

25 May 2017

DEAR OWNER

ANNUAL GENERAL MEETING – ERICA BODY CORPORATE

Attached please find the notice for the Annual General Meeting of Erica Body Corporate which will be held at **Trafalgar Property Management, 829 Stanza Bopape street, Arcadia on 28 June 2017 at 18:00**

Please note that for the Annual General Meeting to commence, we need a quorum present which consists of 33.3% owners present in person or by proxy. Owners who cannot attend the meeting are kindly requested to complete the proxy form and return it to the Managing Agent prior to the meeting to ensure that a quorum can be achieved.

Please make sure to forward all queries related to the financial statements to the managing agent in writing not later than 48 hours before the commencement of the meeting. This measurement is put in place to make sure that all queries can be answered to the satisfaction of the owners.

All Trustee nominations should reach us by no later than 48 hours before the meeting, and needs to be signed by the nominees.

Should a unit be registered in the name of two owners, proxy needs to be given to the owner that will be present at the meeting.

Please note that only items as per the agenda will be discussed at the meeting. If it is not on the agenda it cannot be discussed nor can it be minuted.

We trust you find this in order and we look forward to see you at the meeting.

Kind regards



V Hefer
Portfolio Manager
vanessah@trafalgar.co.za

Property Managers and Financial Services



**ERICA
BODY CORPORATE
SS222/1991**

Annual General Meeting

*At Trafalgar office, 829 Stanza Bopape street, Arcadia
on 28 June 2017 at 18h00*

ERICA BODY CORPORATE SCHEME NUMBER SS222/1991

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE BODY CORPORATE WILL BE HELD AT TRAFALGAR PROPERTY MANAGEMENT, 829 STANZA BOPAPE STREET, ON 28 JUNE 2017 AT 18H00

A G E N D A

1. Welcome
2. Elect a Chairperson for the meeting (if necessary)
3. Determine that there is a Quorum and other order arrangements
 - 3.1 Confirm proxies and other persons representing members
 - 3.2 Confirm nominees
 - 3.3 Issuing voting cards (if necessary)
 - 3.4 Presentation of proof of notice of the meeting; or waivers of notice
 - 3.5 Approval of the agenda (no additions allowed at the meeting)
4. Approval of the Minutes of the previous General Meeting held on 3 May 2016 and deal with all matters arising from the minutes.
5. Presentation and Consideration of the report by the Trustees (This will be given verbally)
6. Approval, with or without amendment, of the Schedule of Replacement Values of Units for Insurance purposes based on a professional valuation done every three years per Rule 23(3) of the STSM Act, the last valuation having been done on 25/06/2012
7. Determine the extent of the following insurance
 - 7.1 Public liability insurance
 - 7.2 Insurance to cover the risk of loss of funds
8. Consideration of the Audited Financial Statements as at 28 Feb 2017
9. Approval of the budgets
 - 9.1 For the Administrative fund for the year ending 28 Feb 2018
 - 9.2 For the Reserve fund for the year ending Feb 2018
10. Approval of the Maintenance, repair and replacement plan / Report the extent to which the approved maintenance, repair and replacement plan has been implemented
11. Appointment of an Auditor
12. If the Body Corporate has more than 4 members who are owners of primary section:
 - 12.1 Determination of the Number of Trustees
 - 12.2 Election of the Trustees
13. Report on the lodgement of any amendments to the scheme's rules
14. Determination of the *Domicilium Citandi et Executandi* of the Body Corporate as care of Trafalgar Property Management, 829 Stanza Bopape Street, Arcadia
15. Re-appointment of current caretaker
16. Any Directions or Restrictions in Terms of Section 7(1) of the Sectional Title Schemes Management Act, Act 8 of 2011

16. **SPECIAL RESOLUTION RELATING TO AND HAVING THE EFFECT THAT IT BE AGREED BY ALL OWNERS, TO AMEND THE CURRENT CONDUCT RULES TO INCORPORATE THE FOLLOWING SECTIONS IN LINE WITH PRESCRIBED MANAGEMENT RULE 25(4) OF THE SECTIONAL TITLES SCHEMES MANAGEMENT ACT:**

Addition 1:

It is in the sole discretion of the trustees to take any remedial action necessary against any owner for the enforcement of any right, duty or obligations owed by any owner to the Scheme for the payment of any levy, administrative fee or any other charge that may become due in the enforcement of the Act, the Rules or any other obligation owed.

Addition 2:

All members of the Body Corporate agree that any legal, or administrative fees incurred by the Scheme, pursuant to a valid agreement with any supplier, in the prosecution of any obligation owed, or the enforcement of the rules as against an errant owner, can and should be debited to the members account immediately.

Addition 3:

All members of the Body Corporate agree that all debt collection charges, as amended from time to time in the Act, which may be incurred by the Body Corporate when employing the services of a registered debt collector as defined in the Debt Collectors Act of 1998, can and should be debited to the errant members account immediately.

Addition 4:

All members of the Body Corporate agree and confirm that any owner who enters into a lease agreement, or allows possession, use and or occupation for any reason whatsoever for any period of time, must submit all details of said occupant/s to the Trustees and / or Managing Agent prior to occupation being granted. Any failure to submit the aforementioned details is an offence and may attract a fine in line with these rules.

17. Any special business of which due notice has been given.
18. Closure

ATTACHED PLEASE FIND THE FOLLOWING:

1. Minutes of the previous Annual General Meeting held on **3 May 2016**
2. Replacement value schedule / Insurance valuation
3. Audited Financial Statements as at 28 Feb 2017
4. Budget for the Administrative fund for the year ending 28 Feb 2018
5. Budget for the Reserve fund for the year ending 28 Feb 2018
6. Levy schedule for the year ending 28 Feb 2018
7. Fidelity Insurance Certificate
8. Conduct rules
9. Trustee nomination form
10. Proxy form

PLEASE NOTE THE FOLLOWING:

For the Annual General Meeting to commence, we need a quorum present which constitutes **one third** (schemes > 4 units) in value of members entitled to vote, represented in person or by proxy. Owners who cannot attend the meeting are kindly requested to complete the proxy form and return it to the Managing Agent prior to the meeting to ensure that a quorum can be achieved.

In terms of the Sectional Title Schemes Management Act, Act 8 of 2011 the following owners will not be entitled to vote at the meeting and will therefore also not form part of the quorum of the meeting (except in cases where a special or unanimous resolution is required under the Act.) Such owners will nonetheless be bound by the decisions taken at the meeting:

- a) Owners who fails or refuses to pay the Body Corporate any amount due by the owner; after a court or adjudicator has given a judgement or order for payment of that amount
- b) Any owner who persists in breach of any of the Conduct Rules of the Body Corporate, after a court or adjudicator has ordered that member to refrain from breaching such Rule.

Please make sure to forward all queries related to the financial statements to the managing agent in writing not later than 48 hours before the commencement of the meeting. This measurement is put in place to make sure that all queries can be answered to the satisfaction of the owners.

Please note that only items as per the agenda above will be discussed and minuted. Should an item not form part of the agenda items listed above, this cannot be minuted.

Please take note that if a quorum is not present the meeting will be adjourned to **05 July 2017 at 18:00** without further notice.

Kind regards



Vanessa Hefer
Portfolio Manager
For and on behalf of the Trustees



MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF ERICA BODY CORPORATE HELD AT THE OFFICES OF TRAFALGAR, 3 MAY 2016, 18H00, STANZA BOPAPE 829 ARCADIA

PRESENT: MR. M SWEMMER (CHAIRMAN) AND 8 OWNERS

IN ATTENDANCE Ms R DE LANGE - TRAFALGAR PROPERTY MANAGEMENT

1. NOTICE OF MEETING

Due notice in terms of the Sectional Titles Act being given the meeting was declared properly convened and duly constituted. The meeting started at 18H00.

The attendance register would be available at Trafalgars Offices.

2. APOLOGIES

As per the attendance register

3. CONSIDERATION OF THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

The minutes of the previous Annual General Meeting, 11 June 2015 was tabled at the adjourned meeting.

4. CONSIDERATION OF THE TRUSTEES REPORT

The report was taken as read and approved by the meeting

5. CONSIDERATION OF THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 29 FEBRUARY 2016

The Financial Statements were tabled. The financial statements were accepted.

6. APPROVAL, WITH OR WITHOUT AMENDMENT, OF THE ACTUAL COMPARISON FOR THE YEAR ENDED 29 FEBRUARY 2016 TOGETHER WITH THE PROPOSED BUDGET AND LEVY CALCULATION FOR THE YEAR ENDING 29 FEBRUARY 2017 (PMR 31(2) and PMR 56)

The meeting discussed the proposed estimate income of R 1 182 078 and expenditure of R 1 159 565. A levy increase of 5% from 1 June 2016 was tabled. . The budget was approved.

7. APPROVAL, WITH OR WITHOUT AMENDMENT, OF THE SCHEDULE OF REPLACEMENT VALUES OF UNITS FOR INSURANCE PURPOSES (PMR56)

It was resolved that the insurance replacement values totaling R 66402 859 and R 10 740 per Square meter be approved.

8. APPOINTMENT OF AN AUDITOR (PMR 56)

It was resolved that **Van Sitters** be re-appointed for the financial year.

9. DETERMINATION OF THE NUMBER OF TRUSTEES AND ELECTION OF TRUSTEES (PMR 56)

- a) It was resolved that Three (3) trustees could be elected.
- b) The following persons having been duly nominated, proposed and accepted, and were unanimously elected to serve until the conclusion of the next Annual General Meeting.

M Swemmer Unit 21
Unit 602 - Mirriam Mosadiwapul
Unit 53 - Kwená Matlantalané

10. DETERMINATION OF THE DOMICILIUM CITANDI ET EXECUTANDI OF THE BODY CORPORATE AS CARE OF TRAFALGAR PROPERTY MANAGEMENT, 829 STANZA BOPAPE STREET, ARCADIA

It was resolved that it be:

C/O Trafalgar Property Management
829 Stanza Bopape Street
Arcadia

11. ANY DIRECTIONS OR RESTRICTIONS IN TERMS OF SECTION 39(1) OF THE SECTIONAL TITLES ACT, 95 OF 1986 (PMR56)

- The Trustees to keep to the budget.
- The Trustees to install separate water meters
- Trustees to investigate the possibility to appoint security
- Trustees to call a Special General Meeting and change the Conduct Rules
- Trustees to investigate the outsourcing of the cleaning and to revise the workers agreements
- The Trustees to prioritize the maintenance of the building
- Trustees appoint a property manager to control overcrowding etc when funds are available

12. CONFIRMATION BY THE AUDITOR THAT ANY AMENDMENTS, SUBSTITUTION, ADDITION OR REPEAL OF THE RULES OF THE SCHEME HAVE BEEN SUBMITTED TO THE REGISTRAR OF DEEDS FOR FILING

It was confirmed by the auditor that there were no amendments, substitutions, additions or repeals of the rules of the scheme that had to be submitted to the Registrar of Deeds for filing.

13. ANY SPECIAL BUSINESS OF WHICH DUE NOTICE HAS BEEN GIVEN

13.1. Date of payment of levies

It was confirmed that levies are payable in advance on the 1st of each month.

13.2. Payment of levies on sale of units

It was resolved that when units are sold clearance figures are issued and that the Clearance amount must be paid either prior to the registration of the Unit or on date of registration by the transferring attorneys. Debt may not be carried over to the new owner.

13.3. Arrear levies action taken

The Body Corporate mandates the managing agent to take action on their behalf; even sequestration of owners who does not pay their levies. It was noted that if the second month's levies are not paid that the accounts must be handed over to an attorney for collection, unless an acceptable arrangement has been made and accepted to pay off the debt.

Furthermore it was noted that interest will be raised on levies not paid on or before the 7th of The month: at a rate determined by the Trustees from time to time. Interest will be compounded monthly on all amounts outstanding on the 7th of the month.

It was also noted that the following action will be taken with regards to arrear levies:

1. On the 8th of each month a reminder SMS will be sent by Trafalgar to all members who have not paid their levy account on time.
2. On the 12th of each month Trafalgar will open a Debt Collection Fee File for each of the members who have not paid their levy account.
3. Between the 9th and the 15th Trafalgar will send a debt collection letter to all members who have not paid their levy account.
4. On the 25th Trafalgar will send a debt collection letter to all members who have not paid their levy account.

Throughout the month Trafalgar will make phone calls and have debt consultations with the members who have not paid their levy accounts.

All costs i.t.o the above action will be debited to the specific owners levy account.

13.4 Confirmation by members of required fidelity covers as prescribe by PMR29 2(b), if any

Additional cover was explain an not required by the members

14. TERMINATION OF THE MEETING

The business of the meeting having been concluded, Chairman declared the meeting closed at 19h20.

DECLARED A TRUE RECORD OF THE PROCEEDINGS

CHAIRMAN

DATE

TRUSTEE/MANAGING AGENT

DATE

Approved at the Annual General Meeting of the Body Corporate held on _____ 20 _____

CHAIRMAN

DATE



property managers • home letting • property insurance

Attention: Mr M Swemmer
 ERICA BODY CORPORATE
 PO BOX 56381
 ARCADIA
 0007

Date: 26/04/2016

Policy No: CIA 0000-38111

Insured: ERICA BODY CORPORATE

Insurer: COMPASS INSURANCE COMPANY LIMITED

Administered by COMMERCIAL AND INDUSTRIAL ACCEPTANCES (PTY) LTD

Dear Mr Swemmer,

INSURANCE POLICY RENEWAL PERIOD OF INSURANCE - 2016/2017

We have pleasure in attaching your proposed Policy renewal terms for **June 2016**.

PREMIUM

Your current, pre-renewal, premium is R 3,953.58 (including SASRIA).

The proposed renewal premium for 2016 will be R 4,340.95.

IMPORTANT POINTS:

1. Please read through the documentation and familiarize yourself with the terms and conditions, all of which are important.
2. We have escalated the base sum insured by **10%** to keep abreast inflationary increases. While the actual escalation remains at the trustees' discretion, we feel that this is prudent and reasonable.
3. We must be notified of any **CHANGE in Occupancy of the premises** (i.e. Residential to Commercial or vice versa)
4. Claims can be registered via your Trafalgar Portfolio Manager or alternatively email claims@trafalgar.co.za directly.

