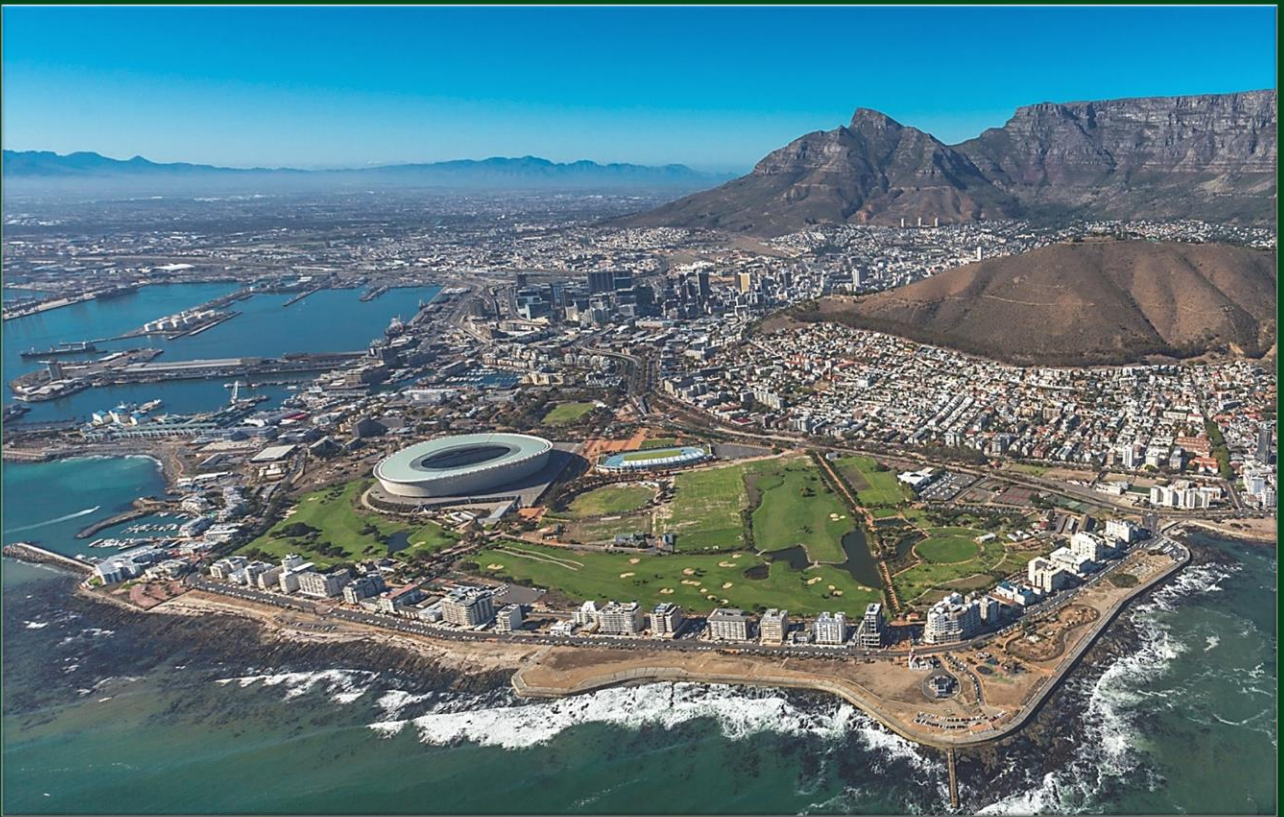


  
**PAM GOLDING**  

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**PROPERTIES**  
PROPERTY MANAGEMENT SERVICES



*Pam Golding Property Management Services*

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### 1. PROPERTY MANAGEMENT

From its early beginnings in 2001, Pam Golding Property Management Services (Pty) Ltd, (PGPMS) has steadily grown year on year, specialising in sectional title property administration and the management of homeowners' associations from small high value niche HOA's to extensive gated communities comprising hundreds of units. With a team of highly trained property professionals, PGPMS is also able to draw on the in-house legal and financial skills often not present within competitor companies.

