

# Century Manor

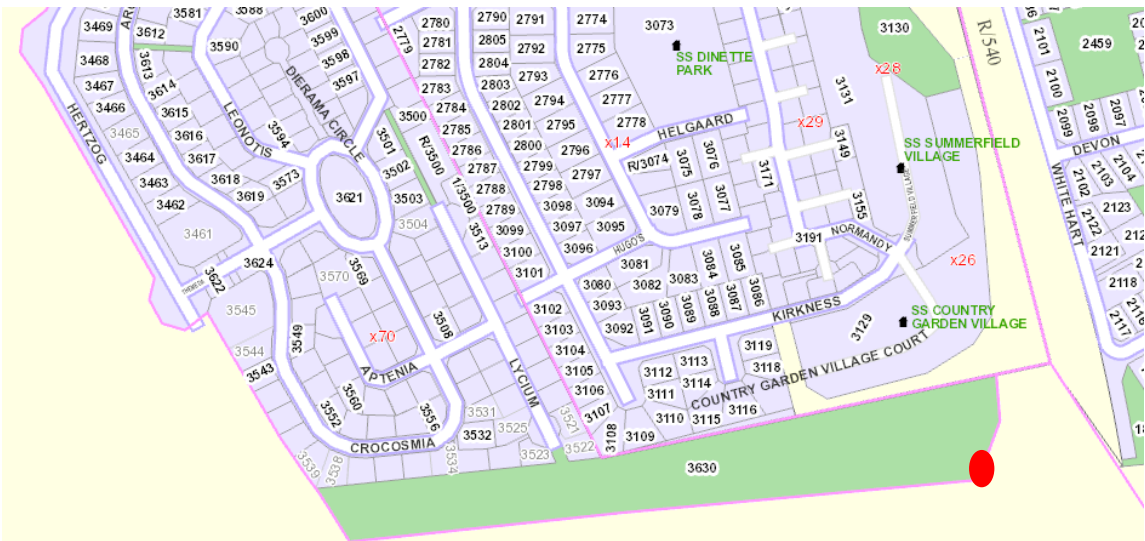
CENTURY MANOR HOME OWNERS ASSOCIATION (HOA)  
REGISTRATION NUMBER: 2006/0045534/08

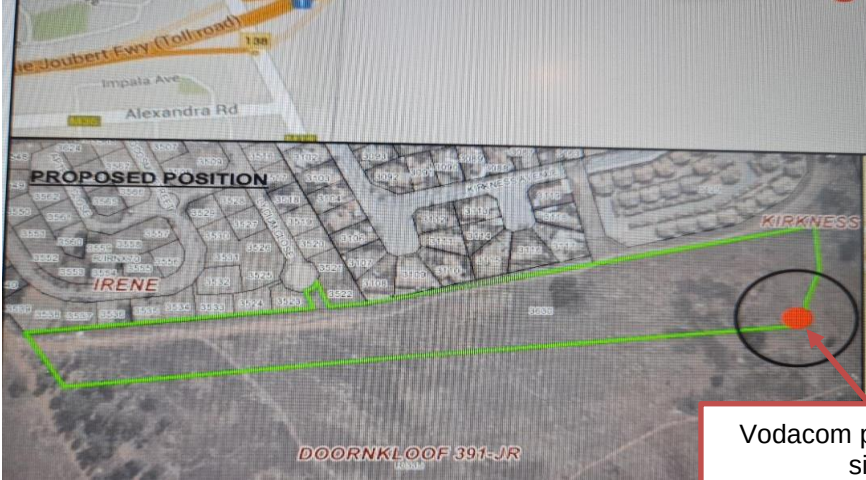
**CHAIRPERSON'S REPORT  
ANNUAL GENERAL MEETING  
9 SEPTEMBER 2021**

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| 1.       | <b>INTRODUCTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | <p>On 15 March 2020, our president Mr Cyril Ramaphosa declared the state of National Disaster in terms of Disaster Management Act, to combat the spread of COVID-19 pandemic. This pandemic stunned every human being on earth as all countries and cities had to shutdown for months to try and curb the spread of this pandemic. Due to this pandemic the estate had to implement COVID-19 protocols as prescribed by the government.</p> <p>You will recall that our estate ended up not holding its annual AGM last year (2019/2020) as the board chose to use a provision provided in terms of the Companies Act, which states that we the HOA, <i>may convene an annual general meeting of the shareholders no later than 15 months after the date of the previous annual general meeting</i>. A formal communique in this regard was electronically circulated to all the shareholders and was also placed in the estate website together with audited financial statements (AFS – 2019/2020). The 15 months stated above by the Companies Act will lapse on 21 November 2021.</p> <p>The Board of Directors is looking forward to every member attending and participating on the upcoming <b>virtual</b> AGM, where main issues pertaining to the estate will be tabled for discussion and approval. The new Board of Directors will also be nominated to oversee the interests of all members for the 2021/2022 reporting year. If a member/owner have changed their contact details kindly provide your new email to Pretor, Emmanuel so that you may receive the link for the AGM which will be circulated few days before the AGM.</p> <p>We would also like to extend a heartfelt welcome from the sitting Board to the new Members who have purchased property within the Estate over the past year. All Members have an equal and similarly important role to play for the future of our Estate, as such your presence and participation in the Annual General Meeting is very important.</p> <p>It is the responsibility of the elected Board of Directors to ensure the maintenance of adequate accounting records and financial standing of the Estate, as well as take responsibility for all security and safety matters pertaining to the Estate. Security for our estate is very critical hence more than 60% of our budget goes to the security of our estate.</p> <p>This has been and continue to be a very challenging time for our country and the world at large. People are losing their jobs and livelihood in big numbers that we have never seen in our lifetime. Several owners within our estate were forced to sell their properties due to this pandemic and economic impact as a result of the COVID-19 pandemic.</p> <p>This also has been a very long winding journey for our board members, who had to perform under these challenging times. You will recall that initially there were five board members</p> |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |    |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
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|          | <p>who were nominated in the last AGM held on 21 August 2019. We now have four board members and most of them have indicated that they will not avail themselves for the next term and that includes me (Chairperson) as indicated previously. Mr Mavhungu resigned this year due to personal reasons but he continued assisting us on his portfolio, we are grateful for his dedication.</p> <p>It is my view as Chairperson, and the consistent view of the outgoing Board, that the requirements in terms of managing of the Estate affairs have been fulfilled adequately and to the best of our ability as the Board, for the reporting period 2019/2020 and 2020/2021.</p> <p>You are invited to peruse our Estate Audited Financial Statement (AFS) attached with this report which concur with our statement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |    |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
| 2.       | BOARD OF DIRECTORS 2019/2020 AND 2020/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |    |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