We have taken the liberty of obtaining alternate quotations to ensure that the rate you are being quoted is market related and competitive. Below please find a comparison of said quotations; attached you will also find a detailed comparison of all quotations obtained.

UNDERWRITER

**CIA
 CORPORATE SURE (SANTAM)
 WESTERN NATIONAL
 HOLLARD**

2016 PREMIUM QUOTED

**R 4,340.95
 R 5,979.32
 Declined to Quote
 R 9,016.07**

Should you want a copy of the formal quote submitted by any of our underwriting partners as specified herein, please advise us accordingly and we will gladly provide you with a copy (ies) of same.

Property Managers • Home Letting • Financial Services • Commercial Brokers

1 St. Andrew Street, Birdhaven, Johannesburg, 2196 P.O. Box 782813, Sandton, 2146 Tel: 0860 575 781 Fax: (011) 442 4297/8
 Trafalgar Financial Services (Pty) Ltd. Reg. 1963/002026/07 Directors: AW Schaefer, DW Schaefer, MN Schaefer, ND Schaefer
 FSP 1441; NCRCP2678

Johannesburg: (011) 214 5200 East London: (043) 726 6066 Durban: (031) 301 7017 Pretoria: (012) 326 5963 Port Elizabeth: (041) 365 6840 Cape Town: (021) 435 4350 

www.trafalgar.co.za

FIRST AMOUNT PAYABLE/EXCESS STRUCTURE

Please note that your current excess structure is attached separately which also reflects the renewal excess proposals.

Please note that unless expressly notified to the contrary, we will renew with the **current insurers** through whom the Body Corporate is currently insured at the rate as specified above. One of our brokers will be contacting you to facilitate a meeting to discuss and review these documents and answer any questions you may have.

PLEASE NOTE: It is recommended that a formal assessment/valuation is done on the building / complex at least once every three (3) years, to ensure that the building is adequately insured.

Should there be any queries on the contents of this correspondence, please do not hesitate to contact the writer on (011) 214-5200.

Yours faithfully



NICOLE PITCHERS

UNDERWRITING CONSULTANT

nicolep@trafalgar.co.za

Property Managers • Home Letting • Financial Services • Commercial Brokers

1 St. Andrew Street, Birdhaven, Johannesburg, 2196 P.O. Box 782813, Sandton, 2146 Tel: 0860 575 781 Fax: (011) 442 4297/8
Trafalgar Financial Services (Pty) Ltd. Reg. 1963/002026/07 Directors: AW Schaefer, DW Schaefer, MN Schaefer, ND Schaefer
FSP 1441; NCRCP2678

Johannesburg: (011) 214 5200 East London: (043) 726 6066 Durban: (031) 301 7017 Pretoria: (012) 326 5963 Port Elizabeth: (041) 365 6840 Cape Town: (021) 435 1234  **GRAIL**

www.trafalgar.co.za

POLICY SCHEDULECompany: **COMPASS INSURANCE COMPANY LIMITED, REG NO 1994/003010/06, FSP NO 12148**Administrators: **COMMERCIAL AND INDUSTRIAL ACCEPTANCES (PTY) LTD****Policy No: CIA 0000-38111**

Office: 5 PRETORIA

Broker: 00001 TRAFALGAR FINANCIAL SERVICES (PTY) LTD

The Insured: **ERICA BODY CORPORATE AND ALL THE INDIVIDUAL UNIT OWNERS AND ALL MORTGAGEES OF REGISTERED MORTGAGE BONDS OVER UNITS IN THE SCHEME F.T.R.R. & I**Postal Address: PO BOX 56381
ARCADIA
0007

Territorial Limits: All premises as stated in each section owned or occupied or used by the insured for the purposes of the Business, all situated in the Republic of South Africa, Namibia, Botswana, Lesotho and Swaziland.

The Business: BODY CORPORATE

Policy Inception Date: 1/06/2012

Period of Insurance: (a) From 1/06/2016 to 31/05/2017 (both dates inclusive).
(b) This policy is renewable on a MONTHLY basis.

Anniversary Date: 1/06/2017

SIGNED at SANDTON on 26 APRIL 2016.

On behalf of the Company

NICOLE PITCHERS
UNDERWRITING CONSULTANT**Trafalgar Financial Services**

PO Box 782813, Sandton, 2146

Tel No: (011) 214 5200 Fax No: 086 664 8702 www.trafalgar.co.za
Reg No: 1963/002026/07 VAT No: 4450104718 FSP No: 1441 NCR No: NCRCP2678

General Memorandum

The interest of Nedbank Limited is noted in respect of Sections 27 & 40 - Owner: Lufuno Tshikalange.

Policy No:	CIA 0000-38111
Insured:	ERICA BODY CORPORATE AND ALL THE INDIVIDUAL UNIT OWNERS AND ALL MORTGAGEES OF REGISTERED MORTGAGE BONDS OVER UNITS IN THE SCHEME F.T.R.R. & I

Policy Sections In Force	Additional Premium	Monthly/Renewal Premium	Refund Premium
Community Living Insurance Policy	0.00	3,975.52	0.00
Total Premium	0.00	3,975.52	0.00
(VAT included in premium)	0.00	488.22	0.00
Fees			
Fees	0.00	0.00	0.00
Broker Fee	0.00	0.00	0.00
(VAT included in fees)	0.00	0.00	0.00
SASRIA	0.00	365.43	0.00
(VAT included in SASRIA)	0.00	44.88	0.00
TOTAL	0.00	4,340.95	0.00

- (1) In terms of a ruling issued by SARS, this document together with proof of payment of premium constitutes an alternative to a tax invoice, debit note or credit note as contemplated in sections 20(7) and 21(5) of the VAT Act respectively.
COMMERCIAL AND INDUSTRIAL ACCEPTANCES (PTY) LTD, Reg No: 2000/019340/07, VAT No: 4540194349.
- (2) All sums insured and premiums are inclusive of VAT at 14%. Excess is not subject to VAT.
- (3) This policy schedule must be read in conjunction with the full policy wording which contains information about cover, conditions, warranties and exceptions.
- At first issue of this policy (or any section thereof) please check to ensure that all pages of all included sections are contained in this document.
 - At renewal or revision, policy wordings will not be re-issued. This schedule will be updated and re-issued as necessary together with any section schedule, which may have changes.
 - Wherever endorsements appear on any schedule page these shall be subject otherwise to the Terms, Exceptions and Conditions of the Policy.

THIS TAX INVOICE IS A SUMMARY OF ALL TRANSACTIONS FOR THE MONTH OF JUNE 2016 AND SUPERCEDES ANY PREVIOUS INVOICES FOR THIS MONTH.

999	Premises			
999	11 Erica Street, Sunnyside, PRETORIA, 0002. Roof Construction: Wall Construction: Additional Loss of Rent: 30% No of Units:	Standard Standard 44	R64,336,085	R3,479.55
999	Garages, 11 Erica Street, Sunnyside, PRETORIA, 0002. Roof Construction: Wall Construction: Additional Loss of Rent: 30% No of Units:	Standard Standard 41	R8,707,060	R470.90
Community Living Insurance Policy				
End	Details		Sum Insured / Limit of Indemnity	Premium
SECTION A - BUILDINGS AND CONTENTS The cover provided by this section is on an All Risks basis, including Subsidence and Landslide. Refer to the policy wording for Terms, Conditions and Exclusions.				
Residential Sections				
999	Building			
999	Contents		R100,000	
999	Tenants Fixtures and Fittings		R NIL	
999	Specified Items			
Commercial Sections				
8	Contents			
1	Tenants Fixtures and Fittings		R NIL	
1	Specified Items			
Extra Cover following Damage				
999	Arson, theft, vandalism or malicious damage reward		R10,000	
999	Emergency accommodation		R7,000	
	Escalation current insurance period		10%	
	Escalation further reinstatement period		10%	
999	Generator hire		R15,000	
999	Home modifications following disability		R20,000	
999	Landscaped gardens		R10,000	
	Loss of rent , removal costs & alternative accommodation		30%	
999	Removal and storage costs of undamaged household contents		R5,000	
999	Meeting room hire		R2,500	
999	Pets		R2,500	
999	Removal of trees		R5,000	
999	Restoration of records		R5,000	
999	Security guards		R7,500	
999	Water removal & dehumidifying - without our consent		R5,000	
Extra Cover				

999	Building materials awaiting installation		R15,000
999	Fidelity guarantee		R50,000
999	Intercom system sim card		R5,000
999	Loss of water		R5,000
	Medical, trauma and funeral costs		
999	Medical costs		R10,000
999	Trauma costs		R1,000
999	Funeral costs		R5,000
999	Money		R25,000
999	Replacement of locks, keys, tags & remote control access devices		R5,000
999	Title deeds		R5,000
Optional Extra Cover			
999	Environmental upgrade		R NIL
Limitations to the Cover			
999	Commercial glass		R15,000
999	Power surge		R15,000
999	Theft without forcible and violent entry		R15,000
Section A Buildings and Contents - Excesses			
999	Lightning damage	R2,000	
999	Storm, wind, water, hail and snow	R1,000	
999	Water damage to laminated and wooden floors	10% of claim minimum R2,500 cumulative to basic excess	
999	Earthquake (Klerksdorp, Stilfontein, Orkney, Welkom, Odendaalsrus, Riebeeckstad, Henneman and Virginia)	1% of the sum insured min R2,500	
999	Power surge	10% of claim, minimum R2,000	
999	Subsidence and Landslide	1% of the sum insured minimum R1,000	
999	Theft without forcible and violent entry	10% of claim, minimum R1,000	
999	All other claims	R1,000	
SECTION B - GEYSERS			
	Replacement		
999	- Up to 100 litre		R6,400
999	- 150 litre		R6,700
999	- 200 litre		R8,600
999	- 250 to 300 litre		R11,700
999	Repairs		R1,000
Section B Geyser - Excesses			
999	Replacement	R2,000	
999	Resultant water damage following replacement	R500	
999	Repair	R250	
999	Resultant water damage following repair	R500	
Extra Cover			
	Environmental upgrade		20%
Optional Extra Cover			
999	Geyser excess Buyback	No	R NIL
SECTION C - LIABILITY			

999	Claims Occurrence basis	R50,000,000	R25.07
999	Retroactive date for Prior Acts Coverage: : Policy Inception Date		
	Extra Cover		
999	Contingent motor cover	R2,500,000	
	Section C Liability - Excess		
999	All claims	R1,000	
SECTION D - TRUSTEES / DIRECTORS INDEMNITY			
999	Claims Made basis	R5,000,000	
999	Retroactive date : Policy Inception Date		
	Section D - Trustees / Directors Indemnity - Excess		
999	All claims	R1,000	
SECTION E - EMPLOYERS LIABILITY			
999	Claims Made basis	R5,000,000	
999	Retroactive date : Policy Inception Date		
	Section E Employers Liability - Excess		
999	All claims	R1,000	
SECTION F - MACHINERY BREAKDOWN			
999	All machinery as defined in the wording	R50,000	
999	Specified Items		
	Section F - Machinery Breakdown - Excess		
999	All claims	R1,000	
SECTION G - PERSONAL ACCIDENT			
	Voluntary Workers		
999	Death	R50,000	
999	Total and permanent disablement	R50,000	
	Assault		
999	Death	R10,000	
999	Total and permanent disablement	R10,000	
	Specified persons		
999	Death	R NIL	
999	Total and permanent disablement	R NIL	
GENERAL			
999	Claims preparation costs	R50,000	
SASRIA COVER			
This is to certify that the property insured is also insured with the South African Special Risks Insurance Association (SASRIA) against loss or damage caused by riot or similar events in accordance with the terms and conditions of their policy, copy of which is attached to the new business schedule and further copy available on request.			
999	MEMORANDUM		
999	SPECIFIED ITEM -THEFT WITHOUT FORCIBLE AND VIOLENT ENTRY AND POWER SURGE LIMITATION		
The limitation in respect of theft without forcible and violent entry and power surge is hereby deleted in respect of specified items.			
VERSION : February 2014			
EFFECTIVE DATE			
New Business No 1 : 01/06/2012			
Endorsement No 8 : 01/06/2015			
Effective No 999 : 01/06/2016			

**PARTICIPATION QUOTA SCHEDULE FOR
ERICA BODY CORPORATE**

Sect No	Oth Sect No	Unit No	Area	PQ	Sum Insured	Premium	Add SI	Add Prem	Extra SI	Extra Prem	Desc	Total SI	Total Prem
11 Erica Street, Sunnyside, PRETORIA, 002.													
11		F101	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
12		F102	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
13		F103	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
14		F104	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
15		F201	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
16		F202	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
17		F203	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
18		F204	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
19		F301	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
20		F302	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
21		F303	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
22		F304	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
23		F401	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
24	24	F402	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
25		F403	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
26		F404	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
27	27	F501	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
	Unit Owner	Lufuno Tshikalange				Mortgagee	Nedbank Limited						
28	28	F502	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
	Unit Owner	G N KOELE				Mortgagee	FIRST NATIONAL BANK						
29	29	F503	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
	Unit Owner	Sylvia Khomotso Kekana				Mortgagee	FirstRand Bank Limited						
30		F504	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
31		F601	191.00	3.5761	2,256,507	136.59	0	0.00	0	0.00		2,256,507	136.59
32		F602	191.00	3.5761	2,256,507	136.59	0	0.00	0	0.00		2,256,507	136.59
64		F011	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
65		F012	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
66		F013	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
67		F014	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
68		F021	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
69		F022	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
70	70	F023	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
	Unit Owner	Mbali Philisiwe Gudazi				Mortgagee	FirstRand Bank Limited						
71	71	F024	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
	Unit Owner	U & M Tembo				Mortgagee	,						
72		F031	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
73		F032	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
74	74	F033	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
	Unit Owner	S.A. Sibanda				Mortgagee	ABSA Bank Limited						
75		F034	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
76		F041	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
77		F042	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
78	78	F043	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
	Unit Owner	JO & NMM LEBETHE				Mortgagee	ABSA BANK LIMITED						

