



MOSSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association incorporated under section 21 of the Companies Act 1973 (as amended)

P.O. Box 567 • MOSSSEL BAY 6500 • Western Cape • South Africa • Tel: 044 691 3054 • Fax: 044 691 1520
E-Mail: status2@status-mark.co.za • Website: www.mosselbaygolfestate.co.za

15 NOVEMBER 2017

You are invited to attend the 20th Annual General Meeting of the Home Owners Association

Wednesday 20 December 2017 @ 10:00

***At the Church Hall of the Moedergemeente Church, Corner of Church and Bland Street,
Mossel Bay***

Light refreshments will be served at the venue

If you are unable to attend the meeting please complete the proxy/voting paper and

- 1 Hand it in at the offices of Status Mark, 11 Meyer Street, Mossel Bay; or
- 2 Post it to the MBGEHOA, P O Box 567, Mossel Bay, 6500; or
- 3 Send it by email to: status2@status-mark.co.za; or
- 4 Fax it to 044 691 1520,
to reach us before commencement of the meeting

U word uitgenooi na die 20ste Algemene Jaarvergadering van die Huiseienaarsvereniging

Woensdag 20 Desember 2017 om 10:00

***In die Kerksaal van die Moedergemeente Kerk, Hoek van Kerk- en Blandstraat,
Mosselbaai***

Ligte verversings sal beskikbaar wees voor die vergadering

Indien dit nie vir u moontlik is om die vergadering by te woon nie, voltooi die volmag/stembrief en

- 1 Handig dit in by Status Mark, 11 Meyerstraat, Mosselbaai; of
- 2 Pos dit aan MBGEHOA, Posbus 567, Mosselbaai, 6500; of
- 3 Stuur dit per epos na: status2@status-mark.co.za; of
- 4 Stuur dit per faks na 044 691 1520,
om ons te bereik voor die aanvang van die vergadering.



MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association incorporated under section 21 of the Companies Act 1973 (as amended)

P.O. Box 567 • MOSSEL BAY 6500 • Western Cape • South Africa • Tel: 044 691 3054 • Fax: 044 691 1520
E-Mail: status2@status-mark.co.za • Website: www.mosselbaygolfestate.co.za

AGENDA/NOTICE

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION (NPC)
MOSSELBAAI GHOLFLANDGOED HUISEIENAARSVERENIGING (NWO)
REGISTRATION NUMBER/REGISTRASIE NOMMER: 1999/001249/0

Notice is hereby given of the 20th Annual General Meeting of Mossel Bay Golf Estate Home Owners Association to be held at 10h00 on **Wednesday 20 December 2017** in the Church Hall of the Moedergemeente Church, Corner of Church and Bland Street, Mossel Bay.

Only registered members or their legal proxies are permitted to attend.

Hiermee gee ons kennis van die 20ste Algemene Jaarvergadering van die Mosselbaai Gholflandgoed Huiseienaarsvereniging wat gehou sal word om 10h00 op **Woensdag 20 Desember 2017** in die Kerksaal van die Moedergemeente Kerk, Hoek van Kerk- en Blandstraat, Mosselbaai.

Slegs geregistreerde lede of hulle volmagte mag die vergadering bywoon.

| | | |
|---|---|---|
| 1 | Opening en Verwelkoming | Opening and Welcome |
| 2 | Teenwoordig, verskonings en volmagte | Attendance, apologies and proxies |
| 3 | Goedkeuring van vorige notule <ul style="list-style-type: none">• Notule van die Algemene Jaarvergadering van 8 Desember 2016 | Approval of the previous minutes <ul style="list-style-type: none">• Minutes of the Annual General Meeting of 8 December 2016 |
| 4 | Verkiesing van Direkteure <p>Die pos van drie (3) Direkteure moet gevul word volgens Artikel 16.1 van die Grondwet, gebaseer op die huidige portefeulje van 7 (sewe) direkteure.</p> <p>Gebruik asseblief die aangehegte nominasievorm om kandidate voor te stel en die stuur die vorm na die kantore van Status Mark voor 10h00 op 13 Desember 2017 (11 Meyerstraat, Mosselbaai, 6500 of Posbus 567, Mosselbaai, 6500 of faks: 044 691 1520 of epos: status2@status-mark.co.za)</p> | Election of Directors <p>The post of three (3) Directors to be elected in terms of article 16.1 of the Articles of Association based on the current portfolio of 7 (seven) directors.</p> <p>Please nominate candidates on the attached nomination form – this must be received at the offices of Status Mark (11 Meyer Street, Mossel Bay, 6500 or P O Box 567, Mossel Bay, 6500 or fax: 044 691 1520 or email: status2@status-mark.co.za) by not later than 10h00 on the 13th of December 2017.</p> |
| 5 | Voorsitter se verslag (aangeheg) | Chairman's Report (attached) |
| 6 | Gedragreëls <ul style="list-style-type: none">• Aanvaarding van die Gedragreëls (Paddocks) – Gewone Besluit 1 | Conduct Rules <ul style="list-style-type: none">• Acceptance of Conduct Rules (Paddocks) – Ordinary Resolution 1 |

Datum van kennisgewing / Date of Notice:.....15 Jun 2017.....

| | | |
|----------|---|---|
| | <ul style="list-style-type: none"> • Bevestiging van skedule van boetes – Gewone Besluit 2 | <ul style="list-style-type: none"> • Confirmation of schedule of penalties – Ordinary Resolution 2 |
| 7 | Finansies | Finance |
| | <ul style="list-style-type: none"> • Oorweging en goedkeuring van die aangehegte finansiële dokumente (insluitend die, direksie goedkeuring, ouditeursverslag, balansstaat, inkomstestaat) • Verkorte finansiële state aangeheg –As u 'n volledige afskrif van die finansiële state benodig, kontak asseblief vir Status Mark vir 'n afskrif • Gewone Besluit 3 | <ul style="list-style-type: none"> • Consideration and approval of the financial documents attached (including the directors approval, auditors' report, balance sheet, income statement) Abridged financials attached –If you require a full copy of the financials statements, please contact Status Mark for a copy) • Ordinary Resolution 3 |
| | <ul style="list-style-type: none"> • Goedkeuring van die begroting 2018/2019, soos aangeheg–Gewone besluit 4 | <ul style="list-style-type: none"> • Approval of the budget for 2018/2019, as attached -Ordinary Resolution 4 |
| 8 | Ouditeure | Auditors |
| | <ul style="list-style-type: none"> • Aanstelling van ouditeure (2017/2018) – Gewone Besluit 5 ➤ <i>Voorstel Jean Pretorius Ouditeure</i> • Goedkeuring van die vergoeding van die ouditeure (2016/2017) – Gewone Besluit 6 | <ul style="list-style-type: none"> • Appointment of auditors (2017/2018) - Ordinary Resolution 5 ➤ <i>Proposed Jean Pretorius Auditors</i> • Approval of auditor's remuneration (2016/2017) -Ordinary Resolution 6 |
| 9 | Punte wat skriftelik ontvang is voor 13 Desember 2017 nie later as 10h00 | Matters of which prior written notice has been received by the 13th of December 2017 no later than 10h00 |
| | Soos voorgeskryf deur Raad | By order of the Board |

Datum van kennisgewing / Date of Notice:.....15 Nov 2017

| | | |
|--|--|---|
| | <p>Nota :</p> <ol style="list-style-type: none"> 1. Elke gemagtigde lid sal geregtig wees om persoonlik te stem of deur 'n volmag en sal slegs 1 (een) stem hê per wooneenheid of erf geregistreer in hul naam, soos omskryf in die Grondwet. 2. Indien die eenheid of die erf in meer as 1(een) persoon se naam geregistreer is sal al die mede-eienaars gesamentlik slegs 1(een) stem hê. 3. Volmagte moet ingehandig word voor die aanvang van die vergadering. Volmagte kan ingehandig word by Algemene Jaarvergadering of by Status Mark se kantore te 11 Meyerstraat, Mosselbaai of per Posbus 567, Mosselbaai, 6500 of faks: 044 691 1520 of epos: status2@status-mark.co.za | <p>Note :</p> <ol style="list-style-type: none"> 1. Every authorised member shall be entitled to vote in person or by proxy and shall have 1 (one) vote for each unit or erf registered in his name, subject to the provisions of the Articles. 2. If the unit or erf is registered in the name of more than 1 (one) person, then all such co-owners shall jointly have one vote. 3. Proxies must be handed in before commencement of the Annual General Meeting. Proxies can be handed in at the meeting or at the offices of Status Mark at 11 Meyer Street, Mossel Bay or at P O Box 567, Mossel Bay, 6500 or fax: 044 691 1520 or email: status2@status-mark.co.za |
| | <p><u>Ligte verversings sal beskikbaar wees vanaf 09h30 voor die vergadering</u></p> | <p><u>Light refreshments will, as from 09h30 on the date of the meeting, be served at the venue.</u></p> |
| | <p><u>** Enige punte vir bespreking onder Algemeen moet voor 13 Desember 2017 ingehandig word by Status Mark</u></p> | |
| | <p><u>Please note that any items to be discussed under General must be handed in before 13 December 2017 at the office of Status Mark</u></p> | |

Datum van kennisgewing / Date of Notice:.....15 Nov 2017.....

NOMINATION OF DIRECTORS

MOSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION (NPC)
(Association incorporated under Section 21)
Registration number 1999/001249/08

I _____ of erf _____, being a member of the Mossel Bay Golf Estate Home Owners Association hereby nominate the following person/s as director for election at the Annual General Meeting of the Company to be held on 20 December 2017 at 10H00 :

| Name (in block letters) | Address/Erf no in Mossel Bay Golf Estate | Acceptance of nomination (signature) |
|------------------------------------|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Signed this _____ day of _____ 2017.

Signature

(Name of signatory in block letters)

NOTE: ARTICLES 15.2, 15.3 AND 15.4 OF THE MEMORANDUM OF INCORPORATION

15.2 : Every Director shall be an owner or the duly authorised representative of an owner which is a company, close corporation, trust, consortium or other suchlike entity. Every Director shall reside in the Development as his permanent residence or within the municipal district of Mossel Bay.

15.3 : Not later than seven (7) days before the date on which the annual general meeting is to take place, members must in writing nominate their proposed Directors for election at that annual general meeting.

15.4 : No person may be appointed as a Director if he or the principal referred to in Articles 15.2 is in arrear with his levy payments."

NB : Please take note that the members in general meeting may refuse to accept for election a nomination not accepted by the person so nominated.

THIS NOMINATION FORM MUST BE RECEIVED BY STATUS MARK BY NOT LATER THAN 10h00 ON 13 DECEMBER 2017 AT THE OFFICES OF STATUS MARK AT 11 MEYER STREET, MOSSEL BAY OR AT P O BOX 567, MOSSEL BAY, 6500, email: status2@status-mark.co.za; fax: 044 691 1520

PROXY/VOTING PAPER
MOSSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION
(Association incorporated under Section 21)
Registration number 1999/001249/08

I _____ of erf _____, being a member of the Mossel Bay Golf Estate Home Owners Association hereby appoint -

_____ of _____, or failing him/her

_____ of _____, or failing him/her,

the chairman of the meeting as my proxy to

vote for me and on my behalf, at the Annual General Meeting of the Association to be held at 10h00 on the **20th day of December 2017** in the Church Hall of the Dutch Reformed Church Moedergemeente, Mossel Bay Central, c/o Bland and Church Street, Mossel Bay and any adjournment thereof as follows :

Ordinary Resolution No 1 (Confirmation of the Rules – Paddocks version)

In favour : *Against :* *Abstain :*

Ordinary Resolution No 2 (Confirmation of the Schedule of Penalties)

In favour : *Against :* *Abstain :*

Ordinary Resolution No 3 (Financial Statements)

In favour : *Against :* *Abstain :*

Ordinary Resolution No 4 (Budget)

In favour : *Against :* *Abstain :*

Ordinary Resolution No 5 (Auditors)

In favour : *Against :* *Abstain :*

Ordinary Resolution No 6 (Auditors Remuneration)

In favour : *Against :* *Abstain :*

(indicate instruction to proxy by way of a X in the space provided above)

Unless otherwise instructed my proxy may vote as he thinks fit.

Signed this _____ day of _____ 2017.

Signature

(Name of signatory in block letters)

[NOTE : ARTICLE 27.1 OF THE ARTICLES OF ASSOCIATION

27.1 : A member may be represented at a general meeting by a proxy, who need not be a member of the Association. The instrument appointing a proxy, whether for a specified meeting or otherwise, shall be in writing signed by the member concerned or his agent, duly authorised thereto in writing, and shall be in the form below or to the effect of the form below, or in such other form as the directors may approve, in either case under the heading of or referring to the Association's name.

THIS PROXY MUST BE RECEIVED BEFORE COMMENCEMENT OF THE MEETING. PROXIES CAN BE HANDED IN AT THE OFFICES OF STATUS MARK AT 11 MEYER STREET, MOSSSEL BAY OR AT P O BOX 567, MOSSSEL BAY, 6500, email: status2@status-mark.co.za; fax: 044 691 1520

VOLMAG/ STEM BRIEF
MOSELBAAI GHOLF LANDGOED HUISEIENAARSVERENIGING (NWO)
Registrasie nommer 1999/001249/08

Ek _____ van erf _____, 'n lid van die Mosselbaai Gholf Landgoed Huiseienaarsvereniging stel hiermee vir

_____ van _____, of alternatiewelik hy/ sy

_____ van _____, of alternatiewelik hy/ sy,

die voorsitter van die vergadering as my volmag

om namens my te stem by die Algemene Jaarvergadering wat gehou sal word om 10H00 op die **20ste dag van Desember 2017** in die Kerksaal van die NG Modergemeente, Mosselbaai Sentraal, HV Bland en Kerkstraat, Mosselbaai en enige verdagting daarvan:

Gewone Besluit Nr 1 (Bevestiging van die Reëls soos deur Paddocks opgestel)

Ten gunste : **Teen :** **Buite Stemming:**

Gewone Besluit Nr 2 (Bevestiging van die Skedule van boetes)

Ten gunste : **Teen :** **Buite Stemming:**

Gewone Besluit Nr 3 (Finansiële State)

Ten gunste : **Teen :** **Buite Stemming:**

Gewone Besluit Nr 4 (Begroting)

Ten gunste : **Teen :** **Buite Stemming:**

Gewone Besluit Nr 5 (Ouditeure)

Ten gunste : **Teen :** **Buite Stemming:**

Gewone Besluit Nr 6 (Ouditeurs vergoeding)

Ten gunste : **Teen :** **Buite Stemming:**

(dui u versoek aan die volmag by wyse van 'n X in die spasie voorsien)

Tensy anders versoek mag my volmag stem soos hy/ sy goed dink.

Geteken op die _____ dag van _____ 2017.

Handtekening

(Naam in drukskrif)

[NOTE : ARTICLE 27.1 OF THE ARTICLES OF ASSOCIATION

22.1 : "A member may be represented at a general meeting by a proxy, who need not be a member of the Association. The instrument appointing a proxy, whether for a specified meeting or otherwise, shall be in writing signed by the member concerned or his agent, duly authorised thereto in writing, and shall be in the form below or to the effect of the form below, or in such other form as the directors may approve, in either case under the heading of or referring to the Association's name."