|          | <table><tr><td>1</td><td>Skhumbuzo Sibiya</td><td>Chairperson</td><td>SS</td></tr><tr><td>2</td><td>Bongani Shabangu</td><td>Director</td><td>BS</td></tr><tr><td>3</td><td>Bongani Molefe</td><td>Director</td><td>BM</td></tr><tr><td>4</td><td>Gugulethu Tlali</td><td>Director</td><td>GT</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |    |  | 1 | Skhumbuzo Sibiya | Chairperson | SS | 2 | Bongani Shabangu | Director | BS | 3 | Bongani Molefe | Director | BM | 4 | Gugulethu Tlali | Director | GT |  |  |  |  |
| 1        | Skhumbuzo Sibiya                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Chairperson | SS |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
| 2        | Bongani Shabangu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Director    | BS |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
| 3        | Bongani Molefe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Director    | BM |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
| 4        | Gugulethu Tlali                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Director    | GT |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |    |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
| 3.       | FINANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |    |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |
|          | <p>Financially, our Estate is in a sound financial position, with financial reserves well in excess of the required guidelines. A residential Estate like ours is required by regulation to keep reserve funds at all times, meaning it should be able to function without income for a period of three months. Our Estate positioned itself very positively in this regard. Based on the levy allocation agreed upon as per our communique sent out to the owners on 20 November 2020, the Board has managed to deliver against most projects, some of which were not budgeted for, like the backup power generator which costed about <b>R80 000</b> (including installation) due to load shedding by Eskom.</p> <p><b>Liesl Ansley CA(SA)</b></p> <p>You will recall that in our last AGM of 2019, the meeting approved HJ Venter as our official auditor. HJ Venter was one director auditing firm and sadly he passed on while busy with our 2019/2020 financials. Pretor than recommended Liesl Ansley auditor to continue with the audit process, which the board endorsed until the upcoming AGM.</p> <p>Our Estate Financial Statements were therefore audited by Liesl Ansley auditor which is a registered auditor, their opinion is as follow:</p> <p><i>“I have audited the financial statements of Century Manor Home Owners Association NPC (the company) set out on pages 9 to 17, which comprise the statement of financial position as at 28 February 2021, statement of changes in equity and statement of cash flows for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies. In my opinion, the financial statements present fairly, in all material respects, the financial position of Century Manor Home Owners Association NPC as at 28 February 2021, and its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act of South Africa”</i></p> <p>The board is satisfied with the service rendered by the current auditors and we are recommending that the AGM approves that we continue utilising the service.</p> <p>The details pertaining to the financial standing of our HOA as at 28th February 2019/2020 and 2020/2021 are included in the AGM pack accompanying this report. Please peruse it and raise any concerns/commentary with the board via our managing agent Pretor. Mr</p> |             |    |  |   |                  |             |    |   |                  |          |    |   |                |          |    |   |                 |          |    |  |  |  |  |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|          | <p>Emmanuel Mashamba, email: <a href="mailto:EmmanuelM@pretor.co.za">EmmanuelM@pretor.co.za</a>, forward your written input within <b>seven (7) working days</b> before the upcoming AGM.</p> <p><b>Proposed Budget/Levy for the Period 2021/2022</b></p> <p>HOA Members are reminded that the levies collected on a monthly basis are only sufficient to cover all foreseeable costs incurred in running of our Estate. Members must also remember that our levies are paid in advance so that we are able to pay for the services on time.</p> <p>Owners will remember that in the AGM of 2019, owners approved a levy increase of 10% for FY2019/2020 and in the next financial year (2020/2021), members approved an increase of about 8% (R106) due to COVID-19 challenges.