

**REPORT OF THE TRUSTEES OF THE DUNE RIDGE ESTATE HOMEOWNERS ASSOCIATION FOR THE  
FINANCIAL YEAR ENDED 30 JUNE 2018**

**1. INTRODUCTION**

The Board of Trustees of Dune Ridge Estate takes this opportunity to report to the Homeowners of the Association with regard to the events that took place over the year under review.

**2. TRUSTEES**

Regular meetings of the Board of Trustees were held in addition to other meetings between Trustees, the Estate Manager, the Managing Agent and other service providers to manage the running and administration of the Estate.

The Trustee Committee for the 2016/2017 financial year and the various portfolios were as follows:

Theus Retief	Chairman
Vincent Sing	Vice Chairman/Finance
Dale Lewis	Security
Jay Pillay	Building/Design Guidelines
Greig Rietoff	MPOA
Gabi Weck	Communications/Marketing
Lizelle Gore	Landscaping

The Trustees hold office until the AGM whereupon they automatically step down but are eligible for re-election should they be nominated.

The Trustees are effectively the "Board of Directors" who deals with broad policy and procedural issues relating to the functioning and management of the Estate. The implementation of the policies and procedures is generally the responsibility of the Estate Manager, the Managing Agent and various other service providers e.g. security.

The following Trustees have indicated that they would be willing to stand for re-election:

Theus Retief  
Vincent Sing  
Dale Lewis  
Jay Pillay  
Gabi Weck  
Greig Rietoff  
Lizelle Gore

Should you wish to be nominated or nominate someone else as a Trustee, the Nomination Form should be completed and faxed to the offices of the Managing Agent prior to the AGM.

### **3. FINANCE (VINCENT SING)**

At first glance of the 2018 Financials it may seem alarming at the R821 173 deficit before tax. Although this is against the trend of a surplus in 2017 and 2016, this loss was anticipated. The costs contributing to this loss are the Major Improvements, which were all budgeted for. (Refer point 7 in notes to Financial Statements)

Guardhouse spend over the two financial years amounts to R1 273 300. The R73 300 is due to procurement of additional roof tiles, additional ceilings and aluminum guttering that was not provided for in initial scope of project. In addition, and included in the R73 300 is the new guardhouse and front entrance signage as well as the painting and revamping of verges looking onto Big Bay Boulevard , for an enhanced street appeal.

Procurement of furniture and fixtures and IT equipment have been capitalized. Levies revenue continues to fall short of covering operational expenses. This shortfall is supplemented by the secondary income stream of endowment levies and building penalties. With 1 plot remaining, building penalties is a diminishing source of income.

Cash reserves closed relatively strong at R3 924 108. This is down on prior year due to funding the major improvements.

Dune Ridge remains in a healthy position financially. Debtors book has decreased significantly to R26 355.

The additional 1% VAT increase, effective April 2018, and the related supplier increases should not pose a cash flow threat. Alternate suppliers will be sourced if cost of service outweighs benefit.

#### **4. SECURITY (DALE LEWIS)**

Dune Ridge is in Sector 1 of the Tableview neighborhood watch area, this sector consistently outperforms the other 2 sectors in terms of security incidents and the Big Bay area of Sector 1 has the lowest crime statistics of the sector. We believe this is due to active policing in the area managed by the BBMPOA as well as the fact that most houses in the area are within secure areas, creating multilayered security strategies.

Hotspots in the area include the remote parking areas of Eerste, Tweede and Derde steen, (theft from vehicles and a mugging) and Eden on the Bay (Drug sales and theft) however the number of occurrences remain very very low.

In terms of our own security it became apparent that some guards were slipping up and allowing unauthorized access of guests onto the estate, we have commenced a guard rotation program, which has immediately improved guard concentration.

Our cameras and fences, including the energisers, are maintained on an ongoing basis and replaced when necessary. Guardroom upgrades have reduced the opportunity for residents and guests to gain access to the estate by tailgating, the visitor's registration and access control process has been completely overhauled. Domestic staff are still required to register with security and they clock in and out using the biometric system. We still need to build speed bumps under the gates to prevent people crawling under them.