**PARTICIPATION QUOTA SCHEDULE FOR
ERICA BODY CORPORATE**

Sect No	Oth Sect No	Unit No	Area	PQ	Sum Insured	Premium	Add SI	Add Prem	Extra SI	Extra Prem	Desc	Total SI	Total Prem
79		F044	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
80		F051	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
81	81	F052	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
Unit Owner		L E APHANE		Mortgagee		FIRST NATIONAL BANK LIMITED							
82		F053	91.00	1.7038	1,075,090	65.08	0	0.00	0	0.00		1,075,090	65.08
83		F054	101.00	1.8910	1,193,231	72.23	0	0.00	0	0.00		1,193,231	72.23
84		F061	191.00	3.5761	2,256,507	136.59	0	0.00	0	0.00		2,256,507	136.59
85		F062	191.00	3.5761	2,256,507	136.59	0	0.00	0	0.00		2,256,507	136.59
Common Property					9,943,635	537.79						9,943,635	537.79
Rounding					0.02		0.00		0.00				0.02
Sub Total			4,604.00	86.2004	64,336,085	3,830.37	0	0.00	0	0.00		64,336,085	3,830.37
Value Per Square Meter:			11,814.17										
Garages, 11 Erica Street, Sunnyside, 2002.													
1		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
2		GAR F	19.00	0.3557	224,470	13.16	0	0.00	0	0.00		224,470	13.16
3		GAR F	19.00	0.3557	224,470	13.16	0	0.00	0	0.00		224,470	13.16
4			20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
5		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
6		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
7	7	GAR F	19.00	0.3557	224,470	13.16	0	0.00	0	0.00		224,470	13.16
Unit Owner		G N KOELE		Mortgagee		FIRST NATIONAL BANK							
8		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
9		GAR F	19.00	0.3557	224,470	13.16	0	0.00	0	0.00		224,470	13.16
10		GAR F	24.00	0.4494	283,541	16.63	0	0.00	0	0.00		283,541	16.63
33		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
34		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
35		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
36	36	GAR F	15.00	0.2808	177,213	10.40	0	0.00	0	0.00		177,213	10.40
Unit Owner		Sylvia Khomotso Kekana		Mortgagee		FirstRand Bank Limited							
37		GAR F	15.00	0.2808	177,213	10.40	0	0.00	0	0.00		177,213	10.40
38		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
39		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
40		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
41		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
42		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
43		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
44		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
45		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
46		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
47		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
48		GAR F	15.00	0.2808	177,213	10.40	0	0.00	0	0.00		177,213	10.40
49		GAR F	15.00	0.2808	177,213	10.40	0	0.00	0	0.00		177,213	10.40
50		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
51		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
52		GAR F	16.00	0.2996	189,027	11.08	0	0.00	0	0.00		189,027	11.08
53		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85

**PARTICIPATION QUOTA SCHEDULE FOR
ERICA BODY CORPORATE**

Sect No	Oth Sect No	Unit No	Area	PQ	Sum Insured	Premium	Add SI	Add Prem	Extra SI	Extra Prem	Desc	Total SI	Total Prem
54		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
55		GAR F	17.00	0.3183	200,841	11.78	0	0.00	0	0.00		200,841	11.78
56		GAR F	19.00	0.3557	224,470	13.16	0	0.00	0	0.00		224,470	13.16
57		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
58		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
59		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
60		GAR F	20.00	0.3745	236,284	13.85	0	0.00	0	0.00		236,284	13.85
61		GAR F	19.00	0.3557	224,470	13.16	0	0.00	0	0.00		224,470	13.16
62			32.00	0.5991	378,054	22.17	0	0.00	0	0.00		378,054	22.17
63		GAR F	14.00	0.2621	165,399	9.70	0	0.00	0	0.00		165,399	9.70
Common Property					0	0.00						0	0.00
Rounding					0.11		0.00		0.00				0.11
Sub Total			737.00	13.7994	8,707,060	510.58	0	0.00	0	0.00		8,707,060	510.58
Value Per Square Meter:			11,814.19										
Total			5,341.00	100.0000	73,043,145	4,340.95	0	0.00	0	0.00		73,043,145	4,340.95

11 Erica Street, Sunnyside, PRETORIA, 0002.

Section No:	70	Unit No:	F023	Exclusive Use:	Exclusive Use Area: P11
Section No:	78	Unit No:	F043	Exclusive Use:	Parking P10

STATUTORY NOTICE TO SHORT-TERM INSURANCE POLICYHOLDERS
IMPORTANT - PLEASE READ CAREFULLY
DISCLOSURE AND OTHER LEGAL REQUIREMENTS

(This notice does not form part of the insurance contract or any other document)

As a short-term insurance policyholder, or prospective policyholder, you have the right to the following information:

THE INTERMEDIARY (BROKER)

- 1.1 Name, physical address, postal address and telephone number
Broker: TRAFALGAR FINANCIAL SERVICES (PTY) LTD
Physical address: 1 ST ANDREWS STREET BIRDAVEN 2196
Postal address: P O BOX 782813 SANDTON 2146
Telephone: 011 214-5200
Fax: 011 788-1871
e-mail: michaels@trafalgar.co.za
FSP No: 1441
- 1.2 Legal status and any interest in the Insurer
You, as our client, have the right to the following information from your broker:
- Legal status of the broker.
- Whether your broker has a shareholding in excess of 10% with any Insurer.
- Whether the broker has placed business in excess of 30% with any Insurer in the preceding year.
- Detail as to whether the broker is an associated Company of the Insurer.
- 1.3 Your broker must advise you whether they have Professional Indemnity insurance in force.
- 1.4 Claims are to be instituted and managed as stated in 2.3.
- 1.5 Commission on the premium payable to your broker of R 795.10 per per month and Sasria Commission is R 47.51 per per month and Broker Management Fee is R 0.00

TFS earns a binder fee of 5,00% of premium for performing binder/administrative duties on behalf of the insurer, this however does not affect the premium payable by the client.

THE INSURER

- 2.1 Name, physical address, postal address and telephone number
Company: COMPASS INSURANCE COMPANY LIMITED, REG NO 1994/003010/06, FSP NO 12148
Physical address: 54 Peter Place Peter Place Office Park, Building G Bryanston 2021
Postal address: P.O. Box 37226 Birnam Park 2015
Telephone: (011) 745-8333
Fax: (011) 745-8444
FSP No: 12148
Categories of Licence: Short Term Commercial/Personal Lines
- Compliance Company: ISS Compliance
Compliance Officer: Dawn Julyan-Larkins
Telephone: 012 998 7938
Fax: 086 636 5217
Address: 481 Barry Hertzog Street, Waterkloof Glen, Pretoria, 0181.
e-mail: dawn.iss@fais.co.za
- Company: Sasria SOC Limited
Registration No: 1979/00287/06
Physical address: 36 Fricker Road, Illovo, Sandton, 2196
Postal address: P.O. Box 653367, Benmore, 2010
Telephone: Tel: (011) 214 0800
Fax: (011) 447 8630
Compliance Officer: Mrs Nomsa Mazibuko
Compliance e-mail: nomsam@sasria.co.za
Compliance Telephone: (011) 086 172 7742
Complaints: complaints@sasria.co.za
- Compliance Officer: Compliance Officer
Telephone: (011) 214 0800
Fax: (011) 447 8630
Address: Sasria SOC Limited, P O Box 653367, Benmore, 2010
- 2.2 Claims are to be instituted as follows:
- Notify your broker immediately, but in any event within 30 days, in writing of any event which may give rise to a claim.
- All such other documents as requested to be forwarded to your broker.
- Take all reasonable steps to prevent further damage or loss.
- Notify the SAPS within 24 hours of any loss or theft of property. The police report number is to be given to your broker.
- Give all assistance in the identification and physical recovery if any lost or stolen property is located. Following indemnification, any recovered property belongs to the Insurer.
- 2.3 Type of policy: Body Corporate
- 2.4 In respect of Annual policies the premium as specified in the attached schedule must be paid on or before the inception/renewal date. In respect of Monthly policies the premium as specified in the attached schedule will be collected by debit order during the first week of every month. The failure to pay the premium on the due date will result in your insurance cover being cancelled.

- 2.5 Details of how to institute a claim or complaint:
- Claims are usually instituted through the broker as previously described.
- Complaints can be referred either to the compliance office as shown above or to the client service department at the above address or phone or fax.

THE UNDERWRITING MANAGER

- 3.1 Name, physical address, postal address and telephone number
Company: COMMERCIAL AND INDUSTRIAL ACCEPTANCES (PTY) LTD
Postal address: PO Box 615 Bedfordview 2008
Physical address: 3 River Road Bedfordview 2008
Telephone: 0861-242-777
Fax: 086 613 6684
e-mail: mail@cia.co.za web: www.cia.co.za
FSP No: 13890
Categories of Licence: Short Term Commercial / Personal Lines
Professional Indemnity/
Fidelity: Policy No: P55 000763
Camargue Underwriting Managers (Pty) Ltd
PI Limit: R30 mil FG Limit: R1 mil

Conflict of Interest Policy www.cia.co.za
Complaints Procedure www.cia.co.za
Compliance Company ISS Compliance
Compliance Officer JC (Chris) van der Walt
Telephone: 086 126 6759
Fax: 011 447 2954
Address: Cnr Jan Smuts & Bolton Ave, President Place, 1st Floor West Wing
e-mail: chris@issssa.co.za

- 3.2 **Commercial & Industrial Acceptances (Pty) Ltd acts as an Underwriting Manager on behalf of Compass Insurance Company Limited in terms of a Binder Agreement.**

- 3.3 **Commercial & Industrial Acceptances (Pty) Ltd is paid a binder fee by Compass Insurance Company Limited and may also receive a profit commission from Compass Insurance Company.**

OTHER MATTERS OF IMPORTANCE

4 General

- 4.1 You must be informed of any material changes to the information provided above.
4.2 If the information was given to you verbally, it must be confirmed in writing within 30 days.
4.3 If any complaint to the Insurer or Intermediary is not resolved to your satisfaction, you may submit the complaint to the Registrar of Short-Term Insurance or to the FAIS Ombudsman.
4.4 Polygraph or any lie detector test is not obligatory in the event of a claim and the failure thereof may not be the sole reason for repudiating a claim.
4.5 If premium is paid by debit order:
- it may only be in favour of one person and may not be transferred without your approval; and
- the Insurer must inform you at least 30 days before the cancellation thereof, in writing, of its intention to cancel such debit order.
4.6 The Insurer, and not the Intermediary, must give reasons for repudiating your claim.
4.7 Your Insurer may cancel your insurance policy or impose special terms merely by informing your Intermediary. .
4.8 You are entitled to a copy of the policy free of charge.
4.9 You must check your policy schedule to ensure that the items insured, their description and values are those you gave to us.
4.10 You must advise any change to the description, use or value of the item insured as soon as reasonably possible to ensure that you are correctly insured.
4.11 Incorrect or non-disclosure by you may impact on any claims arising from your contract of insurance.
4.12 If you are not sure about, or do not understand any part of your policy, please contact the Intermediary/broker at the above address.
4.13 You are entitled to view the written mandate between the Insurer and the Intermediary/Broker.

5 Warning

- Do not sign any blank or partially completed application form.
- Complete all forms in ink.
- Keep all documents handed to you.
- Make note as to what is said to you.
- Don't be pressurised to buy the product.
- Incorrect information or non-disclosure by you of relevant facts may influence an Insurer on any claims arising from your contract of insurance.

6 **Particulars of the Ombudsman for Short-term Insurance who is available to advise you in the event of claim problems that are not satisfactorily resolved by the insurance Intermediary and/or the Insurer:**

Ombudsman for Short-term Insurance
P.O. Box 32334
BRAAMFONTEIN
2017
Tel: (011) 726-8900
Fax: (011) 726-5501
e-mail: info@osti.co.za
website: www.osti.co.za

7 Particulars of the FAIS Ombudsman:

FAIS Ombudsman
P.O. Box 74571
LYNWOODRIF
0040
Tel: (012) 470-9080 / 0860 432 766
Fax: (012) 348-3447
e-mail: info@faisombud.co.za
website: www.faisombud.co.za

8 Particulars of the Registrar of Short-term Insurance:

Financial Services Board
P.O. Box 35655
MENLO PARK
0102
Tel: (012) 428-8000
Fax: (012) 347-0221

10 Notice of Cancellation of the Policy:

Terms of cancellation of the policy is 30 day notice (Calendar month).