PGPMS has the infrastructure and resources to provide a professional and expert service, and has qualified and dedicated personnel who subscribe to our philosophy of personal service, who are assigned to administer specific properties. In addition, we have modern and sophisticated computer systems to support our management team.

In keeping with the desire to be a leading participant within the industry and aligning itself with the core values of professionalism and integrity, PGPMS is an active member of the National Association of Managing Agents (NAMA) and key corporate sponsor of the Association of Residential Communities (ARC). The company is also registered with the Institute of Estate Agents of South Africa (IEASA); the South African Property Owners Association (SAPOA) and the South African Council of Shopping Centres (SACSC), and, as required, it is registered with the Estate Agency Affairs Board.

## 2. MEET OUR MANAGEMENT TEAM



**Mike Morey**  
Managing Director

Mike Morey, the Managing Director of PGPMS, has full executive responsibility of all activities within the Company. Mike is also the Financial Director of Pam Golding Commercial Properties and all nine companies that fall within the group. Mike is a qualified financial accountant who has been actively involved in the Real Estate industry for over 25 years. He has been involved in aspects of finance, systems, administration and human resource management within both Pam Golding Properties and currently the Pam Golding Commercial Group and Pam Golding Property Management Services.

Mike matriculated at Wynberg Boys High and attained his Bcom at UCT. Post graduate qualifications include a Degree in Corporate Business Administration (ICSA); University of Pretoria Certificate in Shopping Centre Management and studies towards Bcom Honours in Financial Management at UCT.

As our Operations Manager, Ruth Grunder assists with the day to day operations within the business while continuing to administer a portfolio of managed properties. Her primary focus areas are staff recruitment, training and retention, along with development of marketing and system strategies to expand the portfolio of properties under management.

Ruth has been in the property business for over 18 years, starting as an estate agent and has since worked in various positions in the property industry, including managing a small estate agency, where she managed rentals, worked with developers, bond originators and conveyancers, and has been in property management since 2009. She has successfully completed the UCT-Paddocks Sectional Title Specialist Realtor course, the UCT-Paddocks Sectional Titles Scheme Management course and the Paddocks Home Owners Association Management course. Ruth is recognised as a Principal Estate Agent by the Estate Agency Affairs Board and has obtained her National Certificate in Real Estate level 5, as well as recently having graduated with her law degree through UNISA, passing many subjects with distinction.



**Ruth Grunder**  
Operations Manager



### 3. KEY PROPERTIES MANAGED BY US



**Atlantic Beach HOA**, comprises 860 erven on the shore of Cape Town's Table Bay, with homes ranging in value from approximately R3 million to R16 million. Royal Troon, which is situated within the estate, is also managed by PGPMS and comprises 24 units, valued at around R1.5 million each. Facilities on the secure estate include a restaurant, 18-hole links-style golf course and driving-range. A monthly Farmers' Market is hosted and usually includes lifestyle activities such as a fun run or duathlon. Further facilities are a well-equipped fitness centre, which provides for personal training as well as group classes such as spinning and yoga. Tennis courts and a leisure centre with a pool and braai facilities are also available to residents.



**The Waterclub** comprises five Bodies Corporate with a private marina. The development consists of 110 units valued at around R800 million and is in a prime location on Cape Town's Table Bay. This prestigious development has been managed by PGPMS from inception. In 2012 the Marina was awarded the prestigious Blue Flag for Marinas and was one of only four marinas in South Africa that were awarded this impressive international eco label.





**Goose Valley HOA**, in Plettenberg Bay, has managed by PGPMS for a number of years and has excellent relationships with the people on the ground there. PGPMS performs secretarial, financial and insurance management functions for them. 272 Sectional title units make up Goose Valley. Their market values range from R1.3 million to R2.5 million. Facilities include a Gary Player Signature Design 72-par, 18-hole golf course, tennis and squash courts, swimming pool, jogging trails and direct access to Keurbooms Estuary for fishing, swimming and boating. Plans are currently at an advanced stage to include a further 20 homes in an addition to the scheme.



