

ZEVENZICHT HOME OWNERS ASSOCIATION

(herein after referred to as 'the Estate')

DUTY SHEET: ESTATE MANAGER

Although the incumbent will be responsible for the essential duties and responsibilities listed in this duty sheet, he/she may from time to time be required to perform other duties within the Estate that may reasonably be expected of him/her as Estate Manager.

DUTIES AND RESPONSIBILITIES

Oversee the day to day activities and operations in the Estate in accordance with the policies and procedures of the Home Owners Association in collaboration with the Board of Trustees, the Architectural Review Committee and the Managing Agent, by discharging the following duties and responsibilities:

- i. Determine own activity priorities, administrative processes and procedures.
- ii. Ensure that effective security and access control measures for the Estate are fully functional at all times.
- iii. Responsible for the care of and general appearance of all public areas, structures and gardens of the Estate, recommend improvements and initiate action as may be appropriate.
- iv. Ensure that the Estate's assets are protected and maintained to an appropriate standard by initiating and overseeing routine, extraordinary and pro-active repairs, maintenance, servicing and improvements.
- v. Ensure that the assets of the Estate are adequately insured.
- vi. Obtain quotations for, appoint and direct activities of on site contractors and service providers such as security, access control, communication systems, grass cutting, plot cleaning, landscaping, gardening, weed killing, refuse removal, maintenance, etc.
- vii. Monitor and control expenditure, scrutinize and arrange for the payment of all invoices, with due consideration of budget control, contract stipulations and in accordance with established financial practices.
- viii. Manage and control a petty cash facility for minor ad hoc payments.
- ix. Maintain contact with public agencies having any form of jurisdiction over the Estate such as SAPS, Fire and Risk Services, City Council, etc. and ensure that the Estate complies with the codes, bylaws and regulations of such agencies.

- x. Monitor building operations and ensure compliance with the Architectural Design Guidelines and the Building Contractor Activity Regulations and Code of Conduct Governing Building Contractor Activity.
- xi. Investigate disturbances, violations and complaints and resolve arising issues in accordance with the applicable policies, regulations and procedures established by the Home Owners Association.
- xii. Advise the Trustees on the updating of policies, regulations and procedures and on current and relevant industry developments, including areas of collaboration with adjoining estates.
- xiii. Research issues relevant to the management, functioning and appearance of the Estate and present the Trustees with recommendations.
- xiv. Control (check and maintain) over the monthly inventory lists
- xv. Monthly inspection of playground equipment in respect of health and safety and record keeping.
- xvi. Coordinate and arrange Trustee meetings, prepare agendas and keep minutes.
- xvii. Assist the Trustees in the compilation of the annual budget.
- xviii. Coordinate the Annual General Meeting of the Home Owners Association.
- xix. Maintain good public relations with owners, residents, contractors, service providers, etc. in a positive, respectful and professional manner.