Heron Hill
garden estate

HERON HILL HOA MONTHLY REPORT – JOLENE JANSE VAN RENSBURG

Period: 14/07/21 – 17/08/21

BIDVEST PROTEA COIN & BULL SECURITY

- **Sefeko -** Additional outer boundary Sefeko patrol points installed on the 26th July, additional night shift guards to patrol the outer boundary.
- **Bull Security -** Quotation for armed response from Bull Security amounting to R550 for reaction services per month and R2310 once off panic pack remotes installation fee. Approve the quotation with Bull Security on 27th July as approved by Directors via Round Robin approval (WhatsApp group). Give notice to Axon Security. Refer Bull Security invoices 80585 (R550 monthly armed response fee, August) and 80586 (R2310 for installation of a panic pack) to Pretor Group for payment on 27th July 2021. Panic Pack installed on 29th July.

SECURITY MATTERS - GENERAL MAINTENANCE, ACCESS CONTROL & SECURITY EQUIPMENT

- **CH Electrical –** On site on the 22nd July to assist with streetlight repairs in Hummingbird Avenue and Night Hawk Crescent. Refer invoice amounting to R1205 to Pretor Group for payment on 02nd August.
- **Bundu Power –** Directors approved the quotation for servicing of generator and supply of a new battery amouting to R3272.90 during BOD meeting held on 02nd August. Generator serviced on 12th August. Refer invoice amouting to R75.23 to Pretor for additional part (negative terminal on the battery).
- **Director Morgan Commerford Refund –** Arrange for refund amouting to R5990.45 for supply of Dos Sensor (Sector and Spike Harness) for the resident exit boom and Camera. Refer refund request to Pretor on 15th August 2021.

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

- Stand 269 - Request Pretor Group to arrange for refund of the R6000 building deposit on 26th July. Building deposit paid, HH and COT Occupancy Certificates issued.
- Stand 229 - Building Plans approved by Lawrence Schroeder and Director Mondy (03rd August). Vacant Stand. Notify Building Committee Portfolio Directors on 04th August.
- Stand 304 - Building Plans approved by Lawrence Schroeder and Director Luther (23rd July). Addition to the house, playroom. Notify Building Committee Portfolio Directors on 26th July.
- Stand 384 - Building Plans approved by Lawrence Schroeder and Director Mondy (03rd August). Vacant Stand. Notify Building Committee Portfolio Directors on 04th August.
- Stand 419 - Building Plans approved by Lawrence Schroeder and Director Luther (23rd July). Installation of a pool. Notify Building Committee Portfolio Directors on 26th July.
- Stand 424 - Building Plans approved by Lawrence Schroeder (07th July) and Director Luther (23rd July). New Dwelling. Notify Building Committee Portfolio Directors on 26th July.

FINANCIAL

Various quotations

1. **Website Revamp Push Buttons** – Refer draft website link to the Directors on 06th August.

2. **Road Markings** – Purchase Glass Beads, 150/850 silicone coated from Blastrite on the 30th July as per previous BOD meeting regarding reflective attributes on the paint, invoice R1059.43. Further investigation required regarding the application of glass beads.

3. **SGM Notice** – Received instruction from the Members present at the meeting to investigate further waterproofing options and specified quotes for the Boundary Wall Maintenance Project. Arrange with a Dulux specialist, Dewald Boshoff to meet on site on 29th July in order to assist with specifications. Director Mondy compiled the SOW for the boundary wall and trenching project. Refer the updated SOW for the painting project to African Clay, FD Roofing and Old to New on 17th August. Site Meetings took place on the

17th August with Survey Services, JWS Plumbing & Construction and 24 Hour Group Maintenance following the communication of the SOW for the construction and trenching project.

4. **Boundary Wall Spikes -** Director Morgan drafted an RFQ to install MiTek ENINJAGB gold ninja security spikes on 265m of identified boundary wall adjacent to Ajax and the Plot. The Directors approved the quotation from Lunarpro for the installation of spikes on the boundary wall. Refer deposit invoice 1484 amounting to R16636.08 to Pretor Group for payment on 11th August. Communicate with the owners of stands 402 – 406 & 15 – 21 via email and telephone call to confirm the installation scheduled for the 12th and 13th August. Project to be finalized on 18th August.

a.	Lunarpro	-	R33 272.17
b.	Versec	-	R40 789.35
c.	Survey Services	-	R45 700.00
d.	Blue Star	-	R67 206.00

6. **Carport** – Refer the deposit invoice 102240 from Survey Services amounting to R18 660 to Pretor Group for payment on 11th August, invoice paid on 13th August. Director Mondy met with Pierre Erasmus from Survey Services on site on the 17th August and request to change the installation area of the carport to 45® angle in order to allow for maximum coverage and additional parking space next to the carport.

