

INTRODUCTION LETTER

TO THE KYALAMI GLEN HOMEOWNER'S ASSOCIATION

Dear Homeowner,

This is an introduction from Sabreal (Pty) Ltd, the managing agent currently acting as the representative for and on behalf of the Kyalami Glen Homeowner's Association.

With this letter we wish to congratulate you on the purchase of your stand(s) in the esteemed Kyalami Glen Estate and to ensure that you remain proud of living there.

The purpose of this letter is to inform you, in brief on:

1. The structure, operation, function and purpose of the Homeowner's Association.
2. The various processes to be followed once you have decided to commence with the construction on your stand.
3. The contact details of the people who will guide and assist you through the various phases of your construction periods and those people who will take care of you thereafter.
4. The purpose of your levy statements and why you have started to receive them.
5. The various fees payable to the Homeowner's Association prior to construction on your site.

We will now proceed to discuss each item listed above and trust that you will find the information helpful and of good use. Please note that we will post all the relevant information, documentation and plans on our website for ease of reference.

1. THE HOMEOWNER'S ASSOCIATION

- 1.1 Kyalami Glen Homeowner's Association is an association incorporated under Section 21 of the Companies Act. The main objective is to promote, advance and protect the communal interests of the owners and occupiers of the properties comprised in the development and to regulate the use of the common roadway and other areas in the development.
- 1.2 You become a member of the Association upon registration of your stand(s), into your name at the office of the Registrar of Deeds in Pretoria. You remain a member until such time as you cease to be the owner of the stand(s) (i.e. re-selling). You cannot resign as a member of the Association.
- 1.3 As the Association is a legal entity that cannot act in person, a board of directors are chosen to act as the arms and legs of the Association which manages and controls the business affairs of the Association.

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- 1.4 Once a year a formal Annual General Meeting will take place. You as owner will be invited, in writing, to attend this meeting. This meeting will have a specific agenda which will include matters such as the election of the directors, consideration of the financial statements for the preceding year, the consideration of the Chairman's report and the budget for the following year.
- 1.5 Directors may meet at any stage to attend to the business of the Association.
- 1.6 Each stand owner only has one (1) vote and where a stand is registered in the name of more than one owner, such co-owners shall jointly only have one (1) vote.
- 1.7 You as owner will only be allowed to vote if every levy and/or any other sum due to the Association have been paid.

2. VARIOUS PROCESSES

2.1 SUBMISSION OF PLANS

- 2.1.1 Once you have gathered and finalised your schedule of costing on your building project, you are now ready to commence with your construction phase. Firstly, you will have to **submit sketch drawings** of your proposed home to the Architectural Review Committee ("ARC"), appointed by the Association for approval;
- 2.1.2 the ARC will consider your drawings subject to the Architectural Guide Lines which were attached to your Sale Agreement;
- 2.1.3 submission of these plans and drawings must be made to Wayne Schmidt's office, your Estate manager, situated at the gatehouse on the first floor on or before a Thursday when they will be sent to the ARC and returned to his offices the following Thursday. The plans and drawings must be accompanied with a cheque in the amount of R500.00 (Plan scrutiny fee) made out in the name the Kyalami Glen Homeowner's Association;
- 2.1.4 copies of the S.G. Diagram, sewer, water and Telkom connections for your extension are available on the website;
- 2.1.5 ARC will contact you and/or your architect to confirm that your plans have been approved and/or rejected. Once you receive confirmation that your plans have been approved, **remember** to bring along, to the estate office, upon collection of your approved plans, **additional copies** of your plans to be submitted to Council to enable us to stamp all your plans and still keep behind a copy of the final stamped plan for record purposes;
- 2.1.6 your plan submission to Council will be unsuccessful if the Homeowner's approval stamp has not been placed on your final plan prior to submission;
- 2.1.7 you are now ready to submit your final plans to the Council in Braamfontein, opposite the Civic Theatre;

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2.1.8 please, at this stage ensure that you make application, in your personal name, for your rates and water and electricity accounts.

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|---------------------|---|---|
| Rates accounts | - | Rates Hall in Jorrissen Street, Braamfontein. |
| Water accounts | - | the depot in Midrand at the Water Tower.
621 Sixth Road, Erand, Midrand
Tel: (011) 541-3840 |
| Electrical accounts | - | Unit 27 Value Fair, Gallagher Lane, Midrand
Tel: (011) 315-2078. |

2.2 BUILDER'S RULES AND ACCESS CARDS

2.2.1 Once your final plans have been submitted to Council, you together with your builder and/or project manager can now commence your building preparations on site. To ensure that the estate's quality is maintained during the building period a specific set of Builder's Rules of Conduct was written and approved for the estate;

