



ESTATE MAINTENANCE PROCEDURES

Dear Owner,

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Each Home Owners Association (or Body Corporate) has a prescribed budget that was allocated to the directors (or trustees) of the estate. This budget makes provision for basic management and maintenance matters such as the purchasing of perishables or the replacement of light bulbs.

Some maintenance tasks require a the budgeting for these expenses over a longer time-frame and may in some cases (such as emergency maintenance) require the raising of a special "once-off" levy to pay for additional expenses.

Example of special "once-off" levy raised in most sectional tile scheme includes the painting of a complex. (For Home Owners Associations it may be the building of a swimming pool or repainting of a clubhouse)

To repaint a complete complex could range between R800 000.00 to R2 400 000.00 depending on the size and state of the building.

In this example the complex has 240 units and to repaint the complex would cost an additional R2 400 000.00

If at a special meeting (or AGM) the owners agree unanimously that the complex needs to be repainted, then a special levy may need to be raised to the amount of R10 000.00 per owner.

Thus if your levy is set at R548.32 per month, then a special levy would increase this total to R10 548.32 for **one month** to cover the additional maintenance expense. The levy would then return to R548.32 as of the next month.

To assist your directors (or trustees) in drafting adequate maintenance plans we request that you report any maintenance problems to the management agent via the official maintenance form. (See maintenance form for more details)

The maintenance form not only assists the managing agent in addressing maintenance matters in the estate, but also assists in the drafting of budgets that adequately reflects present condition and maintenance expenses for the coming year.

Thank You for your support in this matter.

Kind Regards

Maintenance Department
Infinitum Holdings (Pty) Ltd