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

- Stand 4371 - Contravention notice to Werner Stassen on 05th August, removal of rubble from a vacant stand (229). Werner Stassen confirmed on the 07th August that the removal truck broke down in front of the Estate on the 06th August and removed the majority of boxes and paper on the 07th August. Stand cleaned on the 10th August.
- Stand 233 - Contravention notice to Mr Ngwenyama on the 05th August, dog roaming the common property.
- Stand 351 - Forward streetscape maintenance notice to the owner on the 19th July. Mr Masekesa did response to confirm that the plants will be pruned and removed by the 20th August.
- Stand 354 - Forward streetscape maintenance notice to the owner on the 19th July. Followed up with the owner.
- Stand 364 - Forward streetscape maintenance notice to the owner on the 19th July. Followed up with the owner.
- Stand 2822 - BOD approved the reversal of the R4000 fine included in the owners account in May and June 2021 regarding removal of a Doll House. Communicate with the owner on 16th July, instruct Pretor Group to reverse the fines and furnish the owner with an updated statement.

GARDEN AND GENERAL MAINTENANCE

- **Sovereign Tuine cc** – On site on 21st July for boundary wall grass cutting (R1200) and maintenance of stand 43821 (R500, debit owner with the costs). Refer invoices to Pretor Group for settlement on 29th July.

CITY OF TSHWANE / STREETLIGHT REPAIRS

- Speedbumps in Ajax – Follow up on request for assistance from City of Tshwane to install speedbumps in Ajax Avenue. Ref. 6000486461. Vehicle accident in Ajax Avenue in front of the guardhouse on 21st July 2021. Received confirmation from Amo Mithala that the HOA may install the speedbump at own cost subject to the following conditions.
  - HOA must appoint a Consulting Engineering in Civil Engineering to apply for wayleave on its behalf.
  - Once the wayleave has been approved, the Consulting Engineers or HOA will appoint the contractor to carry out the works.

- After completion of the works the consulting engineer will receive a wayleave letter of completion from the City of Tshwane signed by the relevant City of Tshwane representatives together with the contractor and the consultants if the works are satisfactory.

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

- **Electricity Service Providers** – Furnish the Directors with information regarding the handover process between Wattage and other service providers on the 16th August should the HOA opt for changing of electricity service provider and installation of smart meters.
- **Burglary, 17th July 2021** – Burglary at stands 347, 371 and 396 in the early hours of the morning on 17th July 2021. SAPS on site to proceed with investigation on 17th July 2021. Two additional night shift officers appointed for the 17th and 18th July 2021.
  - Directors agreed to the appointment of Crewe Foundry, Reg Crewe to assist with the investigation as per quotation amounting to R5200.
  - Directors approved a quotation from Bidvest Protea Coin for 2 B-grade night shift guards to form part of the night shift complement for the next 30 days with effect from 19th July 2021 at a cost of R32500. External boundary Sefeko patrols.
  - Met with Reg Crewe on site on the 19th July. Prepare information and emailed to Reg Crewe on 20th July. Additional 4 officers from Crewe Foundry appointed to assist with Sting Operation on 23 & 24th July 2021 at a cost of R4000. Refer invoices CF01072021 (R5200 for the investigation into recent crime events) and C02072021 (R4000 for a surveillance operation) to Pretor Group for payment on 23rd July 2021.
  - Refer quotation amounting to R32500 for posting of additional 2 Bidvest guards for night shift complement for period 19th August – 19th September to Directors on 13th August. Accept the quotation on behalf of the Directors as approved by Luther, Lawrence and Morgan.
  - **Total cost pertaining to the burglary incident** – R74 200.00
- **Click On Access Procedure for Contractors –** Investigate an electronic system with Click On Head Office whereby each contractors ID and access slip will be scanned once access has been granted by the owner. The Click On system will generate an exception report and email to EM, EM to forward the report to the Bidvest Officers in order to investigate which contractors are still on site. Currently, the report generated is one day in arears and not identifying the same day contractors.

Thank you
Jolene Janse van Rensburg
Heron Hill HOA Estate Manager