</p> <p>This year the levy increase was investigated during the year by the Board, in consideration with COVID-19 pandemic as mentioned above. It was decided to increase the levies for <b>FY2021/2022 with 8%</b>. Members will be requested to ratify this increase at the AGM and there is NO Special Levy envisaged for the financial period.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.       | <b>UNDERCHARGED LEVIES DISPUTE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | <p>Around March 2020, the board discovered that there were about 27 owners who were undercharged with 60% on their monthly levies. The board immediately asked Pretor to conduct an urgent full audit on levy payment amount. This discrepancy usually occurs during the transfer period when stands are transferred from the developer (M &amp; T) to the new owner.</p> <p>In terms of the estate agreement with the developer when the estate was developed, the developer is required to pay 40% levy per stand. Once the stand is purchased from the developer, the new owner who purchased the stand is required to pay 100% levy as required by the estate governance to run the estate operations as approved in each AGM.</p> <p>The 27 new owner's discrepancy happened when Pretor did not adjust the levy amount from the developers' levy of 40% into new owner's 100% full levy, once the purchase and transfer process had been finalized. This inconsistency took place between August 2017 and February 2020. The correct levy was thereafter implemented with immediate effect to all 27 owners.</p> <p>The audit investigation shows that there was an amount of about <b>R285 738</b> in loss levy revenue as a result of this undercharge levy discrepancy.</p> <p>Pretor did acknowledge that this was an administrative error on their side, but they refused to take full liability to refund the full amount due to the error. Instead they came up with a levy collection plan for those affected owners, which is listed below as follows:</p> <ul style="list-style-type: none"> <li>▪ In the occurrences where change of Ownership has taken place and the uncharged levies cannot be collected from the new owners, Pretor will refund the HOA with the full amount.</li> <li>▪ The affected owners who still own the stands/property were asked to sign an Acknowledgement of Debt agreements to collect the outstanding monies to mitigate the damages.</li> </ul> <p><b>Current status of debt collection</b></p> <ol style="list-style-type: none"> <li>1) 16 owners have settled their undercharge levy debt in full which is <b>R122 707.00</b></li> <li>2) There were 4 cases where there was a change in ownership. Pretor settled the full amount of R42 310. 48 in that regard, plus interest on undercharged levies of R30 652.70 (Calculated until 31 July 2021), total refund <b>R72 963.18</b>.</li> </ol> |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|          | <p>3) There are 5 owners who have made part payments towards these arrears which is <b>R56 948.60</b> in outstanding undercharged levies.</p> <p>4) There are 6 owners who have made no payments towards these arrears which is about <b>R63 562.03</b> in outstanding levies, these owners refused to make any payment arrangements because they are aggrieved by this error from Pretor.</p> <p>The total amount recovered: R195 671.00</p> <p>The total amount outstanding: R120 510.63</p> <p>The current total undercharged levies including interest: <b>R 316 181.64</b></p> <p>NB: The board in its meeting took a resolution to refer to the AGM, the 6 owners who are refusing to pay the outstanding undercharged levies as mentioned above. <b><i>The AGM is requested to give Directives on the way forward on this matter.</i></b></p> |
| 5.       | <b>DEFAULTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|          | <p>The Auditor has raised a red flag on substantial increase of levy defaulters compared to the previous financial year. This needs to be monitored very closely by the board. Measures are in place to try and recover the outstanding levies through legal processes via our managing agent, Pretor.</p> <p>Some of the increase is as a result of the undercharged levy as mentioned above, more than <b>R195 000</b> has been recovered since then, which is about 62% from the undercharged levies.</p> <p>We are very mindful that some people have lost their jobs and others are struggling with low income due to the pandemic and economic situation in the country.</p>                                                                                                                                                                   |
