HERON HILL HOA MONTHLY REPORT – JOLENE JANSE VAN RENSBURG

Period: 28/02/2022 – 09/04/2022

BIDVEST PROTEA COIN & BULL SECURITY

- The guards tested the armed response device on the 16th March 2022. Bull Security did respond to the alarm.
- Change the Sefeko Patrol schedule for night shift patrols on the 06th April 2022 as communicated with the Security Portfolio Directors. Instruction to Edward Cawood to proceed with change of Sefeko Patrol times. Will change the patrol times on a monthly basis as communicated with the Security Portfolio Directors.

SECURITY MATTERS - GENERAL MAINTENANCE, ACCESS CONTROL & SECURITY EQUIPMENT

- **Annual Fire Equipment Service –** Extinguisher from guardhouse used to extinguish smoke at the geyser of unit 25 on the 25th February 2022. Extinguisher refilled on the 02nd March 2022. Nationwide Extinguisher Services, Invoice 913266 amounting to R160 referred to Pretor Group on 03rd March. Appoint Nationwide Painting and installation of hydrant caps for all 8 hydrants. Quotation HER001 amounting to R1468. Painting of the hydrants and installation of the end caps was done on the 23rd March, refer invoice amounting to R1468 to Pretor Group on 28th March.
- **Electric Fence Repairs –** RT Installation on site on 09th March, assisted with fence repairs adjacent to the Plot area. Refer invoice 11114 amounting to R858.22 to Pretor Group for payment on 10th March.
- **Electric Fence Repairs –** RT Installation on site on 28th March, assisted with fence repairs inside stand 377. Refer invoice IN011159 amounting to R645.47 to Pretor Group on 30th March.
- **CH Electrical // Streetlights –** Report faulty streetlights in Olive Bee-Eater and Peacock Close to CH Electrical on 22nd March. Streetlights repaired on 30th March 2022.
- **Resident entrance biomtric reader –** RT Installation on site on 06th April, assisted with faulty biometric reader fault finding, was unable to register new residents on the resident entrance biometric reader. Rebooted the system, biometric reader operational, network problem. Refer invoice IN011186 amounting to R858.22 to Pretor Group on 08th April.

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

- Stand 425 & 6 - Vacant stand building plans approved by the Aesthetic Architect Lawrence Schroeder and Aesthetic Director Mondy on 08th April. Owner to refer approved plans to COT for final approval.
- Stand 303 - Aesthetic Inspection carried out by Director Mondy and myself on 23rd February. Issuing of the HH Occupancy Certificate approved. Arrange for R6000 building deposit refund on the 03rd March 2022.
- Stand 330 - Vacant stand building plans approved by the Aesthetic Architect Lawrence Schroeder and Aesthetic Director Mondy on 08th April. Owner to refer approved plans to COT for final approval.
- Stand 391 - Owner is requesting for the streetlight and electrical box to be moved. Items obstructing access to the garages as communicated with the Architectural and Building Portfolio Directors on 15th February. Lawrence Schroeder is of the opinion that the appointed Senior Technologist, Mr Neil Wilson should have familiarized himself with sidewalk obstructions and limitations. Refer quotations to the Building Portfolio Directors on 22nd March.

FINANCIAL

PROJECTS

1. **Security Upgrade Project Quotations – RFQ Intrusion Detection Perimeter Camera System –** Lunarpro Quotation 1888 amounting to R532 441.95 approved by the Directors during security meeting held on the 15th November. Refer the 70% deposit invoice amounting to R372 644.97 to Pretor Group on 16th November.

Heron Hill
garden estate

- **<u>Quotations for specialist inspection:</u>**
  1. RT Installation & Maintenance - R4140
  2. Trans Continental Solutions Construction - R2875
  3. Secelect Consulting Engineers - R8280
- Proceed with the appointment of RT Installation & Maintenance on 11th March as approved by the Security Portfolio Directors. Specialist inspection scheduled for the 22nd March at 09h00.
- RT Installation & Maintenance carried out the inspection on the 23rd March, referred the comprehensive report to the Directors on 26th March. Refer invoice IN011154 amounting to R4140 to Pretor Group on 28th March.
- Communicate the Inspection Report with Lunarpro Security Express on 30th March, requesting to correct items listed in the report within 7 days from date of letter.
- Lunarpro responsed to the report, requesting for a meeting with the BOD. Meeting scheduled for the 07th April.

