



HERON HILL HOA MONTHLY REPORT – JOLENE JANSE VAN RENSBURG

Period: 19/03/21 – 19/04/21

DAILY SECURITY MEETINGS

Daily meetings with the Security Supervisor. Discuss information noted in the OB book. I sign the OB book daily and action items accordingly.

BIDVEST PROTEA COIN

- Communicate with Nico Grobler on 30th March, confirm that he is not required to attend Directors Meetings. The weekly security report to be communicated with EM. EM to communicate the report with Directors.
- The guards tested the armed response device on the 30th March & 16th April 2021. Bidvest Protea Coin and Axon High Risk did respond to the alarm.

SECURITY MATTERS - GENERAL MAINTENANCE, ACCESS CONTROL & SECURITY EQUIPMENT

- **Electric Fence** – Fence adjacent to Ajax and Midas avenue reported no reading on the 19th March. Appoint CH Electrical to assist with fence repairs. Charles from CH Electrical on site to assist with fence post repairs inside stand 377 on the 20th March. Working condition.
- **Generator** – Generator failed to start during load shedding on the 20th March. Director Morgan established that petrol was placed inside the generator. Louis from AccessMax on site to assist with draining of the petrol and inserting diesel. Working condition.
- **Generator, Fuel Claim** – Director Morgan submitted a diesel purchase claim on the 20th March in the amount of R450.33
- **AccessMax** – Refer invoice HH210323-04 amounting to R4324 for resident exit boom repairs, biometric reader repairs and generator flushing to Pretor Group on the 24th March.
- **CH Electrical** – Refer invoice 12580 amounting to R1062 for electric fence repairs (snapped wire and broken loop) to Pretor Group on 24th March.
- **iMvula ICD** – PoE Switch, Firewall access for biometric readers. Refer invoice IN-000007983 amounting to R625.13 to Pretor Group on the 30th March 2021.
- **CH Electrical** – Refer various invoices for the 2020/2021 financial year amounting to R3940 for fence and streetlight repairs to Pretor Group on 12th April. Refer invoice 12586 amounting to R1942 for snapped fence repairs and 50W LED spotlight replacement at the Estate Entrance to Pretor Group on 12th April.
- **CH Electrical** – Directors Morgan and Mondy approved quotation 100303 amounting to R2275 for installation of the generator exhaust on 16th April 2021. Refer invoice to Pretor Group for settlement on 19th April.

BUILDING MATTERS - CONSTRUCTION TO COMMENCE AND UNDERWAY / SUBMISSION OF PLANS / CERTIFICATES

- Stand 2391/2 - Request Pretor Group on 12th April 2021 to proceed with the R7500 building deposit refund for Nestcon Projects. HH Occupancy Certificate issued on 23rd March, City of Tshwane Occupancy Certificate issued on 09th February 2021.
- Stand 317 - Niel Schoonees submitted municipal approved plans on 13th April via email. Request building deposit proof of payment, NHBC Certificate, contract worker registration form and checklist before commencement of building. Awaiting documentation.
- Stand 355 - Furnish the owner with 1-month Temporary Occupation Certificate on the 26th March 2021 as per final inspection with Lawrence Schroeder. Outstanding items: enclosing of the geyser, replace self-closing mechanism for the garden gates.
- Stand 421 - Forward notice to Riaan Koen on 26th March 2021 regarding building site cleanup. Building site cleaned on the 29th March.
- Stand 422 - Riaan Koen submitted municipal approved plans, Land surveyor Plan, building deposit proof of payment and checklist before commencement of building on the 19th April 2021. Commence with building project in April 2021.



- Stand 2821 - Met with the owner, Rudi Visser on 26th March regarding extending the boundary wall between units 2821 & 2822. Fence posts needs to be moved higher. Received quotation from CH Electrical amounting to R1186. Confirm with the Directors on 12th April that the fence is compliant, not allowed to be lower than 1500mm from ground level in a public area. COC for the fence obtained from CH Electrical in 2017.
- Stand 43826 - Approve paint colors for new owner Yolandi Slabbert on 15th April.

FINANCIAL

Various quotations

1. Website Revamp

- a. **Push Buttons** - Design and implementation cost for the website is R8500.00 (Once-off). Monthly SLA for the HOA is: R320.76 per month.
- b. **Transhuman Technologies** - Design and implementation cost for the website is R7000.00 (Once-off). Monthly SLA for the HOA is: R600 per hour.
- c. **A+ Design** - Design and implementation cost for the website is R8590 (Once-off). Monthly SLA for the HOA is: R450 per month.

2. Speedbump installation in Oystercatcher and Calibri Avenue

- a. Safety Xpress Stormberg – R14730.35
- b. Survey Services – R15470.00
- c. PJ Pro Services – R26063.36
- d. Protect Your Own – R32753.55

3. Road Markings – Meet with City of Tshwane on site on the 19th April. The team leader Albert Mahani confirmed that he will be able to assist with road markings at no cost to the HOA, awaiting paint from the service provider. Will schedule a follow up for the 28th April 2021. Propose no appointment of service provider for now.

