

EXECUTION

HOW IS IT EXECUTED

Management Committee

- Monthly management meetings
- Determine policy, rules and healthy management practices
- Manage the following portfolios:
 - Legal matters and Labour Relations - Chairperson
 - Architectural and Building matters – Exco Member and Chair, Sub Committee
 - Communication and Policies – Exco Member
 - Finances – Exco Member
 - Monte Christo Aftree-oord – Nominated representative MCRVA

Architectural and Building Activities Sub-Committee (See manual – annexure E1)

- Meets weekly
- Approves new building plans and alterations
- Reports building deviations to Estate Manager for suitable action
- Communicate with architects and draftsmen, where necessary

Finance Sub-Committee

- Meets annually or as required
- Prepares operational and capital budgets
- Recommends salary adjustments to Exco

Estate Manager

Environmental management

- Annual audit – in conjunction with Department of Nature Conservation
- Fire control at MC hill – align with Western Cape Fire
- Fire management – in conjunction with Municipal Fire Services
- Nature preservation
- Contingency planning

Building activities

- Member of Architectural and Building Activities Sub-committee
- Registration of building contractors and service providers
- Supervise adherence to architectural and building rules
- Building project administration is outsourced

Finances

- Member of Finance Sub-Committee
- Bookkeeping, banking matters, financial reporting and levy collection are outsourced
- Obtain quotations and manage tender enquiries
- Is fully responsible for the management of approved projects
- Approve expenses according to the Delegation of Authority

Administration

- Secretarial services for AGM and SGM meetings are outsourced to Status-Mark
- Status-Mark acts as central communication centre for owners, residents and outside organisations
- Secretarial services for Management Committee and office administration is handled by the Administrative Assistant

Assistant Estate Manager

Security

- Manage outsourced security service provider
 - Obtain Monthly reports
 - Maintain communication lines
 - Follow up on incidents
- Manage outsourced security system contract
 - Supervise working of operating system and software
 - Follow up on service breakdown
- Manage outsourced security fence contract
 - Patrolling of fences
 - Follow up on service breakdowns with contractor
- Rule application and discipline

Maintenance

- Building, vehicles and equipment
 - Obtain quotations as per the Delegation of Authority
 - Sign off work for payment
- Streets, common areas and servitudes
 - Manage appointed maintenance team under supervisor
 - Prepare weekly/monthly maintenance plan
 - Inspect streets and common areas on a weekly basis
- Stormwater
 - Prepare maintenance plan
 - Obtain quotations for a 3-year appointment
 - Manage appointed service provider
- Municipal (Sewage, water and electricity)
 - Contact Municipality
 - Follow up
- **Gardens**
 - Member of Gardens-committee
 - Prepare a garden development plan, together with knowledgeable people,
 - Obtain professional inputs in respect of garden maintenance
 - Manage appointed maintenance team under supervisor

- Ensure water availability for irrigation
- Maintain irrigation equipment

Administrative Assistant

- Perform office administrative functions as prescribed by the Estate Manager
- Perform Management Committee secretarial duties as directed by the Chairperson