



Home Owner Association

Chairman's Report



Christo Steenkamp

20 December 2019

NAUTILUS BAY COASTAL RESERVE

HOME OWNER ASSOCIATION

Chairman's Report

Index

	Page
• Personal Objective	3
• Observations/Findings	5
• Projects undertook to improve the observations/findings where necessary	13
• Historical Statistics	30-33
• Potential Project for 2020	34
• A special word gratitude	35-37

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Personal Objective

- Find out what NBCR is all about
- Share my observations/findings with my fellow home owners



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Chairman's Report

What is NBCR all about

	Page
• Culture	5
• Management	6 - 7
• Governing Documents	8
• Common Property	9
• Fixed Assets	10
• Infra Structure	11
• Security	12

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Findings/Observations

Culture

- “Tong uitsteek” Culture
- No respect for the constitution, rules and guidelines
- No trust/respect for the Executive Committee and appreciation for personal time sacrificed

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Findings/Observations

Management

Executive Committee

- No clearly defined roles for the Executive Committee Members
- No comprehensive understanding of the governing documents
- No respect for the governing documents
- Misuse of their position as executive committee
- No transparent honest regular communication to home owners
- No clearly defined objectives for the next three, five and longer years
- No clearly defined rotating system to ensure continuity

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Findings/Observations

Management Reserve Manager

- Is perceived as the slave of the home owners
- Does not participate in Executive Committee meetings
- Does not have proper tools available to perform his daily maintenance functions
- Does not have a proper monthly reporting template

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Findings/Observations

Governing Documents

- Constitution does not reflect the current status
- Rules and Guidelines do not clearly indicate the current version
- No clearly defined procedures to monitor and resolve complaints and disputes
- Not communicated in a structured way to existing home owners and potential new owners

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Findings/Observations

Common Property

- Uncertainty of the common property under the control of the NBCRHOA
- Uncertainty about the zoning of the common property as well as the zoning of the home owner's properties
- No clearly defined short, medium and longterm plan to control the invasive plants

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Findings/Observations

Fixed Assets

- No proper records of the fixed assets
- No maintenance tools, Reserve Manager uses his personal tools
- Reserve Manager uses his personal computer

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Findings/Observations

Infra Structure

- Roads
 - Uncertainty whether it is part of the common property or not
 - No long term maintenance plan (50 Years)
- Water
 - No long term maintenance plan
 - Uncertainty about the accuracy of the reserve's water infra structure drawings
- Electricity
 - Uncertainty where the municipalities responsibility stop and the Reserve's start
 - Uncertainty about the accuracy of the reserve's electricity infra structure drawings.
- Sewerage
 - Inability to find ways and means to use the grey water effectively

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Findings/Observations

Security

- Total inefficient and expensive
- Security's function not clearly defined (Access/perimeter control only?)
- Security's procedures not clearly defined and communicated

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Projects undertook to improve the observations/findings where necessary	Page
• Executive Committee functions	14
• Improve the Executive Committee's election process	15
• Improvement of the budget and administrative system	16
• Improve the accessibility of the Governing Documentation	17
• Clarify the Property zoning and conceptualize	18-19
• Developed an Invasive Plant Control Management System	20-22
• Conceptualize the road infra structure and confirm ownership	23
• Analyze the security system and improve where possible	24
• Analyze and develop reports for the electricity and water consumption	25-28
• Analyze the workforce and develop reports to monitor the time spend	29

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Executive Committee functions

Chairman

Portfolio:
Marketing

Member

Portfolio:
Administration

Member

Portfolio:
Reserve

Member

Portfolio:
Aesthetics

Member

Portfolio:
Conservancy

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Improve the Executive Committee election process

Improve the Executive Committee election process to ensure that home owners, receive enough information on the nominations to serve as Executive Committee Members, enabling them to make an informed decision for whom to vote

- Nomination Manifesto
- Confirmation of Power of Attorney
- Photograph (Add a face to a name)
- Code of Conduct for Executive Committee Members (Confirming their commitment to honor our Governing Documentation)

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Improvement of the budget and administrative system

- Designed a comprehensive detail budgeted system with interactive:
 - Balance Sheet
 - Income Statement
 - Source & Application of Funds
 - Cashflow Statement
 - Detail Expenses
- Improve the expenses authorization (Double Approval)
- Generate new General Ledger Codes with Status-Mark to be implemented as from 1 March 2020 to streamline the monthly Quarterly and Annual Management Financial reports

