

Century Manor

CENTURY MANOR HOME OWNERS ASSOCIATION (HOA)
REGISTRATION NUMBER: 2006/0045534/08

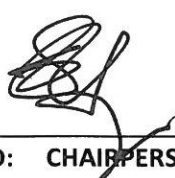
CHAIRPERSON AND DIRECTOR'S REPORT
ANNUAL GENERAL MEETING
23 NOVEMBER 2017

ITEM NO.	DISCUSSION																															
1.	INTRODUCTION																															
	The purpose of this report is to inform the owners of Century Manor Estate about operational activities and financials status of the estate during this reporting period of the AGM.																															
2.	BOARD OF DIRECTORS 2016/2017																															
	<table><tr><td>1</td><td>Bongani Shabangu</td><td>Chairperson</td><td>BS</td></tr><tr><td>2</td><td>Stephen Nkwane</td><td>Director</td><td>NS</td></tr><tr><td>3</td><td>Takalani Murulana</td><td>Director</td><td>TM</td></tr><tr><td>4</td><td>Justus Posthuma</td><td>Director</td><td>JP</td></tr><tr><td>5</td><td>Sphiwe Netshishivhe</td><td>Director</td><td>SN</td></tr><tr><td>6</td><td>Skhumbuzo Sibiya</td><td>Director</td><td>SS</td></tr><tr><td>7</td><td>Andre Nortje</td><td>Director</td><td>AN</td></tr></table>				1	Bongani Shabangu	Chairperson	BS	2	Stephen Nkwane	Director	NS	3	Takalani Murulana	Director	TM	4	Justus Posthuma	Director	JP	5	Sphiwe Netshishivhe	Director	SN	6	Skhumbuzo Sibiya	Director	SS	7	Andre Nortje	Director	AN
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3.	SECURITY																															
	We are ever mindful that safety and security remains the number one reason that you have chosen to invest in and live at Century Manor Estate. We therefore recognise that this aspect of estate living should enjoy the attention which it deserves as security systems form our first line of defence. Commitment, energy and skill is required by all responsible stakeholders to uphold the vision of the safety and security contingent, which is: to ensure that everyone within the borders of the estate, whether they are residents or visitors, are presented with a safe and secure environment. The financial year under review saw the Estate having a zero security breaches due to our investment on security measures that have been put in place. These security measures include the installation of cameras, lighting systems along the perimeter wall and the upgrade of our access control. Electric fence wires have been upgraded with thick wires to be acquiescent with new system of zonings on our new security electric fence. This system will assist the security guards in pointing out where is a security breach if it happen in future and they will be in position to focus specifically to that affected area.																															

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	The implemented security measures have costed the Estate about R803 374.00 as stated in our annual financial statements presented to this AGM of 2017 under Security Special Project.
4.	ADMINISTRATION
	4.1 Appointment of Estate Manager On the 1st of December 2016, Mr Nala Makgaleng was appointed as Century Manor Estate Manager and was given 3 years performance based contract after finishing his 3 months' probation period. This has helped the Directors to manage the Estate affairs better. Part of his job functions is to supervise the security, attend to the queries from the owners, maintenances, enforce none compliance to the Estate Rules, office admin, liaise with Pretor (our Estate Managing Agent) about the issues related to the Estate, supervise projects within the Estate which including construction sites, submit reports to Directors ect. Directors identified that the Estate Manager needs some further training in order for him to improve his performance. 4.2 Office Furniture And Equipment's The following office equipments were procured during this reporting financial year: 1x Canon black and white printer 1x Office Cabinet Locker 50x Plastic Chairs 2x Steel Tables and 1x Laminating Machine (A4 size)
5.	MAINTENANCE AND REPAIRS
	5.1 Club house During this financial year of reporting, the clubhouse was repainted and it looks beautiful again. 5.2 Landscaping and gardening Maintenance of garden is an ongoing project as per Director's previously approved landscaping plan.
6.	PROJECTS
	6.1 Website The website is up and running. All owners are encouraged to login and register on it. In future all Century Manor Estate documents will be loaded into the website and be made available to the section of Residents Only. Mr Justus Posthuma (HOA Director) is our website administrator who is responsible for loading new documents, register users, etc.

