



**REPORT OF THE TRUSTEES REVIEWING THE AFFAIRS OF THE OUDE WESTHOF
MANAGEMENT ASSOCIATION ("the Management Association") FOR THE PERIOD 1
MARCH 2023 TO 29 FEBRUARY 2024**

INTRODUCTION

The Report is prepared for the consideration of the members in terms of Clause 28(5) of the Constitution.

The functions, duties and powers of the Management Association shall, subject to the provisions of the Sectional Titles Schemes Management Act, 2011 (Act No. 8 of 2011), the Constitution of the Management Association and any restrictions imposed or directives given at an Annual General Meeting, be performed or exercised by the Trustees holding office in terms of the Constitution.

BOARD OF TRUSTEES

The following persons served as Trustees during the period under review:

NAMES

Mr WF van der Merwe	Chairman
Mr F Vleggaar	Vice Chairman
Dr AG Dreyer	Resigned 26 June 2023
Mr C Heyns	
Mr HW Hurter	
Mr N Müller	
Ms E Myburg	
Ms M Rademeyer	
Mr JJ Rousseau	
Mr BK Wehrle	
Mr G Strydom	

SUB-COMMITTEES

The Constitution authorises the Board of Trustees in terms of Clause 17(2)(c) of the Constitution to form sub-committees for the consideration of specific issues with the proviso that such sub-committees shall have no power to bind the Management Association in law, or to make decisions, but to make recommendations which should in every instance be referred to the Board of Trustees at every subsequent Board meeting.

The Board of Trustees functions currently with four (4) Sub-committees to wit:

- Finance Committee chaired by mr Frits Vleggaar
- Maintenance, Garden and Security Committee chaired by mr Chris Heyns
- Catering Committee chaired by mr Chris Heyns
- Social Committee chaired by ms Dina Vleggaar

The sub-committees are comprised of members of the Board of Trustees supplemented by residents who are prepared to be of service to the Village.

The following members served on the sub-committees during the period under review:

*The Chairman of the Board of Trustees and the Manager serves *ex officio* on all sub-committees

1. FINANCES

Frits Vleggaar: Chairman
Chris Heyns
Hennie Hurter
Nick Müller
Estelle Myburg
Bruno Wehrle

2. MAINTENANCE, GARDEN AND SECURITY

Chris Heyns: Chairman
Gert Strydom
Andre Dreyer
Allan Birkett – Handyman Supervisor
Donovan Hewitt – Garden Supervisor
Hennie Hurter
Ina Hurter
Maretha Rademeyer – Chairperson Gardens
Jannie Rousseau
Elza Beekman

3. CATERING

Chris Heyns: Chairperson
Ina Prevedello (Nursing Manager)
Dina Vleggaar
Laetitia Adonis – Senior Diningroom staff
Vanessa Edwards: Kitchen Manager
Carmelita Albertyn – WPC
Lorette Brink - WPC

4. SOCIAL

Dina Vleggaar: Chairperson
Louise van der Merwe
Marita de Wet
Frances Loubser
Alida Pretorius
Hanna Janse van Vuuren
Henriette Bruwer

To all these sub-committee members a word of appreciation for the valuable contributions made to assist the management of the Village. It is common practice that the sub-committees meet monthly, in the week prior to the Trustee meetings. The minutes of the sub-committee meetings are tabled at the Trustee meetings and if any recommendations or proposals arise therefrom, it is deliberated and decisions are taken thereon.

A special word of thanks and appreciation is extended to the following persons who assisted the sub-committees in their tasks:

- Lorette Brink, Vanessa Edwards-Stoman and Carmelita Albertyn from the service provider WPC.
- Thando Makapela – the team leader of Imvula Security.
- Ms Ena Botha, ms Vena Crisswell, ms Anni Tregoning and ms Estelle Myburg for services rendered in the library.

These meetings are indispensable for the proper functioning of the Management Association.

FINANCE

Results for the year to 29 February 2024.

Satisfactory results are reported:

- 1 Operating Income: Total operating income amounted to R11 022 892 slightly better than the budgeted R10 857 997.
- 2 Operating Expenses: Total Expenses amounted to R16 229 739 some 10.3% above budget. The main areas of overspending were Municipal Expenses (R358 015 some 27.7%), Maintenance (R528 540 some 23%) and Special Projects (R418 858 some 62.9%).

The main reasons for this overspending were:

- a. Generator R265K
- b. Canteen Project R353K
- c. Service of substations R187K
- d. Camera Project R241K
- e. Community Nursing salaries R353K
- f. Municipal expenses R358K
- g. Appointment of additional bookkeeper R110K
- h. Tax was higher by R219K

All of the above expenses were fully justified and tabled at Trustee meetings for approval before committing to them.

- 3 Operating shortfall: The operating shortfall was R5 206 847.
- 4 Other Income: After other income consisting of Exit Levies (R5 648 124), Entrance Levies (R1 395 200), other income (R14 399) and interest received (R1 238 475) the result before taxation was R3 089 351.
- 5 Net Surplus: After Tax of R279 230 the net Surplus amounted to R2 810 121.

