



SABREAL (PTY) LTD MANAGEMENT DOCUMENT

A WORKING DOCUMENT COMPILED FOR ALL OWNERS WITHIN THE

AMBERELY DEVELOPMENT



Dear Owner,

1. **INTRODUCTION**

Congratulations on the purchase of your sectional title unit within the esteemed Amberley development!

You are now a member of the Amberley Body Corporate and as such a member you need to understand how your body corporate operates and functions.

This document has been compiled to act as a manual to equip all owners with some helpful information and guidance notes that they will require during their stay within the development.

Please note that this document is a working document only and should not be construed as a comprehensive guide to body corporate management. This document is subject to changes and all decisions taken by the trustees of the body corporate relating to the day to day running of the body corporate's affairs.

2. **ESTABLISHMENT OF THE BODY CORPORATE**

The body corporate was established on 20 May 2005 when the first transfers took place at the office of the Registrar of Deeds in Pretoria.

Once a unit is transferred into an owner's name, the owner automatically becomes a member of the body corporate.

As the body corporate is a legal person who cannot act for itself, it requires "arms and legs" to fulfil its duties and functions and therefore a first owners meeting took place on 15 July 2005 during which the first trustees were elected and the managing agents appointed to act as those arms and legs.

3. **THE TRUSTEES**

The trustees' main functions are to do all things reasonably necessary for the control, management and administration of the common property.

The trustees' actions are governed by the Rules of the Sectional Title Act 95 of 1986. Each trustee fulfils a specific function within the body corporate. It is therefore important that each owner knows the entire trustee group and the portfolios that they manage.

Trustees are elected once a year at the AGM of the body corporate. A trustee or alternate trustee shall not be required to be an owner or the nominee of an owner in order to qualify for office of trustee.

The trustees meet once a month with the managing agent to discuss body corporate matters and authorise payments due to outside contractors such as security and garden services.

A list of all **8** of the current trustees' names together with their contact details is listed below.

AMBERELY BODY CORPORATE				
TRUSTEES 2007/2008				
TRUSTEE NAME	PORTFOLIO	UNIT No.	CONTACT NUMBER	E-MAIL ADDRESS
Ivor Leibowitz	Finances	19	083 393 2418	acqua@mweb.co.za
Elzien Konig	Garden and pool	21	082 888 4094	Elzien@gmail.com
Desire Willis	Security (mircom booms, entrance gate)	24	083 442 7472	des@wynbergpb.co.za
Ricci Kodesh	Security liason, Website, Access Cards, Pedestrian gate	46	083 733 7151/ (011) 802 7905	Ricci.kodesh@gmail.com
Marlene vd Westhuizen	Maintenance	50	082 413 3450/ (011) 656 1965	m.m.email@mweb.co.za
Yvonne Pelser	Compliance	61	083 637 0481/ (011) 244 8380	Yvonne.pelser@sablehomes.co.za
Fiona McLean	No portfolio	62	082 921 9845	fionam@abland.co.za
Zor Cohen	Chairman	69	082 445 3814	zor@global.co.za
Chelo Suarez	Security complaints, guards, procedures, notices	52	083 680 7172	csuarez@mcx.es

4. **THE MANAGING AGENT**

Sabreal (Pty) Ltd is the appointed managing agent for the body corporate and will remain the agent until the next AGM takes place in July 2006.

Your Sabreal management team with contact numbers include the following:

SABREAL MANAGEMENT TEAM: 2005			
CONTACT NAME	PORTFOLIO	CONTACT NUMBER	E-MAIL ADDRESS
Joritha Viljoen	Managing Director	Office:(011) 244-8380 Fax: (011) 706-5794	joritha@sabreal.co.za
Jaqueline Perie	Bookkeeper/ Accounts and monthly trustees meetings	Office:(011) 244-8366 Fax: (011) 706-5794	jaqueline@sabreal.co.za
Annette Pullen	Administrative Assistant and Maintenance process	Office:(011) 244- 83863 Fax: (011) 706-5794	Annette@sabreal.co.za

Sabreal assists the trustees of the body corporate by fulfilling, inter alia, the following duties:

- To generate and deliver the monthly levy statements to all owners;
- To collect levies from all owners in terms of collection procedure approved by the trustees;
- To administer the body corporate's bank account on a monthly basis;
- To pay all the body corporate's creditors on a monthly basis;
- To attend monthly trustees meetings and do the minutes and agendas of those meetings;
- To arrange and attend the AGM;
- To organise the yearly audit.

Kindly contact Sabreal should you require any information and or assistance with any body corporate related matter.

5. **SABREAL RENTAL SERVICES**

Sabreal (Pty) Ltd is an independent company falling under the Sable Homes Group. In keeping with Sable Homes' focus on quality Sabreal has developed their skills in the management of rental property, homeowner associations and body corporates. Our skills lie in the ability to establish, develop, maintain and then ultimately grow the assets held by investors and developers.