| 5.       | <b>MUNICIPALITY PROPERTY RATE ON STAND 3630</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|          | <p>The board recently received a municipality statement of about R28 557 on property rate of Century Manor greenbelt vacant land as shown on the map below. This is the first time that the estate has received such a statement which has been calculated since the estate was developed in 2006. From now on the estate will be paying R87.24 per month property rate. This is the land where Vodacom requested to install their network tower as marked in a red dot as pointed with arrow below.</p>                                                                                                                                                                                                                                                         |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 6.       | <b>SUB-COMMITTEE SUMMARY REPORT ON STAND 3630</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|          | <p>Owners will recall that during the 2019 AGM, there was a resolution to establish a sub-committee to look into how we can utilize stand 3630 land.</p> <p>The committee findings were that most estates offer tennis courts, squash courts, communal swimming pools, park areas, but those at the top end include facilities such as Golf course, laundromats and even walking trails.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7.       | <b>VODACOM REQUEST ON STAND 3630</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|          | <p>In 2019 Vodacom submitted a request to the board to lease 8m x 10m portion of the estate land (14 962 sqm / 1,4 hectares) to install its network tower, the request was discussed in the last AGM. A resolution was taken in that AGM to establish a sub-committee to investigate how the estate may utilise the estate land on stand 3630 as shown on the map below.</p>  <p>Vodacom proposed network site tower</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8.       | <b>SECURITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|          | <p>Security remains a responsibility of every owner and resident of our estate to ensure that security processes and procedures are adhered to, and that any deviance is identified and addressed through the appropriate channels. All residents/owners are jointly and severally responsible to keep eyes open, and report unacceptable or concerning situations to the Estate Manager or Directors to ensure the security and safety of all the residents in our estate.</p> <p>It is with great pleasure to inform the members that we have not had a single security breach in our estate for more than 3 years in succession, since we implemented major security measures in 2018. This shows that our investment on security are bearing fruits and our residents are feeling much safe and secure. This does not mean that the crime is decreasing in the surrounding areas. The level of crime in our neighbourhoods has not gone down but still high, we would like to caution our residents to always be vigilant all the time when driving around.</p> <p>Bidvest Protea Coin Security Company is still performing our guarding and technical services and the board is still satisfied with their services.</p> |
| 9.       | <b>ADMINISTRATION / HUMAN RESOURCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|          | <p><b>Report on former estate manager's misconduct</b></p> <p>In early January this year, there was evidence of suspected abuse of the estate e-wallet card funds by the former estate manager Mr. N.K Makgaleng (Nala) and this was brought to the attention of the board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| ITEM NO.   | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|            | <p>The board then immediately instituted an investigation into those allegations of mismanagement of estate funds. The period of investigation covered 10 October 2020 to 10 March 2021. The investigation scope was primarily focused on cash withdrawals from the e-wallet bank card.</p> <p>The findings showed that there was a clear evidence which indicated that Nala, for a prolonged period had been abusing the e-wallet bank card funds for his personal use. The evidence showed that he was submitting certain false invoices and statements with regards to the use of some of the cash withdrawn from the e-wallet bank card.