
OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

CIRCULAR 21 - MONTHLY REPORT: ESTATE MANAGEMENT: AUGUST 2015

1 ESTATE MANAGERS' OFFICE

The ESTATE MANAGER'S office was established on August 01, 2015 at the old site office where WMC is presently situated.

Four general workers had been employed and the office is now fully operational for ESTATE MANAGERS affairs as well as technical issues.

The necessary office equipment as well as a new vehicle was purchased and the office painted and occupied.

2 ESTATE MANAGER'S DUTIES

a. A letter of introduction was sent to all the homeowners where all the duties and responsibilities of the ESTATE MANAGER were communicated to all.

b. Homeowners were invited to make contact with the ESTATE MANAGER and many made use of the opportunity.

3 ESTATE MATTERS

a. An Annual General Approved Extension Meeting:

i. The AGAEM was held on August 24, 2015 to elect representatives and deal with a few other matters. This meeting could not elect members because there was not a quorum. The meeting was postponed to September 07, 2015 to address the matter.

ii. Homeowners are urged to attend the next meeting please.

b. Security:

i. Gate control received special attention whereby all Contractors and their employees were processed for temporary access cards. This is a cumbersome process with the constant influx of new contractors into the Estate. No construction vehicle is allowed enter through the main access gate.

ii. Two dedicated meetings were held with Tephcor to discuss the preparation of a proposal to improve the security at Elisenheim.

c. Environmental Compliance:

i. A circular was prepared for all Contractors in which they were reminded of various issues to comply with. This was necessary to embark on a massive cleanup operation to get some order in our Estate. Contractors were once again reminded that they will be fined if they do not comply with the Environmental Management Plan.

d. Water and Sewerage

i. The reservoir ran dry, leaving most of the homeowners and Contractors without water. It transpired that the by-pass valve was not opened after the reservoir was cleaned. The problem was solved.

- ii. Four blocked sewerage lines were opened by the CoW.
 - iii. One main waterline was repaired by the CoW.
 - iv. Various Contractors (14) had been reprimanded about water wastage and repairs to their water taps had been made.
- e. Public Open Spaces (POS)
 - i. The newly appointed staff of the ESTATE MANAGER cleaned up 33 275m² POS's. A total of eighty black refuse bags full of paper, plastic, cans, bottles and other rubble had been collected.
 - ii. All the rubble had been sorted and taken the recycling plant at the Kupferberg Landfill site.
 - iii. A total of 8670m² of roadside verges had been neatly cleared of grass and other debris.
- f. Streetlights:
 - i. The municipality repaired the streetlights of Perga, Hebron and Attalia streets after home owners brought it under the attention of the ESTATE MANAGER'S office.
- g. MTC Tower:
 - i. According to the Electrical Contractor who must install the electrical cable for the MTC tower, he still needs the Electrical Reticulation drawings to be finalized.
 - ii. He could not provide a timeline, as this matter is subject to CoW submissions and approvals.
 - iii. Homeowners are informed in advance that this process will yet again take time because of the difficult terrain and process to get the cable into the ground as trenches have to be dug over various streets and sidewalks and the distance from the electrical kiosk is quite far from the water tower. Secondly, the actual place where the tower will stand also needs special construction to accommodate the structure. It is important that we exercise a little more patience and get it right the first time so that we do not have to experience problems in future.
- h. Building advice, general queries and other issues:
 - i. Building advice had been given and general queries answered to thirty three homeowners.
 - ii. One fire, caused by a spark from a grinder, was extinguished.
- i. Outstanding and ongoing matters:
 - i. The ESTATE MANAGER is waiting for the security proposal from Tephcor on how to improve security on the Estate. This will be ready in the first week of September.
 - ii. The ESTATE MANAGER requested an updated list of all the Building Contractors to provide each one with a hard copy of the Environmental Compliance Circular. This will be ready on Monday September 7.
 - iii. Site inspections for the enforcement of Environmental Compliance will start on September 15, 2015 and Contractors who had not complied will start receiving fines to correct that. Please note again that all fines will be levied against the homeowner's levy account and we ask your co-operation to see that your Contractor comply with the rules.
 - iv. Dumping of building rubble and excavation material on Public Open Spaces is a real threat to the environment and owners whose building work is in progress are requested to ensure that this does not happen. A maximum fine for damage

to our natural environment could be fifty thousand Namibia Dollars. This is a huge financial loss that can be prohibited.

- v. Reckless driving and speeding is still a problem. The speed limit is 40km per hour and you are requested to ask your guests to adhere to this.
- vi. Please inform the ESTATE MANAGER of your intentions to start with construction as well as changes to your plans as this have to be approved by both the Municipality and the ESTATE MANAGER'S office.

4 The security report will follow once Tephcor has handed the report to us.

5 You are welcome to contact the ESTATE MANAGER during office hours for any queries or problems at 081 143 9966.

Thank you,

SCHALK KRUGER
ESTATE MANAGER ELISENHEIM