Community Living Insurance Policy

Details	Sum Insured			Rate			Premium		
	Current	Proposed	Change	Current	Proposed	Change	Current	Proposed	Change
Current	Proposed								
>>>Premises: 11 Erica Street, Sunnyside, PRETORIA, 0002. [1/01/2016]	58,556,951	64,336,085	9.87%	0.064908	0.064901	-0.01%	3,167.36	3,479.55	9.86%
>>>SASRIA							295.29	324.43	9.87%
>>>Premises: Garages, 11 Erica Street, Sunnyside, PRETORIA, 0002. [1/06/2015]	7,915,509	8,707,060	10.00%	0.064908	0.064899	-0.01%	428.15	470.90	9.98%
>>>SASRIA							32.24	35.46	9.99%
Building: N/A		Building:							
Contents [1/06/2015]	100,000	100,000							
>>>SASRIA							0.36	0.36	
Specified Items: N/A		Specified Items:							
Arson, theft, vandalism or malicious damage reward [1/06/2015]	10,000	10,000							
Emergency accommodation [1/06/2015]	7,000	7,000							
Generator hire [1/06/2015]	15,000	15,000							
Home modifications following disability [1/06/2015]	20,000	20,000							
Landscaped gardens [1/06/2015]	10,000	10,000							
Removal and storage costs of undamaged household contents [1/06/2015]	5,000	5,000							
Meeting room hire [1/06/2015]	2,500	2,500							
Pets [1/06/2015]	2,500	2,500							
Removal of trees [1/06/2015]	5,000	5,000							
Restoration of records [1/06/2015]	5,000	5,000							
Security guards [1/06/2015]	7,500	7,500							
Water removal & dehumidifying - without our consent [1/06/2015]	5,000	5,000							
Building materials awaiting installation [1/06/2015]	15,000	15,000							
Fidelity guarantee [1/06/2015]	50,000	50,000							
Intercom system sim card [1/06/2015]	5,000	5,000							
Loss of water [1/06/2015]	5,000	5,000							
Medical costs [1/06/2015]	10,000	10,000							
Trauma costs [1/06/2015]	1,000	1,000							
Funeral costs [1/06/2015]	5,000	5,000							
Money [1/06/2015]	25,000	25,000							
>>>SASRIA							5.00	5.00	

Replacement of locks, keys, tags & remote control access devices [1/06/2015]	5,000	5,000						
Title deeds [1/06/2015]	5,000	5,000						
Commercial glass [1/06/2015]	15,000	15,000						
Power surge [1/06/2015]	15,000	15,000						
>>>Theft without forcible and violent entry [1/06/2015]	15,000	15,000						
- Up to 100 litre [1/06/2015]	6,400	6,400						
- 150 litre [1/06/2015]	6,700	6,700						
- 200 litre [1/06/2015]	8,600	8,600						
- 250 to 300 litre [1/06/2015]	11,700	11,700						
Repairs [1/06/2015]	1,000	1,000						
Claims Occurrence basis [1/06/2015]	50,000,000	50,000,000	0.000600	0.000602	0.33%	25.00	25.07	0.28%
Contingent motor cover [1/06/2015]	2,500,000	2,500,000						
Claims Made basis [1/06/2015]	5,000,000	5,000,000						
Claims Made basis [1/06/2015]	5,000,000	5,000,000						
All machinery as defined in the wording [1/06/2015]	50,000	50,000						
Death [1/06/2015]	50,000	50,000						
Total and permanent disablement [1/06/2015]	50,000	50,000						
Death [1/06/2015]	10,000	10,000						
Total and permanent disablement [1/06/2015]	10,000	10,000						
Claims preparation costs [1/06/2015]	50,000	50,000						
>>>SASRIA						0.18	0.18	

Section Total						3,953.58	4,340.95	9.80%
---------------	--	--	--	--	--	----------	----------	-------

POLICY TOTAL						3,953.58	4,340.95	9.80%
--------------	--	--	--	--	--	----------	----------	-------

THE BODY CORPORATE OF ERICA
(Sectional Title Scheme Number SS 222/1991)
ANNUAL FINANCIAL STATEMENTS
for the year ended 28 February 2017



Van Sitterts
Chartered Accountants (S.A.)
Registered Auditors
Issued 10 April 2017

THE BODY CORPORATE OF ERICA
ANNUAL FINANCIAL STATEMENTS
for the year ended 28 February 2017

Country of incorporation	South Africa
Nature of business	The control, administration and management of common property of the sectional title scheme.
Trustees	M Swemmer M Mosadiwapul K Matlantalane
Managing agent	Trafalgar Property Management (Pty) Ltd 829 Stanza Bopape Street Arcadia 2196
Bankers	Investec Bank Ltd
Auditors	Van Sitterts Chartered Accountants (S.A.) Registered Auditors
Company registration	SS 222/1991
Tax reference number	9250/994/64/8

**THE BODY CORPORATE OF ERICA
ANNUAL FINANCIAL STATEMENTS
for the year ended 28 February 2017**

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

Index	Page
Report of the independent auditors	3
Report of the trustees	4
Statement of financial position	5
Statement of comprehensive income	6
Statement of changes in equity	7
Cash flow statement	8
Notes to the financial statements	9 - 11

The following supplementary schedules do not form part of the financial statements, and are unaudited.

Taxation computation	12
Other schedule	13

Approval

The financial statements which appear on pages 4 to 11 were approved by the trustees on 10 April 2017



Trustee

Trustee

Johannesburg

10 April 2017

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE BODY CORPORATE OF ERICA

We have audited the annual financial statements of The Body Corporate of Erica, which comprise the statement of financial position as at 28 February 2017, and the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes, and the trustees' report, as set out.

Trustees' Responsibility for the Financial Statements

The body corporate's trustees are responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards for Small to Medium-Sized Entities, and in the manner required by the Sectional Titles Act. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements fairly present, in all material respects, the financial position of the body corporate at 28 February 2017 and the results of its operations and cash flows for the year then ended in accordance with International Financial Reporting Standards for Small to Medium-sized Entities, appropriate to the business and in the manner required by the Sectional Titles Act in South Africa.

Supplementary information

The supplementary schedules set out on page 12 to 13 do not form part of the annual financial statements and are presented as additional information. We have not audited these schedules and accordingly we do not express an opinion on them.

Van Sitterts
Chartered Accountants (S.A.)
Registered Auditors

Gert van Schalkwyk
Centurion
10 April 2017

**THE BODY CORPORATE OF ERICA
REPORT OF THE TRUSTEES
for the year ended 28 February 2017**

The trustees present their report for the year ended 28 February 2017. This report forms part of the audited financial statements.

1. Business and operations

The body corporate's business and operations and the results thereof are clearly reflected in the attached financial statements. No material fact or circumstance has occurred between the accounting date and the date of this report.

2. Statements of responsibility

The trustees are responsible for the maintenance of adequate accounting records and the preparation and integrity of the financial statements and related information. The external auditors are responsible for independently auditing and reporting on the fair presentation of financial statements in conformity with International Standards on Auditing. The financial statements have been prepared in accordance with International Financial Reporting Standards for Small to Medium-sized Entities and in the manner required by the Sectional Titles Act in South Africa.

The trustees are also responsible for the body corporate's system of internal financial control. These are designed to provide reasonable, but not absolute, assurance as to the reliability of the financial statements, and to adequately safeguard, verify and maintain accountability of assets, and to prevent and detect misstatement and loss. Nothing has come to the attention of the trustees to indicate that any material breakdown in the functioning of these controls, procedures and systems has occurred during the year under review.

The financial statements have been prepared on the going concern basis, since the trustees have every reason to believe that the body corporate has adequate resources in place to continue in operation for the foreseeable future.

3. Trustees

The trustees of the body corporate during the accounting period and up to the date of this report were as follows:

K Matlantalane
M Mosadiwapul
M Swemmer

4. Managing agent

The managing agent of the body corporate is Trafalgar Property Management (Pty) Ltd, whose business and postal addresses are:

829 Stanza Bopape Street
Arcadia
2196

PO Box 56381
Arcadia
0007

5. Conduct rules

It is hereby confirmed that no amendment, substitution, addition or repeals of the rules (as contemplated by section 35(5) of the Act) have been submitted to the Registrar of Deeds for filing as contemplated by section 35(5)(c) of the Sectional Titles Act. There were no amendments, substitutions, additions or repeal of the rules for the year ended 28 February 2017.

THE BODY CORPORATE OF ERICA
STATEMENT OF FINANCIAL POSITION
as at 28 February 2017

	Notes	2017 R	2016 R
Assets			
Current assets			
Trade and other receivables	7	551,855	509,918
Cash and cash equivalents	8	161,224	226,005
Total assets		<u>713,079</u>	<u>735,923</u>
Funds and liabilities			
Funds and reserves			
Surplus		605,325	508,151
Current liabilities		107,754	227,772
Loans payable	2	-	103,180
Taxation		6,026	10,635
Trade and other payables	9	80,444	92,805
Levies in advance		21,284	21,152
Total funds and liabilities		<u>713,079</u>	<u>735,923</u>

THE BODY CORPORATE OF ERICA
STATEMENT OF COMPREHENSIVE INCOME
for the year ended 28 February 2017

		2017 R	2016 R
Gross revenue	4	1,191,406	1,105,256
Garage levy		10,640	21,803
Levies charged		1,169,367	1,070,506
Parking levy		11,399	12,947
Other income		107,752	127,810
Csos levies recovered		2,811	-
Electricity recoveries		2,800	-
Insurance recovered		18	-
Interest received	5	71,678	88,287
Legal fees recovered		30,445	39,523
Total income		1,299,158	1,233,066
Expenditure		1,195,958	958,559
Accounting fees		2,370	2,370
Administration and management fees paid		-	31,008
Auditors' remuneration	3	3,654	3,933
Bank charges		5,632	5,897
Cleaning		5,400	9,623
Contract - security		21,696	-
Contract - lift maintenance		20,979	22,887
Csos levies paid		2,811	-
Electricity		41,553	85,181
Insurance	11	50,929	46,332
Interest paid		5,590	17,596
Legal expenses		30,445	39,800
Managing agent fees		47,304	43,800
Meeting costs		1,026	1,368
Municipal charges		-	(33,356)
Printing and stationery		3,331	2,586
Prior year adjustments		-	(2,500)
Refuse municipal		56,442	46,204
Repairs and maintenance	10	225,173	42,406
Salaries and wages		146,121	132,652
Sewerage		116,876	101,205
Water		408,626	359,567
Operating surplus before taxation		103,200	274,507
Taxation	6	6,026	10,635
Surplus after taxation		97,174	263,872
Retained surplus at beginning of year		508,151	244,279
Retained surplus at end of year		605,325	508,151

THE BODY CORPORATE OF ERICA
STATEMENT OF CHANGES IN EQUITY
for the year ended 28 February 2017

	Distributable reserve R
Balance at 01 March 2015	244,279
Net surplus for the year	263,872
Balance at 01 March 2016	508,151
Net surplus for the year	97,174
Balance at 28 February 2017	605,325

THE BODY CORPORATE OF ERICA
CASH FLOW STATEMENT
for the year ended 28 February 2017

	Notes	2017 R	2016 R
Cash flows from operating activities		38,399	176,011
Cash receipts from customers		1,281,505	1,339,899
Cash paid to suppliers and employees		(1,298,559)	(1,227,358)
Cash (utilised in)/generated by operating activities	12.1	(17,054)	112,541
Interest received		71,678	88,287
Interest paid		(5,590)	(17,596)
Taxation paid	12.2	(10,635)	(7,221)
Cash flows from financing activities		(103,180)	(93,161)
Loans raised		-	35,545
Loans repaid		(103,180)	(128,706)
(Decrease)/increase in cash and cash equivalents		(64,781)	82,850
Cash and cash equivalents at beginning of the year	12.3	226,005	143,155
Cash and cash equivalents at end of the year	12.3	161,224	226,005

THE BODY CORPORATE OF ERICA
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2017

1 Basis of preparation

The financial statements are prepared in accordance with International Financial Reporting Standards for Small to Medium-sized Entities.

1.1 Taxation

The body corporate is taxed in terms of section 10(1)(e) of the Income Tax Act of 1962.

	2017 R	2016 R
2. Loans payable		
Trafalgar Financial Services (Pty) Ltd	<u>-</u>	<u>103,180</u>

This loan has been fully repaid in the current year.

3. Audit fees

Audit fees are remuneration for the audit and compilation of the financial statements. No provision has been made for the current financial year.

4. Gross revenue

Gross revenue comprises levies, which excludes value-added tax and represents the levies recovered from owners.

	2017 R	2016 R
5. Interest received		
Interest income		
- Interest received - bank and investments	12,910	1,965
- Interest received - members	58,769	86,322
	<u>71,679</u>	<u>88,287</u>

6. Taxation

South African normal tax

- Current tax	<u>6,026</u>	<u>10,635</u>
---------------	--------------	---------------

	2017 R	2016 R
7. Trade and other receivables		
Debtors for levies	448,145	430,360
Deposits paid	57,686	57,686
Accounts receivable	46,024	21,872
	<u>551,855</u>	<u>509,918</u>

THE BODY CORPORATE OF ERICA
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2017

	2017 R	2016 R
8. Cash and cash equivalents		
Trust account	34,182	51,237
Investec account	127,042	174,768
	<u>161,224</u>	<u>226,005</u>
	2017 R	2016 R
9. Trade and other payables		
Accounts payable	75,594	92,805
Accounts payable municipal	4,850	-
	<u>80,444</u>	<u>92,805</u>
	2017 R	2016 R
10. Repairs and maintenance		
Building	5,700	1,810
Electrical	1,065	-
Pest control	1,250	-
Plumbing	190,085	1,349
Security	7,411	8,792
Refuse	14,400	29,600
Fire services	5,262	855
	<u>225,173</u>	<u>42,406</u>
11. Insurance		
The Body Corporate is insured by Compass Insurance Company Limited, Policy number: CIA 0000-38111 from 1/06/2016 to 31/05/2017 and is payable annually in advance.		

THE BODY CORPORATE OF ERICA
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2017

12. Notes to the cash flow statement

	2017 R	2016 R
<i>12.1 Cash (utilised in)/generated by operating activities</i>		
Net profit before taxation	103,200	274,507
Adjustments for:		
Interest received	(71,679)	(88,287)
Finance costs	5,590	17,596
Other non-cash items	1	-
	<u>37,112</u>	<u>203,816</u>
Movements in working capital		
(Increase)/decrease in accounts receivable	(41,937)	111,046
Decrease in accounts payable	(12,361)	(196,262)
Increase/(decrease) in levies in advance	132	(6,059)
	<u>(17,054)</u>	<u>112,541</u>
	2017 R	2016 R
<i>12.2 Reconciliation of taxation paid during year</i>		
Charge in income statement	(6,026)	(10,635)
Movement in taxation balance	(4,609)	3,414
Payments made	<u>(10,635)</u>	<u>(7,221)</u>
	2017 R	2016 R
<i>12.3 Cash and cash equivalents</i>		
Cash and cash equivalents consist of cash on hand and balances with banks. Cash and cash equivalents included in the cash flow statement comprise the following balance sheet amounts:		
Cash and cash equivalents	<u>161,224</u>	<u>226,005</u>

THE BODY CORPORATE OF ERICA
9250/994/64/8
TAX COMPUTATION
28 February 2017

Ref

Total income	1,299,158	B
Interest received	71,678	A
Levies charged	1,169,367	D
Garage levies	10,640	D
Parking levies	11,399	D
Csos levy recoveries	2,811	D
Electricity recoveries	2,800	D
Insurance recoveries	18	D
Legal fees recoveries	30,445	D
Total income	1,299,158	
Less exempt from normal tax section 10(1)(e)	1,227,480	
Less basic exemption	50,000	
TOTAL TAXABLE INCOME	21,678	E
Allowable deductions		
Audit fees	3,654	
Bank charges	5,632	
Total allowable deductions	9,286	C
Apportionment of allowable deductions E/B x C/1	155	
Total taxable income	21,678	
Less apportionment of allowable deductions	(155)	
Taxable income for 2017	21,523	
Taxation thereon @ 28c in the Rand	6,026	
Tax liability		
Amount owing/(prepaid) at the beginning of year	10,635	
Amount refunded/(paid) in respect of prior year	(10,635)	
Amount owing/(prepaid) in respect of prior year	-	
Tax owing/(prepaid) for the current year		
Normal tax	6,026	
Per calculation	6,026	
1st provisional payment	-	
2nd provisional payment	-	
Amount owing/(prepaid) at the end of year	6,026	

