



MONTHLY LEVY

P O Box 11230 Bloubergrant 7443 Tel: 021 5570520 Fax: 021 5568620 E-Mail info@tnotch.co.za

VAN RIEBEECKSHOF MASTER HOME OWNERS ASSOCIATION

Dear Owner

The Trustees have approved the implementation of a monthly levy from 1 December 2007, as agreed upon at the AGM held on 4 October. The Levy for free-standing houses will be R120.00 per month, and units in gated communities, HOA or Sectional Title developments R60.00 per unit. The Trustees appointed Topnotch Properties as managing agents for the administration and management of Van Riebeeckshof Area and to do the levy collection.

For more information, visit: www.vanriebeeckshof.co.za. To date, we have had over 500 visitors to the site.

The first projects that have been identified, are as follows:

Environmental:

A scoping report will be done to determine the state of the pine trees on our open public spaces. Some of them are riddled with disease and might pose a danger to property in the immediate vicinity. If some trees need to be felled, other trees will be planted in its place.

Water points need to be investigated to water new plants in summer.

We have planted 35 highly endangered *Serruria Brownii* in the Renosterveld above Chianti Villas. Another 35 will be planted with the next winter rains. These plants, donated by Kirstenbosch Gardens, will also need to be watered during the dry summer months.

Security:

We have been holding discussions with both ADT and Halt Security regarding placing permanent patrol vehicles in the Van Riebeecks area. Both companies were extremely accommodating, but in the end we have given Halts our mandate.

With immediate effect there will be one vehicle allocated to the area, but it is hoped this will become two in a very short period.

Presently Halts are offering new clients a very special rate for armed response of R100.00 per month inclusive of vat. It is anticipated ADT will follow suit and offer their clients more competitive rates.

Other items on our agenda are the large amount of vagrants co-habiting the forest and shopping areas.

Security cameras and foot patrols.

If you have issues relating to security please contact either Halt Security (021)975-1503 or N.Filer 021-9399134 cell 0836583166 John Coetzee

Attached find a personal details update form. Please complete and post or fax it back to our office if the details are not correct.

We trust that you find the above in order and assuring you of our Topnotch services at all times.

Yours sincerely

**CORNELL WAGENAAR: MANAGING MEMBER
FOR: TOPNOTCH PROPERTY SERVICES CC**

LEVY PAYMENT PROCEDURES:

We will endeavour to make the process as smooth as possible.

As an incentive for up-front payment, we will offer 15% discount on all payments made one year in advance. If you pay your account 6 months in advance, a 10% discount will apply.

Payment of levies can be made by the following methods, please ensure that you always reflect your unique account number as it appears on your statement on any correspondence and payments including bank deposit slips etc.:

1. **Debit Order.** We **UNFORTUNATELY DO NOT** cater for a debit order system due to the cost of the service relative to the number of participants; we do however suggest that you consider arranging a **stop order** instruction with your Bank, as it is very often the most convenient method of payment.
2. **Cheques or Cash:** All cheques are to be made payable to the Master Home Owners Association and although payment is due in advance and by the 1st day of every month we allow some latitude until the 7th day, please ensure that payment reaches us before the 7th of the month. It is important to note that all levies are payable on or before the first day of each month, the HOA will charge interest on arrears effective from the 1st of each month and can also charge for administrative costs relating to collection of any arrears if payment has not been received by the 7th day of the month for which it is due. **The debt collecting procedures are as follow:** On the morning of the 8th if no payment has been received a reminder will be sent out along with your levy statement and a charge of R51.30 will be debited to you levy account. Furthermore if your levy account still reflects an outstanding amount on the 22nd day of the month a final demand letter will be posted with an amount of R85.50 debited to you account. If by the end of that month your account reflects a balance due in 60 days your account will be handed over to our attorneys for collection a your account will be debited with R150.00 hand over fee.
3. **Direct Deposit into our Bank Account:** All payments must be made payable to Van Riebeeckshof MHOA. **It is imperative that a copy of the deposit slip is faxed to our office and that such a deposit or fund transfer document clearly reflects your account number as shown on your monthly statement and correctly in the space provided by the banking institution for identification under reference or deposit reference.** Should this reference be an endorsement made any where other than the reference section, the data capturer working for the bank in question may very well not even enter this information and the bank statement will then not clearly identify either the HOA or the payee.
 - **Your HOA banking details are on the bottom left hand corner of your statement.**

NB!! Your personal account number is a six-digit number
(Use only this reference number on any deposit)
4. **Proving Payment:** Please remember that we are not required to initiate a search for your payment and proving that a payment has been made remains your responsibility. Any charges levied against you because you failed to correctly reference your payment as a result could not be correctly allocated by our staff, will be recovered from you unless such an endorsement is proved to have been correctly made and we are found to be guilty of neglect or wilful omission.

The details are as follows : Jacky Britz

Work : 021 557 0520

Fax : 021 556 8620

E-mail : jbritz@tnotch.co.za

5. **Levy Problems:** Please communicate with your Managing Agent should you experience financial difficulties or queries with regard to levy payments. Should your levy account at any stage reflect a 30 day arrear balance, the HOA will have no choice other than to implement the necessary credit control procedures.



P O Box 11230
 BLOUBERGRANT
 7443

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No 6 Dianthus Road, Table View, 7441

OWNER AND TENANTS DETAILS

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|--|-----------------------------|--|
| Home Owners Association | Van Riebeeckshof MHOA | |
| Owners Full Details | | |
| Address line 1 | | |
| Address line 2 | | |
| ID No (for both parties if applicable) | | |
| OWNERS POSTAL ADDRESS (for levy statements) | | |
| OWNERS WORK PHONE No | OWNERS HOME PHONE No | |
| OWNERS FAX No | OWNERS MOBILE No | |
| OWNERS e-MAIL ADDRESS | | |
| ADDITIONAL INFORMATION REQUIRED IF APPLICABLE | | |
| TENANT'S NAME | | |
| TENANTS WORK TEL | | |
| TENANTS HOME TEL | | |

Date _____ Signature _____

Please complete the above form and return it per fax, e-mail or post to our offices in order for us to update our records.