Lastly, we remind residents not to become complacent and accept that ultimately your security remains your responsibility.

**5. BUILDING CONSTRUCTION UPDATE FOR THE YEAR (JAY PILLAY)**

With only one empty plot left on Dune Ridge we have entered a phase where all construction on the Estate comprises of alterations and upgrading and we request that all residents comply with the building guidelines.

The upgrade to the guard house is completed and we hope that there was not too much inconvenience caused by the upgrade, but I think we can all be proud of our new look and logo.

The installation of the gabion wall and car park behind the main entrance just adds a touch of class to the hole project..

Further plans for the front entrance is to re pave all three lanes and raise the height between the pavers and the front gates.

We are busy with the next project repairing the boundary fence going up Hummock Circle. We have excavated the fence used a digger loader to pull the fence strait and throwing a concrete base for the fence and then the verge will be landscaped.

Residents that are repainting and renovating to improve the value of their homes - it is you the resident that sets the standard of the Estate and I am happy to say the standard of Dune Ridge is exceptional and continues to grow our investment but we unfortunately still have some residents that constantly need to be reminded on the state of their verge and property. Please take pride in your property – so stand in the road and look at your property and judge for yourself.

As residents, you must realize that if your property needs attention that it is not only your value that is being affected but the value of your neighbors and the Estate as a whole so let's work together to make Dune Ridge the most sort after Estate in the Western Cape.

**6. LANDSCAPING (LIZELLE GORE)**

The past year has been a challenging year for landscaping. Due to the severe drought and related water restrictions it was difficult to irrigate which has resulted in a significant loss of plant life on the Estate. As a result of this we have had to

clear a large amount of dead vegetation due to this being a fire hazard. This has all impacted negatively on the overall aesthetics of our parks and open areas and we are working on long a term plan to rehabilitate these areas.

We have been engaging with a landscaping company to develop this plan for the rehabilitation of our open areas. The intention is for the landscapers to guide us through this process so that we can have the necessary tools to make proper plant choices and propagate from our existing plant base in order to slowly increase the vegetation on the Estate. We have started rolling this out at Park 1 and you will also note various cuttings being planted throughout the estate. In nature fires perform a critical role by ensuring that dead woody plant material is replaced with new. In a protected Estate though this is obviously not possible and this has resulted in an overgrown woody condition which is not conducive to the parks being able to rehabilitate themselves naturally. The Estate has employed a gardener whom is working on various projects, including the propagating of many of our existing plants in other areas of the Estate. The re-establishment of the open areas will be a slow process with the intention of achieving long term sustainability. What is critical to the success of this plan going forward will be focused watering and the continuous cutting back to allow for new growth.

We expect a higher level of maintenance than the BBMPOA provides for the front verge. A decision was taken to include the verge in the landscaping plan and we will therefor provide a top up service to the BBMPOA going forward.

All the play equipment was serviced and painted in the last financial year.

In this current financial year we plan to complete the rehabilitation of park 1 together with various smaller projects. We are also busy with the automation of the Estate's irrigation as well as the supply of borehole water to all the parks and verges. The "post and rail" fencing inside the estate requires some maintenance and we are looking at ways to prevent soil erosion and getting this stabilised.

With day Zero that was on our doorstep some residents felt that we needed to establish a Water-Subcommittee for those residents who are interested in water

saving. Even though day Zero has been postponed this committee will still be looking at future water saving techniques. Please feel free to join the face book page "Dune Ridge Estate Water Awareness".

## 7. **COMMUNICATION/MARKETING (GABI WECK)**

### **Website:**

Our website address has now changed to [www.duneridgestate.co.za](http://www.duneridgestate.co.za) and all information has been updated. The decision to change was based on the name being available and transferring to a new hosting company for a cheaper rate per annum.

Visit our website to see at a glance what our upcoming events are and if you've missed an email announcement from our HOA Managing Agents, it will be loaded here too. The password to access the "Resident Only" information remains the same: "living".

The "Recommended Contractors" list was updated this year after a call to residents to provide details of contractors who had given exceptional service and to share this information with everyone on our estate.

Your comments are important to us and there's an easy online submission button for anything you wish to contribute.