**The Orangerie** in Gardens, Cape Town, comprises 94 sectional title residential units and in excess of 94 tandem parking bays. PGPMS has managed this well-located, highly sought-after property since 2009, the total market value of which is estimated to be in the region of R300 million. The ground level of the development features units with double-volume, while others in the block offer magnificent views of Table Mountain. The complex boasts a security guard-house at the front entrance, underground parking, as well as an on-site building manager.

## **4. OUR PROPERTY MANAGEMENT RESPONSIBILITIES**

### **4.1. SECRETARIAL**

- Attending and taking minutes at quarterly Trustee Meetings, or monthly Board Meetings, and the Annual General Meeting.
- Maintaining and storing minute books, attendance registers, scheme governance documents, rules, insurance policies and other permanent records.
- Attending to proxies, nominations, agendas, etcetera.
- Preparing and dispatching notices as required by the schemes governance documents.
- Records are kept in accordance with generally accepted practice.

### **4.2. FINANCIAL**

- Opening and operation of an individual scheme bank account (usually a Call Account).
- Surplus funds are transferred here from the PGPMS Trust Account.
- Collection/receipt of levies and other income into the PGPMS Trust Account. Note all funds in this account are 100% protected by our Fidelity Fund Certificate.
- Payment of accounts (once approved for payment by the scheme executives).
- Payment of salaries and wages and related staff costs (PAYE)
- Debtor management - i.e. collection of arrears up to the point of commencing litigation compliant with the Debt Collectors Council.
- Liaison with Collection Attorneys.
- Reporting to scheme executives on debtor management.
- Preparation of draft annual budget of income and expenditure.
- Determination of monthly levies.
- Periodic review of the annual budgets.
- Keeping proper books of account in terms of generally accepted accounting practices.
- Preparation of monthly Income Statement and Balance Sheet on a cash basis, as well as monthly and YTD Variance Report to Budget.
- Arranging the annual audit.
- Submission of the audited financial statements to the scheme executives.

### **4.3. INSURANCE**

- Assistance with determination of replacements values.
- Arrangement of insurance cover.
- Assisting in the processing of claims.

### **4.4. MAINTENANCE**

- Assisting and advising on the maintenance of the common property.
- Negotiating with professional firms and contractors re maintenance work.

#### **4.5. GOVERNANCE DOCUMENTATION**

Assisting and advising regarding the enforcement of the scheme's governance documents.

#### **4.6. SECURITY AND LANDSCAPING SERVICES**

The Managing Agent will support the scheme in the monitoring thereof and support in the event that any breach of Service Level Agreement terms require attention.

#### **4.7. PROFESSIONAL INDEMNITY INSURANCE**

We confirm that we have a Professional Indemnity Insurance Policy in the name of the Company with an indemnity limit of R2 million but have a further R18 million worth of cover in terms of a group policy covered by Pam Golding Properties Head Office.

#### **4.8. ADDITIONAL SERVICES WHICH CAN BE PROVIDED BY AGREEMENT**

To name but a few:

- Preparation of annual financial statements ready for audit.
- Recruitment and dismissal of staff.
- Negotiation of contracts and quotes.
- Drafting of newsletters, minutes of sub-committee meetings, etc.

### **5. FINANCIAL PROPOSAL**

#### **5.1. TAKE-ON FEE**

A once off take-on fee will be negotiated between the parties.

#### **5.2. PROPOSED MONTHLY MANAGEMENT FEE**

A management fee will be negotiated depending on the exact nature of the service(s) required.

### **6. CLOSING**

We have the infrastructure and resources to provide you with a professional and expert service as well as qualified and dedicated personnel who subscribe to our philosophy of personal service.

Once perused, kindly contact us to discuss the contents of the proposal. Should you require further information please contact Mike Morey by email [mike.morey@pamgolding.co.za](mailto:mike.morey@pamgolding.co.za) or on 021 426 4440.