- a. **Jacob to attend to road marking painting**
 - i. Safety Xpress Stormberg (Road Marking Stencils) – R3720.25
 - ii. Dura Paints (PTY) Ltd (40L White and 10L Yellow road marking paint) – R2849.70
- b. **Survey Services**
 - i. Excluding word STOP at each stop sign – R15949.00
 - ii. Including word STOP at each stop sign – R17949.00
- c. **PJ Pro Services**
 - i. Excluding word STOP at each stop sign – R7575.26
 - ii. Including word STOP at each stop sign – R13925.41

4. Moving of Entrance Robots

- a. CH Electrical – R1812
- b. AccessMax - R2392
- c. Protect Your Own – R7342.18

COMMUNICATION - GENERAL, CONTRAVENTION LETTERS TO MEMBERS / RESIDENTS – FINES, BUILDING PENALTIES

- Stand 219 - Contravention notice to LANDA COSMETICS HOLDINGS CC on the 15th April 2021, speeding.
- Stand 268 - Contravention notice to Mr Smalman on the 19th March 2021, noise disturbance.
- Stand 3491 - Contravention notice to Mr JI Ulengu on the 15th April 2021, noise disturbance.
- Stand 381 - Contravention notice to Mr. Viljoen on the 25th March 2021, noise disturbance.
- Stand 4142 - Contravention notice to Mr Rootman on the 26th March 2021, garden maintenance.



- Stand 2882 - Contravention notice to Mr. van der Westhuizen on the 26th March 2021, wendy house removal. Request Pretor Group on the 13th April to debit a R2000 fine for not adhering to the Estate Rules by removing the wendy house.
- Various - Contravention notices to the owners of stands 205, 227, 246A, 252A, 261, 278, 293, 325, 343, 424A on the 14th April 2021, garden maintenance.

GENERAL

GARDEN AND GENERAL MAINTENANCE

- **Vacant Stand cleaning:** Refer the invoice from Uniek Garden Services amounting to R7150 to Pretor Group for payment on the 30th March 2021. Instruct Pretor to debit levy accounts for stands 229, 280, 330, 331, 335, 356, 357, 365, 366, 383, 384, 422 and 423 with R550.
- **Sovereign Tuine Appointment** - Directors approved the appointment of Sovereign Garden Services on 30th March 2021. QU-1098 amounting to R4050 per month. Communicate appointment letter with Brian Chambers.
- **Uniek Garden Services** – Forward a one-month termination notice to Andries Bloemhof on the 31st March 2021.
- **Boundary Cutting** – Uniek Garden services attended to boundary wall grass cutting on the 31st March 2021.
- **Uniek Garden Services** – Forward invoice amounting to R900 to Pretor Group for Directors approval on 12th April. Pruning of trees and removal of branches at the Estate entrance and trees obstructing view of street signs.
- **Uniek Garden Services** – Pruning branches, shrubs and pecan trees touching the electric fence on the 14th April 2021.

CITY OF TSHWANE / STREETLIGHT REPAIRS

- **Hydrant at stand 377** - Received approval from Directors to proceed with the moving of fire hydrant during a Directors meeting held on 18th March. Survey Services appointed. Communicate with the owner of stand 337 to confirm the moving of the hydrant on 31 March 2021. Forward the deposit invoice amounting to R5808 to Pretor on 26th March. Survey Services commenced with the prep work on the 29th March 2021. Notify all residents of the water interruption scheduled for the 31st March via telegram group and Pretor Group.
Obtain the following quotes for moving of hydrant:
 - i. Survey Services – R9680 - Appointment
 - ii. Optimus Plumbing – R14592.18
 - iii. Plumb Ambulance – R1753825
- **Hydrant at stand 377** - Unable to finalise the hydrant moving project on the 31st March. The Main Water Supply in Ajax Street do not shut off water supply to the Estate. The manhole with the main water shut off valve situated on stand 346 has been placed underneath the paving. Communicate with Mr and Mrs NGAKANE on the 31st March to request for Survey Services to open the manhole suspected situated underneath the paving.
- **Hydrant at stand 377** - Paving lifted on stand 346 on the 06th April, locate the shut off valve for Oystercatcher Ave. Hydrant moved, shutoff valve located and paving repaired on the 06th April. Refer Survey Services final invoice 1018401 amounting to R5689 to Pretor Group for settlement on the 12th April.
- **Stormwater drain covers** - Reported damaged stormwater drain covers to COT on the 19th March. **Ref. 6000462123.** Albert Mahani from City of Tshwane on sit on 14th April. Drain covers replaced on 15th April 2021.
- **Faulty main water supply valves** - Reported damaged main water supply valves in Ajax Avenue to COT on the 12th April. **Ref. 6000470239**
- **Potholes** – Albert Mahani from City of Tshwane on site to repair potholes on the 20th April.

NEW DEVELOPMENT IN AJAX AVENUE, NEXT TO PLANET FITNES

- Draft a notice regarding objections of the newly proposed Development and furnish the Directors with the draft notice on the 19th March for approval. Pretor communicate with Members on the 19th March.



- Forward various objection notices to cityp_registration@tshwane.gov.za and anna-marie.potgieter@plankonsult.co.za on the 30th March 2021.
- Received receipt confirmation of the Objection submission from Anna-Marie Potgieter from Plankonsult on the 31st March.

GENERAL - UPDATING OF ESTATE DOCUMENTATION / PRETOR GROUP / DIRECTORS RESPONSE TO OWNERS / GENERAL

- **Telegram Communication Group** – EM contact numbers and email address communicated with all residents via the Telegram communication group and Pretor Group on the 19th March.
- **Incident Recon Report** - Draft an Incident and Recon Report with the assistance of Mondy on the 19th March 2021. All faulty security equipment, maintenance related items to be included in the report.
- **Asset Register** – Arrange with Deon Swanepoel van C2C to assist with the valuation of buildings, including the guardhouse and office on the 24th March. Received a Property Valuation Report from C2C on 16th April with a property replacement cost amounting to R31 670 514.
- **iMvula ICD** – Submitted an invoice amounting to R2422.98 for the annual domain renewal for Heron Hill to Pretor Group on 12th April.

Thank you

Jolene Janse van Rensburg
Heron Hill HOA Estate Manager