HIERDIE VOLMAG MOET INGEHANDIG WORD VOOR DIE AANVANG VAN DIE VERGADERING EN KAN INGEHANDIG WORD BY STATUS MARK, 11 MEYER STRAAT, MOSSELBAAI OF POSBUS 567, MOSSELAAI, 6500; EPOS: status2@status-mark.co.za; faks: 044 691 1520



MOSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association Incorporated under section 21 of the Companies Act 1973 (as amended)

P.O. Box 567 • MOSEL BAY 6500 • Western Cape • South Africa • Tel: 044 691 3054 • Fax: 044 691 1520
E-Mail: status2@status-mark.co.za • Website: www.mosselbaygolfestate.co.za

MINUTES OF THE 19TH ANNUAL GENERAL MEETING OF THE MOSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION THAT WAS HELD ON THURSDAY, 8 DECEMBER 2016 AT 10H00 IN THE DUTCH REFORMED CHURCH HALL, 17TH AVENUE, MOSEL BAY

| | | |
|-----------|---|--|
| 1 | OPENING & WELCOME: | |
| | The chairman, Mr Blythe-Wood, opened the meeting and welcomed everyone present. The meeting was presented in English, and if any owners required a translation; Willem Prinsloo and Gabriel Smith were available to translate. | |
| 2. | ATTENDANCE PROXIES AND APOLOGIES: | |
| | Owners as per the attendance register: 57 Proxies received: 43 | |
| | A legal Quorum was obtained. | |
| | Status Mark: Messrs WCE Prinsloo, S Koen, C Steyl & Mrs. A Prinsloo | |
| | Apologies: Mnr. Barend Nortje Mnr. Anton Geldenhuys Dr. SP Olivier Mr. JP Snyman | |
| | In Memoriam: Prof De Swardt Mr. E Hobbs informed the meeting of the passing of Prof De Swardt and moved for a moment of silence, which was held. | |
| 3 | APPROVAL OF THE PREVIOUS MINUTES & MATTERS ARISING: | |
| | The minutes of the AGM of 23 December 2015 were tabled and the members were asked to approve with or without amendments. Mr. C De Jager stated that the members were not given the opportunity to nominate a 2nd person as director, as only one position was mentioned to be filled, yet 2 were chosen. Minutes are so approved: Proposer: John Seconded: Mr. G Smith <u>Matters Arising from minutes of 23 December 2015:</u> Voting Procedure of OTB: Mr. Moll stated that the procedure of voting per hand and not per ballot was incorrect and as such the result cannot be accepted. Something as serious as an OTB must be done via ballot. Members with multiple properties did not have representation with votes via hand. Mr. Blythe-Wood stated that the Chairman can choose how to vote to which Mr. Moll commented that it is incorrect. | |
| 10.1 | Sub Judice Mr. Moll commented that the implimentation of the Sub Judice rule is not correct as it only applies to issues which are at court, and this was pointed out by several members at the particular meeting. The process on the OTB must be fair, open | |

| | | |
|----|---|--|
| 6. | <p>and transparent.</p> <p>Pets Mr. C De Jager stated that it is minuted that the “estate will be pet free in the next 10 years”. It is questioned where this information was gathered and whether it was in fact stated.</p> <p>The minutes of the EGM of 26 May 2016 were tabled and the members were asked to approve with or without amendments.</p> <p>Mr. Pillay is concerned that minutes are not sent out timeously as he did not receive his minutes of the particular meeting. The members must know when minutes are to be sent out. Mr. Blythe-Wood stated that the minutes of the meeting must first be approved.</p> <p>Mr. C De Jager stated that he raised an objection at the specific meeting that the timing of the meeting was “<i>extremely disingenious</i>”. This was not minuted in the minutes and needs to be inserted.</p> <p><i>Mr. C Pillay stated that his apology to Mrs. Liebenberg was also not stated.</i></p> <p>The following is to be inserted into the minutes of the EGM: <i>Mr. C De Jager stated that the timing of the meeting is extremely disingenious.</i> <i>Mr. C Pillay apologised to Mrs. Liebenberg on the way the Board treated her.</i></p> <p>Proposer: Elize van Niekerk Seconded: JR Blythe-Wood</p> | |
| 4 | <p><u>ELECTION OF DIRECTORS:</u></p> | |
| | <p>Clause 16.1 will be applied to the election of directors. Two directors were required to retire from office, and one position remained vacant. Therefore three vacancies exist on the Board. Five nominations were received within the specified time.</p> <p>Nominations received: Mr. M Smith (60 VOTES RECEIVED) Mr. JP Snyman (41 VOTES RECEIVED) Mr. CW Kuun (62 VOTES RECEIVED) Mr. R Pillay (53 VOTES RECEIVED) Mr. E Hobbs (45 VOTES RECEIVED)</p> <p>The members are asked to choose a maximum of 3 members.</p> <p>Members elected: Mr M Smith (re-elected), Mr. CW Kuun & Mr R Pillay.</p> <p>The following Board members will remain on the Board: Messrs J Blythe-Wood, K Otto, G Smith</p> | |

| | | |
|---|---|--|
| | <p>Dr. Griesel P Venter.</p> <p>Resignations: Subsequent to the meeting, Dr. Griesel resigned as Director due to personal reasons.</p> | |
| 5 | <p>CHAIRMAN'S REPORT</p> | |
| | <p>The written report was circulated prior to the meeting and updated and approved at the Annual General meeting. The following matters were highlighted by Mr. Blythe-Wood:</p> <p>Security: Mr Pieter Venter is the current Chairman of the Security Portfolio.</p> <p>Mr. Pillay stated the following:</p> <ul style="list-style-type: none"> ➤ The guards at the entrance/exit gates write down the number plates of cars entering and leaving the estate. ➤ There are security cameras at the gates monitoring movements. ➤ The question was posed whether the writing down of number plates is constitutional and whether it does not infringe upon an individual's right to privacy? <p>Mr. P Venter commented as follows:</p> <ul style="list-style-type: none"> ➤ There was a change of security company from Suiderkruis to Thoburn Security. ➤ It did happen that a couple of guards were caught napping on the job and to combat this from happening in future, the SubCommittee imposed the taking of number plates to keep the guards awake. <p>Mr. Pillay commented:</p> <ul style="list-style-type: none"> ➤ The management of the security company/guards should be addressed, and the rights of an individual must not be infringed upon. <p>Maintenance: Mr Kosie Otto is the current Maintenance portfolio chairman. Apart from the booms at the entrance gates where breakages did occur due to maturity, no other major problems were experienced.</p> <p>Rules & Regulations: Dr Griesel, assisted by Mr T Leonard is the Chairman of the Rules and Regulations Portfolio.</p> <p>Mr. Blythe-Wood stated the following:</p> <ul style="list-style-type: none"> ➤ The directors approached the firm of Paddocks to draft a new set of rules (which have been approved by directors at board meeting held on 31 October 2016). ➤ The schedule of penalties is now up for vote to be approved. ➤ The major change is that tenants can now be allowed to have a pet. ➤ The directors can approve rules according to Paddocks, however the schedule of penalties must be approved by the members. <p>Mr. C De Jager stated the following:</p> <ul style="list-style-type: none"> ➤ The statement that the members have no say is completely wrong. ➤ The legal principle of audi alteram partem principle must be applied. ➤ The gentleman respectfully disagrees with the opinion of Paddocks. ➤ The members cannot vote on penalties since the new rules have not been | |

seen by members.

- Proposes that a copy of the rules with the amendments clearly visible be sent out to members.

Mr. Blythe-Wood commented:

- The directors are not being malicious, in fact, the changes have made the rules more fair to all.
- Should one disagree with rules, one can make application to board to have rule(s) changed.

Mr. G Smith commented:

- The MOI is the Bible to the Conduct Rules in that every rules in the Conduct Rules must relate back to the MOI.

Mr. Pillay commented:

- When a part of an agreement is changed, the entire agreement is changed.

Mr. Moll commented:

- There is a penalty for speeding on the agenda.
- How is the board going to fine a person who is speeding; and how is it going to be determined that they are speeding.
- Proposes that more research is to be done how a speeding is to be determined, and then approach members with the various options.
- The gentleman feels this is very similar to the previous speed traps which were ultimately illegal and therefore stopped.

Mr. M Smith commented:

- There should be laws in place, irrespective of whether it is used or not. The mechanism should be in place for the possibility.
- The schedule of penalties is a tool which the HOA can use in such circumstances.
- The Municipality is happy to assist.

Mr. AH van Rensburg commented:

- The gentleman spoke to the head of traffic at Mossel Bay Municipality who told him that they cannot trap people since the estate is private property.
- Cannot agree on penalty if you do not know what it relates to.

The question about self catering accommodation and how it relates to the penalties; as well as the refundable deposit of R1500 was raised by concerned owners. Mr. Blythe-Wood stated that the deposit is refundable and the penalties are applicable when guests breach the rules.

It also adds to security – Mr. Blythe-Wood went on to explain about instances in other estates where holiday goers used the access to steal things from the properties they are staying at, and using their access to move items off site.

A member from the meeting stated there seems to be a communication problem. The proposal is that there must be a monthly newsflash informing the members of happenings on the estate.

Especially with legal matter which can involve huge costs to the HOA, the proposal is that this is to be communicated to the members beforehand to inform

them. Member stated that "we are all in this together".

Mr M Smith commented:

- During the year there have been 4 newsletters sent out to members.

Mr. C De Jager commented:

- Proposes that all the aggrieved parties get together around a table and seek to find a viable solution so as to avoid huge legal costs.
- Mrs (Adv) M Du Toit can assist.
- Status Mark to send copy of Arbitration ruling to Mr. C De Jager.
- Minuted that only R21 000 is made provision for in the new budget – which is less than the current.

Mr. Moll stated:

- He is one of the people mentioned in the Chairman's Report.
- Has been seeking to sit down with Board for the past 5 years.
- Potential penalties against HOA can run into Millions if found against HOA.

The Chairmain commented that arbitration has been offered to the member but the member refused.

Finance: Mr Snyman, who is not present at the AGM, is the outgoing Chairman of the Finance Portfolio.

Mr. Blythe-Wood commented that the finances of the estate is going very well.

Mr. C De Jager brought up the issues of CSOS and Fidelity Insurance. Status-Mark is aware of the CSOS implications and have implemented Fidelity Insurance as instructed.

Mr. C De Jager further pointed out that he feels concerned about the legal costs to the estate. Mr. De Jager also pointed out that many of the owners are capable of assisting the Board / HOA with legal matters, such as Adv. M Du Toit.

There is a proposal that the parties must sit around a table and discuss the matters so as to avoid unnecessary legal costs.

Mr. C De Jager further pointed out that the timing of the current meeting is also suspect and disingenuous as a lot of owners are still working and as a result are unable to attend the meeting.

Mr. Blythe-Wood complimented Mr. De Jager on his proposal to take hands and work together. There are problems getting dates later in the year for the specific venue. Mr. Blythe-Wood assures the members that the selection of dates was a thoroughly discussed one

Mr. G Smith also thanked Mr. De Jager for his constructive criticism; and stated that there were 2 objections to the date of the meeting, yet 11 welcomed it.

Mr. Le Roux supports Mr. De Jager and proposes that the Board might consider an evening meeting in future.

Mr. Le Roux also points out that there is a R200 000 overspend in the financial

| | | |
|------------|--|--------------------|
| | <p>statements compared to the budget. Mr. Pillay stated that there are no interest on investments on the financial statements. Mr. WCE Prinsloo stated there is also no item for depreciation on budget, and the interest on investment (R235 000) is subsidizing levies.</p> <p>Mr. Pillay stated there may have been some discretionary expenditure in the budget and proposes that the budget should be discretionary in principle. Further that there should be guidance from the members that there can be a percentage buffer on either side. This will then eliminate the current situation.</p> <p>Proposer: Mr. O Ehrensperger Seconded: JR Blythe-Wood</p> | |
| 6 | Ordinary resolution 1: Schedule of Penalties | |
| | Members were asked to vote on the implementation of the proposed Schedule of Penalties. | |
| | In favour: 42 | Against: 49 |
| | <i>ORDINARY RESOLUTION 1 CANNOT BE ACCEPTED BY A MAJORITY VOTE, THEREFORE ORDINARY RESOLUTION 1 WAS NOT ACCEPTED</i> | |
| 7 | Ordinary Resolution No2 (Financial Statements) | |
| 7.1 | <p>Consideration and Approval of Financial Statements as presented: The financial statements were audited by independent auditors. The Financial statements show a surplus of R315 473 for the year ending 30 June 2016. A member asked whether the query with SARS regarding the tax has been resolved. Mr. Blythe-Wood stated it has.</p> <p>Mr. D Le Roux:</p> <ul style="list-style-type: none"> ➤ Why not use the reserve to subsidize the levies? <p>Mr. Blythe-Wood:</p> <ul style="list-style-type: none"> ➤ That is exactly what is happening. ➤ Levy only increased with R50/m while costs are much more. <p>Mr. W Prinsloo:</p> <ul style="list-style-type: none"> ➤ Did not budget for reserve fund contribution ➤ Interest is used to subsidize levies ➤ However, Mr. W Prinsloo does not advise using reserve to subsidize levies, and would rather advise a more cautious approach which includes reserve fund contributions. <p>The financial statements were approved by the meeting.</p> | |
| | In favour: 92 | Against: 1 |
| | <i>ORDINARY RESOLUTION 2 MUST BE ACCEPTED BY A MAJORITY VOTE, THEREFORE ORDINARY RESOLUTION 2 WAS ACCEPTED</i> | |
| 7.2 | Ordinary Resolution No 3 (Budget) | |
| | <p>The budget for 2017/2018 was tabled. The budget estimates for the ensuing financial year were circulated prior to the Annual General Meeting.</p> <p>Mr. D Le Roux:</p> <ul style="list-style-type: none"> ➤ The member queried the substantial spending increase under site office? <p>Mr. W Prinsloo:</p> <ul style="list-style-type: none"> ➤ The assistant site manager was always included under Security, but now | |