2.2.2 The Estate Manager, is there on a full time basis during the construction period to act as your direct line of communication for all your site related matters, which will include *inter alia* finding your pegs, arranging for access cards for all your service providers and their staff compliments, arranging for the erection of your builder's boards and pointing out the delivery areas for building materials etc;

2.2.3 The Estate Manager is stationed in the upstairs office at the gatehouse at the entrance of the complex.

2.2.4 before you can commence with any construction on site, please contact Wayne to arrange your access cards, to hand in your copy of your approved plans received from Council, arrange to obtain a copy of the Builder's Rules to be signed by you and all your service providers and to finalise an inspection date for your toilet facilities and water connections. **ACCESS TO YOUR SITE WILL NOT BE ALLOWED IF THE AFOREMENTIONED ARRANGEMENTS HAVE NOT BEEN MADE WITH ESTATE MANAGER**

2.2.5 a copy of the Builder's Rules of Conduct is available on our website for perusal;

2.2.6 a Builder's Information Board is to be erected on each site to identify the owner, his/her builder and/or project manager and their contact details. Sabreal will arrange to have the board made and placed when details are furnished to our offices. A standard template can also be downloaded from our website showing the information required. Once completed, the template must be emailed to **Annette Pullen (Annette.pullen@sabreal.co.za)**. The cost of the Builder's Board is R750,00 payable to the Kyalami Glen Homeowner's Association. Your board will be erected on your stand once proof of payment has been received at our offices;

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3. RELEVANT CONTACT DETAILS

Relevant numbers to be kept close by are:

<u>No.</u>	<u>CONTACT NAME</u>	<u>DESIGNATION</u>	<u>CONTACT NUMBER</u>	<u>EMAIL ADDRESS</u>
1	Ian Branders	Management	(011) 244-8380	ian.branders@sabreal.co.za
2	Annette Pullen	Administrator/Buil der Boards Sabreal	(011) 244-8363	Annette.pullen@sabreal.co.za
3	Angelique Van Der Zee	Levy Accounts	(011) 244-8368	Angelique.vanderzee@sableh mes.co.za

4. LEVY STATEMENTS

We often receive calls from owners; enquiring why they have to pay the levy if they haven't commenced construction, how are the levy calculated and what the levy is for. To provide a brief as possible answer to all these questions that have come up:-

- 4.1 The Association falls under Section 21 of the Companies Act, certain duties have to be carried out and the directors may from time to time determine the levies payable by the members for the purpose of meeting all the expenses incurred in the pursuit of it's business.
- 4.2 Currently the Association is incurring expenses such as security, common area gardens, common area water and electricity and management;
- 4.3 A provisional budget was approved by the directors of the Association, a copy of which will be posted on our website for your perusal.
- 4.5 Levies become **due upon registration of your stand(s), into your name** at the office of the Registrar of Deeds in Pretoria.
- 4.6 In terms of the Association's Articles of Association, levies shall be payable in monthly instalments, due in advance on the 1st day of each and every month.
- 4.7 No erf, or any interest in such erf, in the development shall be transferred without a Certificate being obtained from the Homeowner's Association confirming that all levies and interest have been paid up to and including the date of registration of transfer of such erf.
- 4.8 Please ensure that you provide us with your proof of payment of all levies and other payments when due, by facsimile, as soon as possible as your failure to settle these fees as mentioned above may result in your being restricted access to your building site and/or being handed over to the attorneys.

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- 4.9 When depositing your levies and/or any other amount due to the Association, please ensure that you quote the **3/4 digit number** reflected on your statement and on the attached deposit slip as your reference. Proof of payment of levies remains your responsibility.
- 4.10 Our banking details for all levies and fees payable, as set out in Architectural Guidelines is as follows:

Account Name:	Kyalami Glen Homeowners Association
Bank Name:	Standard Bank
Branch Name:	Fourways Crossing
Account No:	402 193 032
Branch No:	00 99 53

5. POST CONSTRUCTION REQUIREMENTS

- 5.1 Kindly note that it is the owner's responsibility to ensure that he/she submits a copy of the **occupational certificate** received from his/her builder upon completion of the building on the property; to the writer hereof.
- 5.2 Failure to present this certificate to the Estate Manager may lead to the owner being prohibited from taking occupation of the building.
- 5.3 The owner, together with the Estate Manager, will meet on site for a formal inspection of the property.
- 5.4 Upon inspection, the Estate Manger will ensure that the property is completely built as per the plans, the property is cleared of all building rubble, and that there are no damages to the roads and or kerbs.
- 5.5 Once the Estate Manager has ensured that all is in order he will issue a refund notice to Sabreal for the refund of the R5000,00 building deposit.

We appreciate your co-operation in regard to the above and look forward to having a good working relationship with our owners. Should you require any information please do not hesitate to contact the undersigned.

Yours faithfully
Sabreal Management

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