We are therefore an accredited agent for Amberley and can assist in the renting of your asset. Our services include the following:

- Advertising in various mediums;
- Showing units to prospective tenants;
- Signing necessary paperwork with tenant and owner;
- Obtaining the relevant security checks;
- Physical handover of the unit to the tenant;
- Going through a unit handover check list.

We offer the abovementioned services at a rate of 5.5% over the total lease term.

Sabreal can also offer the following additional service by managing the unit and tenant on behalf of the owner. This service will include:

- Sending of monthly rental statements;
- Collecting of monthly rental money;
- Receiving correspondence from tenants regarding maintenance and issuing maintenance orders to dispatch contractors;
- Following up on maintenance orders issued;
- When the tenant leaves, meeting with them to collect keys and going through a take back check list;
- Arranging the clean up of the unit to be ready for the next occupant.

The services would be charged monthly at 8% of money collected. Sabreal will open a separate bank account for Amberley rentals where we will receive the rental money and where we can payout to each owner by arrangement whether it is monthly or bi-monthly. Sabreal will co-ordinate the access availability to the unit with the tenant should we need to carry out maintenance. The cost of the contractor affecting these repairs will be for the account of the owner.

6. **BANK ACCOUNT DETAILS and LEVY STATEMENTS**

A separate bank account has been opened in favour of the body corporate, the details of which are listed below:

ACCOUNT NAME:	Amberley Body Corporate
ACCOUNT NUMBER:	200 33 0004
BRANCH NAME:	Braamfontein
BRANCH CODE:	00 4805
BANK NAME:	Standard Bank Limited

Once you are a registered owner within the development, you will receive your monthly levy statement that will reflect your unique MDA reference number together with a pre-printed deposit slip at the bottom of the statement for your convenience.

Levies are due and payable on or before the 7th day of every month directly into the body corporate's bank account.

Please ensure at all times that your unique MDA number and or unit number is used as your reference when depositing your levies.

We value everybody's safety and as such we do not accept any cash payments at our offices. All monies are to be paid directly into the aforementioned account.

Please ensure that you provide proof of your monthly levy payments to Jaqueline Perie at Sabreal's offices.

Currently the monthly levy statements are posted to all owners on or about the 25th of each month to the addresses reflected in the purchase agreements of all the owners.

It is each owner's responsibility to contact Jaqueline Perie and to confirm all contact and postal details and to select your required mode of communication. (Statement via post or e-mail).

7. **AMBERELY HOUSE RULES (CODE OF CONDUCT RULES)**

Each owner will, together with this information manual, receive a copy of the house rules applicable for the development. Please ensure that you read this document carefully as all residents, which includes owners, tenants and their visitors, family and friends, must adhere to these rules at all times.

A few items in these house rules require specific attention due to certain decisions that was taken by the trustees during their trustees meeting on 4 July 2005:

7.1 **SWIMMING POOLS, SPRINKLER SYSTEMS AND WATER FEATURES**

It was agreed that the trustees have no objection against the installation of water features and/or sprinkler systems within each owners' sole utilisation area as long as the owners inform the trustees in writing;

These information letters must be delivered to Joritha Viljoen to keep on file for the body corporate's record purposes;

When deciding on the installation of a pool, a formal request, in writing, together with a sketch drawing showing the location and size of the pool, backwash pipe and pump should be made directly to Ivor Leibowitz;

The trustees will inform the owner in writing that his request was successful or not or that further information is required before the request can be granted;

A copy of the service plan for that particular unit, will be available from the Chairman.

Each owner installing a pool shall be responsible for the cost of filing and re-filling the pool. These costs will be calculated by Triple M, the current meter reading company and levied against the owner's account. The owner must inform the appointed trustee when the pool is being filled and/or re-filled.

The owner will also be requested to provide a written undertaking to the body corporate that he/she will obtain a written undertaking from a third party purchasing the unit that the third party will accept the rules regarding the filing and re-filling of the pool.

7.2 **PRIVATE AND COMMON AREA GARDENS**

It was agreed and accepted by the trustees that a Caretaker is appointed for to maintain the common area gardens and that each owner is responsible to maintain and care for his own private garden.

A garden service is available for the private gardens and you can contact Elzien Konig Sabreal for more information.

7.3 **INSTALLATION OF DSTV DISHES AND TV ANTENNAS**

There are no communal antennas provided for in the complex. The trustees are in the process of obtaining quotations for possible solutions for this situation.

It is requested, in the interim, that you apply for permission, in writing, directly to your trustee, Yvonne Pelsler in the event that you wish to erect a satellite dish.