</p> <p>Based on the findings and recommendations of the investigation, the board concluded that a disciplinary action be instituted for Nala.</p> <p>Before that process was to be executed, Nala did not report for duty for weeks without any explanation (AWOL), and he did not answer any calls from the board members. Someone saw him circulating his pictures on social media which indicated that he was reporting for duty at takealot.com.</p> <p>The board then wrote to him on the 26<sup>th</sup> of March, informing him that he cannot work for two companies at the same time, he must send his letter of resignation and return the estate assets that he still has in his possession such as; the laptop, office keys and biometric device. He has still not done so at the time of writing this report. The board is therefore now forced to open a criminal case against him with the police, this is because all the attempts so far to recover estate assets have failed. The other option is to use lawyer via Pretor to demand the estate property but this process might be expensive considering the value of the asset involve and the amount the lawyer might cost. The estimated value of the lost/stolen estate assets is less than R3 000.</p> <p><b>Recruitment of the new Estate Manager</b></p> <p>After we realised that Nala is now working for another company as mentioned above, the board immediately started a recruitment process to recruit a new estate manager. This process was concluded with speed and we managed to appoint Mr Ronald Sakkie Buthelezi who was appointed on the 1<sup>st</sup> of May 2021 as per communiqué sent out to the residents prior to resumption of his duties on Monday the 3<sup>rd</sup> of May 2021.</p> <p>We would like to convey our appreciation to the recruitment team who worked diligently to recruit a suitable candidate for our estate, WE THANK YOU. The board is very much satisfied with the performance of Mr Buthelezi and we hope that the residents are also happy with his service in performing his duties as the Estate Manager.</p> |
| <b>10.</b> | <b>MAINTENANCE AND REPAIRS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|            | <p>The following maintenance and repairs were done during this reporting period:</p> <p><b>Kids playing gym</b></p> <p>During this reporting period, the board approved funds to repair the kids playing gym at the clubhouse area which needed some repairs as shown on the picture below,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|          | <div data-bbox="300 125 1442 548">  </div> <p data-bbox="290 582 667 613"><b>Clubhouse wood structure</b></p> <p data-bbox="290 649 1477 750">During this reporting period, there were repairs done on the clubhouse wooden pergolas roof structure which needed to be repaired and treated. We hope that this should last another few years as long as they are properly maintained.</p> <div data-bbox="292 784 1458 1216">  </div> <p data-bbox="290 1249 778 1283"><b>Clearing of outer perimeter shrubs</b></p> <p data-bbox="290 1317 1477 1386">In order for our security systems and security personnel to be able to secure our estate, the board cleared shrubs along our perimeter wall as showed on the picture below,</p> <div data-bbox="292 1415 1463 1852">  </div> |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 11.      | <b>SPECIAL PROJECTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|          | <p><b>Outer Perimeter Wall Lights</b></p> <p>Due to the challenges that we've been having with the Tshwane Municipality which has failed to fix street lights inside and outside our estate on Hertzog avenue, the board resolved to install additional perimeter walls lights on Hertzog avenue to illuminate part of that street leading to our estate gate.</p> <p><b>Backup Power Generator</b></p> <p>We are so delighted that we managed to procure our backup generator right in time before the load shedding, that is now with us for more that a year and there are no signs that the situation will be better soon. As mentioned above the costs for the estate power generator was about R80 000 inclusive of installation fees. It has also been secured safely as showed on the picture below,</p>  |