- **<u>Request following documentation from the specialist inspection service providers as per BOD meeting held on 02nd March.</u>**
  1. Association / Membership Certificates
  2. VAT Certificate / Tax Clearance Certificate for companies not VAT Registered.
  3. CIPC Certificate
  4. Company Profile / Overview
  5. Letter of good standing
  6. Domicilium Citandi et Executandi of the company and Directors ID's.
- **<u>Refer following final invoices from Lunarpro to the BOD on 08th March. Director Rudi advised that system needs to be inspected by a specialist prior to arranging for training and final payment.</u>**
  1. Invoice 2688 - R8369.70 (Additional Equipment, Ubiquity AirMax Link, 8 Port Switches, additional Hikvision camera for the control room)
  2. Invoice 2090A - R143 661.91 (Final Invoice)

2. **<u>Carport</u>** – Installation project commenced on the 07th February, finalized on 17th February 2022. Refer final invoices amounting to R7732 (insurance excess claim, stand 284) and R22 431 (carport installation finalized) to the Directors on 21st February for approval. Refer final invoices to Pretor Group for payment on 28th February as approved by the Architectural and Building Portfolio Directors. General worker Jacob Malapane paint and re-direct the generator exhaust next to the carport.

3. **<u>Electric Fence Maintenance & COC</u>** – Obtain quotations from the following service providers for fence maintenance and issuing of a COC. Director Rudi proposes the appointment of RT Installation on 06th April 2022. All service providers are registered with PSIRA and submitted supporting company documentation.
   1. RT Installation & Maintenance - R35 616.21
   2. Plug & Play - R35 453.12
   3. Bursec Solutions - R16 632.84

<u>COMMUNICATION - GENERAL, CONTRAVENTION LETTERS TO MEMBERS / RESIDENTS – FINES, BUIDING PENALTIES – R4000 FINES RAISED FOR MARCH 2022</u>

- Stand 205 - Contravention notice to DK & M Landsberg & Potgieteron 01st March, garden maintenance.
- Stand 211 - Contravention notice to RVR & AP Dias & Canosa on 01st March, garden maintenance.
- Stand 227 - Contravention notice to D Muchawaya on 01st March, garden maintenance.
- Stand 230 - Contravention notice to Mrs Jansen on 01st April. Reckless driving of visitor on the 29th March. Include R500 fine in the levy account.

- Stand 278 - Contravention notice to Mr Montwedi, cutting grass on Sunday, 03rd April. Include R500 fine in the levy account.
- Stand 336 - Contravention notice to Mr Theron on 08th April. Reckless driving of garden service provider on the 08th April. Include R500 fine in the levy account.
- Stand 2462 - Contravention notice to R & T van Schalkwyk on 22nd March, continual barking of the dogs and pet nuisance. First contravention notice forwarded to the owner on 08th March. Include R500 fine for the continual noise transgression. Continual barking of dogs confirmed by the Bidvest Guards as per OB, continually contacting the resident. Furnish the resident with removal of dog notice on the 29th March 2022.
- Stand 43821 - Appoint SoveReign Tuine for garden maintenance at the unoccupied house on 16th March 2022. R2000 fine and R500 cleaning fee included in the levy account for failure to maintain the garden of the empty house.

GARDEN AND GENERAL MAINTENANCE

- **Vacant stand cleaning** – Forward notifications of vacant stand cleaning to various owners on 18th March. Vacant stands cleaned on the 05th April. Refer invoice 4605 amounting to R3870 to Pretor Group on 09th April and recover the costs from 8 owners.
- **Sovereign Tuine cc –** Arrange for cutting of boundary wall grass and 2m curbs on vacant stands on 02nd & 16th March 2022. Refer invoice INV-4506 amounting to R2085.76 for grass cutting on 02nd March to Pretor Group on 07th March 2022. Refer invoice INV-4602 amounting to R1354.50 for grass cutting on the 16th March to Pretor Group on 28th March.
- SoveReign Tuine // Stand 21 – Refer invoice INV-4603 amounting to R500 to Pretor Group for payment on 28th March. Recover the costs and fine from the owner.

CITY OF TSHWANE / STREETLIGHT REPAIRS

- City of Tshwane on site to assist with pothole repairs in Oystercatcher Avenue & Olive Bee-Eater Crescent on 08th March. No cost to the HOA.

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

- **Stand 347 –** Business Operating application approved during the BOD meeting held on the 02nd March. Request Pretor Group to communicate approval letter with Mr Botha on 03rd March.
- **Resident Entrance Boom damaged 07th March 2022 –** Boom damaged by Andries Bloemhof from Uniek Garden Services. RT Installation & Maintenance appointed assisted with temporary repairs on 07th March and order a new boom pole. Andries Bloemhof from Uniek Garden Services 100% responsible for repair costs. Boom pole replaced on 09th March 2022. Refer invoice 11108 amounting to R3455.46 to Mr Bloemhof for payment on 10th March 2022.
- **Click On Annual Increase –** Received notice of annual increase of 4.5% from Click On with effect from 01st April 2022. Notify the Financial BOD.
- **Visitor Entrance Boom damaged 30th March 2022** – Boom damaged by CH Electrical. RT Installation & Maintenance appointed to assist with replacement of the boom pole and trapex. Rohan Hudson from CH Electrical 100% responsible for repair costs. Boom pole, Sector Boom PC Board / Logic replaced on 31st March 2022. Refer invoice 11166 amounting to R8932.49 to Rohan Hudson for payment on 01st April 2022.

Thank you

Jolene Janse van Rensburg
Heron Hill HOA Estate Manager