- 6 Administrative Fund: This fund is made up from the balance of all income less expenses and the balance at year-end amounted to R9 898 995.
- 7 Reserve Fund: This fund may be used for extra ordinary (large) maintenance expenses and may be replenished from the Administrative Fund, as required. The fund balance stands at R6 472 424 which is within the prescribed limits.
- 8 Application of Funds: The Administrative Fund surplus plus the Reserve Fund at year-end is applied to the Care Centre loan of R1 373 548 whilst the balance is held in interest bearing deposit accounts of about R15M.
- 9 Extract from the Consolidated Results (See Appendix 'A'):
- Total Income R18 420 414
 - Total Expenses R24 406 696
 - Shortfall R(5 986 282)
 - Other Income R13 578 254
 - Net Surplus R7 386 262
 - Total Assets R45 074 609

PROPERTY AND MAINTENANCE

Maintenance by the handymen is done under the guidance of Mr. Allan Birkett.

During the period under review several burst pipes, municipal as well as irrigation, needed attention and were repaired.

The painting of the interior of several units was undertaken, for the account of the owners. Painting of the exterior of thirty four houses has been completed.

The systematic replacement of badly rusted flat roofs with Cliploc sheets is ongoing, despite a critical shortage of these sheets. During roof replacements attention is also being given to the insulation and faulty water pipes. Sewage pipes were replaced and rerouted at three houses.

Paving was completed at ten units.

Repairs were undertaken to pumps, which were faulty and replaced where necessary. Filters at the potable water installation as well as in the irrigation system are regularly cleaned and, when necessary, replaced.

The upgrading of the golf carts has commenced, of which two were completed and one fitted with new lithium batteries.

The big generator was purchased, a special slab was built, a roof was fitted and camouflaging was done. All the globes in the Club House were changed to LED in order to save electricity. Wi-Fi was placed in all the club buildings, flats and Assisted Living flats to enable the functioning of the new geyser meters.

The maintenance team was greatly involved in the conversion of a section of the Care Centre into assisted living units.

GARDENS

Gardens are maintained by the gardening team, under the guidance of Donovan Hewitt.

During the period under review several projects were launched and completed, namely the dams and streams were sprayed with copper sulphate to control algae, the swimming pool area received attention, rings were placed around the stems of trees for protection against lawn mowers, the outside cameras were cleaned and the path of the sensors was pruned and insecticide for ants was sprayed at several houses.

Dams and streams are cleaned and neatened on a regular basis.

The border fence and an area of one metre surrounding the Village were pruned, cleaned and sprayed with insecticide. The process during which irrigation points are placed on the outside of the border fence, should a fire break out, is also ongoing.

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At the request of residents many gardens were simplified and grass was planted. Several residents make use of the services of additional workers to maintain their gardens. Loads of soil were purchased to fill up and level uneven areas in the Village. Pots were also removed from gardens where they did not display well.

Weedkiller is being administered on areas where needed, such as paving, lawns and pavements.

The Club house displays well on the inside as well as on the outside and plants are purchased as required. The garden at the entrance is well maintained and the Assisted Living flats's garden is neat.

Hedges, trees and shrubs are pruned on an ongoing basis. Loffels are attended to and where necessary, cleaned and replanted with groundcover that requires little labour.

SECURITY

There were no serious incidents in the Village during the period of this report. The security staff are professional in their interaction with the Village residents as well as visitors. Our co-operation with the security firm ADT servicing the Van Riebeeckshof area is very good.

The security cameras installed around the perimeter of the Village are working perfectly and are checked regularly to ensure optimum service. To make it work during load shedding all the batteries were replaced with lithium batteries. Security in the Village is of paramount importance and will never be neglected. The existing panic-button system is largely obsolete and is systematically being replaced with a modern digital system and is presently working efficiently.

CATERING

After the Covid pandemic it is encouraging to note that most of the residents are slowly but surely enjoying their meals in the dining room once more. They have realized that they need one another's company. Several new residents have settled in the Village and in this manner they get to know each other in the dining room.

2023/2024 has commenced with ongoing load shedding and the situation deteriorated systematically. The kitchen staff have, however achieved miracles in preparing delicious meals at a tempo of approximately 270 meals per day.

Special meals such as Valentine's dinner, Christmas dinner, braai for Trustees and many other social functions were presented with great success during the year in collaboration with the Social Committee, office and kitchen and dining room staff.

In conclusion the WPC Kitchen Manager, Ms. Vanessa Edwards, and her team are thanked for their hard work and preparation of tasty meals.

All the role players are thanked for a successful 2023 / 2024 in the dining room, Care Centre and delivery of meals.

SOCIAL

During the past year the Social Committee has once again organised a few successful functions for residents. The first function was the Valentine's dinner in cooperation with WPC who prepared the meals. There was also a Hannon products morning, an information morning regarding medical aspects and the regular soup and games evening. During October the Tygerberg Choir performed at the Club House with a curry and rice supper afterwards. The highlight of the year was the Christmas dinner where 130 guests attended.

Memorial services were held and tea, coffee and refreshments were served by the Committee.

Appreciation and thanks are expressed to the kitchen and dining room staff for their assistance. The office staff is also thanked for their assistance with the printing of cards, keeping the guest list up to date and to facilitate payments.

Communication with members

Communication with members takes place on an ongoing basis by way of information meetings, circular letters, the monthly Gazette and bulk sms messages.

Staff

During the period under review the Manager and staff have once again rendered a valuable service to the residents. The Board of Trustees wish to express their sincere thanks and appreciation to the Manager and staff for their dedication and willingness in this regard.



**WF VAN DER MERWE
CHAIRMAN
BOARD OF TRUSTEES
13 JUNE 2024**



**F VLEGGaar
VICE CHAIRMAN
BOARD OF TRUSTEES
13 JUNE 2024**