THE BODY CORPORATE OF ERICA
SCHEDULE TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2017

DEBTORS AGE ANALYSIS for FEBRUARY 2017

Unit	Name	AGEING			30 Days	Current	Total
		120 +	90 Days	60 Days			
7	KOELE GLORIA NEO					-351.65	-351.65
9	SEBIYA AARON & ORIENTA JESSIE					-0.06	-0.06
10	TLAMANE SEKUTHULENI VIOLET & D	-263.99				202.05	-61.94
15	MABUTO ADDINGTON					-0.90	-0.90
17	MAMPANA MALOKANE LUCY					-97.78	-97.78
19	KGOBANE GAELEBALE SUZAN					-1.03	-1.03
20	MOGODI MASHIKWANE ISALAH & EST					-13.46	-13.46
33	YANKELEVICH M					-3,782.26	-3,782.26
43	BALOYI MBHONI CLAUDIA					-4.70	-4.70
50	MONGALE MODUBI SOLOMON & MATS	-45.62				-2,151.98	-2,197.60
51	MOREMEDI MMATABA DOROTHY & EUL	-19.60				-2,261.98	-2,281.58
52	MONTSHO DIPUO ANNAH					-2,464.23	-2,464.23
58	BOTHA ROBERT INNES					-2,268.96	-2,268.96
60	DE BEER STEPHANUS FRANCOIS & W					-189.02	-189.02
62	LEBETHE JOSEPH OUTATA					-623.46	-623.46
78	LEBETHE NAOME MMASABATA & JOSE					-1,839.04	-1,839.04
80	NCUBE COLIN LULAMA					-142.08	-142.08
81	APHANE LE 15TH					-15.74	-15.74
18Z	MORISON DOROTHEA LILIAN					-4,948.47	-4,948.47
	LEVIES IN ADVANCE	-329.21	-	-	-	-20,954.75	-21,283.96

Unit	Name	AGEING			30 Days	Current	Total
		120 +	90 Days	60 Days			
8	NEMUTHENGA LIVHUWANI NORMAN	7,630.39	2,261.67	2,270.25	2,287.13	2,299.76	16,749.20
11	MBOZA EFOUA SAMUEL & DJATO ISS					34.45	34.45
12	MAENETJA LILLIAN RAESIBE & NKI	19,081.37	1,957.34	1,957.34	1,986.49	1,986.49	26,969.03
16	MOTSEPE BARHOWLOMEW GEDION BAL					665.71	665.71
25	MANENZHE RATSHLUMELA ALBERT &	1,968.46	2,034.97	2,031.56	2,066.52	2,091.45	10,192.96
26	MOSELANE OO					19.56	19.56
27	TSHIKALANGE LUFUNO	55,950.95	2,989.99	3,042.23	3,073.94	3,128.88	68,185.99
30	VIEIRA DZINATLWENA DA SILVA		2,320.60	2,461.10	2,495.92	9,964.01	17,241.63
32	MAHUMA TSHEPO PULANE & MIRRIAM				2,029.31	4,341.89	6,371.20
34	TEMBO UNION & MERVIN					68.03	68.03
36	KEKANA SYLVIA KHOMOTSO					48.82	48.82
48	RUMANYIKA JUSTINE SHOFELI				1,118.76	2,278.95	3,397.71
59	RAMOSOLO ALEX TSHEPO & DIBOLEN	2,000.57	2,262.96	2,296.37	2,336.09	2,362.56	11,258.55
61	KUMALO JONATHAN VUSUMUZI	127,753.78	5,788.36	5,926.40	5,989.69	6,135.32	151,593.55
63	SIBANDA STANFORD ANDREW					1,953.18	1,953.18
65	MAMABOLO MAHLODI REBECCA & MMA	58,533.95	7,187.79	2,922.90	2,982.54	3,050.70	74,677.88
67	MEREYOTLHE KGALALETSO MILTON &					1,230.84	1,230.84
68	SWEMMER MARK DALE					4.88	4.88
69	HLUBI DOREEN			1,158.05	1,773.45	1,782.70	4,714.20
70	GUDAZI MBALI PHILISIWE					1,693.95	1,693.95
73	MOGOMOTSI I	31,981.09	2,472.90	2,507.31	2,537.41	2,571.91	42,070.62
82	MOSIME MATLANTALANE	919.48	1,975.78	1,988.15	2,044.87	2,074.85	9,003.13
	LEVIES IN ARREARS	305,820.04	31,252.36	28,561.66	32,722.12	49,788.89	448,145.07

CREDITORS AGE ANALYSIS for FEBRUARY 2017

Name	AGEING			30 Days	Current	Total
	120 +	90 Days	60 Days			
CSOS	-	-	-	-1,405.28	-1,405.28	-2,810.56
EY STUART	-	-	-	-10,322.95	-	-10,322.95
PRETORIUS LE ROUX	-	-	-	-62,461.24	-	-62,461.24
TOTAL	-	-	-	-74,189.47	-1,405.28	-75,594.75

BODY CORPORATE OF ERICA
BUILDING CODE: 154D
PROPOSED BUDGET FOR THE YEAR ENDING: FEBRUARY 2018
Summary Administrative Budget- Detailed

		NOTE	BUDGET 2018	ACTUAL 2017	BUDGET 2017
GL CODE	INCOME		1,152,751	1,299,158	1,182,078
5067	Levies	1	1,005,938	1,169,367	1,159,972
5059	Exclusive Use Levies- 1	2	11,502	10,640	10,374
5044	Insurance - Building		0	18	-
5546	Legal Fees Recoveries	3	31,200	30,445	-
5058	Recoveries Security	4	3,000	2,800	-
5007	CSOS Levy Recovery	5	17,296	2,811	-
5121	Rental Income - Buildings	6	11,855	11,399	11,732
5050	Interest received- members	7	59,000	58,769	-
5049	Interest received- bank/ investment	8	12,960	12,909	-
	EXPENDITURE		980,883	1,204,226	1,159,565
6003	Accounting/Secretarial Fees	9	3,990	2,770	2,607
6001	Administration Fees	10	950	-	-
6019	Audit Fees	11	4,019	3,654	4,326
6031	Bank Charges	12	6,000	5,632	6,487
6161	Meeting Costs	13	1,077	1,026	1,500
6061	Cleaning - Other	14	5,500	5,400	10,500
6087	Consulting/Professional Fees	15	3,180	-	-
6120	CSOS Levy	16	17,296	2,811	-
6145	Insurance - Building	17	55,564	50,929	51,037
6148	Interest - Loans		-	5,565	8,944
6157	Legal Fees - Levy Collection	18	31,200	30,445	-
6271	Management Fees - Trafalgar	19	51,088	47,304	47,304
6277	Meter Reading		0	-	46,485
6115	Mun Exp - Electricity	20	49,059	45,423	61,223
6325	Mun Exp - Refuse	21	62,087	56,442	58,206
6109	Mun Exp - Dom Effluent/Sewer	22	65,713	116,969	121,370
6397	Mun Exp - Water	23	251,029	408,626	436,955
6355	Printing and Stationery	24	3,120	2,931	2,900
6175	R&M - Building	25	26,000	5,700	60,000
6181	R&M - Electrical	26	2,160	1,065	-
6193	R&M - Fire Fighting Equipment	27	4,010	5,262	3,000
6075	R&M - Lift (Contract)	28	24,794	20,979	24,718
6217	R&M - Lift (Other)		0	-	3,500
6225	R&M - Pest Control	29	1,440	1,250	-
6241	R&M - Plumbing	30	12,000	190,085	5,000
6249	R&M - Refuse Removal	31	15,000	14,400	14,400
6259	R&M - Security	32	10,800	7,411	30,000
6049	S&W - Caretaker	33	14,400	14,400	14,880
6343	S&W - Permanent Staff	34	142,289	135,061	143,123
6071	S&W - RA/Pension/Medical Cont	35	13,269	-	-
6399	S&W - Workmens Compensation	36	1,089	990	1,100
6349	Security (Contract)	37	92,259	21,696	-
6379	Taxation	38	10,500	-	-
Current Profit/ (Loss)			171,869	94,932	22,513
Add Opening Reserves			603,083	508,151	
Transfer to Maintenance Reserve			(20,000)	-	
Closing Reserves			754,951	603,083	
Summary of Reserves					
Admin Fund Reserve			754,951	603,083	
Maintenance Reserve Fund			192,913	-	
Total Reserves Held			947,864	603,083	

GL Code	Note	Description	Base	Escalation	Forecast	No of months	Annualised amount	Standalone notes (Carried through to other High Level Reports)
5067	1	Levies						
		Mar 2017 - May 2017	98,621	0.00%	98,621	3	295,864	
		Jun 2017 - Feb 2018	98,621	(20.00%)	78,897	9	710,074	
						12	1,005,938	
5059	2	Exclusive Use Levies - Garages						
		Mar 2017 - Jun 2017	910	0.00%	910	4	3,640	
		Jul 2017 - Feb 2018	910	8.00%	983	8	7,862	
						12	11,502	
5546	3	Legal fees recoveries						
		Mar 2017 - Feb 2018	2,600	0%	2,600	12	31,200	
						12	31,200	
5058	4	Security						
		Jan 2017 - Feb 2018	250	0%	250	12	3,000	
						12	3,000	
5007	5	CSOS Levy Recovery						
		Mar 2017 - May 2017	1,974	0.00%	1,974	3	5,923	
		Jun 2017 - Feb 2018	1,580	(20.00%)	1,264	9	11,373	
						12	17,296	
5121	6	Rental Income - Buildings						
		Mar 2017 - Jun 2017	950	0%	950	4	3,800	
		Jul 2017 - Feb 2018	950	6%	1,007	8	8,055	
						12	11,855	
5050	7	Interest Received - Members						
		Jan 2017 - Feb 2018	4,917	0%	4,917	12	59,000	
						12	59,000	
5049	8	Interest Received - Bank / Investment						
		Jan 2017 - Feb 2018	1,080	0%	1,080	12	12,960	
						12	12,960	
6003	9	Accounting/Secretarial Fees						
		Mar-17	3,990	0%	3,990	1	3,990	
						12	3,990	Public Officer Fees
6001	10	Administration Fees						
		Jun-17	950	0%	950	1	950	
						12	950	CSOS Annual return
6019	11	Audit Fees						

GL Code	Note	Description	Base	Escalation	Forecast	No of months	Annualised amount		Standalone notes (Carried through to other High Level Reports)
6031	12	Apr 2017	3,654	10%	4,019	1	4,019		
						12	4,019		Auditors Remuniration
6031	12	Bank Charges							
		Mar 2017 - Feb 2018	500	0%	500	12	6,000		
						12	6,000		
6161	13	Meeting Costs							
		Jun 2017	1,026	5%	1,077	1	1,077		
						12	1,077		AGM Meeting Fee
6061	14	Cleaning - Other							
		Mar 2017 - Feb 2018	458	0%	458	12	5,500		
						12	5,500		Cleaning Material
6087	15	Consulting/Professional Fees							
		May-17	3,180	0%	3,180	1	3,180		
						12	3,180		Insurance Evaluation - Calculated every 3 years
6120	16	CSOS Levy							
		Mar 2017 - May 2017	1,974	0.00%	1,974	3	5,923		
		Jun 2017 - Feb 2018	1,580	(20.00%)	1,264	9	11,373		
6145	17	Insurance				12	17,296		
		Insurance - Building							
		Mar 2017 - May 2017	4,341	0%	4,341	4	17,364		
6148		Jun 2017 - Feb 2018	4,341	10%	4,775	8	38,200		
						12	55,564		
6157	18	Interest - Loans							
		Mar 2017 - Feb 2018	0	0%	0	0	0		
						0	0		
6271	19	Legal Fees							
		Legal Fees - Levy Collection							
		Mar 2017 - Feb 2018	2,600	0%	2,600	12	31,200		
6271		Management Fees							
		Management Fees - Trafalgar							
		Mar 2017 - Feb 2018	4,257	0%	4,257	12	51,088		
						12	51,088		

GL Code	Note	Description	Base	Escalation	Forecast	No of months	Annualised amount	Standalone notes (Carried through to other High Level Reports)
6115	20	Mun Exp - Electricity						
		Mar 2017 - Jun 2017	3,785	0%	3,785	4	15,142	
		Jul 2017 - Feb 2018	3,785	12%	4,240	8	33,917	
						12	49,059	Constania Metering
6325	21	Mun Exp - Refuse						
		Mar 2017 - Jun 2017	4,851	0%	4,851	4	19,402	
		Jul 2017 - Feb 2018	4,851	10%	5,336	8	42,685	
						12	62,087	
6109	22	Mun Exp - Dom Effluent/Sewer						
		Mar 2017 - Jun 2017	5,166	0%	5,166	4	20,664	
		Jul 2017 - Feb 2018	5,166	9%	5,631	8	45,048	
						12	65,713	
6397	23	Mun Exp - Water						
		Mar 2017 - Jun 2017	19,133	0%	19,133	4	76,533	
		Jul 2017 - Feb 2018	19,133	14%	21,812	8	174,496	
						12	251,029	
6355	24	Printing and Stationery						
		Mar 2017 - Feb 2018	260	0%	260	12	3,120	
						12	3,120	
6175	25	Repairs and Maintenance						
		R&M - Building						
		Mar 2017 - Feb 2018	2,167	0%	2,167	12	26,000	
						12	26,000	
6181	26	R&M - Electrical						
		Mar 2017 - Feb 2018	180	0%	180	12	2,160	
						12	2,160	
6193	27	R&M - Fire Fighting Equipment						
		Jul 2017	3,819	5%	4,010	1	4,010	
						12	4,010	Annual Fire equipment service
6075	28	R&M - Lift (Contract)						
		Mar 2017 - Apr 2017	1,907	0%	1,907	2	3,814	
		May 2017 - Feb 2018	1,907	10%	2,098	10	20,979	
						12	24,794	Monthly lift service
6225	29	R&M - Pest Control						
		Mar 2017 - Feb 2018	120	0%	120	12	1,440	
						12	1,440	
6241	30	R&M - Plumbing						

