



PO Box 30124
Tokai
7966
Tel 021 702 4489
Email: info@capeclass.co.za

TRUSTEE VACANCY – PORTFOLIO: BIG BAY MASTER PROPERTY OWNERS ASSOCIATION

Ref: N205

16 January 2018

Dear Resident/Owner

On behalf of the Board of Trustees and Estate Management, we forward the following for your urgent attention:

The 2017 Dune Ridge HOA Trustee overseeing the Big Bay MPOA portfolio has resigned.

Dune Ridge will need to appoint representation at the Big Bay MPOA in the form of 2 people, the one being a Trustee and the other an alternate Trustee. Dune Ridge Estate (denoted as Block D) is fairly substantial and stands on its own within the Big Bay MPOA.

As a matter of urgency, kindly nominate yourself for the trustee positions by responding in writing to our Managing Agent on email to yvonne@capeclass.co.za, cc: info@capeclass.co.za, by no later than **MONDAY 30 January 2018**. If you wish to have more information and a better understanding on the vacancies, kindly contact our HOA Chairman, Theus Retief on 082 554 4489.

Besides fulfilling the important function of representing Dune Ridge Estate at Big Bay MPOA meetings once a month, you will also attend the Dune Ridge HOA monthly meeting. These meetings are usually scheduled between 17:00-19:00.

We look forward to welcoming the new members and working together to serve the best interests of Dune Ridge Estate. You will be fulfilling an important portfolio and together with the

Dune Ridge HOA will continue to build on the strong relationship with the Big Bay MPOA toward the enhancement and security of the greater Big Bay precinct.

Yours sincerely

A handwritten signature in black ink that reads "Yvonne Green". The script is cursive and elegant, with the first letter of each name being capitalized and prominent.

Yvonne Green

Service Provider: Dune Ridge Estate Home Owners Association on behalf of the Board of Trustees