| | | | |
|-------------|---|--------------------|--|
| | <p>moved under site office.</p> <ul style="list-style-type: none"> ➤ This resulted in a saving on security spending, but increase in site office spend. ➤ Security did not increase ➤ Mr. Prinsloo explained the breakdowns of the various items forming site office. <p>Mr. Pillay questioned why security companies were changed. Mr. P Venter responded that this was due to poor service delivery. Mr. Pillay stated that costs actually increased.</p> <p>The budget was approved by the meeting.</p> | | |
| | In Favour: 94 | Against: 0 | |
| | <i>ORDINARY RESOLUTION 3 MUST BE ACCEPTED BY A MAJORITY VOTE, THEREFORE ORDINARY RESOLUTION 3 WAS ACCEPTED.</i> | | |
| 8 | Ordinary Resolution No 4 (Appointment of Auditors) | | |
| 8.1 | Jean Pretorius was appointed as Auditor for the ensuing year. | | |
| | Proposed: | Seconded: | |
| | In favour: 97 | Against: 0 | |
| | <i>ORDINARY RESOLUTION 4 MUST BE ACCEPTED BY A MAJORITY VOTE, THEREFORE ORDINARY RESOLUTION 4 WAS ACCEPTED</i> | | |
| 8.2 | Ordinary Resolution No 5 (Auditors Remuneration) | | |
| | Proposed: | Seconded: | |
| | In Favour: 92 | Against: 1 | |
| | <i>ORDINARY RESOLUTION 4 MUST BE ACCEPTED BY A MAJORITY VOTE, THEREFORE ORDINARY RESOLUTION 5 WAS ACCEPTED</i> | | |
| 8.3 | Ordinary Resolution No 6 (Obligation to Build Penalty @ R1000/month) | | |
| | <p>Mr. Blythe-Wood stated that the OTB penalty is working, taking vacant stands from 67 to 27 in 4 years.</p> <p>Members with 2 or more stand next to each other that has been combined will only pay one penalty.</p> <p>Mr. Pillay:</p> <ul style="list-style-type: none"> ➤ Suggests that the penalty be capped, as it cannot continue indefinitely <p>Chairman: Penalty will continue during arbitration.</p> | | |
| | In Favour: 54 | Abstain: 34 | |
| | <i>ORDINARY RESOLUTION 6 MUST BE ACCEPTED BY A MAJORITY VOTE, THEREFORE ORDINARY RESOLUTION 6 WAS ACCEPTED</i> | | |
| 10 | <u>MATTERS OF WHICH PRIOR WRITTEN NOTICE HAS BEEN RECEIVED BY THE 15TH DECEMBER 2015 NO LATER THAN 10H00</u> | | |
| 10.1 | MR C DE JAGER – MANAGEMENT OF THE ESTATE | | |
| | <p>Mr. C De Jager:</p> <ul style="list-style-type: none"> ➤ stated that some of his friends visited Mossel Bay and stayed on the estate for the duration. They remarked that the estate has a negative “vibe” and is too restrictive with | | |

| | | | |
|------|---|--|--|
| | <p>regards to rules.</p> <ul style="list-style-type: none"> ➤ Asked the Board to change the sign at the gates as it looked like a “wheelchair”. ➤ Asks how to go about changing the perception that the estate is “overregulated”? <p>Directors stated that the rules are there to protect everyone and create an harmonious setting.</p> <p>Various owners at the meeting stated that they actually enjoy the rules being enforced since they come from neighbourhoods/estates where rules are not enforced, which results in chaos.</p> <p>Mr. M Smith:</p> <ul style="list-style-type: none"> ➤ The other side of the story is that people cannot get property on the estate ➤ The golf day raised R50 000 for Huis Elsje. ➤ There were 58 sponsors for the golf day, with 112 players; and more on the waiting list. ➤ Everyone wants to be part of the estate ➤ Golf Digest contacted the Golf Club and HOA for a listing in their December 2016 issue ➤ An estate without rules = chaos in a month. <p>Mr. H Boning:</p> <ul style="list-style-type: none"> ➤ Very happy with rules ➤ Lived in Bloemfontein in an area overrun with students and dogs ➤ Bought in the estate specifically for the calm and quiet ➤ Suggests rules for meetings as well <p>Mr. O Ehrensperger:</p> <ul style="list-style-type: none"> ➤ Lived on estate for 15 years ➤ Enjoys the wonderful relationship with golf club ➤ Commends the Board for their continued effort ➤ Ask the 2 owners to sit down with Board and discuss issues <p>M. Du Toit:</p> <ul style="list-style-type: none"> ➤ New residents ➤ Properties not available is not factually correct ➤ Agents warn that estate is overregulated ➤ They bought for security purposes <p>Mr. J Alexander:</p> <ul style="list-style-type: none"> ➤ Mr. Alexander is a resident agent ➤ Never had negative comments on rules ➤ Must take negative comments from agents with pinch of salt ➤ No reason to relax rules. <p>Chairman:</p> <ul style="list-style-type: none"> ➤ Goal is to resolve issues with 2 owners ➤ Thanked the Board for their backing ➤ Estate is running well and thanked everyone involved | | |
| 10.2 | MR. C PILLAY – REAPPOINTMENT OF MANAGING | | |

| | | | |
|-----------|---|--|--|
| | AGENT | | |
| | <p>Mr. Pillay stated that there should also be a vote on the managing agents of the estate as to whether continue with them or find alternatives.</p> <p>The directors informed the meeting that in terms of the MOI, the decision to appoint the managing agent rests solely in the Board of Directors.</p> | | |
| 11 | GENERAL | | |
| | | | |
| | | | |
| | <p>In conclusion appreciation was expressed to the Board for cost control and a good financial year end figures.</p> <p>Mr. Blythe-Wood stated it is a goal to resolve the issues with the 2 owners.</p> <p>Mr Blythe-Wood thanked his fellow board members, also the majority members who complied throughout the year and Status Mark.</p> <p>The meeting adjourned at 12H12</p> <p>Distribution: Minutes book All owners</p> | | |

CHAIRMANS REPORT DECEMBER 2017

It is with pleasure that I present the 2016 /17 Chairman s report for the Mossel Bay Golf Estate. I wish to thank everybody involved in the day to day management of the Estate. And a big thank you to the Status Mark team and Sias Koen for all the support received.

DIRECTORS PORTFOLIOS

J R BLYTHE-WOOD :CHAIRMAN and ENVIRONMENT
MARTIN SMITH :P R and MARKETING / GOLF CLUB
GABRIEL SMITH :ARB / GOLF CLUB
PIETER VENTER :SECURITY
KOSIE OTTO :MAINTAINCE
CAREL KUUN :RULES and REGULATIONS / ARB
C PILAY :FINANCE (resigned in April 17)
J P SNYMAN :FINANCE from April 17

FINANCES

Koos Snyman was co-opted onto the BOD (board of directors) when Pillay resigned in April.

It is a pleasure to report that we have received an unqualified audit and that the finances are healthy and in good shape. The situation should be seen against the background of annual increase of 6,6% over the last 4 years. We have over R 1,500,000 set aside in investments. We thank all the Members who are paying their levies. We have 2 erven in liquidation and 2 owners in arrears and the subject of legal proceedings. Pressure on cost control remains high, but the Directors are trying to keep levy increases within acceptable limits. We remain open to any creative suggestions to help in this regard. The annual increase for 2018 is set at 9%

P R and MARKETING

The Department has sent out news letters and news flashes through the year, as well as organised two Golf days. The April Golf day was for Home Owners only, and Niel van Heerden was crowned the Mens Champion, and Cathy Bell the ladies Champion. The December Golf day raises funds for a local Charity and is open to all Golfers. Last year R 50,000 was raised and we hope to exceed this in 2017. The HOA is proud to be recognized as one of the most proactive Estates in Mossel Bay in this regard. The next Golf day is on 3 December 2017, when we will raise funds for the Hartenbos Elderly Care Service / Hartenbos Bejaardesorgdiens. The "information meeting, including cheese and wine" proved to be a success and we will have more of them in 2018.

SECURITY

Thorburn Security provides the Guards, and Suiderkruis the Response Vehicle. This works well. The deputy Estate Manager, Irene Karolus handles the day to day security with Sias Koen, the Estate Manager, and consolidates all the security aspects. We have excellent Video Camera coverage at the Gates 24/7, live Electric fencing along the East, North and West boundary, a response vehicle on the Estate 24/7, just a call away, and a new guard hut and boom control at the Golf Club. There have been no Break ins or Criminal activity on the Estate for 23 months. The monthly levy includes armed response and the monitoring of the alarm if you have one. This Estate has a reputation for good security, and the Board feel there is no need to spend Capital to enhance it at present but will do so if necessary. (this is Budget dependent) Thank you to the Members for appreciating that Security depends on co operation with the security provider, and we all need to take responsibility for our actions to ensure we have a secure environment on the Estate. A word of thanks to Thorburn, Suiderkruis, the Estate management and all involved in delivering a great service during the year.

RULES and REGULATIONS

The past year has been fairly uneventful and most Residents seem to live in harmony on the Estate. There are two outstanding matters involving Members who disagree with the interpretation of the MOI and the HOA Board are doing everything they can to finalise the disputes.

Minor changes were proposed to the Rules and Regulations at last year's AGM, as recommended by our advisors "Paddocks". These dealt with the definition of "occupier", the numbering of the clauses, and the most important change being that Tenants are also permitted to keep a Pet, which was not allowed before.

The Directors are asking that you support this by agreeing to Ordinary Resolution 1.

The Directors have also finalised the Schedule of Penalties, which is required by the MOI. The present arrangement is that Directors may award penalties up to 12 months Levy, and we feel this is excessive. The new schedule is Ordinary Resolution 2, and we ask that you support this Resolution.

ENVIRONMENT

The clearing of the Nature Reserve has been completed from the Estate Boundary up to the walking trail, and we plan to revisit the area every year to remove the regrowth. Devastating Fires along the Garden Route focused our attention on improving our own Estate awareness to such happenings, and we have been busy with preventative measures to safe guard the assets.

MAINTAINENCE

The Exit Gate at Schoeman Street has been repaired and a new motor installed, which improves the exit procedure. The Church St. Parking area was improved with stone chip, and the Cameras upgraded. A Golf Cart was purchased for the Assistant Estate Manager so she can get around the Estate. One Stand-by Electric Generator was replaced and many other repairs carried out during the year. A Protea Garden was planted in Argyle St.

ARCHITECTURAL REVIEW BOARD

Gabriel Smith was joined by Carel Kuun and supported by local Architect Dawie Nel to oversee the ARB this last year. Since 2012, the start of the Obligation to Build, (OTB) 77 plots were vacant, and there are now 24. This is summarised as follows;

Designs received = 2

12 months exemption due to new owners = 2

Under liquidation = 2

Under OTB penalties paid to date = 15

No activity and OTB not paid = 3

The OTB has had the desired effect and the Directors recommend keeping the penalty the same as voted for last year, i.e; 1 months levy.

GENERAL

I am of the opinion that the Estate is run well, with very few problems. The Golf Club, having experienced a few Financial difficulties last year, is now on track and the HOA/ Golf Club relationship is one of; "the success of the Estate is directly related to the success of the Golf Club and vice versa".

The Co-operation agreement between the two parties work well, and will be up for renewal in 2020.

Two of our members Mr. Sakkie Morrison and Mr. Martin Smith have been elected onto the Golf Committee.

J.R BLYTHE-WOOD

CHAIRMAN.



MOSSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association incorporated under section 21 of the Companies Act 1973 (as amended)

P.O. Box 567 • MOSSSEL BAY 6500 • Western Cape • South Africa • Tel: 044 691 3054 • Fax: 044 691 1520
E-Mail: status2@status-mark.co.za • Website: www.mosselbaygolfestate.co.za

Annual General Meeting 20 December 2017

ORDINARY RESOLUTION 1: Conduct Rules

Background:

In terms of the MOI as approved, and the Board as elected by the members; the Directors are empowered to make Rules for the Estate.

At the AGM of December 2016, many owners did not know what the content of the new Conduct Rules were, and more specifically; how it affected them. The suggestion from the floor was that the owners see the Rules as well as the changes, to make an informed decision.

Subsequent to the AGM, the Board circulated a side by side comparison of the new rules with the old rules. After which many owners expressed their satisfaction with the new rules, and also noted that no major changes were implemented.

The Board however feels that to promote transparency, the members must vote on the Conduct Rules to approve them in their form as revised by Paddocks.

By Order of the Board



MOSSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association incorporated under section 21 of the Companies Act 1973 (as amended)

P.O. Box 567 • MOSSSEL BAY 6500 • Western Cape • South Africa • Tel: 044 691 3054 • Fax: 044 691 1520
E-Mail: status2@status-mark.co.za • Website: www.mosselbaygolfestate.co.za

MOSSSEL BAY GOLF ESTATE: Conduct Rules

Verbatim Overview of 2016 Rules (Paddocks) compared versus previous 2013 Rules:

NOTE: As a result of the 8 December 2016 AGM the “updated” conduct rules were distributed to homeowners. Subsequently the qualification about “only cosmetic changes” was challenged, based on unsubstantiated sweeping statements. No response by directors to false accusations invariably creates negative perceptions, thus for sake of complete transparency a line-by-line comparison (left column 2016 Rules and right column previous 2013 Rules) is herewith provided.

CONCLUSION: The 2016 Rules revision is an almost exact repeat of the 2013 Rules. Incidentally, Paddocks at the time had qualified the conduct rules of MBGE as “comparably best of all housing estates”. The comparison below proves exactly the report back of 8 December 2016. You are invited to check the below-listed rules line-by-line for own peace of mind. Conclusively there are no “major material differences”. It is granted that perhaps the previous general reference, instead of detailed explanation, might have led to perceived “distrust”, for which an apology is herewith tendered by the directors. Hence the 2016 Rules (effectively previous 2013 Rules) are applicable in all respects.

Date: 16 January 2017

Board of Directors

| 2016 Rules (Paddocks) | 2013 Rules (Previous) |
|---|---|
| <p>INTRODUCTION <i>(exact repeat)</i> These rules have been established in terms of the Memorandum of Incorporation of the Mossel Bay Golf Estate Home Owners Association NPC (“the HOA”). These rules are binding on all registered members of the HOA, who are responsible for ensuring that their family members, employees, guests, tenants and occupiers (including nominated occupiers), as may be applicable, abide by and respect these conducts rules. In respect of the interpretation of these rules the decision of the Directors of the HOA is final and binding.</p> | <p>INTRODUCTION These rules have been established in terms of the Memorandum of Incorporation of the Mossel Bay Golf Estate Home Owners Association NPC (“the HOA”). These rules are binding on all registered members of the HOA, who are responsible for ensuring that their family members, employees, guests, tenants and occupiers (including nominated occupiers), as may be applicable, abide by and respect these conducts rules. In respect of the interpretation of these rules the decision of the Directors of the HOA is final and binding.</p> |
| <p>DEFINITIONS <i>(solely added definition of “occupier”)</i> In these conduct rules unless the context otherwise indicates – a. “common area” means: the land as defined in the Memorandum of Incorporation of the HOA; b. “common property” means: the property as defined in the Sectional Titles Act 95 of 1986 (as amended); c. The meaning of “vehicle” includes: caravans, boats, trailers and golf carts. d. “occupier” includes “nominated occupier” in the case of legal persons.</p> | <p>DEFINITIONS In these conduct rules unless the context otherwise indicates – a. “common area” means: the land as defined in the Memorandum of Incorporation of the HOA; b. “common property” means: the property as defined in the Sectional Titles Act 95 of 1986 (as amended); c. The meaning of “vehicle” includes: caravans, boats, trailers and golf carts.</p> |
| <p>1. ANIMALS, REPTILES AND BIRDS <i>(almost exact repeat; 1.2.11 expanded; reference to “tenant” deleted; and irrelevant numbering changes)</i></p> | <p>1. ANIMALS, REPTILES AND BIRDS</p> |

2016 Rules (Paddocks)

1.1 An owner or occupier of an erf or a unit shall not, without the consent in writing of the Directors, which approval may not be unreasonably withheld, keep any animal, reptile or bird in an erf, unit, or on the common property. An owner or occupier must apply for such consent on the prescribed application form, attached hereto marked Annexure "A".