GL Code	Note	Description	Base	Escalation	Forecast	No of months	Annualised amount	Standalone notes (Carried through to other High Level Reports)
		Mar 2017 - Feb 2018	1,000	0%	1,000	12	12,000	
						12	12,000	
6249	31	R&M - Refuse Removal						
		Mar 2017 - Sept 2017	1,200	0%	1,200	7	8,400	
		Oct 2017 - Feb 2018	1,200	10%	1,320	5	6,600	
						12	15,000	No More Crying/Waste Removal
6259	32	R&M - Security						
		Mar 2017 - Feb 2018	900	0%	900	12	10,800	
						12	10,800	
		Salaries and Wages						
6049	33	S&W - Caretaker						
		Mar 2017 - Feb 2018	1,200	0%	1,200	12	14,400	
						12	14,400	
6343	34	S&W - Permanent Staff						
		Mar 2017 - May 2017	10,432	0%	10,432	3	31,295	
		Jun 2017 - Nov 2017	10,432	8%	11,266	6	67,598	
		Dec 2017	20,864	0%	20,864	1	20,864	
		Jan 2018 - Feb 2018	11,266	0%	11,266	2	22,532	
						12	142,289	
6071	35	S&W - RA/Pension/Medical Cont						
		Mar 2017 - May 2017	1,043	0%	1,043	3	3,130	
		Jun 2017 - Feb 2018	1,127	0%	1,127	9	10,139	
						12	13,269	Proposed Shetshaba Provident Fund for Staff
6399	36	S&W - Workmens Compensation						
		Sep 2017	990	10%	1,089	1	1,089	
						12	1,089	
6349	37	Security						
		Security (Contract)						
		Mar 2017 - Feb 2018	7,688	0%	7,688	12	92,259	
						12	92,259	Nedcorp Security contract
6379	38	Taxation						
		Sep-17	10,500	0%	10,500	1	10,500	
						12	10,500	Provision for SARS Return

BODY CORPORATE OF ERICA

Calculation for the Reserve Fund Contributions per the Sectional Titles Schemes Management Act 8 of 2011

Budget Used

12 Mths

Reserve Fund Calculation - Using Minimum Contributions per Regulation 2

Reserves Funds (cash) Held as at 2016 Yr end Feb

20,000

Administrative Fund Fin year 2016 with special levies

1,299,158

Special Levy , Direct Recoveries & Non Recurring Income (enter as negative number)

-

Administrative Fund Fin year 2016

1,299,158

Administrative Fund Fin year 2017 with special levies

1,152,751

Special Levy , Direct Recoveries & Non Recurring Income (enter as negative number)

-

Administrative Fund Fin year 2017

1,152,751

Percentage of Reserves / Administrative Fund

1.54%

Minimum Annual Reserve Contribution per Regulation 2(a) must be at least 15% of the Administrative Fund

172,913

Reserve Fund Calculation - Using 10 Year Maintenance Plan per PMR 22

Estimated Cost of maintenance (in line with 10 Year Maintenance Plan)

-

Previous Contribution to Maintenance Fund

(20,000)

Estimated Cost of maintenance (in line with 10 Year Maintenance Plan) Less Previous Contribution

(20,000)

This years Annual Reserve Fund Contribution per Maintenance Plan

-

Reserve Fund Contribution per Annum

-

Minimum Maintenance Levy Calculations

Minimum Reserve Levy (total) for 12 months

172,913

Reason- Minimum Annual Reserve Contribution per Regulation 2(a) must be at least 15% of the Administrative Fund

Minimum Reserve Fund - Reserve Fund Contribution per month

14,409

Explicit Maintenance Plan - Reserve Fund (total) for 12 months

-

Explicit Maintenance Plan - Reserve Fund Contribution per month

-

Final Decision

Annual Reserve Fund Contribution per Minimum Reserve or 10 year plan

172,913.00

Monthly Reserve Fund Contribution per Minimum Reserve or 10 year plan 12 months

14,409.42

Choice

Accept

Your Overrided Reserve Fund Levy per month

Your Overrided Reserve Fund Levy for this Financial Year

Final Monthly Reserve Fund Contribution

19,212.56

Levies from June 2017 (9 months, pending on AGM Meeting and at 15% levy fee)

BODY CORPORATE OF ERICA

BUILDING CODE: 154D

PROPOSED BUDGET FOR THE YEAR ENDING: FEBRUARY 2018

LEVY SCHEDULE

LEVY WILL INCREASE DUE TO 15% RESERVE LEVY

Monthly Admin Levy
Admin Levy Increase (%)
Monthly Reserve Levy
Total Levy

Current Levy	First Increase	Second Increase	Reserve Collection
3	9	0	9
R 98,621.38	R 78,897.10	R 0.00	
0.00%	(20.00%)	0.00%	
R 19,212.56	R 19,212.56	R 0.00	
R 117,833.94	R 98,109.66	R 0.00	

R 98,109.66 Includes Reserve levy and 1st Increase levy

R 19,212.56 Reserve levy at 15% for 9 months

SECTION	DOOR	SIZE	PQ (whole number)	Current LEVY PER PQ	Current Reserve Fund Levy	New Levy after 1st Increase	New Reserve Levy after 1st Increase	New Levy after 2nd Increase	New Reserve Levy after 2nd Increase	Resultant Total Levy
---------	------	------	-------------------	---------------------	---------------------------	-----------------------------	-------------------------------------	-----------------------------	-------------------------------------	----------------------

Totals Check			100.0000	R 98,621.38	R 19,212.56	R 78,897.10	R 19,212.56	R 0.00	R 0.00	R 98,109.66
39(20)	11	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
65	12	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
52(33)	13	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
67	14	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
68	21	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
69	22	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
70	23	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
34 (15)	24	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
54 (35)	31	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
73	32	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
63 (42)	33	14	0.2621	R 258.49	R 50.36	R 206.79	R 50.36	R 0.00	R 0.00	R 257.15
51 (32)	34	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
59 (41)	41	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
43 (24)	42	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
78	43	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
58 (40)	44	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
80	51	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
81	52	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
82	53	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
50 (31)	54	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
60 (43)	61	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
61 (44)	62	19	0.3557	R 350.80	R 68.34	R 280.64	R 68.34	R 0.00	R 0.00	R 348.98
11	101	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
12	102	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
9 (11)	103	19	0.3557	R 350.80	R 68.34	R 280.64	R 68.34	R 0.00	R 0.00	R 348.98
48 (29)	104	15	0.2809	R 277.03	R 53.97	R 221.62	R 53.97	R 0.00	R 0.00	R 275.59
15	201	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
16	202	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
17	203	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
18	204	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
19	301	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
20	302	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
8 (10)	303	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
22	304	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
23	401	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
10 (13)	402	24	0.4494	R 443.20	R 86.34	R 354.56	R 86.34	R 0.00	R 0.00	R 440.90
25	403	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
26	404	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
27	501	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
7 (9)	502	19	0.3557	R 350.80	R 68.34	R 280.64	R 68.34	R 0.00	R 0.00	R 348.98
36 (17)	503	15	0.2808	R 276.93	R 53.95	R 221.54	R 53.95	R 0.00	R 0.00	R 275.49
30	504	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
33 (14)	601	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94

CSOS Levy Current	CSOS Levy After 1st Increase	CSOS Levy After 2nd Increase
-------------------	------------------------------	------------------------------

R 1,974.41	R 1,579.53	R 0.00
R 0.00	R 0.00	R 0.00
R 30.62	R 24.50	R 0.00
R 0.00	R 0.00	R 0.00
R 30.99	R 24.79	R 0.00
R 27.30	R 21.84	R 0.00
R 30.62	R 24.50	R 0.00
R 32.47	R 25.98	R 0.00
R 0.00	R 0.00	R 0.00
R 27.30	R 21.84	R 0.00
R 23.61	R 18.88	R 0.00
R 29.15	R 23.32	R 0.00
R 0.00	R 0.00	R 0.00
R 33.21	R 26.57	R 0.00
R 30.62	R 24.50	R 0.00
R 23.61	R 18.88	R 0.00
R 0.00	R 0.00	R 0.00
R 29.52	R 23.62	R 0.00
R 23.61	R 18.88	R 0.00
R 34.69	R 27.75	R 0.00
R 0.00	R 0.00	R 0.00
R 0.00	R 0.00	R 0.00
R 30.99	R 24.79	R 0.00
R 27.30	R 21.84	R 0.00
R 34.69	R 27.75	R 0.00
R 0.00	R 0.00	R 0.00
R 32.84	R 26.27	R 0.00
R 27.30	R 21.84	R 0.00
R 29.52	R 23.62	R 0.00
R 34.31	R 27.45	R 0.00
R 27.30	R 21.84	R 0.00
R 27.30	R 21.84	R 0.00
R 23.61	R 18.88	R 0.00
R 0.00	R 0.00	R 0.00
R 33.21	R 26.57	R 0.00
R 40.00	R 32.00	R 0.00
R 0.00	R 0.00	R 0.00
R 23.61	R 18.88	R 0.00
R 27.30	R 21.84	R 0.00
R 40.00	R 32.00	R 0.00
R 0.00	R 0.00	R 0.00
R 33.21	R 26.57	R 0.00
R 27.30	R 21.84	R 0.00
R 29.14	R 23.31	R 0.00

BODY CORPORATE OF ERICA

BUILDING CODE: 154D

PROPOSED BUDGET FOR THE YEAR ENDING: FEBRUARY 2018

LEVY SCHEDULE

LEVY WILL INCREASE DUE TO 15% RESERVE LEVY

Monthly Admin Levy
Admin Levy Increase (%)
Monthly Reserve Levy
Total Levy

Current Levy	First Increase	Second Increase	Reserve Collection
3	9	0	9
R 98,621.38	R 78,897.10	R 0.00	
0.00%	(20.00%)	0.00%	
R 19,212.56	R 19,212.56	R 0.00	
R 117,833.94	R 98,109.66	R 0.00	

R 98,109.66 Includes Reserve levy and 1st Increase levy

R 19,212.56 Reserve levy at 15% for 9 months

SECTION	DOOR	SIZE	PQ (whole number)	Current LEVY PER PQ	Current Reserve Fund Levy	New Levy after 1st Increase	New Reserve Levy after 1st Increase	New Levy after 2nd Increase	New Reserve Levy after 2nd Increase	Resultant Total Levy
32	602	191	3.5761	R 3,526.80	R 687.06	R 2,821.44	R 687.06	R 0.00	R 0.00	R 3,508.50
62 (46)	SEC62	32	0.5991	R 590.84	R 115.10	R 472.67	R 115.10	R 0.00	R 0.00	R 587.77
64	11	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
56 (38)	12	19	0.3557	R 350.80	R 68.34	R 280.64	R 68.34	R 0.00	R 0.00	R 348.98
66	13	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
53 (34)	14	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
45 (26)	21	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
71	24	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
72	31	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
46 (27)	32	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
74	33	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
75	34	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
76	41	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
77	42	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
79	44	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
55 (36)	51	17	0.3183	R 313.91	R 61.15	R 251.13	R 61.15	R 0.00	R 0.00	R 312.28
47 (28)	52	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
44 (25)	53	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
83	54	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
84	61	191	3.5761	R 3,526.80	R 687.06	R 2,821.44	R 687.06	R 0.00	R 0.00	R 3,508.50
85	62	191	3.5761	R 3,526.80	R 687.06	R 2,821.44	R 687.06	R 0.00	R 0.00	R 3,508.50
30	102	15	0.2809	R 277.03	R 53.97	R 221.62	R 53.97	R 0.00	R 0.00	R 275.59
13	103	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
14	104	101	1.8910	R 1,864.93	R 363.31	R 1,491.94	R 363.31	R 0.00	R 0.00	R 1,855.25
41 (22)	201	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
3 (5)	202	19	0.3557	R 350.80	R 68.34	R 280.64	R 68.34	R 0.00	R 0.00	R 348.98
38 (19)	203	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
1 (1)	204	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
57 (39)	302	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
21	303	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
6 (8)	304	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
37 (18)	401	15	0.2808	R 276.93	R 53.95	R 221.54	R 53.95	R 0.00	R 0.00	R 275.49
24	402	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
42 (23)	403	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
2(2)	404	19	0.3557	R 350.80	R 68.34	R 280.64	R 68.34	R 0.00	R 0.00	R 348.98
40(21)	501	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
28	502	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
29	503	91	1.7038	R 1,680.31	R 327.34	R 1,344.25	R 327.34	R 0.00	R 0.00	R 1,671.59
35 (16)	504	16	0.2996	R 295.47	R 57.56	R 236.38	R 57.56	R 0.00	R 0.00	R 293.94
31	601	191	3.5761	R 3,526.80	R 687.06	R 2,821.44	R 687.06	R 0.00	R 0.00	R 3,508.50
4 (6)	602	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
5 (7)	602	20	0.3745	R 369.34	R 71.95	R 295.47	R 71.95	R 0.00	R 0.00	R 367.42
TOTAL/ AVE		5341	100.0000	R 98,621.38	R 19,212.56	R 78,897.10	R 19,212.56	R 0.00	R 0.00	R 98,109.66