| 12.      | <b>ESTATE AESTHETICS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|          | <p>The aesthetics value of the Estate cannot be underplayed as it is reflective of comments made by visitors to the Estate – to this end, only positive commentary comments have been forthcoming. We have seen a dramatic increase in procurement of stands in our estate as you can see the number of private owned stands has increased from 99 during the previous AGM reporting to 145.</p> <p>The estate architecture and construction breakdown is as follows:</p> <p><b>Private owned stands/properties – individually = 145</b></p> <ul style="list-style-type: none"> <li>▪ Currently occupied properties / Houses = 85</li> <li>▪ Sites/houses currently under construction = 7</li> <li>▪ Vacant stands = 53</li> </ul>                                                                                                                                                                   |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|          | <p><b>Stands Owned by the Developer – M &amp; T</b></p> <p>The developer has 15 stands / units which are currently on sale from R680 000 as per the advert board at the gate compared to 61 as it was reported in the previous AGM report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 13.      | <p><b>BOARD NOMINATION – 2021/2022</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|          | <p>The Memorandum of Incorporation of Century Manor Estate provides for a maximum of seven elected Board Members. During the last Annual General Meeting held in August 2019 only five members were available to serve as Board Members.</p> <p>Whilst it is important to ensure continuity of our estate management through nominated Board members making themselves available for more than one sitting, the constitution of the next Board is the responsibility of the members to decide upon through an informed nomination process (the Board is democratically elected by the members attending the AGM).</p> <p>As such, all members, either in person or through Proxy, are encouraged to apply their minds in nominating members for Board representation, members who will act in the best interest of the Estate and ALL its members.</p> <p>The criteria for being nominated and successfully elected as a Board member for the Century Manor Estate is aligned to South African legal requirements for holding office as a Director as stated in Companies Act, 2008.</p> <p>The following extract reflects criteria for which Directorship nominations cannot be accepted:</p> <p><b>Extract from</b> No. 71 of 2008: Companies Act, 2008 – section 69 - Ineligibility and disqualification of persons to be director or prescribed office):</p> <p>(7) A person is ineligible to be a director of a company if the person—</p> <ul style="list-style-type: none"> <li>(a) is a juristic person;</li> <li>(b) is an un-emancipated minor, or is under a similar legal disability; or</li> <li>(c) does not satisfy any qualification set out in the company's Memorandum of Incorporation.</li> </ul> <p>(8) A person is disqualified to be a director of a company if –</p> <ul style="list-style-type: none"> <li>(a) a court has prohibited that person to be a director, or declared the person to be delinquent in terms of section 162, or in terms of section 47 of the Close Corporations Act, 1984 (Act No. 69 of 1984); or (b) subject to subsections (9) to (12), the person—</li> <li>(i) is an un-rehabilitated insolvent;</li> <li>(ii) is prohibited in terms of any public regulation to be a director of the company;</li> <li>(iii) has been removed from an office of trust, on the grounds of misconduct involving dishonesty; or</li> <li>(iv) has been convicted, in the Republic or elsewhere, and imprisoned without the option of a fine, or fined more than the prescribed amount, for theft, fraud, forgery, perjury or an offence—</li> <li>(aa) involving fraud, misrepresentation or dishonesty;</li> <li>bb) in connection with the promotion, formation or management of a company, or in connection with any act contemplated in subsection (2) or (5); or –</li> <li>(cc) under this Act, the Insolvency Act, 1936 (Act No. 24 of 1936), the Close Corporations Act, 1984, the Competition Act, the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001), the Securities Services Act, 2004 (Act No. 36 of 2004), or Chapter 2 of the Prevention and Combating of Corruption Activities Act, 2004 (Act No. 12 of 2004).</li> </ul> <p>The Board would like to encourage those who are interested and dedicated members of our Estate to volunteer their time and talents and be part of the Board for this coming financial period. Board meetings sit on a monthly basis and we will appeal to the New Board members to commit themselves 100% in attending these meetings. None attendance of meetings affect quorum and decision making is then delayed.</p> |