1.2 When granting such approval, the Directors may prescribe any reasonable condition, including, but not limited to the following conditions:

1.2.1 Only one pet per erf will be allowed;

1.2.2. Only one (1) small type of dog (of which the weight of the specific breed is not more than fifteen kilograms (15kg)) will be allowed;

1.2.3. No dog will at any time be allowed within the boundary of the Conservation area;

1.2.4. Any dog outside the premises of the owner must be on a leash at all times or kept in approved enclosure;

1.2.5. Aggressive or vicious behavior of dogs will not be tolerated;

1.2.6. Excessive barking will be regarded as a nuisance and will not be tolerated (the Local Authority by-laws relating to pets will be strictly enforced. These by-laws make provision for criminal proceedings to be instigated in instances where due consideration is not given to neighbors);

1.2.7. Fouling of gardens, lawns and public area will not be tolerated and the owner of the offending pet will be responsible for the removal of any droppings;

1.2.8. Kennels housing animals shall be screened from public view in such a manner that it shall not constitute a disturbance or nuisance to adjoining properties or other owners or occupiers;

1.2.9. Every pet must wear a collar with a tag indicating the name and telephone number of the owner. Stray pets without identification will be apprehended and handed to the Municipal pound or RSPCA;

1.2.10. The HOA Board reserves the right to insist that the owner remove a pet should it become a nuisance;

1.2.11. Cats must be kept inside owner's house or premises at all times or in an approved cattery. ***If the cat is outside on the premises it must be under the visual supervision of the owner at all times. No cat will be allowed outside premises on common property.***

1.3. The Directors may withdraw such approval in the event of any breach of any condition prescribed in terms of rule 1.2.

2013 Rules (Previous)

1.1 An owner or occupier of an erf or a unit shall not, without the consent in writing of the Directors, which approval may not be unreasonably withheld, keep any animal, reptile or bird in an erf, unit, or on the common property. An owner or occupier must apply for such consent on the prescribed application form, attached hereto marked Annexures "B" and "C".

1.2 When granting such approval, the Directors may prescribe any reasonable condition.

Annexure C:

i. Only one pet per erf will be allowed;

(Under heading): Only one (1) small type of dog (of which the weight of the specific breed is not more than fifteen kilograms (15kg)) will be allowed;

a. No dog will at any time be allowed within the boundary of the Conservation area;

b. Any dog outside the premises of the owner must be on a leash at all times or kept in approved enclosure;

c. Aggressive or vicious behavior of dogs will not be tolerated;

d. Excessive barking will be regarded as a nuisance and will not be tolerated (the Local Authority by-laws relating to pets will be strictly enforced. These by-laws make provision for criminal proceedings to be instigated in instances where due consideration is not given to neighbors);

e. Fouling of gardens, lawns and public area will not be tolerated and the owner of the offending pet will be responsible for the removal of any droppings;

f. Kennels housing animals shall be screened from public view in such a manner that it shall not constitute a disturbance or nuisance to adjoining properties or other owners or occupiers;

g. Every pet must wear a collar with a tag indicating the name and telephone number of the owner. Stray pets without identification will be apprehended and handed to the Municipal pound or RSPCA;

h. The HOA Board reserves the right to insist that the owner remove a pet should it become a nuisance;

j. Cats must be kept inside owner's house or premises at all times or in an approved cattery.

1.3 The Directors may withdraw such approval in the event of any breach of any condition prescribed in terms of rule 1.2.

1.4 Tenants will not be allowed to keep any animal in a unit, erf or common property at all.

| 2016 Rules (Paddocks) | 2013 Rules (Previous) |
|--|---|
| <p>1.4. No visitor will be allowed to bring any animal into the Mossel Bay Golf Estate.</p> | <p>No visitor will be allowed to bring any animal into the Mossel Bay Golf Estate.</p> |
| <p>2. USE OF PROPERTIES <i>(exact repeat; irrelevant numbering changes)</i></p> <p>2.1 No business activity may be conducted from any erf or unit.</p> <p>2.2 Rezoning of properties and Departures will not be permitted.</p> <p>2.3 Pertaining to any section or unit a maximum of three (3) persons per bedroom will be allowed.</p> <p>2.4 Caravans, tents, or similar accommodation is not permitted.</p> <p>2.5 Invasive alien vegetation and cosmopolitan herbaceous weeds, as defined in the Environmental Management Plan of June 2001, or any amended plan may not be planted on the Estate. These species must be systematically eradicated. A copy of the EMP is available for perusal at the office of the managing agent.</p> | <p>2. USE OF PROPERTIES</p> <p>2.1 No business activity may be conducted from any erf or unit.</p> <p>2.2 Rezoning of properties and Departures will not be permitted.</p> <p>House Rule 8: Occupant Density</p> <p>8.1. A maximum of three (3) persons per bedroom will be allowed.</p> <p>8.3. Caravans, tents, or similar accommodation is not permitted.</p> <p>House Rules 6 Environmental Directive</p> <p>Invasive alien vegetation and cosmopolitan herbaceous weeds, as defined in the Environmental Management Plan of June 2001, or any amended plan may not be planted on the Estate. These species must be systematically eradicated. A copy of the EMP is available for perusal at the office of the managing agent.</p> |
| <p>3. MOSSEL BAY GOLF CLUB <i>(exact repeat; irrelevant numbering changes)</i></p> <p>3.1 The Mossel Bay Golf Club is a Municipal club reserved for its members and does not in any way comprise part of the HOA.</p> <p>3.2 By agreement, owners and tenants of a unit or erf may use the club house and driving range facilities at any time under the same rules, conditions, fees and charges as would apply to any other visitor to the club.</p> <p>3.3 Use of the golf course and the payment of the required fees must be arranged with/paid to officials of the club prior to the commencement of play.</p> <p>3.4 An owner, tenant, their family and friends, may, entirely at their own risk and subject to the rules of the Club and the rights of its members:</p> <p>3.4.1 Jog or walk on the course at quiet times. Such activity must not disturb or interfere with golfers;</p> <p>3.4.2 Drive a golf cart along roads and cart paths of the Club if in possession of a valid driver's license.</p> <p>3.5 An owner or occupier may not:</p> <p>3.5.1 Allow children and pets onto the golf course without adult supervision;</p> <p>3.5.2 Play or practice golf on the course except by arrangement with the club's officials;</p> <p>3.5.3 Braai or picnic on the course;</p> <p>3.5.4 Use the course frontage as access to owner's property;</p> <p>3.5.5 Dump or stockpile building / spoil material on the course;</p> <p>3.5.6 Cut or trim any vegetation on the course;</p> <p>3.5.7 Fish or swim in any facility on the Golf Course;</p> <p>3.5.8 Feed wild animals including Guinea Fowl and Franklins.</p> | <p>3. MOSSEL BAY GOLF CLUB</p> <p>The Mossel Bay Golf Club is a Municipal club reserved for its members and does not in any way comprise part of the HOA.</p> <p>By agreement, owners and tenants of a unit or erf may use the club house and driving range facilities at any time under the same rules, conditions, fees and charges as would apply to any other visitor to the club.</p> <p>Use of the golf course and the payment of the required fees must be arranged with/paid to officials of the club prior to the commencement of play.</p> <p>3.1. The following must be adhered to:</p> <p>An owner, tenant, their family and friends, may, entirely at their own risk and subject to the rules of the Club and the rights of its members:</p> <p>3.1.1 Jog or walk on the course at quiet times. Such activity must not disturb or interfere with golfers;</p> <p>3.1.2 Drive a golf cart along roads and cart paths of the Club if in possession of a valid driver's license.</p> <p>An owner may not:</p> <p>3.2.1 Allow children and pets onto the golf course without adult supervision;</p> <p>3.2.2 Play or practice golf on the course except by arrangement with the club's officials;</p> <p>3.2.3 Braai or picnic on the course;</p> <p>3.2.4 Use the course frontage as access to owner's property;</p> <p>3.2.5 Dump or stockpile building / spoil material on the course;</p> <p>3.2.6 Cut or trim any vegetation on the course;</p> <p>House Rules 2: Prohibited</p> <p>2.1. Practicing golf in any area other than the official driving range belonging to the golf club;</p> <p>2.2. Throwing of stones in the vicinity of buildings,</p> |

2016 Rules (Paddocks)

2013 Rules (Previous)

| | |
|--|---|
| | <p>cars, etc; 2.3. Playing or walking in flower beds; 2.4. Play or climb on roofs; 2.5. Ballgames, except on any future designated playground area; 2.6. Toys (e.g. plastic motorbikes), that cause excessive noise; 2.7. Fireworks; 2.8. Quad bikes; 2.9. Driving golf carts without a valid driver's license; 2.10. Fishing or swimming in any facility on the Golf Course; 2.11. Feeding wild animals including Guinea Fowl and Franklins.</p> |
| <p>4. NOISE / DISTURBANCE (<i>exact repeat; irrelevant numbering changes</i>) 4.1 No drilling, grinding, hammering, sawing, etc. shall be allowed after 21:00 daily. No noise capable of disturbing neighbors shall be allowed after 22:00 daily. 4.2 Permanent residents must allow holiday makers to also enjoy themselves within reason. 4.3 The pool and braai areas are for the enjoyment of all owners, their friends and tenants and must be kept clean at all times. Rules displayed on fence/gate must be adhered to at all times. 4.4 No activity or hobby which would cause a nuisance to fellow occupants may be conducted within the Mossel Bay Golf Estate. 4.5 The volume of music or electronic instruments, partying and the activities of residents, guests and domestics should be kept at a level so as not to be a nuisance to other members and occupiers.</p> | <p>House Rule 4: NOISE / DISTURBANCE 4.1 Quiet times - no drilling, grinding, hammering, sawing, etc. shall be allowed after 21:00 daily. No noise capable of disturbing neighbours shall be allowed after 22:00 daily. 4.2 Permanent residents must allow holiday makers to also enjoy themselves within reason. 4.3 The pool and braai areas are for the enjoyment of all owners, their friends and tenants and must be kept clean at all times. Rules displayed on fence/gate must be adhered to at all times. 4.4 No activity or hobby which would cause a nuisance to fellow occupants may be conducted within the Mossel Bay Golf Estate. 4.5 The volume of music or electronic instruments, partying and the activities of residents, guests and domestic help should be kept at a level so as not to be a nuisance to adjoining properties.</p> |
| <p>5. SUPERVISION OF CHILDREN (<i>exact repeat; irrelevant numbering changes</i>) 5.1 Owners and tenants will be held responsible for any damage to property caused by their children. 5.2 Lawns, walkways, gardens, etc. on the common area/common property are available for recreation and enjoyment by all owners and occupiers. Strict rules regarding playing games etc. are thought unnecessary provided that parents keep reasonable control of their children's activities regarding noise, games/practices, vandalism, etc. The following conduct, including but not limited to, is strictly prohibited: 5.3.1 Practice golf in any area other than the official driving range belonging to the golf club; 5.3.2 Throw stones in the vicinity of buildings, cars, etc; 5.3.3 Play or walk in flower beds; 5.3.4 Play or climb on roofs; 5.3.5 Play ballgames, except on any future designated playground area; 5.3.6 Allow toys (e.g. plastic motorbikes), that cause excessive noise;</p> | <p>SUPERVISION OF CHILDREN Annexure A: 1 Owners and tenants will be held responsible for any damage to property caused by their children. Lawns, walkways, gardens, etc. on the common area/common property are available for recreation and enjoyment by all owners and occupiers. Strict rules regarding playing games etc. are thought unnecessary provided that parents keep reasonable control of their children's activities regarding noise, games/practices, vandalism, etc.</p> |

2016 Rules (Paddocks)

2013 Rules (Previous)

| | |
|--|--|
| <p>5.3.7 Discharge fireworks; 5.3.8 Utilise quad bikes; 5.3.9 Drive golf carts without a valid driver's license;</p> | |
| <p>6. SECURITY (exact repeat; irrelevant numbering changes) 6.1 All owners, tenants and other persons granted rights of occupancy, are obliged to adhere to all security rules as determined by the directors. 6.2 Security protocol at the entrance gates must be adhered to at all times. 6.3 The Golf Estate at the entrance gates shall provide an access control system, which shall be manned 24 hours per day. As all stakeholders are responsible for security, residents have to ensure the safety and protection of their own private property as well. The perimeter wall and electric fencing serve as a deterrent and detection function and are not guaranteed to prevent a determined attempt at intrusion into the Golf Estate. 6.4 The ID card system for permanent workers, temporary workers, and contractor representatives must be conscientiously enforced by every owner with respect to people in their employ. 6.5 All attempts of burglaries must be reported to a member of the security staff or the security sub-committee as soon as possible. 6.6 It will be considered a serious breach of security should an owner give their access card to any other person, for use by that person, for whatever reason. 6.7 Pedestrian visitors wishing to enter the Estate must be accompanied by the resident to be visited. 6.8 Building contractors and other contractors having business in the Golf Estate together with their permanent and temporary workers have to conform to the standing access procedure as determined by the Board from time to time. Building contractors shall furnish the Estate Manager with all the documentation as may be required including police clearance if and when required. 6.9 Residents may employ private security companies should they wish to do so. This in no way excludes them from the security regulations put in place by the HOA. 6.10 The entrance to the Golf Estate is equipped with a computerized access control system for the safety of residents. The co-operation of all residents is needed to ensure the successful operation of the system. Residents shall comply with the access control procedures resulting from these rules. 6.11 Tailgating of any vehicles at any entry/exit</p> | <p>7. SECURITY All owners, tenants and other persons granted rights of occupancy, are obliged to adhere to all security rules as determined by the directors. Security protocol at the entrance gates must be adhered to at all times. The Golf Estate at the entrance gates shall provide an access control system, which shall be manned 24 hours per day. As all stakeholders are responsible for security, residents have to ensure the safety and protection of their own private property as well. The perimeter wall and electric fencing serve as a deterrent and detection function and are not guaranteed to prevent a determined attempt at intrusion into the Golf Estate. The ID card system for permanent workers, temporary workers, and contractor representatives must be conscientiously enforced by every owner with respect to people in their employ. All attempts of burglaries must be reported to a member of the security staff or the security sub-committee as soon as possible. It will be considered a serious breach of security should an owner give their access card to any other person, for use by that person, for whatever reason. Pedestrian visitors wishing to enter the Estate must be accompanied by the resident to be visited. Building contractors and other contractors having business in the Golf Estate together with their permanent and temporary workers have to conform to the standing access procedure as determined by the Board from time to time. Building contractors shall furnish the Estate Manager with all the documentation as may be required including police clearance if and when required. House Rules 7.1: Security Residents may employ private security companies should they wish to do so. This in no way excludes them from the security regulations put in place by the HOA. <i>All private security is the responsibility of the resident.</i> House Rule 7.2: Access Control The entrance to the Golf Estate is equipped with a computerized access control system for the safety of residents. The co-operation of all residents is needed to ensure the successful operation of the system. Residents shall comply with the access control procedures resulting from these rules. Tailgating of any vehicles at any entry/exit boom is</p> |