8. **POWER AND WATER FAILURES INSIDE YOUR UNIT**

Once an owner has taken occupation of his unit, he is responsible for the interior upkeep and maintenance of that unit which includes the electricity and water flow regulation inside the unit.

Please take note that each unit has a separate electricity meter that is read, once a month, by Triple M Meter Reading Services. All common area electricity such as guardhouse, swimming pool pump and electric fence and gate are running on a separate meter.

There is no separate water meters provided for and the body corporate receives one account for water.

In the event of a power failure **in your unit**, please follow the following procedure:

- Check that problem is related to your unit only;
- Check that your power has not tripped at your DB located inside your unit;
- If all the switches are in the upright position, contact the appointed trustee to open the outside meter box to establish if the power switch for your unit is in the upright position;
- If all is in order at the outside meter box the owner must contact an electrician for a call out at his own cost.

In the event of a water problem **in your unit**, please follow the following procedure:

- Check that problem is related to your unit only;
- Check that your water supply stop tap outside your unit has not been turned off;
- If all in order as above the owner must contact a plumber for a call out at his own cost.

9. **CARETAKER**

A Caretaker; namely Phoebe has been appointed in August 2005 on a full time basis. For a list of his duties you can contact Elzien Konig who will be responsible for his supervision.

10. **REFUSE REMOVAL**

Pickit Up removes only wet waste (normal kitchen refuse and garden refuse in black bags) every Thursday.

It is each owner's responsibility to ensure that his refuse is placed in black bags inside the 240 litre wheelie bins provided at the designated refuse area situated by the pool.

These refuse bins are not dedicated to the units and must remain in the refuse area at all times.

The Caretaker will ensure that the bins are placed outside the complex gate for the refuse truck to collect.

The Caretaker will wash the bins after refuse collection and return the bins to the designated refuse areas.

It is not the Caretaker's responsibility to collect refuse bins at units or to place refuse bags inside the bins that have been left on the refuse area floor.

11. **ACCESS CONTROL and SECURITY**

Each owner is supplied with two access cards upon occupation of his unit.

Additional access cards can be arranged with Ricci Kodesh at a cost of R150 per card.

The current security company is DCS Armed Response and is headed by Mr. Okkie Nel. Please contact him directly on **082 921 8955** should you require any information on security matters, alarm installations, or feel free to contact your trustee dealing with the security portfolio directly.

As your safety is paramount a 24 hour control room number is available in the event of an emergency **0861 35 36 37**.

To have your number programmed into the mircom system, please contact your trustee Desire Willis for assistance.

12. **TELKOM LINE INSTALLATIONS**

Each owner is responsible for the application and installation of his/her own Telkom line/s to his/her unit.

We trust that this management manual will assist you with the information you require during your stay in the complex.

13. **GENERAL INFORMATION**

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|----|-------------------|---|---|
| 1. | ACCOUNT QUERIES | : | Contact the Managing Agent.
Remember MDA numbers with payments. |
| 2. | CHANGE OF ADDRESS | : | Advise the Managing Agent. |
| 3. | BLOCKED DRAINS | : | Inside of a section: own account and action
Common property: advise Trustees/
Managing Agent. |

4. BURST PIPES : On common property: advise Trustees/ Managing Agent.
5. STORM DAMAGE : Could be an insurance claim, advise the Managing Agent and Trustees.
6. INSURANCE CLAIMS : Must be reported as soon as possible so that claims may be lodged within 14 days. If security of a dwelling is at risk, i.e. broken window or door, have it repaired as soon as possible and send invoice with claim form. If damage to dwelling is not a security risk obtain two quotes to attach to the claim form.
7. REPAIRS TO INSIDE OF UNIT : Usually for owners account and action, however, if the damage is caused to a fixture i.e. kitchen cupboards, fitted carpets etc, this may be claimed through the Body Corporate Insurance.
8. GEYSER REPAIRS : For owners account and action. Phone **Kwikot** as the geyser will still be under guarantee.
9. GEYSER REPLACEMENT : Have geyser replaced and submit Invoice with Claim form to the Trustees.
10. MAINTENANCE : The Body Corporate will decide when and how to paint the outside of the complex. A special meeting of owners will be called in order to obtain a majority vote to commence work. No owner may paint any portion of the outside walls, window frames, doors or any other part of the common property.
11. LETTING : Advise the Trustees of name and contact number of the tenants and the period of the lease contract. Give the tenants a copy of the Conduct Rules.

14. **CONCLUSION**

Our purpose is to ensure that you remain proud of living in the Amberley. We would sincerely appreciate your co-operation to ensure that all the rules are adhered to by both owners and occupiers of units.

We trust that this management manual will assist you with the information you require during your stay in the complex. Please take note that the Conduct Rules should be perused for clarification.