordinary (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, are applied to the Care Centre loan of R1 654 922, whilst the balance is held in interest bearing deposit accounts of about R16 million.
- 9 Extract from the Consolidated Results for 2025 (Refer to Appendix 'A'):
 - Total Income R20 350 718
 - Total Expenses R26 014 972
 - Shortfall R(5 664 254)
 - Other Income and Tax R5 544 656
 - Net Shortfall / Surplus R(119 598)
 - Total Assets R44 871 129

PROPERTY AND MAINTENANCE

Maintenance is done by the handymen team, under the guidance of Allan Birkett.

- **Burst pipes**: Several burst pipes, municipal as well as irrigation, have required attention during the period under review and are repaired.
- **Painting in the Village**: Good progress has been made with painting in the Village and especially the flats and the Assisted Living flats have received attention during the period under review. Several units were painted on the inside for the account of the owners.

- **Replacement of roof sheets:** Rusty flat roof sheets are systematically replaced with Cliploc sheets, despite the scarcity thereof, which delays this process. During the replacement of roofs attention is given to insulation and faulty water pipes. It is also being planned to clean roof sheets and paint them with a rust preventing paint.
- **Paving** has been done at several units, especially the communal area in front of certain Assisted Living units.
- **Irrigation:** Repairs have been done to several faulty pumps or they have been replaced. Pumps and filters at the tank construction, as well as at the irrigation construction, are regularly cleaned or replaced, if necessary.

GARDENS

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

- **Gardening and mowing of lawns:** During the period under review, the routine of gardening one week and mowing of lawns the next week, has been continued. New areas were assigned to the gardening staff which delivered good results.
- **Dams and streams** are cleaned and neatened on a regular basis.
- **The border fence** of a meter surrounding the Village was pruned, cleaned and sprayed with plant insecticide. The process during which the irrigation points are placed surrounding the border fence and can be switched on should a fire break out, is completed.
- **Insecticide** is being sprayed on areas, where necessary, such as paving, lawns and pavements.
- The Clubhouse displays well on the in and outside and plants are purchased as needed. The garden at the entrance is well attended to and the gardens at the Assisted Living flats are also neat.
- **Hedges, trees and shrubs** are pruned on a continuous basis. Loffels are continuously attended to and cleaned and, where necessary, replanted with ground cover that requires little labour.

SECURITY

There were no serious incidents in the Village during the period of this report. The security staff are professional in their interaction, is friendly and fulfill their duties with diligence. 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 and these are checked regularly to ensure optimum service. A new service provider was appointed and delivers good service. Security in the Village is of paramount importance and will never be neglected.

CATERING

The past year, 2024/2025, has been a good year for WPC catering. Any problems that have arisen, have been dealt with by the Committee. The meals have been of a high quality over the past few months.

Special meals such as Valentine's Day, Christmas dinner, braai for Trustees and other social functions have been held throughout the year with the assistance of our office, kitchen and dining room staff.

A birthday tea was held at the request of one of our residents who turned 95. It feels good to assist the more senior residents with this task, as for some it is no longer possible to arrange it themselves.

The WPC Kitchen Manager, Vanessa Edwards-Stoman, and her team are thanked for their hard work in preparing the meals.

Mrs Dina Vleggaar, Chairperson of the Social Committee, Matron Prevedello of the Care Centre, the Manager and the Chairperson of the Board of Trustees, Mr Ferdie van der Merwe, attend the monthly meetings, where possible.

All the role players of the dining hall, Care Centre and the delivery of meals are thanked for a successful 2024/2025.

SOCIAL

The past year the Social Committee once again had a successful year with functions for our residents. On 26 April 2024 a Bingo afternoon was held and at the end of May the regular soup and games evening took place.

In June the Committee decided to treat our dining hall staff to a morning tea and delicious food, and each received a Shoprite gift voucher to thank them for their assistance throughout the year with moving of tables etc. for our functions.

Ms Hendrien Hartzler approached the Committee with a request to arrange her 95th birthday party on 28 June. It was our privilege to do this for her.

In September we hosted a function for the second time to welcome all new residents, who came to reside in Oude Westhof from 2022 to September 2024. In October the arrival of spring was once again celebrated with delicious food and tea. Ms Elsabé Aldridge, she calls herself a funny talker, came to entertain us and made us laugh. Her motto is "Laughter works like heavenly Eno's to bubble away the heartburn of humanity". The highlight of the year was the Christmas dinner where 147 guests have been received. It was a special evening for everyone who attended.

At the beginning of 2025 we hosted the annual Valentine's dinner in collaboration with WPC, who prepared the meals for us. This past financial year we were also able to take 49 residents to The Postcard Café, a wine estate outside Stellenbosch. There they were treated to delicious scones with cheese, jam and cream. Everyone thoroughly enjoyed it.

There were a number of funeral services where the Committee served tea and coffee.

We would like to express our gratitude to the kitchen and dining room staff as well as the office staff who are always willing to help with printing invitations, keeping the guest list up to date and managing payments. Finally, we would like to thank the Board of Trustees for the funds we have received to be able to undertake excursions such as the bus trip to the Postcard Café and be able to go to extra trouble for the Christmas function.

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.

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
10 JUNE 2025



F VLEGGaar
VICE CHAIRMAN
BOARD OF TRUSTEES
10 JUNE 2025