2016 Rules (Paddocks)

2013 Rules (Previous)

| | |
|---|--|
| <p>boom are prohibited and liable to a fine. 6.12 Access by non-residents to the Mossel Bay Golf Estate via the Golf Club entrance is not allowed.</p> <p>6.13 An owner or person authorized by him, may not without prior written approval install – a. a locking device, safety gate or burglar bars for the protection of his unit or erf; or b. a screen or other device to prevent the entry of animals or insects</p> | <p>prohibited and liable to a fine. Access by non-residents to the Mossel Bay Golf Estate via the Golf Club entrance is not allowed.</p> <p>6.1. Damage, Alterations or Additions to Common Areas / Property An owner or person authorized by him, may not install – a. any locking device, safety gate or burglar bars for the protection of his unit or erf; or b. any screen or other device to prevent the entry of animals or insects</p> |
| <p>7. REFUSE DISPOSAL (exact repeat; irrelevant numbering changes) 7.1 An owner or occupier of a unit or erf shall: 7.1.1 Maintain in a hygienic and dry condition, a receptacle for refuse within his unit or erf or on such part of the common property as may be authorized by the directors/trustees in writing; 7.1.2 Ensure that before refuse is placed in such receptacle it is securely wrapped, or in the case of tins or other containers, completely drained;</p> <p>7.1.3 For the purpose of having the refuse collected, place such refuse outside for removal only on a Monday morning before 08:30, alternatively refuse bags must be taken to the designated area at the Church Street entrance. Refuse bags being put on sidewalks out of the normal collection time, only on Mondays before 08h30, will be removed at a rate of R100 per removal which amount will be debited to the owners levy account.</p> <p>7.2 An owner or occupier of a unit shall not allow any refuse for the disposal, of which he is responsible, to be stored on any part of the common property or in sight from any part of the common area or the golf course.</p> <p>7.3 An owner or occupier of a unit shall comply with such directive and not dispose or allow the disposal of any refuse, waste, or rubbish in any other manner than as provided.</p> | <p>4. REFUSE DISPOSAL An owner or occupier of a unit or erf shall: 4.1. Maintain in a hygienic and dry condition, a receptacle for refuse within his unit or erf or on such part of the common property as may be authorized by the directors/trustees in writing; 4.2. Ensure that before refuse is placed in such receptacle it is securely wrapped, or in the case of tins or other containers, completely drained; See annexure D: An owner or occupier of a unit shall: For the purpose of having the refuse collected, place such refuse outside for removal only on a Monday morning before 08:30, alternatively refuse bags must be taken to the designated area at the Church Street entrance. Refuse bags being put on sidewalks out of the normal collection time, only on Mondays before 08h30, will be removed at a rate of R100 per removal which amount will be debited to the owners levy account.</p> <p>An owner or occupier of a unit shall not allow any refuse for the disposal, of which he is responsible, to be stored on any part of the common property or in sight from any part of the common area or the golf course.</p> <p>An owner or occupier of a unit shall comply with such directive and not dispose or allow the disposal of any refuse, waste, or rubbish in any other manner than as provided.</p> |
| <p>8. VEHICLES (exact repeat; irrelevant numbering changes) 8.1 No owner, occupier or visitor shall park or stand any vehicle upon a common area/common property, or permit or allow any vehicle to be parked or stood upon a common area/common property in a manner which creates a nuisance to the owner or occupier of another unit or erf. 8.2 The Directors may instruct the removal (by towing away) any vehicle parked, standing or abandoned on a common area/common property without the Directors prior written consent. The risk and expense of removal pertaining to the above will be for the owner of the vehicle, 8.3 Owners and occupiers of units or erven shall</p> | <p>5. VEHICLES 5.1 No owner, occupier or visitor shall park or stand any vehicle upon a common area/common property, or permit or allow any vehicle to be parked or stood upon a common area/common property in a manner which creates a nuisance to the owner or occupier of another unit or erf. 5.2 The Directors may instruct the removal (by towing away) any vehicle parked, standing or abandoned on a common area/common property without the Directors prior written consent. The risk and expense of removal pertaining to the above will be for the owner of the vehicle, 5.3 Owners and occupiers of units or erven shall</p> |

2016 Rules (Paddocks)

ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid onto a common area/common property or in any other way deface a common area/common property.

8.4 No owner or occupier shall be permitted to dismantle or affect major repairs to any vehicle on any portion of a common area/common property, their unit or erf without the written approval of the Directors/trustees.

8.5 Caravans, boats, and trailers may not be parked on a common area/common property.

8.6 An owner or occupier of a unit shall be allowed to park their caravan, trailer or boat visibly on their property for a maximum of 72 hours.

8.7 The parking of vehicles, including boats, caravans and trailers, is done at the risk of the owner of the vehicle and no responsibility or liability shall be attached to the HOA for any loss or damage of whatever nature which the owner, or any person claiming through or under him, may suffer as a consequence of his vehicle having been parked on the common property or roads within the estate.

8.8 No person may reside or sleep in a vehicle, trailer or caravan on the Estate.

8.9 The speed limit on the Estate is 25 km/h.

8.10 Residents are reminded that golfers, children and other pedestrians will frequently cross streets on the Estate and should approach all designated crossings with extreme caution.

8.11 The streets are intended to allow the movement of all occupants, whether by foot or mechanical means.

8.12 Unlicensed drivers are not permitted to drive any vehicle, including golf carts, on the Estate.

8.13 Vehicles may not be parked in such a manner as to cause an obstruction to traffic.

9. DAMAGE ALTERATIONS OR ADDITIONS TO THE COMMON AREAS/ COMMON PROPERTY *(exact repeat; irrelevant numbering changes)*

9.1 An owner or occupier of a unit or erf shall not mark, paint, drive nails or screws or the like into, or otherwise damage, or alter, any part of the common areas/common property.

10. APPEARANCE FROM OUTSIDE *(exact repeat; irrelevant numbering changes)*

10.1 The owner or occupier of a unit or erf shall not, without the consent in writing of the Directors/trustees, place or do anything on any part of the common area/common property, his unit or erf including balconies, patios, stoeps, fences and gardens which is aesthetically displeasing or

2013 Rules (Previous)

ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid onto a common area/common property or in any other way deface a common area/common property.

5.4 No owner or occupier shall be permitted to dismantle or affect major repairs to any vehicle on any portion of a common area/common property, their unit or erf without the written approval of the Directors/trustees.

5.5 Caravans, boats, and trailers may not be parked on a common area/common property.

See annexure E:

An owner or occupier of a unit shall be allowed to park their caravan, trailer or boat on the owner's property for a maximum of 72 hours.

The parking of vehicles, including boats, caravans and trailers, is done at the risk of the owner of the vehicle and no responsibility or liability shall be attached to the HOA for any loss or damage of whatever nature which the owner, or any person claiming through or under him, may suffer as a consequence of his vehicle having been parked on the common property or roads within the estate.

No person may reside or sleep in a vehicle, trailer or caravan on the Estate.

16. SPEEDING

The speed limit on the Estate is 25 km/h.

10. Use of the Streets

Residents are reminded that golfers, children and other pedestrians will frequently cross streets on the Estate and should approach all designated crossings with extreme caution.

The streets are intended to allow the movement of all occupants, whether by foot or mechanical means.

Unlicensed drivers are not permitted to drive any vehicle, including golf carts, on the Estate.

Vehicles may not be parked in such a manner as to cause an obstruction to traffic.

6. DAMAGE ALTERATIONS OR ADDITIONS TO THE COMMON AREAS/ COMMON PROPERTY

6.1 An owner or occupier of a unit or erf shall not mark, paint, drive nails or screws or the like into, or otherwise damage, or alter, any part of the common areas/common property, **without first obtaining written consent of the director/trustees.**

7. APPEARANCE FROM OUTSIDE

The owner or occupier of a unit or erf shall not, without the consent in writing of the Directors/trustees, place or do anything on any part of the common area/common property, his unit or erf including balconies, patios, stoeps, fences and gardens which is aesthetically displeasing or

| 2016 Rules (Paddocks) | 2013 Rules (Previous) |
|--|---|
| <p>undesirable when viewed from the outside.</p> <p>10.2 Application to install a satellite dish, TV antenna or air conditioning unit must be forwarded in writing for approval by the directors. Satellite dishes, TV antennas and air conditioning units are not allowed on balconies.</p> | <p>undesirable when viewed from the outside.</p> <p>House Rules: DStv, Antennas and Air-conditioning</p> <p>Application to install a satellite dish, TV antenna or air conditioning unit must be forwarded in writing for approval by the directors. Satellite dishes, TV antennas and air conditioning units are not allowed on balconies.</p> |
| <p>11. SIGNS AND NOTICES <i>(exact repeat; irrelevant numbering changes)</i></p> <p>11.1 No owner or occupier of a section, unit or erf shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common area/common property, their unit or erf so as to be visible from outside the unit or erf without obtaining written consent from the directors/trustees.</p> <p>11.2 Estate agent boards will not be permitted other than on “on show” days.</p> | <p>8. SIGNS AND NOTICES</p> <p>8.1, No owner or occupier of a section, unit or erf shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common area/common property, their unit or erf so as to be visible from outside the unit or erf without obtaining written consent from the directors/trustees.</p> <p>8.2. Estate agent boards will not be permitted other than on “on show” days.</p> |
| <p>12. LITTERING <i>(exact repeat; irrelevant numbering changes)</i></p> <p>12.1 An owner or occupier of a unit or erf shall not deposit, throw or permit or allow any rubbish, including dirt, cigarette butts, food scraps, builders rubble or any other litter whatsoever to be deposited or thrown on a common area/common property of the estate.</p> | <p>12. LITTERING</p> <p>An owner or occupier of a unit or erf shall not deposit, throw or permit or allow any rubbish, including dirt, cigarette butts, food scraps, builders rubble or any other litter whatsoever to be deposited or thrown on a common area/common property of the estate.</p> |
| <p>13. LAUNDRY <i>(exact repeat; irrelevant numbering changes)</i></p> <p>13.1 An owner or occupier of a unit or erf shall not, without the consent in writing of the directors/trustees, erect his own washing lines, nor hang any washing or laundry or any other items on any part of their unit or erf or the common property so as to be visible from outside their unit or erf but than in a designated walled area identified as approved on their building plan.</p> | <p>10. LAUNDRY</p> <p>An owner or occupier of a unit or erf shall not, without the consent in writing of the directors/trustees, erect his own washing lines, nor hang any washing or laundry or any other items on any part of their unit or erf or the common property so as to be visible from outside their unit or erf but than in a designated walled area identified as approved on their building plan.</p> |
| <p>14. STORAGE OF INFLAMMABLE MATERIAL <i>(exact repeat; irrelevant numbering changes)</i></p> <p>14.1 An owner or occupier shall not store any material, or do or permit any activity in his unit or on the common property which will or may increase the rate of the premium payable on any insurance policies as may be applicable to Sectional Title or sub-divided units.</p> | <p>11. STORAGE OF INFLAMMABLE MATERIAL</p> <p>An owner or occupier shall not store any material, or do or permit any activity in his unit or on the common property which will or may increase the rate of the premium payable on any insurance policies as may be applicable to Sectional Title or sub-divided units.</p> |
| <p>15. LETTING OF UNITS <i>(exact repeat; irrelevant numbering changes)</i></p> <p>15.1 All tenants of units and other persons granted rights of occupancy by any owner of the relevant unit are obliged to comply with these conduct rules, notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy.</p> <p>15.2 Should any owner let his property, he shall advise the HOA in writing that the property is to be leased. The Rules and Regulations shall form part</p> | <p>12. LETTING OF UNITS</p> <p>All tenants of units and other persons granted rights of occupancy by any owner of the relevant unit are obliged to comply with these conduct rules, notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy.</p> <p>House Rules 11: Tenants and Visitors</p> <p>Should any owner let his property, he shall advise the HOA in writing that the property is to be leased. The Rules and Regulations shall form part</p> |

2016 Rules (Paddocks)**2013 Rules (Previous)**

| | |
|---|--|
| <p>of the lease pack and the Lessor shall bind the Lessee to adhere to such rules.</p> <p>15.3 The owners or occupiers of any property within the Estate are liable for the conduct of their visitors, contractors, employees and tenants, and must ensure that such parties adhere to the Rules and Regulations.</p> | <p>of the lease pack and the Lessor shall bind the Lessee to adhere to such rules.</p> <p>The owners or occupiers of any property within the Estate are liable for the conduct of their visitors, contractors, employees and tenants, and must ensure that such parties adhere to the Rules and Regulations.</p> |
| <p>16. ERADICATION OF PESTS <i>(exact repeat; irrelevant numbering changes)</i></p> <p>16.1 An owner shall keep his section, unit or erf free of white ants, borer and other wood destroying insects and to this end shall permit the directors/trustees, the managing agent, and their duly authorized agents or employees, to enter upon his unit or erf from time to time for the purpose of inspecting the unit or erf and taking such action as may be reasonably necessary to eradicate any such pests. The costs of the inspection, eradication of any such pests as may be found within the unit or erf, replacement of any woodwork or other material forming part of such unit or erf which may be damaged by any such pests shall be borne by the owner of the unit or erf concerned.</p> | <p>13. ERADICATION OF PESTS</p> <p>An owner shall keep his section, unit or erf free of white ants, borer and other wood destroying insects and to this end shall permit the directors/trustees, the managing agent, and their duly authorized agents or employees, to enter upon his unit or erf from time to time for the purpose of inspecting the unit or erf and taking such action as may be reasonably necessary to eradicate any such pests. The costs of the inspection, eradication of any such pests as may be found within the unit or erf, replacement of any woodwork or other material forming part of such unit or erf which may be damaged by any such pests shall be borne by the owner of the unit or erf concerned.</p> |
| <p>17. BUILDINGS, STRUCTURES AND GARDENS <i>(exact repeat; irrelevant numbering changes)</i></p> <p>17.1 An owner or occupier of a section, unit or erf shall maintain in a neat and tidy condition and in a state of good repair all buildings or structures erected on his section, unit or erf. Furthermore the owner shall establish where applicable and maintain a garden.</p> <p>17.2 Properties must be maintained in a manner that is consistent with the standard and image of the Estate. Special attention must be given to cracked or broken window glass, plaster conditions and painting conditions of the property exterior, boundary walls and drive ways.</p> <p>17.3 Garden fences/walls forming part of the streetscape should be maintained and painted where necessary.</p> <p>17.4 No trees, plants or groundcover may be removed from the sidewalk without permission from the HOA Board. Planting should not obscure the vision of motorists. Structures such as fountains, rocks, large pots and planters may not be built or erected on sidewalks outside the stand boundary.</p> <p>17.5 Residents are expected to maintain a high standard of garden and pavement maintenance.</p> <p>17.6 Vacant stands must be kept clean on a regular basis to the satisfaction of the HOA, and if not maintained the HOA reserves the right to clean the stand at the owner's expense with prior notification.</p> <p>17.7 No alien vegetation may be planted or transplanted.</p> <p>17.8 Garden refuse may not be placed on the</p> | <p>14. BUILDINGS, STRUCTURES AND GARDENS</p> <p>An owner or occupier of a section, unit or erf shall maintain in a neat and tidy condition and in a state of good repair all buildings or structures erected on his section, unit or erf. Furthermore the owner shall establish where applicable and maintain a garden.</p> <p>Properties must be maintained in a manner that is consistent with the standard and image of the Estate. Special attention must be given to cracked or broken window glass, plaster conditions and painting conditions of the property exterior, boundary walls and drive ways.</p> <p>Garden fences/walls forming part of the streetscape should be maintained and painted where necessary.</p> <p>No trees, plants or groundcover may be removed from the sidewalk without permission from the HOA Board. Planting should not obscure the vision of motorists. Structures such as fountains, rocks, large pots and planters may not be built or erected on sidewalks outside the stand boundary.</p> <p>Residents are expected to maintain a high standard of garden and pavement maintenance.</p> <p>Vacant stands must be kept clean on a regular basis to the satisfaction of the HOA, and if not maintained the HOA reserves the right to clean the stand at the owner's expense with prior notification.</p> <p>No alien vegetation may be planted or transplanted.</p> <p>Garden refuse may not be placed on the pavements,</p> |