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	The following email address: manager@century-manor.co.za ,has been approved as an Estate Manager email address which will be used in future for all communication. 6.2 Fibre Installation During this financial year, the Directors have embarked on installation of fibre network in the Estate, which was done without any cost to the Estate. We thank you for your cooperation during the life of that project and we hope that you are now enjoying the fruits of this technology that bring fast internet connectivity.
7.	COMMUNITY SCHEMES OMBUD SERVICE (CSOS) ACT 2 OF 2011
	From the 1st of January 2017 in accordance with the CSOS Act 2 of 2011, all owners were to pay 2 % of their levy as per this act. All Home Owners Association and other schemes are required to pay this levy for the service that they may require from the office of the Ombud as stipulated by the CSOS act as mentioned above. The purpose of the act is to provide a dispute resolution mechanism in community schemes. To comply with the CSOS act the Century Manor Estate is required to submit the following documents to the office of the Ombud: 1) Minutes of the AGM 2) Memorandum of Incorporation (MoI) 3) Audited Financial Statements and 4) The Estate Rules approved by AGM After the above-mentioned documents have been inspected and approved by the office of the Ombud then the Certificate of Registration will be issued.
8.	AMENDMENTS OF THE ESTATE RULES
	To comply with CSOS act as mentioned above, the Estate Rules have been amended accordingly. The office of the Ombud was consulted especially about reasonable penalties for those who breach the Estate Rules. In cases where penalties were low, we were encouraged to increase it higher because penalties are meant to be deterrents. The list of fines are on page 45 of the amended rules attached with this report. More than five Home Owners Association Estate Rules were studied for benchmarking purposes before the final draft was produced. Owners are requested to submit their input on the rules amendments before Friday the 17th of November 2017, all inputs must be submitted to Directors. Owners input will then be consolidated into the final draft that will be approved in the AGM to be held on the 30th of November 2017. No inputs on the rules amendments will be accepted during the AGM.
9.	HOUSES COMPLETED , UNDER CONSTRUCTION AND DEVELOPER STANDS
	9.1 Private owned stands – individually ▪ There are 81 private owned stands in the Estate

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	▪ There are currently 43 occupied properties ▪ 14 Sites/houses are currently under construction ▪ 24 stands are vacant 9.2 Stands Owned by Developer – M & T The developer has 79 stands / units which are currently on sale from R650 000 as per the advert board at the gate. We do not have latest information of how many have been sold.
10.	BUILDING LEVY PENALTIES
	There are 18 stands owners that have been served with penalty levy as from the 1st of November 2017 for not building their homes within two years stipulated time lines as per 2013 AGM resolution.
11.	FINANCIAL SUMMARY
	The Board has proposed that the budget will have zero percentage (0%) increase for the levy in the next financial year to be approved by the AGM. Some of the funds in the proposed budget have been set aside as reserves for 2017/ 2018 financial year. These funds will assist the new elected Board to finalise some of the projects that have already begun like the Security Special Project, etc. As in the Estate many sites/houses are still under construction, there are many repairs that would have to be fixed once the Estate had fully developed. The current HOA financial position to the end of November remains positive. Naturally, the majority of our income is generated through homeowner levy fees, all of which are paid a month in advance. Regrettably, some owners do pay later and this not only incurs additional late payment charges but also injects uncertainty as to Century Manor income to meet expenses. About 10 owners are in arrears with their payments of levies and the Board have initiated a process of recovering the outstanding fees via Pretor and legal processes. It is important therefore to maintain a healthy "Reserves Balance" to ensure we can meet any shortfall in fees received. The audited Annual Financial Statements and Proposed Budget for 2018 is attached with this report and will be discussed in the upcoming AGM.
12	CONCLUSION
	The Board of Directors would like to thank you all for your support and cooperation during our term in office and we hope that you will continue supporting the next board of directors as they start their new tasks in next financial year. Wishing you a peaceful and safe festive season.



 SIGNED: CHAIRPERSON

23/11/2017

 DATE