| ITEM NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|          | <p>NB: Please if you know that you will not be able to sacrifice some of your time, this will not be the task that you would want to take.</p> <p>In terms of Portfolios, the following are required to be fulfilled:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Estate Rules Enforcement and Dispute Resolutions</li> <li>• Maintenance and landscaping</li> <li>• Security</li> <li>• Human Resources / Administration</li> </ul> <p><b>NB: The nomination process is listed in the AGM notice which is included with this report.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 14.      | <b>PROTECTION OF PERSONAL INFORMATION (POPI) ACT REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|          | <p>Most members may be aware by now about the commencement of Protection of Personal Information (POPI) Act which came into effect on the 1<sup>st</sup> of July 2021. The Act applies to any person or organization who keeps any type of records relating to the personal information of anyone, unless those records are subject to other legislation which protects such information more stringently.</p> <p>Our estate as part of Home Owners Association (HOA) is required to comply with this new act as mentioned above. Some of the requirements that we have to comply with are as follows:</p> <ul style="list-style-type: none"> <li>▪ In terms of the Protection of Personal Information Act, 2013 and the Promotion of Access to Information Act, 2000 (PAIA), the chairperson has powers, duties designated to perform certain responsibilities as an information officer. However, chairperson may delegate these powers, duties and responsibilities to delegated qualified person. The board approved that Mr Harm Potgieter as per recommendation from Pretor and his details has been dully forwarded to the relevant authority as our Information Officer.</li> <li>▪ POPI Act also require that we make amendments of agreement with stakeholders who have access to the personal information of owners and tenants. Our service level agreement with ClickOn has been amended accordingly.</li> </ul> <p>All relevant documents related to this act, are available on our estate website <a href="http://www.century-manor.co.za">www.century-manor.co.za</a> and may also be accessible via our estate managing agent, Pretor.</p> |
| 15       | <b>CONCLUSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|          | <p>I would like to thank you all for your continuous support and cooperation during our term of office and we hope that you will continue supporting the next Board of directors as they start their new tasks after this AGM.</p> <p>Members will recall that at our previous AGM in 2019, I had informed the meeting that I was bowing out as a chairperson. At that time, I had served more than two terms as the Chairperson and felt that it was time to give other members an opportunity to lead. But due to the persuasion by new elected board members at that time, I was then swayed to change my decision and I continued to serve as the Chairperson of the board.</p> <p>This time please note that I am not available for nomination as a board member, I really need to take a break for one or two years, this has been a long journey for me. I know that there are several capable members in our estate who will do a better job, even better than what we have achieved as a current board, especially now that we have a capable Estate Manager.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| ITEM<br>NO. | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|             | <p>I would like to take this opportunity to thank my fellow Board members who trusted me and nominated me as their Chairperson for the past years. I hope that your trust in me was not misplaced, THANK YOU.</p> <p>For those board members who had indicated that they are also not available to serve on the board after the AGM, on behalf of the owners I would like to convey our appreciation to you all for your hard work, sacrifice and dedication, especially during these trying times of the pandemic. Remember that you were able to sleep peacefully in this estate because of their hard work and sacrifice.</p> <p>My appeal to the owners/residents, is to give full support to the new board members who will be elected in this AGM. Remember that, this is voluntary work to protect our investment and also that the board members too have their full-time work schedule.</p> <p>Wishing you all the best.</p> <p>THANK YOU,</p> |



17 August 2021

SIGNED: CHAIRPERSON

DATE