



VAN RIEBEECKSHOF MASTER HOMEOWNERS ASSOCIATION

WELCOME PACK

Welcomes you to Van Riebeeckshof

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Visit the website for further detail: www.vanriebeeckshof.co.za

1. Introduction

Welcome to Van Riebeeckshof. This document will assist you with general information about the area, and contact numbers in the case of queries.

2. What is the Van Riebeeckshof Master Home Owner's Association (VRMHOA)?

Van Riebeeckshof Master Home Owners Association (VRMHOA) was established under the Land Reform Act, and a Home Owners Association with a constitution was formed for the entire suburb of Van Riebeeckshof. The area was subdivided further into single residential plots and portions of land were zoned for smaller Home Owners Associations within the Master Home Owners Association.

Every person purchasing a property in the Van Riebeeckshof area automatically, without choice, becomes a member and is legally subject to the constitution of VRMHOA.

The main objective of the Master Home Owner's Association, with its rules and guidelines, is to create, maintain and protect for residents a high quality lifestyle. It may provide certain services where these services are not supplied by The City of Cape Town.

a. Trustees

The trustees act on behalf of the members (owners), and are bound by the Constitution of the Van Riebeeckshof Master Home Owners Association Constitution – a copy is available on the website www.vanriebeeckshof.co.za. Every year an Annual General Meeting is held, and at this meeting the trustees, nominated by members in Van Riebeeckshof, are elected.

The trustees, in turn, appoint a Managing Agent and various service providers to manage the area effectively. They also work closely with the Ward DA councillor, the Mayor of Cape Town and the SAPS representatives.

The current trustees are:

Trustee	Portfolio
Emil Scheepers	Chairman / Legal
Marietjie van Rensburg	Environment
Talana Crous	Architecture
Erina Veldsman	Communication
André van Blommenstein	Security
Nicolene van Niekerk	Finance

Consultants	Portfolio
Freddie van Rensburg	Architecture

b. Levies

The current monthly levy structure is **R242** for single erven, and **R121** for units in gated communities. The levies are utilised for general improvements and maintenance, environmental projects, and additional security.

A 10% discount is offered to members who pay annual levies upfront – for the period 1 March to 28 February. The budget for the financial year is annually presented at the Annual General Meeting with the Financial Statements being audited by an independent auditor.

3. Building

Before an owner embarks on building alterations of any nature, please refer to the Estate Design Standards of VRMHOA for full clarification. If still in doubt, contact the managing agent for details. This will prevent costly mistakes.

The VRMHOA requests owners to inform the trustees or the managing agent of illegal dumping of building rubble or rubbish on any public open space, pavement or open erf. Action can then be taken.

a. **Open erven**

Stands need to be cleared twice a year – April and October.

The HOA will offer the service to owners, if they cannot arrange it themselves. The current fee structure is:

- Large erf (larger than 1 000 square meters): R5 350
- Small erf (smaller than 1 000 square meters): R2 150

Please note these rates are subject to change

4. Communication

a. **Owner's Contact Details**

The trustees and managing agent need to communicate with residents regularly with relevant and important information. Please update all your contact details with the Managing Agent as soon as possible. We need the following:

- Name
- Address, and/or Postal address
- Erf number
- E-mail address (our primary method of contact)
- Telephone numbers

b. **Website**

The website is a central point for information and communication. Please visit our website www.vanriebeeckshof.co.za

5. Contact Numbers

Managing Agent:

Nolands Incorporated

Tel: 021 943 4340

ADT:

Van Riebeeckshof Patrol Car

083 677 3699

Control Room (Emergency)

086 121 2301

Control Room (non-emergency)

086 121 2300

Patrick Hall (zero billing contracts, new clients)

083 676 5693 or patrickh@adt.co.za

SAPS:

Durbanville Police Station

(021) 970 3811/2

Sector Commander is Captain Wentzel

082 5636 769

Sector vehicle patrolling in our area

082 5222 639

This number can be used to report:

- Crime in progress
- Suspicious activity
- Other emergencies

Environmental maintenance:

Landscape Garden Company
Henk Pepler

www.gardencompany.co.za
082 783 9429

General:

Informal squatters (Displaced people's unit)
Nuisance behaviour (Law enforcement)
Illegal dumping
Street lights
Water, sanitation services, roads
Bellville Night Shelter

0800 87201
(021) 912 3580
086 0103089
power@capetown.gov.za
0860 103054
(021) 949 1939

6. Environment

a. Vagrants

Vagrants are a major problem in the entire Valley, due to the large proportion of open public areas and parks. The VRMHOA has identified a few key reasons for vagrants in the area:

- **Refuse bins on pavements before collection:** Please leave refuse bins outside for the shortest period of time possible to discourage vagrants. Refuse collection happens on a Monday and recyclables on a Tuesday.
- **Feeding homeless people:** Please do NOT leave food on refuse bins, or feed vagrants in any way. This stance is endorsed by the City of Cape Town as it keeps the unfortunate in a cycle of dependence and promotes vagrancy. If residents want to help the less fortunate, contact your local church for donation options.
- **Casual Labour:** Vagrants are encouraged to stay in the area if residents give them odd jobs. This is also a security concern. If you need casual labour, contact the Labour Exchange, behind the Durbanville taxi rank, tel: 082 7269 750.

b. Maintenance

The Garden Landscape Company is currently our landscaping and maintenance service provider, tasked to remove rubbish, weeds, and execute ad hoc requests from the VRMHOA.

c. Renosterveld

The Renosterveld above Chianti Villas, bordering the public open space, is on the critically endangered list. The VRMHOA has erected a board opposite the circle in Middelvllei Road to provide information about the uniqueness of this fast-disappearing piece of flora.

d. The Wetlands Project

The area, which is fenced in, and at the entrance to Van Riebeeckshof, is based on a Memorandum of Understanding between the committee for the project and the City of Cape Town. The fence is electrified, and is powered by the electricity supply of the Oude Westhof Retirement Village. This serves to keep the area relatively immune from vagrants. The long term plan is for the Parks Board to remove all the alien vegetation that has invaded the area, and introduce small game.

e. 'Die Vallei komitee'

The 'Vallei Komitee' was formed in March 2008 and became a fully-fledged and registered Non-Profit Organisation with representation on the Ward 70 Forum. The committee represents the total area in the Van Riebeeckshof Valley. The function of the committee is to improve the area. It also intends to create awareness in our community through communication and interaction with all the community-based organisations, the adjacent farms, and the City Council. In addition, it provides input for the optimal security for the entire area and the upgrading of the area.

7. The Management Agent

The VRMHOA has appointed a Managing Agent to do the day to day work on its behalf.

a. The Role and Function

- Keep and update owners' contact details
- Invoice owners and collect levies
- Occasional communication with invoices
- Attends trustee meetings and Annual General meetings and keep minutes thereof
- Payment of service providers
- Issue clearance certificates for property sales in the area
- Execute instructions from trustees
- Handling queries from owners on an ad hoc basis
- Approval of building/alteration plans prior to submission to the council for approval
- Collection of building deposits

b. Nolands Incorporated

The company Nolands Incorporated was appointed as Managing Agent in March 2011 – their website address is www.nolandstyg.co.za

Contact person:	Anel van Wyk
Tel:	(021) 943 4340
Fax:	(021) 914 8242
E-mail:	anelvw@nolandstyg.co.za

8. Security

Every home owner is responsible for his/her own security.

a. Fidelity-ADT

Over and above individual security measures, Fidelity-ADT is contracted to Van Riebeeckshof to patrol the entire area 24 hours a day. Their role is to provide visible security monitoring, give pro-active reports to the trustees, and offer all residents services, like 'meet and greet', and respond to suspicious behaviour or distress calls.

Fidelity-ADT can only enter home owner's premises if a home owner has a contract with them. In the case of an emergency the homeowner might want Fidelity-ADT to enter and assist, even though the home owner has a contract with another security company. To activate this service, contact Fidelity-ADT to create a zero-billing contract.

The trustees also negotiated with Fidelity-ADT for a reduced fee for new Fidelity-ADT clients in the area. The new client must contact Fidelity-ADT in this regard.

We would like to encourage each one of you to contribute to make Van Riebeeckshof safer and better for all of us!

Thank you
Van Riebeeckshof Trustees