

EXECUTION

HOW IS IT EXECUTED

Management Committee

- Management Committee meetings
- Determine policy, rules and apply sound management decisions and practices
- Manage and oversee Estate matters within the following key areas of responsibilities:
 - Chairperson- External Relationships
 - Member - Architectural and Aesthetics & Chair of Sub-Committee
 - Member - Communication, HR and Policy
 - Member - Finances, and Auditing & Chair of Finance Sub-Committee
 - Member - Legal & Constitutional Matters
 - Member - Safety and Security
 - Member - (2 x members without portfolio)
 - Member - Retirement Village (Nominated representative of MCRVA)

Architectural and Building Activities Sub-Committee

- 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 for Management Committee Approval

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 inquiries
- Is fully responsible for the management of approved projects
- Approve expenses according to the Delegation of Authority

Managing Agent

- Sound liaison with Managing Agent
- Ensure Managing Agent communicates effectively
- Ensure compliance to SLA
- Ensure effective and ongoing administration tasks are performed in conjunction with the Estate's Operational en Admin Assistant

General Maintenance

- Building, vehicles and equipment
 - Obtain quotations as per the Delegation of Authority Document
 - Sign off work before 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**
 - Where necessary obtain professional advice regarding garden maintenance
 - Manage General workers and ensure effective maintenance schedules are in place
 - Communicate with outsourced Service Providers
 - Ensure Owners adhere to the Estate's Garden rules
 - Keep a close eye on registered private Garden Service Providers
 - Liaison with neighbouring Estates and Municipality
 - Ensure water availability for irrigation
 - Maintain irrigation equipment and all other garden tools

Office Administration

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

(updated Feb 2024)