CSOS Levy Current	CSOS Levy After 1st Increase	CSOS Levy After 2nd Increase
R 40.00	R 32.00	R 0.00
R 33.21	R 26.57	R 0.00
R 27.30	R 21.84	R 0.00
R 29.52	R 23.62	R 0.00
R 23.61	R 18.88	R 0.00
R 32.84	R 26.27	R 0.00
R 0.00	R 0.00	R 0.00
R 33.21	R 26.57	R 0.00
R 27.30	R 21.84	R 0.00
R 33.21	R 26.57	R 0.00
R 23.61	R 18.88	R 0.00
R 29.52	R 23.62	R 0.00
R 27.30	R 21.84	R 0.00
R 34.69	R 27.75	R 0.00
R 27.30	R 21.84	R 0.00
R 34.69	R 27.75	R 0.00
R 0.00	R 0.00	R 0.00
R 34.69	R 27.75	R 0.00
R 27.30	R 21.84	R 0.00
R 40.00	R 32.00	R 0.00
R 40.00	R 32.00	R 0.00
R 40.00	R 32.00	R 0.00
R 1.82	R 1.46	R 0.00
R 27.30	R 21.84	R 0.00
R 28.78	R 23.02	R 0.00
R 0.00	R 0.00	R 0.00
R 30.62	R 24.50	R 0.00
R 0.00	R 0.00	R 0.00
R 34.69	R 27.75	R 0.00
R 39.12	R 31.30	R 0.00
R 0.00	R 0.00	R 0.00
R 23.61	R 18.89	R 0.00
R 23.61	R 18.89	R 0.00
R 0.00	R 0.00	R 0.00
R 29.52	R 23.62	R 0.00
R 23.61	R 18.89	R 0.00
R 33.58	R 26.86	R 0.00
R 23.61	R 18.88	R 0.00
R 0.00	R 0.00	R 0.00
R 29.52	R 23.62	R 0.00
R 29.52	R 23.62	R 0.00
R 0.00	R 0.00	R 0.00
R 1,974.41	R 1,579.53	R 0.00



To Whom It May Concern:

Dear Sir or Madam,

CERTIFICATE OF INSURANCE

This serves to confirm that **TRAFALGAR PROPERTY MANAGEMENT / FINANCIAL SERVICES** Insurance is insured as follows:

BANKERS BLANKET BOND, PROFESSIONAL INDEMNITY & TP ELECTRONIC AND COMPUTER CRIME

INSURER : The Hollard Insurance Company
POLICY NO. SPL/SLFG/00002491
RENEWAL DATE / INSURANCE PERIOD: 01 February 2016 to and incl. 31 January 2017

Bankers Blanket Bond (BBB)

Insuring Clauses

	Limit of Indemnity
1. Infidelity of Employees	R 20,000,000
2. On Premises	R 20,000,000
3. In Transit	R 20,000,000
4. Forgery or Alteration	R 20,000,000
5. Securities	R 20,000,000
6. Counterfeited Currency in the Aggregate	R 20,000,000
7. Offices and Contents	R 20,000,000
8. Legal Fees	R 20,000,000

Third Party Electronic and Computer Crime (CC)

1. Computer Services	R 20,000,000
2. Electronic Computer Systems	R 20,000,000
3. Electronic Data and Media	R 20,000,000
4. Electronic Communication	R 20,000,000
5. Insured's Service Bureau Operations	R 20,000,000
6. Electronic Transmissions	R 20,000,000
7. Customer Voice Initiated Transfers	R 20,000,000
8. Computer Virus	R 20,000,000
9. Forged Facsimile	R 20,000,000

Retroactive Date: 20 Sept 2007
Retroactive Date: Increased limit from R 5 000 000 to R 20 000 000 05 Oct 2016

Professional Indemnity (PI) R 5,000,000
(Including Principal Carve Back)
Retroactive Date: 29 Jan 1990

Extensions

1x Full Reinstatement

IMPORTANT:

The "Certificate" of insurance cover arranged is issued as a matter of information only and confers no rights upon the certificate holder.

Yours faithfully,

LOUISE BATT (MRS)

Email: louise@pibn.co.za

57 Barnard Street, Bellville 7530, - Tel 021 683 8383
P.O. Box 638, Bellville, Cape Town, 7535,
Authorised Financial Services Provider licence no. 4880
- e-mail: info@pibn.co.za - Co. Reg. No. 1992/004867/07
Directors: Desmond Roos Claire Vaskys FCII Michael van der Merwe BCom (Hons) HCII

INDEX

1. Introduction
2. Preamble
3. Interpretation
4. Duties of Owners
5. Service Address
6. Particulars of tenants
7. Entry by 3rd party
8. Tenants and Visitors
9. Nuisance
10. Silence
11. Signs and Notices
12. Inside of Sections
13. Appearance from Outside
14. Equipment and Installations of common Property
15. Inflammable substances and safety of Property
16. Business and other activities
17. Pets
18. Eradication of Pests
19. Water
20. Employee of the body corporate
21. Domestics and Laborers
22. Garden and Lawns
23. Children
24. Motor Vehicles & Parking
25. Refuse Removal
26. Damage and alteration to the common Property
27. Laundry
28. Overcrowding & Partitioning
29. Exclusive Use
30. Fines, Penalties and Charges

CONDUCT RULES FOR ERICA BODY CORPORATE

RULES ESTABLISHED FOR THE BODY CORPORATE OF THE SECTIONAL TITLE COMPLEX KNOWN AS ERICA OF 11A ERICA STREET SITUATED IN THE TOWNSHIP OF PRETORIA, IN TERMS OF THE PROVISIONS OF THE SECTIONAL TITLE SCHEME MANAGEMENT ACT SS222/1991

1. Introduction

- 1.1 The purpose of these conduct Rules is to create an orderly and pleasant environment for all owners and residents of Erica and to protect the mutual interest of owners and residents.

2. Preamble

- 2.1 Any organisation or institution is governed by Rules, agreements or procedures etc. by which the organisation must abide and operate around. **Erica conduct rules** have accordingly been compiled to meet the Sectional Title Act requirements and to provide owners/occupiers of dwellings within **Erica** with a set of guidelines as to what is expected of everyone, for the general benefit of everyone.
- 2.2 In no way are any rules or agreements meant to interfere with anyone's democratic rights, personal lives or affairs, instead these house rules are to protect such rights or personal affairs within the complex and to maintain good living standards as far as possible with everyone's co-operation. Without rules, there is no freedom.

3. Interpretation

In the interpretation of these rules, unless the context otherwise indicates:

- a. "Act" means the Sectional Title Act, as amended from time to time and any regulations made and in, force there under.
- b. Words and expressions used shall bear the meaning assigned to them in the Act.
- c. "Trustees" includes an alternate trustee.
- d. "Owner" means the registered owner of a section in a building and shall include such owner, members of his family, his domestics, private gardener, guests, invitees and tenants for all of whom he shall be responsible.
- e. Words importing
 - i. The singular number only shall include the plural, and the reverse shall also apply;
 - ii. The masculine gender shall include the feminine and neuter genders and the neuter gender shall include the masculine and feminine genders.
- f. The headings to the respective rules are provided for the convenience of reference only and are not to be taken into account for the interpretation of the rules.
- g. In the event of any dispute as to the interpretation of the rules, the enforcement hereof or any breach thereof, the decision of the majority of the Trustees shall be final and binding on all parties concerned in such dispute.
- h. The Body Corporate of the Trustees may, in special circumstances, grant a relation of the rules in writing and signed by the Chairman, which relation shall be subject to such conditions as may be imposed therein for such period as may be stipulated therein and which shall be subject to withdraw at any time by the Body Corporate or the Trustees in its or their discretion without ascribing any reasons therefore.
- i. These rules shall be binding on the individual owners of sections in the complex *inter se*, and shall also bind the Body corporate on the one hand and all such owners on the other (This includes any bodies involved in the trading of Section titles).

In the event of failure by the Body Corporate or the Trustees to enforce any of these rules, to take all necessary steps to enforce these rules against any other owner.

- j. If, as a result of a breach by any owner of these rules or any other obligations of the owner, the Body Corporate or the Trustees instruct a firm of attorneys, the defaulting owner shall be liable for all costs and charges of whatsoever nature on an attorney and client scale incurred by the Body Corporate or the Trustees as a result thereof.
- k. An owner shall at all times and to the satisfaction of the Trustees, whose decision shall be final and binding:
 - i. comply with all conduct rules, regulations and directions imposed by the Body Corporate or the Trustees from time to time and which the Body Corporate or the Trustees may consider to be reasonably necessary for the enforcement of these rules, or the control, management and administration of the common property of the buildings;
 - ii. at all times maintain his section in good, clean, sanitary and habitable order and condition and shall be responsible for all interior painting, maintenance inclusive of blockage of sewers and sanitary equipment and connections and repairs of whatsoever nature. If a blockage in any sewerage or plumbing pipe occurs and the responsibility therefore cannot be allocated to any particular owner, the cost of removing same shall be borne by the Body Corporate, all plumbing and electrical work in and any alternations or additions to, any section shall be effected only by suitably qualified and, where applicable, licensed or registered workmen and contractors;
 - iii. use this section for residential purposes only and for no other purpose whatsoever. A section shall only be used and occupied personally by the owner thereof or his lawful tenant and members of his or such tenant's immediate family. No auction, jumble sales, hawkers or similar sales or exhibitions shall be held in a section, or on common property, nor shall same be used for any professional or business purposes whatsoever, unless duly authorized in writing by the Trustees and which does not contravene any Tshwane City Council by-law;
 - iv. No owner, members of his family, his domestics, private gardener, guests, invitees and tenants for all of whom he shall be responsible may occupy a caravan, wendy house or similar such structure for residential or business purposes.

4. Duties of Owners

- 4.1 In terms of the Act, an owner shall:
 - 4.1.1 Permit any person authorized in writing by the body corporate, at all reasonable hours on notice, except in case of an emergency when no notice shall be required, to enter his unit or exclusive use area for purpose of inspecting it and maintaining, repairing or renewing pipes, wires, cables other unit or common property, or for the purpose of ensuring the provisions of this Act and the rules are being observed.
 - 4.1.2 Forthwith carry out all work that may be ordered by any competent public or local authority in respect of his unit, other than such work as may be for the benefit of the building generally and pay all charges, expenses and assessments that may be payable in respect of his unit.
 - 4.1.3 Repair and maintain his unit in a state of good repairs and, in respect of an exclusive use area, keep it in a clean, tidy and neat condition.
 - 4.1.4 Use and enjoy common property in such a manner as not unreasonable to interfere with the use and enjoyment thereof by other owners or other persons lawfully on the premises;
 - 4.1.5 Not use his unit or exclusive use area, or permit it to be used, in such a manner

- or for such purpose as shall cause a nuisance to any occupier of a unit.
- 4.1.6 Notify the body corporate forthwith of any change of ownership in his unit; and
- 4.1.7 When the purpose for such a unit is intended to be used is shown expressly or by implication or by sectional plan, not use nor permit such to be used for any other purpose: Provided that with the written consent of all owners such unit may be used for another purpose.
- 4.2 In terms of the Management Rules, an owner shall:
- 4.2.1 Not use his unit, exclusive use or any part of the common property, or permit it to be used, in such a manner or for such a purpose as shall be injurious to the reputation of the scheme;
- 4.2.2 Not contravene or permit the contravention, of any law, by-law ordinance, proclamation of statutory regulation or the condition on any license, relating to or affecting the occupation of the building or the common property or the carrying on of business in the building or to contravene or permit the contravention of the conditions of the title applicable to his unit or any other unit or to his exclusive use area
- 4.2.3 Not make alterations which are likely to impair the stability of the building or the use and enjoyment of other units, the common property or exclusive use area;
- 4.2.4 Not do anything to his unit or exclusive use area which is likely to prejudice the harmonious and aesthetic appearance of the building;
- 4.2.5 When the purpose of an exclusive use area is intended to be used, is shown expressly or by implication on or by a registered sectional plan, not use, or permit such exclusive use area to be used, for any other purpose; Provided that with the written consent of all the owners such area may be used for another purpose.
- 4.2.6 Not construct or place any structure or building improvement on his exclusive use area, without the prior written consent of the trustees, which shall not be unreasonably withheld.
- 4.2.7 Maintain the hot water installation that serves his unit, or, where such installations serve more than one unit, the owners concerned shall maintain such installation pro-rata, notwithstanding that such appliance is situated in part of the common property and is insured in terms of the policy taken out by the body corporate

5. Service Address of owners

- 5.1 A register of owners and registered bondholders of units and of all other persons possessing a real right over units, must be kept by the Trustees or Managing agent with a schedule of complete addresses of each individual or institution as set out above, after this information has been supplied to the Trustees or Managing agent in accordance with Paragraph 2.2.
- 5.2 An owner is obliged to notify the Trustees of any change in ownership, the registration of a bond or any other action regarding his section.

6. Particulars of Tenants Shall be supplied by owners

- 6.1 Before a tenant occupies a unit, the owner shall supply full particulars of the tenant/s and any change of tenants to the Trustees.
- 6.2 If the letting of units is undertaken by an agent on behalf of the owner, the owner shall keep the Trustees informed as to the name and address of such agent.
- 6.3 In the event where an owner employs a letting agent, the owner is under obligation to inform the agent of the owner's duties regarding these conduct rules and must also inform the agent that only tenants who will be suitable and will fit in with the community, shall be allowed to rent a unit.

7. Entry by third Party

- 7.1 Owners and tenants are required to notify security at the main entrance in advance should they require third parties to gain entrance to effect repairs or to deliver goods. In the event of such notice not being given, security may refuse entrance to the building.

8. Tenants or Visitors

- 8.1 All tenants of units and other persons to whom a right of occupation has been granted by any owner of a particular unit, shall comply with these conduct rules, notwithstanding any conflicting provisions in any rental agreement or granting of right to occupation.
- 8.2 Residents of units are compelled to explain the rules to any visitors they receive, and to ensure that such visitors understand and obey the rules.
- 8.3 An occupier is responsible for the conduct, actions or omissions of his visitors and the occupier shall take care that his visitors comply with the conduct rules.

9. Nuisance

- 9.1 An Occupier of a section shall not cause, or allow any conduct contrary to the rules on the premises or allow any action or events to take place which may cause a nuisance or inconvenience to another person, or to the employees or agents employed by the Trustees, or any person who is legally on the premises.

10. Silence

- 10.1 Silence shall be maintained throughout.
- 10.2 In particular radios, television sets, music instruments and hi-fi equipment shall be used in such a manner that it is not a disturbance to other residents or the public.
- 10.3 Any private gathering in the scheme should be contained within the unit at all times and behavior should be such as not to cause a disturbance to other owners/residents or the public.
- 10.4 No fireworks or crackers shall be allowed within the scheme
- 10.5 The security officer is tasked to request residents, who are guilty of creating excessive noise, to keep noise levels within acceptable levels.

11. Signs and Notices

- 11.1 No owner or occupier of a section, used for residential purposes, shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common property or of a section, so as to be visible from the outside of a section, without the written consent of the Trustees first having been obtained.