2016 Rules (Paddocks)**2013 Rules (Previous)**

| | |
|---|---|
| pavements, unless it is scheduled to be removed immediately. | unless it is scheduled to be removed immediately. |
| <p>18. CONDITIONS APPLICABLE TO SELF-CATERING ACCOMMODATION (<i>exact repeat; irrelevant numbering changes</i>)</p> <p>18.1 All self-catering accommodation establishments must be registered with the HOA.</p> <p>18.2 The maximum number of bedrooms in one self-catering accommodation establishment and number of guests will be dealt with individually by the Board of Directors.</p> <p>18.3 No facilities, e.g. catering or meetings whatsoever may be provided by an establishment for guests non-residents of that establishment</p> <p>18.4 Adequate onsite parking is to be provided: one bay per guest bedroom as well as parking for the permanent homeowner residents.</p> <p>18.5 No parking in the street or on other owner's property or common areas will be allowed.</p> <p>18.6 No activities that may disturb the occupants of another dwelling will be tolerated.</p> <p>18.7 The abovementioned conditions and any other rules of the HOA may not be contravened.</p> <p>18.8 The Estate rules must be brought to the attention of the guests and a hard copy must be available in every guest room.</p> <p>18.9 Tenants will not be allowed to operate a self-catering accommodation establishment.</p> | <p>ANNEXURE F: CONDITIONS APPLICABLE TO SELF-CATERING ACCOMMODATION</p> <p>1. All self-catering accommodation establishments must be registered with the HOA.</p> <p>2. The maximum number of bedrooms in one self-catering accommodation establishment and number of guests will be dealt with individually by the Board of Directors.</p> <p>3. No facilities, e.g. catering or meetings whatsoever may be provided by an establishment for guests non-residents of that establishment</p> <p>4. Adequate onsite parking is to be provided: one bay per guest bedroom as well as parking for the permanent homeowner residents.</p> <p>5. No parking in the street or on other owner's property or common areas will be allowed.</p> <p>6. No activities that may disturb the occupants of another dwelling will be tolerated.</p> <p>7. The abovementioned conditions and any other rules of the HOA may not be contravened.</p> <p>8. The Estate rules must be brought to the attention of the guests and a hard copy must be available in every guest room.</p> <p>9. Tenants will not be allowed to operate a self-catering accommodation establishment.</p> |



MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association incorporated under section 21 of the Companies Act 1973 (as amended)

P.O. Box 567
Tel. 044-691 3054

MOSSEL BAY 6500 South Africa
status2@status-mark.co.za Fax 044-691 1520

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION NPC

CONDUCT RULES

INTRODUCTION

These rules have been established in terms of the Memorandum of Incorporation of the Mosse Bay Golf Estate Home Owners Association NPC ("the HOA").

These rules are binding on all registered members of the HOA, who are responsible for ensuring that their family members, employees, guests, tenants and occupiers (including nominated occupiers), as may be applicable, abide by and respect these conducts rules.

In respect of the interpretation of these rules the decision of the Directors of the HOA is final and binding.

DEFINITIONS

In these conduct rules unless the context otherwise indicates –

- a. "common area" means: the land as defined in the Memorandum of Incorporation of the HOA;
- b. "common property" means: the property as defined in the Sectional Titles Act 95 of 1986 (as amended);
- c. The meaning of "vehicle" includes: caravans, boats, trailers and golf carts.
- d. "occupier" includes "nominated occupier" in the case of legal persons.

1. ANIMALS, REPTILES AND BIRDS

- 1.1 An owner or occupier of an erf or a unit shall not, without the consent in writing of the Directors, which approval may not be unreasonably withheld, keep any animal, reptile or bird in an erf, unit, or on the common property. An owner or occupier must apply for such consent on the prescribed application form, attached hereto marked Annexure "A".
- 1.2 When granting such approval, the Directors may prescribe any reasonable condition, including, but not limited to the following conditions:
 - 1.2.1 Only one pet per erf will be allowed;

AGM 2017

- 1.2.2 Only one (1) small type of dog (of which the weight of the specific breed is not more than fifteen kilograms (15kg)) will be allowed;
- 1.2.3 No dog will at any time be allowed within the boundary of the Conservation area;
- 1.2.4 Any dog outside the premises of the owner must be on a leash at all times or kept in approved enclosure;
- 1.2.5 Aggressive or vicious behavior of dogs will not be tolerated;
- 1.2.6 Excessive barking will be regarded as a nuisance and will not be tolerated (the Local Authority by-laws relating to pets will be strictly enforced. These by-laws make provision for criminal proceedings to be instigated in instances where due consideration is not given to neighbors);
- 1.2.7 Fouling of gardens, lawns and public area will not be tolerated and the owner of the offending pet will be responsible for the removal of any droppings;
- 1.2.8 Kennels housing animals shall be screened from public view in such a manner that it shall not constitute a disturbance or nuisance to adjoining properties or other owners or occupiers;
- 1.2.9 Every pet must wear a collar with a tag indicating the name and telephone number of the owner. Stray pets without identification will be apprehended and handed to the Municipal pound or RSPCA;
- 1.2.10 The HOA Board reserves the right to insist that the owner remove a pet should it become a nuisance;
- 1.2.11 Cats must be kept inside owner's house or premises at all times or in an approved cattery. If the cat is outside on the premises it must be under the visual supervision of the owner at all times. No cat will be allowed outside premises on common property.
- 1.3 The Directors may withdraw such approval in the event of any breach of any condition prescribed in terms of rule 1.2.
- 1.4 No visitor will be allowed to bring any animal into the Mossel Bay Golf Estate.

2. USE OF PROPERTIES

- 2.1 Subject to the provisions of clause 18, no business activity may be conducted from any erf or unit.
- 2.2 Rezoning of properties and Departures will not be permitted.
- 2.3 Pertaining to any section or unit a maximum of three (3) persons per bedroom will be allowed.

- 2.4 Caravans, tents, or similar accommodation is not permitted.
- 2.5 Invasive alien vegetation and cosmopolitan herbaceous weeds, as defined in the Environmental Management Plan of June 2001, or any amended plan may not be planted on the Estate. These species must be systematically eradicated. A copy of the EMP is available for perusal at the office of the managing agent.

3. MOSSEL BAY GOLF CLUB

- 3.1 The Mossel Bay Golf Club is a Municipal club reserved for its members and does not in any way comprise part of the HOA.
- 3.2 By agreement, owners and tenants of a unit or erf may use the club house and driving range facilities at any time under the same rules, conditions, fees and charges as would apply to any other visitor to the club.
- 3.3 Use of the golf course and the payment of the required fees must be arranged with/paid to officials of the club prior to the commencement of play.
- 3.4 An owner, tenant, their family and friends, may, entirely at their own risk and subject to the rules of the Club and the rights of its members:
 - 3.4.1 Jog or walk on the course at quiet times. Such activity must not disturb or interfere with golfers;
 - 3.4.2 Drive a golf cart along roads and cart paths of the Club if in possession of a valid driver's license.
- 3.5 An owner or occupier may not:
 - 3.5.1 Allow children and pets onto the golf course without adult supervision;
 - 3.5.2 Play or practice golf on the course except by arrangement with the club's officials;
 - 3.5.3 Braai or picnic on the course;
 - 3.5.4 Use the course frontage as access to owner's property;
 - 3.5.5 Dump or stockpile building / spoil material on the course;
 - 3.5.6 Cut or trim any vegetation on the course;
 - 3.5.7 Fish or swim in any facility on the Golf Course;
 - 3.5.8 Feed wild animals including Guinea Fowl and Franklins.

4. NOISE / DISTURBANCE

- 4.1 No drilling, grinding, hammering, sawing, etc. shall be allowed after 21:00 daily. No noise capable of disturbing neighbours shall be allowed after 22:00 daily.
- 4.2 Permanent residents must allow holiday makers to also enjoy themselves within reason.

- 4.3 The pool and braai areas are for the enjoyment of all owners, their friends and tenants and must be kept clean at all times. Rules displayed on fence/gate must be adhered to at all times.
- 4.4 No activity or hobby which would cause a nuisance to fellow occupants may be conducted within the Mossel bay Golf Estate.
- 4.5 The volume of music or electronic instruments, partying and the activities of residents, guests and domestics should be kept at a level so as not to be a nuisance to other members and occupiers.

5. SUPERVISION OF CHILDREN

- 5.1 Owners and tenants will be held responsible for any damage to property caused by their children.
- 5.2 Lawns, walkways, gardens, etc. on the common area/common property are available for recreation and enjoyment by all owners and occupiers. Strict rules regarding playing games etc. are thought unnecessary provided that parents keep reasonable control of their children's activities regarding noise, games/practices, vandalism, etc.
- 5.3 The following conduct, including but not limited to, is strictly prohibited:
 - 5.3.1 Practice golf in any area other than the official driving range belonging to the golf club;
 - 5.3.2 Throw stones in the vicinity of buildings, cars, etc;
 - 5.3.3 Play or walk in flower beds;
 - 5.3.4 Play or climb on roofs;
 - 5.3.5 Play ballgames, except on any future designated playground area;
 - 5.3.6 Allow toys (e.g. plastic motorbikes), that cause excessive noise;
 - 5.3.7 Discharge fireworks;
 - 5.3.8 Utilise quad bikes;
 - 5.3.9 Drive golf carts without a valid driver's license;

6. SECURITY

- 6.1 All owners, tenants and other persons granted rights of occupancy, are obliged to adhere to all security rules as determined by the directors.
- 6.2 Security protocol at the entrance gates must be adhered to at all times.
- 6.3 The Golf Estate at the entrance gates shall provide an access control system, which shall be manned 24 hours per day. As all stakeholders are responsible for security, residents have to ensure the safety and protection of their own private property as well. The perimeter wall and electric fencing serve as a deterrent and detection function and are not guaranteed to prevent a determined attempt at intrusion into the Golf Estate.

- 6.4 The ID card system for permanent workers, temporary workers, and contractor representatives must be conscientiously enforced by every owner with respect to people in their employ.
- 6.5 All attempts of burglaries must be reported to a member of the security staff or the security sub-committee as soon as possible.
- 6.6 It will be considered a serious breach of security should an owner give their access card to any other person, for use by that person, for whatever reason.
- 6.7 Pedestrian visitors wishing to enter the Estate must be accompanied by the resident to be visited.
- 6.8 Building contractors and other contractors having business in the Golf Estate together with their permanent and temporary workers have to conform to the standing access procedure as determined by the Board from time to time. Building contractors shall furnish the Estate Manager with all the documentation as may be required including police clearance if and when required.
- 6.9 Residents may employ private security companies should they wish to do so. This in no way excludes them from the security regulations put in place by the HOA.
- 6.10 The entrance to the Golf Estate is equipped with a computerized access control system for the safety of residents. The co-operation of all residents is needed to ensure the successful operation of the system. Residents shall comply with the access control procedures resulting from these rules.
- 6.11 Tailgating of any vehicles at any entry/exit boom is prohibited and liable to a fine.
- 6.12 Access by non-residents to the Mossel Bay Golf Estate via the Golf Club entrance is not allowed.
- 6.13 An owner or person authorized by him, may not without prior written approval install –
 - a. a locking device, safety gate or burglar bars for the protection of his unit or erf; or
 - b. a screen or other device to prevent the entry of animals or insects;

7. REFUSE DISPOSAL

- 7.1 An owner or occupier of a unit or erf shall:
 - 7.1.1 Maintain in a hygienic and dry condition, a receptacle for refuse within his unit or erf or on such part of the common property as may be authorized by the directors/trustees in writing;
 - 7.1.2 Ensure that before refuse is placed in such receptacle it is securely wrapped, or in the case of tins or other containers, completely drained;

- 7.1.3 For the purpose of having the refuse collected, place such refuse outside for removal only on a Monday morning before 08:30, alternatively refuse bags must be taken to the designated area at the Church Street entrance. Refuse bags being put on sidewalks out of the normal collection time, only on Mondays before 08h30, will be removed at a rate of R100 per removal which amount will be debited to the owners levy account.
- 7.2 An owner or occupier of a unit shall not allow any refuse for the disposal, of which he is responsible, to be stored on any part of the common property or in sight from any part of the common area or the golf course.
- 7.3 An owner or occupier of a unit shall comply with such directive and not dispose or allow the disposal of any refuse, waste, or rubbish in any other manner than as provided.

8. VEHICLES

- 8.1 No owner, occupier or visitor shall park or stand any vehicle upon a common area/common property, or permit or allow any vehicle to be parked or stood upon a common area/common property in a manner which creates a nuisance to the owner or occupier of another unit or erf.
- 8.2 The Directors may instruct the removal (by towing away) any vehicle parked, standing or abandoned on a common area/common property without the Directors prior written consent. The risk and expense of removal pertaining to the above will be for the owner of the vehicle,
- 8.3 Owners and occupiers of units or erven shall ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid onto a common area/common property or in any other way deface a common area/common property.
- 8.4 No owner or occupier shall be permitted to dismantle or affect major repairs to any vehicle on any portion of a common area/common property, their unit or erf without the written approval of the Directors/trustees.
- 8.5 Caravans, boats, and trailers may not be parked on a common area/common property.
- 8.6 An owner or occupier of a unit shall be allowed to park their caravan, trailer or boat visibly on the owner's property for a maximum of 72 hours.
- 8.7 The parking of vehicles, including boats, caravans and trailers, is done at the risk of the owner of the vehicle and no responsibility or liability shall be attached to the HOA for any loss or damage of whatever nature which the owner, or any person claiming through or under him, may suffer as a consequence of his vehicle having been parked on the common property or roads within the estate.
- 8.8 No person may reside or sleep in a vehicle, trailer or caravan on the Estate.
- 8.9 The speed limit on the Estate is 25 km/h.

- 8.10 Residents are reminded that golfers, children and other pedestrians will frequently cross streets on the Estate and should approach all designated crossings with extreme caution.
- 8.11 The streets are intended to allow the movement of all occupants, whether by foot or mechanical means.
- 8.12 Unlicensed drivers are not permitted to drive any vehicle, including golf carts, on the Estate.
- 8.13 Vehicles may not be parked in such a manner as to cause an obstruction to traffic.

9. DAMAGE ALTERATIONS OR ADDITIONS TO THE COMMON AREAS/ COMMON PROPERTY

- 9.1 An owner or occupier of a unit or erf shall not mark, paint, drive nails or screws or the like into, or otherwise damage, or alter, any part of the common areas/common property.