### **Dune Ridge Residents Facebook Group:**

Our **closed** Facebook page is **Dune Ridge Residents** and this is only open to current residents of Dune Ridge Estate. Every request to add a member is authorised by our Managing Agents and the group is regularly updated to remain current. If you would like to join, please send your request through the "add members" facility on the page.

Our Facebook group is a great forum for residents to share information and often helps with lost pet recovery and referrals or recommendations requested and shared. However, this is not the official channel of correspondence from the HOA and will not receive responses directed at the HOA/Trustees and a decision was taken not to entertain any form of communication on the Facebook page to

questions raised. The procedure for all HOA communication is to contact our Managing Agents, Cape Classic by telephone or email: 021 702 4489, [info@capeclass.co.za](mailto:info@capeclass.co.za).

A group of Residents started a new Facebook group this year with the objective to share information and water saving tips related to our ongoing drought situation in Cape Town – please request to join this group on **Dune Ridge Estate Water Awareness** closed group.

### **Events on the Estate:**

Please mark your diaries for the two remaining events taking place this year:

- Halloween Party – 27<sup>th</sup> October 2018
- Year End Party – 24<sup>th</sup> November 2018

As an Estate, we will once again donate items to a charity organisation and communicate the requirements and times for our Halloween Helping Hand initiative to all Residents closer to the date. Please invite friends and family to join the festivities and the children's "trick or treat" fun activity on Saturday, 27<sup>th</sup> October.

Invites for our annual Resident's Year End Party will contain further information, but please do pin the date in your calendar now and join fellow home owners, neighbours and friends on Saturday 24<sup>th</sup> November from 5pm onwards – we will be organising a DJ and hiring items to set up our function under a Bedouin tent again for a great night! We selected this date as December has become such a busy time and very much hope that more Residents will now be able to join in.

We are open to hearing from all Residents if you would like to see us add any more events to the 2019 Calendar - all ideas are very welcome.

### **Notices by email**

Please ensure that our Managing Agents have all the email addresses to which you would like updates sent for your household. We understand that from time to time everyone changes their preferred email communication name and/or

hosting company and would appreciate your advising the HOA in order to update this information.

**Bulk SMS facility**

The bulk-sms facility which was implemented last year has been working well to ensure immediate communication via sms to all Homeowners/Residents for important communications. Please ensure that our Managing Agents have your correct cell phone number to be sure to receive these sms' in the future.

**8. BIG BAY MASTER PROPERTY OWNERS ASSOCIATION**

**Trustee: Greig Rietoff (Block D – Dune Ridge Estate)**

**Portfolio: Security**

- ❖ The MPOA full time manager is Mr Kerr Robinson.
- ❖ The Managing Agent is Trafalgar Property Solutions.
- ❖ BBMPOA AGM will be held on the 20<sup>th</sup> September 2018.
- ❖ Security
  - The BBMPOA has worked extremely hard to keep the greater Big Bay area safe and has renewed the contracts with the following companies:
    - Law Enforcement: The BBMPOA contributes towards 4 LE Officers on a monthly basis and bought a vehicle to assist LE.
    - Star Alarms: Camera Monitoring of the Big Bay Area.
    - Green Platoon: Armed Response and Drone flying.
    - Demux: Security Camera Network Installation and Support.
  - See attached Camera Coverage of the Big Bay Area.
  - There has been a huge drive to control the hawkers and the vagrants at Eden on the Bay and in the greater Big Bay area.
  - The BBMPOA remains a committed partner to the City of Cape Town and Law Enforcement.
- ❖ Other
  - Earlier this year due to the severe drought the BBMPOA put in a well-point at Eden on the Bay and purchased a water bowser.
  - To maintain the beautiful surroundings of Big Bay the BBMPOA went on a extensive seeding programme as well as planted 33 milkwood's and 150 shrubs.

- The BBMPOA has submitted a Beach Rehabilitation Proposal to the City of Cape Town and are awaiting their response.

The BBMPOA works extremely hard to maintain the Big Bay area ensuring that it is safe, clean and attractive for all.