12. Inside of sections

- 12.1 Owners shall at all times keep their sections in a neat, clean and habitable condition and shall be responsible for the maintenance of sections. Furthermore, owners shall be responsible for the maintenance of sanitary equipment and electrical installations which serve their section only, and any repairs that may be necessary shall be effected on their own expense.

13. Appearance from outside

- 13.1 The owners or occupier of a section used for residential purposes shall not place or do anything on any part of the common property, including balconies, patios, corridors and gardens which, in the discretion of the Trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.
- 13.2 Unless authorized by the trustees in writing, no decorations may be attached to a unit. Applications for consent shall be lodged in writing with the trustees containing full details of the intended work. Work may not proceed before the written consent of the trustees has been obtained.

- 13.3 Air-conditioning units, Jacuzzis, build-in-braas, etc, shall not be installed in or at a unit unless approved in writing by the trustees. In most cases these items would require approval from the municipality and accordingly, plans approved by the municipality would be a prerequisite before the trustees will consider the item for approval. Additionally, full compliance with the aesthetic requirements of the scheme is mandatory.
- 13.4 No obstructions shall be placed on walkways or any portion of the common property.

14. Equipment and Installation of the Common Property

- 14.1 Under no circumstances shall fire extinguishers and fire hoses be used for any other purposes than firefighting.
- 14.2 When moving goods and furniture in and out the building, such removers shall take care that the common property is not damaged. Owners shall be liable for any damage incurred in this regard.
- 14.3 Under no circumstances shall occupiers tamper with, or carry out any work or cause any work to be done to electrical systems, equipment and installations that serve the common property. Defects shall be reported to the trustees.

15 Inflammable substances and safety of property

- 15.1 An owner or occupier of a section shall not store any substance or perform any other dangerous action or let it be performed or allow it to be performed which may or shall bring about an increase in the tariff of the premium payable by the body corporate on any insurance policy.

16 Business and other activities

- 16.1 No business activities, commerce or any other occupation shall be practised on the common property or in any section.
- 16.2 No auction or jumble sale shall be held on the common property or in any section.
- 16.3 The cultivation of hobbies which are disturbing to other occupiers, is strictly prohibited
- 16.4 Under no circumstances shall barbecues (braai) take place on the common walking areas or corridors.
- 16.5 No hobbies causing a disturbance of the peace or a nuisance will be allowed.
- 16.6 Day care centres and aftercare will be considered a crèche which is a business. This will not be allowed
- 16.7 No selling of food or any items is allowed on or in the premises.

17 Pets

- 17.1 No Pets are allowed in the building, in a unit or on the common property. Exception is made for unit 202 which has an exciting pet, and may not be replaced.

18 Eradication of Pests

- 18.1 An owner shall keep his section free of white ants, borer and other wood destroying insects and to this end shall permit the trustees, the managing agent and their duly authorised agents or employees, to enter upon his section from time to time for the purpose of inspecting the section and taking such action as may be reasonably necessary to eradicate such pests. The costs of the inspection, eradicating any such pests as may be found within the section, replacement of any woodwork or other

material forming part of such section which may be damaged by any such pests shall be borne by the owner of the section concerned.

19 Water

- 19.1 Water shall at all times be utilised in a conservative manner.
- 19.2 Residents may not use fire hoses for any other purpose than an emergency fire. Owners will be fined for using the fire equipment.

20 Employees of the body corporate

- 20.1 Nobody whatsoever shall interfere with employees of the body corporate. They work on instructions from the trustees alone
- 20.2 No hawkers are permitted on the premises.

21. Domestic and Laborers

- 21.1 Owners / Residents must register their domestic and laborers with security in order for the domestic or laborers to gain access to the scheme
- 21.2 Owners / Residents shall ensure that their servants do not cause noise in their unit or on the common property
- 21.3 Should a domestic and labourer contravene any of these rules, the trustees reserve the right, if justified, to refuse entry to the domestic or labourer after notifying the employer.

22. Gardens and lawns

- 20.3 Gardening and maintenance of the gardens are being undertaken by the trustees.
- 20.4 No owner or occupier of a section shall work in the gardens, remove plants or undertake planting, but occupiers may make recommendations and may tender plants and seed to the Trustees

23. Children

- a. Residents shall, taking into consideration the normal exuberance of youths, keep their children, as well as the children of their visitors, in control and under supervision to the extent that no damage to the common property or inconvenience or disturbance to other residents will occur.
- b. Residents shall ensure that their children do not tamper with electric switches, taps, post-boxes, name-plates, trees, plants, decorations and other fittings or garden items.
- c. Residents shall ensure that their children and their visitors children do not play in the lifts
- d. No playing allowed on common property.
- e. Residents shall ensure that their children or their visitors children do not play between the motor cars parked in the parking area
- f. Skating with skate boards or roller skates on paving's, corridors, roads, in the courtyard, or in the parking area is strictly forbidden
- g. Residents must ensure that no plants are damaged by the children when their children or their visitor's children are playing in the garden
- h. No ketties & pellet guns are allowed in the scheme.

24. Motor Vehicles and Parking

- a. No owner or occupier shall park or stand any vehicle upon the common property, or permit or allow a motor vehicle to be parked or stood on the common property by anybody, without the consent of the Trustees in writing.
- b. Garages and parking areas shall be kept clean and tidy by the occupier of the section to whom the garage or parking place belongs, or has been allocated.
- c. Occupiers shall ensure that the theft alarms of their vehicles or their visitors vehicles, are not activated unnecessarily, thereby causing a disturbance to other residents.
- d. If occupiers have more vehicles than those for which parking places have been allocated to them, these additional vehicles shall not be parked on the common property.
- e. Owners and occupiers of sections shall ensure that their vehicles, or the vehicles of their visitors and guests, do not drip oil or brake fluid on the common property or in any other way deface the common property. If the vehicles of occupiers or the vehicles of their visitors and guests drip oil or brake fluid on the common property, or defaced it in any other way, the Trustees may cause the oil stains to be cleaned, removed or repaired and the owner and occupier of the section shall be liable for the costs of such action.
- f. No owner or occupier shall be permitted to dismantle or effect major repairs to any vehicle on any portion of the common property, exclusive use area or in a section.
- g. No motor wrecks may be kept on the premises or sidewalks.
- h. The parking of vehicles on access roads on the common property or on areas or in such a manner that the use of garages is obstructed or hampered, is strictly prohibited. Vehicles parked in such a manner shall be towed away at the owner or driver of the vehicles cost.
- i. A Maximum speed limit of 10km/h is in force on the common property
- j. Vehicles shall enter and leave the common property as silent as possible.
- k. Hooters or other audible warning apparatus shall not be used on the common property
- l. Parking in front of garages, parking bays, other vehicles or any space other than the parking allocated to you as the owner is strictly forbidden.
- m. Carports may only be used as parking and parking only, under no circumstances may any item or object be stored or placed under a carport.
- n. No loud music from the vehicles

25. Refuse Removal

- a. Household refuse may only be placed in refuse bins after it has been placed inside a plastic bag and tied securely to prevent refuse from coming loose within the refuse bin.
- b. Other refuse to be disposed of, such as polystyrene or cardboard boxes, must be cut or broken into smaller pieces before placing it inside the refuse bins. Such items may not be placed on top of, or next to, the refuse bins provided.
- c. All provisions regarding broken glass and other dangerous objects as set out by the City council of Pretoria, must be adhered to when such objects are placed in refuse bins.
- d. Owners / residents shall ensure that contractors attending to maintenance or improvements to their unit on their behalf do not litter on the common property.

- e. No insoluble items are allowed to be flushed down the toilet. Should sewerage pipes be blocked because of non-compliance, these pipes will be unblocked and the surrounding areas disinfected and cleaned up at the owner's expense.
- f. Cigarette butts and other objects of whatever nature shall not be thrown out of windows or from balconies
- g. No refuse shall be deposited on the common property. Persons throwing rubbish on the common property or vicinity is subject to prosecution in terms of Municipal Health Regulations, such transgressors shall be reported to the Trustees forthwith.

26. Damage or alterations to the common property

- a. An owner or occupier of a section shall not paint, mark, drive nails or screws or the like into, or otherwise damage, or alter any part of the common property without first obtaining the written consent of the Trustees.
- b. Notwithstanding paragraph 23.1 an owner or person authorised by him, may install:
 - i. any locking devise, safety gate, burglar bars or other safety devise for the protection of his section; or
 - ii. any screen or other devise to prevent the entry of animals or insects, provided that the trustees have first approved in writing the nature and design of the devise and the manner of its installation.
- c. If any work to or inside sections which may cause inconvenience or disturbance to other occupiers has to be done, the Trustees must be informed of the programme of such work in good time
- d. Such work shall be carried out during reasonable hours and with the least possible inconvenience and disturbance to other occupiers, taking into consideration the times of silence as set out in paragraphs 7.1
- e. No obstacles shall be placed on the pathways or any other area of the common property.
- f. Occupiers who let work be done and the persons performing the work shall at all times do it in consultation and co-operation with the trustees in order to ensure that satisfactory measures are taken on an ongoing basis to protect especially the staircases and the lifts in the common property against damage and littering,
- g. If workmen fail to co-operate in this regard, they may be denied access to the premises by the trustees, without giving notice of such denial to the owner or occupier of the section where the work is undertaken.
- h. It is the sole responsibility of those who are having work done, to ensure that their workmen take reasonable precautions against damage and littering. After each working day, reasonable cleaning up, and on completion, comprehensive cleaning up shall be undertaken by them.
- i. If the premises are untidy and littered on completion of the work, the persons who had the work done, shall be held responsible for the cost of cleaning up or repairing damage.

27. Laundry

- a. Laundry shall only be hung on the existing washing lines at the occupier's own risk.
- b. An owner or occupier of a section shall not erect his own washing lines, nor hang any washing or laundry or any other items on any part of the building or common property.

28. Overcrowding & Partitioning

No owner will be allowed to partition his/her unit in anyway. Partitioning leads to overcrowding which is prohibited.

Curtains, boards, walls, blankets hung between rooms will be seen as partitioning which is prohibited.

Should any kind of partitioning be in your unit, it is your duty as the owner to break it down and have it removed.

We refer you to the number of residents/occupants allowed in the units

1.5 Bedrooms – 3 Persons

2.5 Bedrooms – 5 Persons

Residents may not exceed the numbers above.

A fine of R250 per person will be billed on your levy account on a monthly basis for every resident exceeding the amount allowed in the unit.

29. Exclusive Use

Garages, carports and patios are exclusive use areas and will be charged for the use of such area.

30. LEVY ACCOUNTS, CHARGES, FEES, FINES

A Fine between R250 (Two hundred and fifty rand) and R1000 (One Thousand rand) will be raised on the owner's account on the trustee's discretion, should the resident, guest or tenant of the unit not adhere or comply with the conduct rules.

Addition 1:

It is in the sole discretion of the trustees to take any remedial action necessary against any owner for the enforcement of any right, duty or obligations owed by any owner to the Scheme for the payment of any levy, administrative fee or any other charge that may become due in the enforcement of the Act, the Rules or any other obligation owed.

Addition 2:

All members of the Body Corporate agree that any legal, or administrative fees incurred by the Scheme, pursuant to a valid agreement with any supplier, in the prosecution of any obligation owed, or the enforcement of the rules as against an errant owner, can and should be debited to the members account immediately.

Addition 3:

All members of the Body Corporate agree that all debt collection charges, as amended from time to time in the Act, which may be incurred by the Body Corporate when employing the services of a registered debt collector as defined in the Debt Collectors Act of 1998, can and should be debited to the errant members account immediately.

Addition 4:

All members of the Body Corporate agree and confirm that any owner who enters into a lease agreement, or allows possession, use and or occupation for any reason whatsoever for any period of time, must submit all details of said occupant/s to the Trustees and / or Managing Agent prior to occupation being granted. Any failure to submit the aforementioned details is an offence and may attract a fine in line with these rules.

Signed & Approved

Trustee 1 _____

Date: _____

Trustee 2 _____

ERICA BODY CORPORATE

NOMINATION FORM

I, _____, being the registered owner of section _____ door _____ Erica hereby propose the following people for election as Trustees of the Body Corporate at the Annual General Meeting of the Body Corporate to be held on **28 June 2017**

	NOMINEE/S	SIGNATURE/S	EMAIL	CONTACT NUMBERS
1.				
2.				
3.				
4.				
5.				

Signed by me this _____ day of _____ 20____

Signature of Proposer

NOTES :

1. Each Nominee by his signature above makes the following declaration :

I declare that I accept this nomination for election as a Trustee and that I meet the requirements for being a Trustee in terms of Prescribed Management Rule 6 of the Sectional Title Schemes Management Act, Act 8 of 2011

2. This nomination form must be in the hands of the Managing Agents at least 48 hours before the start of the meeting. Post : Trafalgar Property Management, PO Box 56381, Arcadia, 0007, or Fax no : 0866395405, or Email : malcolmf@trafalgar.co.za / vanessah@trafalgar.co.za;

3. Trustees are also capable of being elected by way of nominations given at the meeting itself (with the consent of the nominee), should insufficient written nominations be received prior to the meeting.

FORM C

Notification, appointment of proxy and acceptance of mandate

Note: In terms of section 6(5) of the Sectional Titles Schemes Management Act 2011 a member must be represented in person or by proxy at meetings of body corporate and a person may not act as a proxy for more than two members of the body corporate.

Scheme Details:	
Name of Scheme:	Erica
SS Number / year:	222/1991

To: The Body Corporate

I/We, the undersigned owner(s) and member(s) give notice to the body corporate of the above scheme that I/we appoint a proxy to speak and vote at the general meetings (including adjournments) and on the terms set out below.

Member name(s):	
Unit numbers:	
Proxy name (insert one full name):	

This appointment applies to: (tick **one** of the following and complete as necessary)

<input type="checkbox"/>	The general meeting to be held on:	/ / DD/MM/YYYY
<input type="checkbox"/>	All general meetings held before:	/ / DD/MM/YYYY
<input type="checkbox"/>	All general meeting until and including the body corporate's next annual general meeting	

Special conditions or instructions to proxy: (if left blank, the appointment is unconditional)

--

Signature(s) of members giving mandate:

 	/ / DD / MM / YYYY
--	-----------------------

Signature of person accepting mandate:

 	/ / DD / MM / YYYY
--	-----------------------