10. APPEARANCE FROM OUTSIDE

- 10.1 The owner or occupier of a unit or erf shall not, without the consent in writing of the Directors/trustees, place or do anything on any part of the common area/common property, his unit or erf including balconies, patios, stoeps, fences and gardens which is aesthetically displeasing or undesirable when viewed from the outside.
- 10.2 Application to install a satellite dish, TV antenna or air conditioning unit must be forwarded in writing for approval by the directors. Satellite dishes, TV antennas and air conditioning units are not allowed on balconies.

11. SIGNS AND NOTICES

- 11.1 No owner or occupier of a section, unit or erf shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common area/common property, their unit or erf so as to be visible from outside the unit or erf without obtaining written consent from the directors/trustees.
- 11.2 Estate agent boards will not be permitted other than on "on show" days.

12. LITTERING

- 12.1 An owner or occupier of a unit or erf shall not deposit, throw or permit or allow any rubbish, including dirt, cigarette butts, food scraps, builders rubble or any other litter whatsoever to be deposited or thrown on a common area/common property of the estate or designated Nature reserve.

13. LAUNDRY

- 13.1 An owner or occupier of a unit or erf shall not, without the consent in writing of the directors/trustees, erect his own washing lines, nor hang any washing or laundry or any other items on any part of their unit or erf or the common property so as to be visible from outside their unit or erf but than in a designated walled area identified as approved on their building plan.

14. STORAGE OF INFLAMMABLE MATERIAL

- 14.1 An owner or occupier shall not store any material, or do or permit any activity in his unit or on the common property which will or may increase the rate of the premium payable on any insurance policies as may be applicable to Sectional Title or sub-divided units.

15. LETTING OF UNITS

- 15.1 All tenants of units and other persons granted rights of occupancy by any owner of the relevant unit are obliged to comply with these conduct rules, notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy.
- 15.2 Should any owner let his property, he shall advise the HOA in writing that the property is to be leased. The Rules and Regulations shall form part of the lease pack and the Lessor shall bind the Lessee to adhere to such rules.
- 15.3 The owners or occupiers of any property within the Estate are liable for the conduct of their visitors, contractors, employees and tenants, and must ensure that such parties adhere to the Rules and Regulations.

16. ERADICATION OF PESTS

- 16.1 An owner shall keep his section, unit or erf free of white ants, borer and other wood destroying insects and to this end shall permit the directors/trustees, the managing agent, and their duly authorized agents or employees, to enter upon his unit or erf from time to time for the purpose of inspecting the unit or erf and taking such action as may be reasonably necessary to eradicate any such pests. The costs of the inspection, eradication of any such pests as may be found within the unit or erf, replacement of any woodwork or other material forming part of such unit or erf which may be damaged by any such pests shall be borne by the owner of the unit or erf concerned.

17. BUILDINGS, STRUCTURES AND GARDENS

- 17.1 An owner or occupier of a section, unit or erf shall maintain in a neat and tidy condition and in a state of good repair all buildings or structures erected on his section, unit or erf. Furthermore the owner shall establish where applicable and maintain a garden.

- 17.2 Properties must be maintained in a manner that is consistent with the standard and image of the Estate. Special attention must be given to cracked or broken window glass, plaster conditions and painting conditions of the property exterior, boundary walls and drive ways.
- 17.3 Garden fences/walls forming part of the streetscape should be maintained and painted where necessary.
- 17.4 No trees, plants or groundcover may be removed from the sidewalk without permission from the HOA Board. Planting should not obscure the vision of motorists. Structures such as fountains, rocks, large pots and planters may not be built or erected on sidewalks outside the stand boundary.
- 17.5 Residents are expected to maintain a high standard of garden and pavement maintenance.
- 17.6 Vacant stands must be kept clean on a regular basis to the satisfaction of the HOA, and if not maintained the HOA reserves the right to clean the stand at the owner's expense with prior notification.
- 17.7 No alien vegetation may be planted or transplanted.
- 17.8 Garden refuse may not be placed on the pavements, unless it is scheduled to be removed immediately.

18. CONDITIONS APPLICABLE TO SELF-CATERING ACCOMMODATION

- 18.1 All self-catering accommodation establishments must be registered with the HOA.
- 18.2 The maximum number of bedrooms in one self-catering accommodation establishment and number of guests will be dealt with individually by the Board of Directors.
- 18.3 No facilities, eg. catering or meetings whatsoever may be provided by an establishment for guests non-residents of that establishment
- 18.4 Adequate onsite parking is to be provided: one bay per guest bedroom as well as parking for the permanent homeowner residents.
- 18.5 No parking in the street, or on other owner's property or common areas will be allowed.
- 18.6 No activities that may disturb the occupants of another dwelling will be tolerated.
- 18.7 The abovementioned conditions and any other rules of the HOA may not be contravened.
- 18.8 The Estate rules must be brought to the attention of the guests and a hard copy must be available in every guest room.

18.9 Tenants will not be allowed to operate a self-catering accommodation establishment.



MOSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association incorporated under section 21 of the Companies Act 1973 (as amended)

P.O. Box 567 • MOSEL BAY 6500 • Western Cape • South Africa • Tel: 044 691 3054 • Fax: 044 691 1520
E-Mail: status2@status-mark.co.za • Website: www.mosselbaygolfestate.co.za

Annual General Meeting 20 December 2017

ORDINARY RESOLUTION 2: Schedule of Penalties

Background:

In terms of section 40.3 of the Memorandum of Incorporation (2015) of the Mossel Bay Golf Estate HOA, the Directors “may from time to time determine the categories of contraventions and the amounts of penalties in respect of first and subsequent contraventions, subject to the review and confirmation thereof by the association in general meeting.”

At the AGM of December 2016, the members asked the Board to have a look at reducing the penalty amounts.

Subsequent to the AGM, the Board circulated a side by side comparison of the new rules with the old rules. After which many owners expressed their satisfaction with the new rules, and also noted that no major changes were implemented.

During subsequent Rules Sub Committee meetings, the question about whether Directors would have the power to REDUCE penalties was asked.

The Directors set out to link the penalties to the levy instead of using fixed amounts. This would limit the need to continually and excessively have resolutions to approve amounts of penalties at AGM and would combat the effect of inflation.

Therefore the Board feels confident that the members will approve the resolution to allow directors to reduce penalties.

Recommendation:

- The Directors would like the members to approve the attached schedule of penalties
- The Directors would like to have the discretion to reduce and/or set penalties.

By Order of the Board

**MOSSEL BAY GOLF ESTATE
HOME OWNERS ASSOCIATION NPC**

PROPOSED SCHEDULE OF PENALTIES

PRESENTED AT AGM 2017

1. BREACH OF CONDUCT RULES
 - 1.1. *In accordance with clauses 13.2, 20.10, and 40 of the Memorandum of Incorporation of the Mossel Bay Golf Estate Home Owners Association NPC, if the conduct of an owner or an occupier of an erf, or his or her visitors, in the opinion of the Directors constitutes a:*
 - a. nuisance; or
 - b. breach of any duty of the owner; or
 - c. breach of any of these Conduct Rules;*the Directors may impose a fine on the owner in accordance with the categories set out herein.*
 - 1.2. The relevant sub committee may impose a fine on the owner for contraventions of the Conduct Rules, as set out in the categories below:
 - 1.2.1. ANIMALS, REPTILES AND BIRDS
 - An amount no more than 1 month's levy depending on the severity, and only after written notice of a first contravention.
 - 1.2.2. USE OF PROPERTIES; DAMAGE, ALTERATIONS OR ADDITIONS TO THE COMMON PROPERTY; APPEARANCE FROM OUTSIDE; SIGNS AND NOTICES; BUILDINGS, STRUCTURES AND GARDENS
 - No more than 1 month's levy and only after written notice of a first contravention
 - Accidental damage to property – equal to the amount of damage
 - Deliberate damage to property – Decision by board
 - 1.2.3. REFUSE DISPOSAL; LITTERING; LAUNDRY, ERADICATION OF PESTS; STORAGE OF INFLAMMABLE MATERIAL
 - No more than 1 month's levy and only after written notice of a first contravention
 - 1.2.4. VEHICLE CONTRAVENTIONS
 - Fines according to the National Road Traffic Act
 - 1.2.5. NOISE, NUISANCE AND DISTURBANCE
 - No more than 1 month's levy and only after written notice of a first contravention
 - 1.2.6. UNAUTHORIZED USE OF MOSSEL BAY GOLF CLUB
 - No more than 1 month's levy and only after written notice of a first contravention
 - 1.2.7. SELF-CATERING ACCOMMODATION
 - No more than 1 month's levy;
 - 1.3. The monetary amounts of the fines in terms of this rule shall, at the request of any owner, be reviewed at the next board meeting and approved by a majority at such meeting.
 - 1.4. A Director shall not be entitled to participate at the meeting referred to in clause 1.3 above in that capacity if he or she is the alleged offender.
 - 1.5. Any fine imposed may be added to the levies due by the owner, together with interest.
 - 1.6. ANY OTHER TRANSGRESSION will be guided as follows:
 - Up to 1 month's levy as approved by a majority vote at a Board Meeting.
 - Persistent and deliberate transgressions may be penalized at a rate of
 - o up to 3 month's levies for monthly penalties and
 - o up to 12 month's levies for 'Per Event' penaltiesas approved by a majority vote at a Board Meeting.

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

**Annual Financial Statements
for the year ended 30 June 2017**

Audited Financial Statements

in compliance with Companies Act 71 of 2008

Prepared: JD van Renen

Position: Professional Accountant

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

INDEX

The reports and statements set out below comprise the annual financial statements presented to the Members:

| | |
|---|---------|
| General Information | 2 |
| Independent Auditor's Report | 3 - 5 |
| Report of the Compiler | 6 |
| Directors' Responsibilities and Approval | 7 |
| Directors' Report | 8 - 9 |
| Statement of Financial Position | 10 |
| Statement of Comprehensive Income | 11 |
| Statement of Changes in Equity | 12 |
| Statement of Cash Flows | 13 |
| The supplementary information presented does not form part of the annual financial statements and is unaudited: | |
| Detailed Income Statement | 14 - 15 |

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

GENERAL INFORMATION

| | |
|--|---|
| COUNTRY OF INCORPORATION AND DOMICILE | South Africa |
| NATURE OF BUSINESS AND PRINCIPAL ACTIVITIES | Administration of the estate's assets and furtherance of owner's interest therein |
| DIRECTORS | Blythe-Wood, JR (Chairman) Kuun, CW Otto, JDT Smith, MB Smith, GA Snyman, JP (Co-opt Appointment) (Appointed 25 May 2017) Venter, PJ Pillay, NR (Appointed 8 December 2016) (Resigned 19 April 2017) |
| REGISTERED OFFICE | 10 Church Street Mossel Bay 6506 |
| POSTAL ADDRESS | PO Box 567 Mossel Bay 6500 |
| BANKERS | ABSA Bank Ltd |
| AUDITORS | Pretorius Auditors |
| COMPANY SECRETARY | Prinsloo, WCE |
| COMPANY REGISTRATION NUMBER | 1999/001249/08 |
| LEVEL OF ASSURANCE | These financial statements have been audited in compliance with the applicable requirements of the Companies Act 71 of 2008 |
| COMPILER | JD van Renen Professional Accountant |
| INCOME TAX REGISTRATION NUMBER | 9137074648 |

Independent Auditor's Report

To the Directors of Mossel Bay Golf Estate Home Owners Association

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Mossel Bay Golf Estate Home Owners Association set out on pages 10 to 22 which comprise the balance sheet as at 30 June 2017, and the income statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements for the year ended 30 June 2017 are prepared, in all material respects, in accordance with the International Standard for Small and Medium-sized Entities and in the manner required by the Companies Act of South Africa.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Home Owners Association in accordance with the Independent Regulatory Board for Auditors *Code of Professional Conduct for Registered Auditors (IRBA Code)* and other independence requirements applicable to performing audits of financial statements in South Africa. We have fulfilled our other ethical responsibilities in accordance with the IRBA Code and in accordance with other ethical requirements applicable to performing audits in South Africa. The IRBA Code is consistent with the International Ethics Standards Board for Accountants *Code of Ethics for Professional Accountants* (Parts A and B). We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to note 2 to the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the International Financial Reporting Standard for Small and Medium Sized Entities and in the manner required by the Companies Act of South Africa.. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Other Information

The directors are responsible for the other information. The other information comprises amongst other the Directors' Report and supplementary information, set out on pages 8, 9, 23, 24 and 25 but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express an audit opinion or any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Directors for the Financial Statements

The directors are responsible for the preparation of the financial statements in accordance with the basis of accounting described in note 2 and the requirements of the International Financial Reporting Standard for Small and Medium Sized Entities and in the manner required by the Companies Act of South Africa., as well as for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the Home Owners Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the scheme or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



La Casa Centre Unit 6 | Flora Road | Dana Bay | P.O.Box 474 | 6500

Tel: 044 – 698 1366 | Fax: 086 504 9307 | E-mail: jean@pretoriusouditeure.co.za

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Home Owners Association internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Home Owners Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Home Owners Association to cease to continue as a going concern.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

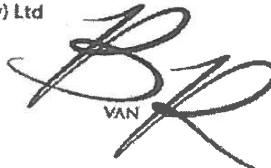

J.P. Pretorius CA (SA)
Registered Auditor

Date: 15/11/2017

BURGER VAN RENEN ACCOUNTANTS (Pty) Ltd
Reg.nr. 2014/077213/07

Diaz Office Park
Block A, Unit 28
Beach Boulevard West
Diaz Beach, MOSSEL BAY

P O Box 2592
MOSSEL BAY
6500



**BURGER VAN RENEN
ACCOUNTANTS**

Tel: 044 695 1670 • Fax: 086 501 8202 • Email: accountants@jdvr.co.za

Report of the Compiler

To the Members of Mossel Bay Golf Estate Home Owners Association

We have compiled the accompanying annual financial statements of Mossel Bay Golf Estate Home Owners Association based on information you have provided. These annual financial statements comprise the statement of financial position of Mossel Bay Golf Estate Home Owners Association as at 30 June 2017, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory information.

We performed this compilation engagement in accordance with International Standard on Related Services 4410 (Revised), Compilation Engagements.

We have applied our expertise in accounting and financial reporting to assist you in the preparation and presentation of these financial statements in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act of South Africa. We have complied with relevant ethical requirements, including principles of integrity, objectivity, professional competence and due care.

These financial statements and the accuracy and completeness of the information used to compile them are your responsibility.

Since a compilation engagement is not an assurance engagement, we are not required to verify the accuracy or completeness of the information you provided to us to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on whether these financial statements are prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act of South Africa.

JD van Renen
Burger van Renen Accountants
Professional Accountant (SA)

15 November 2017
Date



Directors: JD van Renen (SAIPA Member Number: 1963) (B.Acc Hons; MBA; Post Graduate Diploma in Financial Planning)
Francois Burger (SAIPA Member Number: 22747) (B.Com Financial Management)

Members of the South African Institute of Professional Accountants

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Directors' Responsibilities and Approval

The directors are required by the South African Companies Act to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements satisfy the financial reporting standards as to form and content and present fairly the statement of financial position, results of operations and business of the company, and explain the transactions and financial position of the business of the company at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the company and supported by reasonable and prudent judgements and estimates.