## **9. MANAGING AGENT/ADMINISTRATORS**

Cape Classic Property Solutions was appointed as the Managing Agent from the date of establishment of the association (2004). They, together with the Estate Manager, under the guidance of the Trustees, are responsible for the day to day running and management of the Estate.

Cape Classic Property Solutions provides the following services:

- collection of levies and levy statements
- debtors control including handing over of debtors and liaison/ follow-up with attorneys
- collection of endowment levies
- payment of all accounts pertaining to the HOA, management of the bank account and investment of surplus funds
- payment of salaries and wages including all statutory requirements e.g. PAYE, Workman's Compensations, and UIF as well as assisting with any HR matters
- all book keeping services for the HOA including monthly accounts, actual vs. budgeted expenditure, and debtor age analysis for the Trustees
- arranging financial audits and preparation of the annual budget
- arranging and attending all Trustees meetings, special general meetings, annual general meetings and any other ad hoc meetings as and when required.
- taking minutes of all meetings
- arranging insurance for the HOA as well as the submission and follow-up of any insurance claims
- regular visits to the site
- control and management of petty cash
- writing letters and sending out correspondence as and when required

The team at Cape Classic thank the Trustees and the Estate Manager for all their assistance and ongoing support, in managing the affairs of the Estate.

## **11. CONCLUSION**

The last year has been a particularly busy one with the guardhouse security upgrades, the optic fiber installation and the efforts that went into developing a sustainable Landscaping Plan. The City's ongoing water restrictions and pressure management program also created and are still creating many challenges. We hope that these restrictions will be eased soon.

The Trustees voluntarily give up a great deal of time over and above their family and work commitments. Constructive criticism and input is always welcome and owners are therefore encouraged throughout the year to put forward issues that concern them together with possible solutions. Owners are also urged to make themselves available as Trustees if they are of the opinion that they can add value.

Snacks and drinks will be provided after the AGM in an informal setting where Owners will get the opportunity to meet both the Trustees as well as other property owners. Please RSVP to [info@capeclass.co.za](mailto:info@capeclass.co.za) or telephone the HOA office on 021 702 4489 for catering purposes. We hope to see you there!

Yours sincerely

The Board of Trustees

## **ADDENDUM : BIG BAY MASTER PROPERTY OWNERS ASSOCIATION : Update for 2018**

1. Completion of Security Infrastructure Masterplan.
  - Rollout of primary camera surveillance completed
  - Review of Cathexis analytics monitoring undertaken
  - Review of Star Alarms monitoring contract undertaken
  - Installation of 5 x LPR camera's completed (joint project with CoCT)
  - Employment of 4 LE officers concluded and management improved.
  - Vehicle branding completed and no longer footing the fuel bill
  - Review of Green Platoon contract for drone and vagrant response undertaken
  - Review of lighting requirements undertaken and initiated with City
  - Strategy developed for drug dealers/'car guards' and hawkers
  
2. Completion of berm, median and verge rehabilitation
  - Removal of dead vegetation on Waters Edge berm
  - Replanting this berm and bare patches in median
  
3. Management of change of agent
  - Overhaul of Big Bay owners list (now over 2200 erven)
  - Arrear levy collection: >R1m
  - Answering Legal queries
  
4. Involvement in Beach Rehabilitation project
  - Review of project plan/ location of promenade
  - Managing deviations between Project plan and City's implementation
  
5. Upgrade of kite board Circle parking and storm water outlet
6. Pave walkways from Dune Ridge and Waters Edge to the respective circles
7. Link City's well points at the kite board circle to the lawn irrigation
8. Purchase of 2500L water bowser for watering the milkwoods
9. Completion of sewer manhole project at the beachfront to reduce impact of sewerage spills
10. Review of Fibre options for Big Bay
11. Review of Firebreak requirements for Big Bay
12. Initiate bus and taxi management plan

13. Establish a Big Bay social media platform
14. Fence off access to the PWD land behind Checkers to control vagrant access
15. Establish storeroom and facilities for landscaping activities.
16. Issue a detailed objection to the Councils plans to increase property taxes to fund the water crisis.
17. Ongoing management of gardens and verges, pavement repair, beacons, lighting, vagrant and hawker removal, contractors etc.