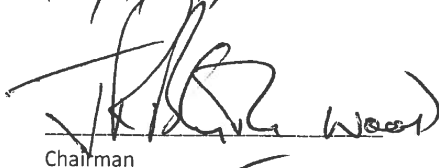
The directors acknowledge that they are ultimately responsible for the system of internal financial control established by the company and place considerable importance on maintaining a strong control environment. To enable the directors to meet these responsibilities, the board sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the company and all employees are required to maintain the highest ethical standards in ensuring the company's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the company is on identifying, assessing, managing and monitoring all known forms of risk across the company. While operating risk cannot be fully eliminated, the company endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The directors are of the opinion, based on the information and explanations given by management that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the annual financial statements. Based on forecasts and available cash resources the directors have no reason to believe that the company will not be a going concern in the foreseeable future. The annual financial statements support the viability of the company.

The annual financial statements have been audited by the independent auditing firm, Pretorius Auditors, who have been given unrestricted access to all financial records and related data, including minutes of all meetings of the shareholder the board of directors and committees of the board. The directors believe that all representations made to the independent auditor during the audit were valid and appropriate. The external auditors' unqualified audit report is presented on pages 3 to 5.

The annual financial statements as set out on pages 10 to 22 were approved by the board on 10/11/2017 and were signed on their behalf by:


Chairman

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Directors' Report

The directors present their report for the year ended 30 June 2017.

1. Review of activities

Main business and operations

The principal activity of the company is administration of the estate's assets and furtherance of owner's interest therein and there were no major changes herein during the year.

The operating results and statement of financial position of the company are fully set out in the attached financial statements and do not in our opinion require any further comment.

Net surplus of the company was R86,024 (2016: R315,473), after taxation of R109,182 (2016: R72,494).

2. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

3. Events after reporting date

All events subsequent to the date of the annual financial statements and for which the applicable financial reporting framework require adjustment or disclosure have been adjusted or disclosed.

The directors are not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the company.

4. Directors

The directors of the company during the year and to the date of this report are as follows:

Blythe-Wood, JR (Chairman)
Kuun, CW (Appointed 8 December 2016)
Otto, JDT
Pillay, NR (Appointed 8 December 2016) (Resigned 19 April 2017)
Smith, MB
Smith, GA
Snyman, JP (Co-opt Appointment) (Appointed 25 May 2017)
Venter, PJ

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Directors' Report

5. Secretary

The company's designated secretary is Prinsloo, WCE.

Business address

11 Meyer Street
Mossel Bay
6500

6. Independent Auditors

Pretorius Auditors were the independent auditors for the year under review.

7. Solvency and Liquidity

The directors have performed the required solvency and liquidity test as required by the Companies Act of South Africa.

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements as at 30 June 2017

Statement of Financial Position

| Figures in R | Note(s) | 2017 | 2016 |
|-------------------------------------|---------|------------------|------------------|
| Assets | | | |
| Non-Current Assets | | | |
| Property, plant and equipment | 3 | 504,837 | 489,923 |
| Other financial assets | 4 | 1,677,957 | 1,701,181 |
| | | 2,182,794 | 2,191,104 |
| Current Assets | | | |
| Financial assets | 5 | 162,761 | 376,337 |
| Trade and other receivables | 6 | 875,993 | 739,797 |
| Cash and cash equivalents | 7 | 17,921 | 66,462 |
| | | 1,056,675 | 1,182,596 |
| Total Assets | | 3,239,469 | 3,373,700 |
| Equity and Liabilities | | | |
| Equity | | | |
| Retained earnings | | 2,418,335 | 2,416,784 |
| Current Liabilities | | | |
| Trade and other payables | 8 | 377,376 | 427,448 |
| Deposits held | 9 | 378,224 | 456,974 |
| Current taxation liability | | 65,534 | 72,494 |
| | | 821,134 | 956,916 |
| Total Equity and Liabilities | | 3,239,469 | 3,373,700 |

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Statement of Comprehensive Income

| Figures in R | Note(s) | 2017 | 2016 |
|-----------------------------------|---------|------------------|----------------|
| Revenue | 10 | 5,113,893 | 4,844,843 |
| Other income | 11 | 26,285 | 97,691 |
| Operating costs | | (5,240,805) | (4,669,774) |
| Operating (loss)/profit | 12 | (100,627) | 272,760 |
| Finance income | 13 | 139,333 | 115,207 |
| Profit before taxation | | 38,706 | 387,967 |
| Taxation expense | 14 | (65,230) | (72,494) |
| (Loss)/profit for the year | | (26,524) | 315,473 |

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Statement of Changes in Equity

| Figures in R | Note(s) | Retained earnings | Total |
|--|---------|-------------------------|-------------------------|
| Balance at 1 July 2015 | | 2,101,311 | 2,101,311 |
| Total comprehensive income for the year | | | |
| Profit for the year | | 315,473 | 315,473 |
| Total comprehensive income for the year | | <u>315,473</u> | <u>315,473</u> |
| Balance at 30 June 2016 | | <u>2,416,784</u> | <u>2,416,784</u> |
| Balance at 1 July 2016 | | 2,416,784 | 2,416,784 |
| Total comprehensive income for the year | | | |
| Loss for the year | | (26,524) | (26,524) |
| Total comprehensive income for the year | | <u>(26,524)</u> | <u>(26,524)</u> |
| Retained income - Adjustment during year | 17. | 28,075 | 28,075 |
| Balance at 30 June 2017 | | <u>2,418,335</u> | <u>2,418,335</u> |

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Statement of Cash Flows

| Figures in R | Note(s) | 2017 | 2016 |
|---|---------|-----------------|------------------|
| Cash flows from operating activities | | | |
| (Loss)/profit for the year | | (26,524) | 315,473 |
| <i>Adjustments for:</i> | | | |
| Income tax | | 65,230 | 72,494 |
| Depreciation of property, plant and equipment | | 95,150 | 76,268 |
| Investment income | | (139,333) | (115,207) |
| Retained income - adjustment during year | | 28,075 | - |
| Operating cash flow before working capital changes | | 22,598 | 349,028 |
| <i>Working capital changes</i> | | | |
| Decrease/(increase) in financial asset | | 213,576 | (68,991) |
| Increase in trade and other receivables | | (136,196) | (278,262) |
| (Increase)/decrease in short-term loans | | (78,750) | 57,000 |
| (Decrease)/increase in trade and other payables | | (50,072) | 163,906 |
| Cash (utilised in)/generated by operating activities | | (28,844) | 222,681 |
| Investment income | | 139,333 | 115,207 |
| Income tax paid | | (72,190) | (107,045) |
| Net cash from operating activities | | 38,299 | 230,843 |
| Cash flows from investing activities | | | |
| Property, plant and equipment acquired | 3 | (110,064) | (91,200) |
| Other investments | | 23,224 | (121,718) |
| Net cash utilised in investing activities | | (86,840) | (212,918) |
| (Decrease)/increase in cash and cash equivalents | | (48,541) | 17,925 |
| Cash and cash equivalents at beginning of the year | | 66,462 | 48,537 |
| Cash and cash equivalents at end of the year | 7 | 17,921 | 66,462 |

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Detailed Income Statement

| Figures in R | Note(s) | 2017 | 2016 |
|------------------------------------|---------|-------------------------|-------------------------|
| Gross Revenue | | | |
| Levies Received | | 4,728,000 | 4,492,550 |
| Interest charged on arrear levies | 10 | 131,723 | 98,843 |
| Special Levy - Obligation to build | | 253,700 | 253,450 |
| Sundry Income | | 470 | - |
| | | <u>5,113,893</u> | <u>4,844,843</u> |
| Other Income | | | |
| Cell to Gate | | 12,200 | 6,391 |
| Investment income | 13 | 139,333 | 115,207 |
| Penalties | | 5,185 | 82,200 |
| Remote control sales | | 8,900 | 9,100 |
| | | <u>165,618</u> | <u>212,898</u> |
| | | <u>5,279,511</u> | <u>5,057,741</u> |

The supplementary information presented does not form part of the annual financial statements and is unaudited

MOSSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

(Registration Number 1999/001249/08)

Annual Financial Statements for the year ended 30 June 2017

Detailed Income Statement

| Figures in R | Note(s) | 2017 | 2016 |
|--|---------|------------------|------------------|
| Brought Forward | | 5,279,511 | 5,057,741 |
| Expenditure | | | |
| Accounting fees | | 13,265 | 12,500 |
| Assessment rates and municipal charges | | 157,077 | 140,924 |
| Auditors' remuneration | | 12,485 | 11,352 |
| Bank charges | | 22,483 | 19,634 |
| Cell to Gate Expense | | 11,855 | 4,773 |
| Depreciation | | 95,150 | 76,268 |
| Emoluments - Directors | 15 | - | - |
| Fines and penalties | | 371 | 2,052 |
| Golf club awards/membership fees | | 835,000 | 794,819 |
| Insurance | | 31,670 | 26,852 |
| Lease rental on operating lease | | 344,152 | 304,013 |
| Legal expense | | 34,600 | 64,996 |
| Maintenance - Garden and Refuse | | 473,015 | 432,241 |
| Maintenance - Nature Reserve | | 175,539 | 179,159 |
| Maintenance - Swimming pools | | 142,357 | 124,588 |
| Management Agents | | 372,000 | 349,000 |
| Printing and stationery | | 6,311 | 8,194 |
| Public Relations | | 37,729 | 13,838 |
| Remote Control Purchases | | 1,435 | 1,200 |
| Repairs and maintenance | | 298,718 | 166,409 |
| Security | | 1,552,621 | 1,550,239 |
| Site Office | | 607,684 | 371,003 |
| Sundry Expense | | 15,288 | 15,720 |
| | | 5,240,805 | 4,669,774 |
| Profit before taxation | | 38,706 | 387,967 |
| Taxation | | (65,230) | (72,494) |
| (Loss)/profit for the year | | (26,524) | 315,473 |

The supplementary information presented does not form part of the annual financial statements and is unaudited

| STATUS MARK MANAGEMENT SERVICES | | Proposed BUDGET | | | | BUDGET | | | | | | | | | |
|---------------------------------|---|--------------------------------------|-----------|----------------------|------------|---------------------|---------|--|--|-----------|--|------------|--|---------------------|--|
| PO BOX 567, MOSSEL BAY | | TEL: 044 691 3054/ FAX: 044 691 1520 | | | | DIFFERENCES BUDGETS | | | | | | | | | |
| A | | B | | C | | D | | E | | F | | G | | H | |
| DESCRIPTION | | BUDGET | | FINANCIAL STATEMENTS | | 2016/2017 | | BUDGET | | PROPOSED | | % VARIANCE | | 2017-2018/2018-2019 | |
| | | ANNUAL | | ANNUAL | | DGET & ACTU | | 2017/2018 | | 2018/2019 | | ON BUDGET | | 2017-2018/2018-2019 | |
| 1 | AUDIT FEES | 11,400 | 12,485 | 12,090 | 13,965 | | 16% | 5.8% on estimated actual | | | | | | | |
| 2 | BANK CHARGES | 21,200 | 22,483 | 22,500 | 24,000 | | 7% | | | | | | | | |
| 3 | GOLF CLUB AWARD | 835,000 | 835,000 | 880,000 | 871,322 | | -1% | 4.5% on estimated actual | | | | | | | |
| 4 | ESTATE MANAGEMENT | | | | | | | | | | | | | | |
| 5 | AGENT | 372,000 | 372,000 | 394,320 | 417,190 | | 6% | 5.8% rounded on estimated actual | | | | | | | |
| 6 | OFFICE RENTAL | | | | | | | | | | | | | | |
| 7 | SITE OFFICE | 396,205 | 607,684 | 644,931 | 651,216 | | 1% | 5.8% on estimated actual | | | | | | | |
| 8 | ACCOUNTANT | 13,100 | 13,265 | 13,125 | 13,125 | | 0% | Over budgeted | | | | | | | |
| 9 | ESTATE PROPERTY | | | | | | | | | | | | | | |
| 10 | GARDENS & Refuse | 456,405 | 473,015 | 482,668 | 523,127 | | 8% | 5.8% on estimated actual | | | | | | | |
| 11 | POOL MAINTENANCE (incl water & electricity) | 128,620 | 142,357 | 135,051 | 176,392 | | 31% | 5.8% on estimated actual | | | | | | | |
| 12 | LEGAL & PROF FEES | 20,000 | 34,600 | 21,000 | 50,000 | | 138% | Deacon + R30 000 | | | | | | | |
| 13 | INSURANCE | 29,000 | 31,670 | 30,000 | 45,000 | | 50% | | | | | | | | |
| 14 | MAINTENANCE | | | | | | | | | | | | | | |
| 15 | ROADS | | | | | | | | | | | | | | |
| 16 | FENCES & OPEN AREAS | 300,000 | 298,718 | 298,000 | 253,920 | | -15% | 5.8% on estimated actual | | | | | | | |
| 17 | MATURE RESERVE & REPORTS | 180,000 | 175,539 | 140,000 | 140,000 | | 0% | Dr. Daan fees escalate 6% | | | | | | | |
| 18 | MUNICIPALITY | | | | | | | | | | | | | | |
| 19 | WATER & LIGHTS & RATES | 100,000 | 157,077 | 125,000 | 160,000 | | 28% | +8% on estimated actual , allow R160 000 | | | | | | | |
| 20 | RATES | 22,500 | 23,000 | 23,000 | 23,000 | | -100% | | | | | | | | |
| 21 | SECURITY | 1,630,294 | 1,552,621 | 1,650,000 | 1,800,000 | | 9% | Rounded (9%) | | | | | | | |
| 22 | STATIONARY & POSTAGE | 6,000 | 6,311 | 6,500 | 7,000 | | 8% | | | | | | | | |
| 23 | PR & MARKETING | 12,000 | 37,729 | 12,000 | 14,000 | | 17% | | | | | | | | |
| 24 | SUNDRIES | 12,000 | 15,288 | 12,000 | 15,900 | | #DIV/0! | | | | | | | | |
| 25 | RESERVE FUND/CAPITAL EXPENDITURE | 48,000 | | | | | | | | | | | | | |
| 26 | TELEPHONE INTERNAL SYSTEM | 311,640 | 344,152 | 330,000 | 410,000 | | 24% | 8% rounded on estimated actual | | | | | | | |
| 27 | TAX & OTHERS | | | | | | | | | | | | | | |
| 28 | DEPRECIATION | | 95,150 | | | | | | | | | | | | |
| 29 | INTEREST ON INVESTMENT | -177,364 | | -180,000 | -122,388 | | | Investments | | | | | | | |
| 30 | TOTAL | 4,728,000 | 5,227,144 | 5,052,185 | 5,463,769 | | | Rounded | | | | | | | |
| 31 | per unit | 1,000 | | 1,061 | 1,155.62 | | | New as per CSOS Act | | | | | | | |
| 32 | OMBUDSMAN FEES | | | 11 | 13.11 | | | | | | | | | | |
| 33 | TOTAL PROPOSED LEVY VAT INCL | 1,000 | | 1,072 | R 1,168.73 | | 9% | | | | | | | | |

Total Levy Rounded: R 1,170.00