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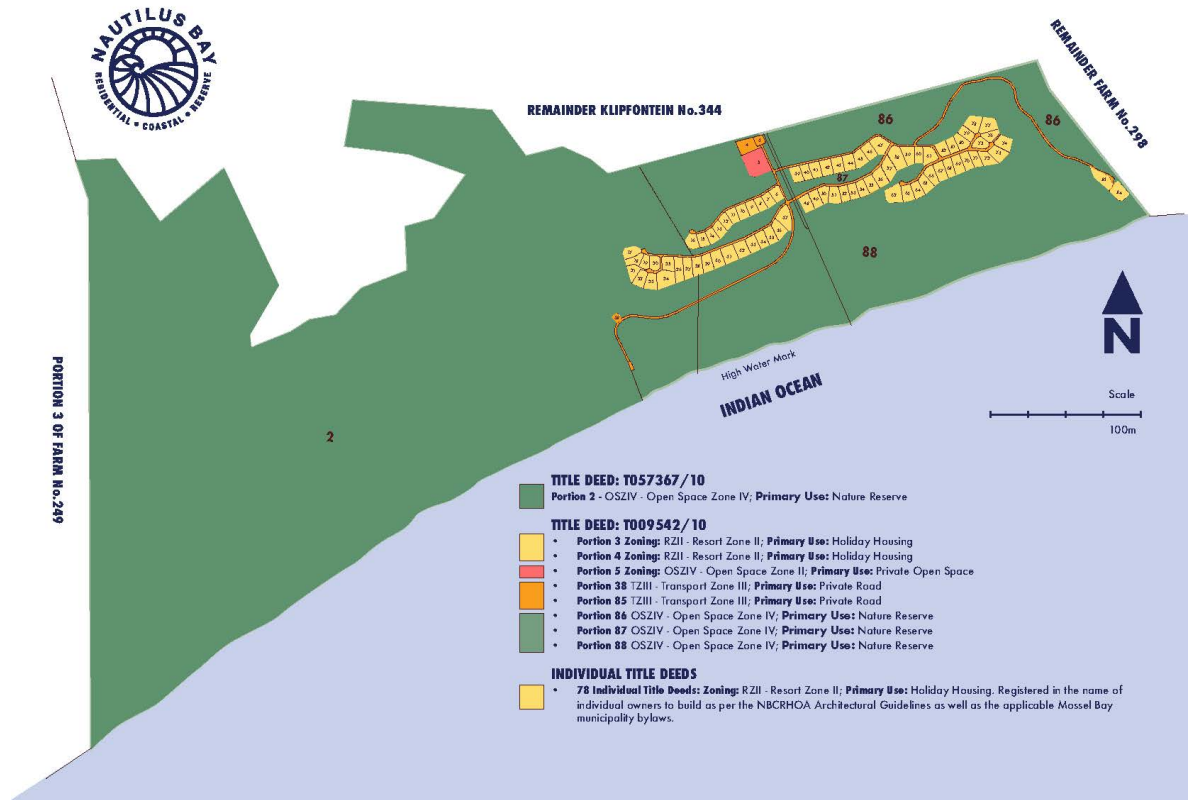
Improve the accessibility of the Governing documentation

- An electronic version of the Governing Documents were created to be read on computers, iPads and iPhones
- All governing documents have version numbers and the date on which it were approved on an Annual General Meeting, a Special General Meeting or by the Executive Committee
- Home Owners will therefor have the updated Governing Documentation continuously available in the shortest possible time after changes had been made.

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Clarify the Property zoning and conceptualize
Zoning certificates from the Mosselbay Municipality conceptualized



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Clarify the Property zoning and conceptualize Zoning certificates from the Mosselbay Municipality summarized

Titel Deed	Portion	Hectare	S.G. Number	Comments	Zoning	Primary Use	Consent uses (only permitted with the municipality's approval)
T057367/10	Portion 2 (portion of portion1) Klipfontein 344	429.2782	1442/2002	South Cape District Council (AFR6/19/4/2-P3) 11/3/1998 – Oopruimte III	OSZIV - Open Space Zone IV	Nature Reserve	Conference Facility, Function Venue, Tourist Accommodation, Tourist Facilities, Utility Service, Rooftop Base Telecommunication Station, Freestanding Telecommunication Station
T009542/10	Portion 3 (portion of portion1) Klipfontein 344	0.1942	1442/2002		RZII - Resort Zone II	Holiday Housing	Resort Shop
	Portion 4 (portion of portion1) Klipfontein 344	0.5695	1442/2002		RZII - Resort Zone II	Holiday Housing	Resort Shop
	Portion 5 (portion of portion1) Klipfontein 344	1.0084	1442/2002		OSZIV - Open Space Zone II	Private Open Space	Cemetery, Environmental Facilities, Informal Trading, Plant Nursery, Shop Restaurant, Sport & Recreation Facility, Urban Agriculture, Utility Service, Freestanding Base Telecommunication Station
	Portion 38 (portion of portion1) Klipfontein 344	0.1399	1442/2002		TZIII - Transport Zone III	Private Road	None
	Portion 85 (portion of portion1) Klipfontein 344	5.1006	1442/2002		TZIII - Transport Zone III	Private Road	None
	Portion 86 (portion of portion1) Klipfontein 344	20.4722	1442/2002	Lines abc & deb plan 1442/2002 Endorsement 25/5/1977 k442/1977S – ESKOM; 12/5/1989 K431/1989S – ESKOM; K1072/1998S dated 13/5/1998 Mossgrass borehole and reservoir use and route, Servitude K1075/198S 13/5/1998 access road west of stand 28	OSZIV - Open Space Zone IV	Nature Reserve	Conference Facility, Function Venue, Tourist Accommodation, Tourist Facilities, Utility Service, Rooftop Base Telecommunication Station, Freestanding Telecommunication Station
	Portion 87 (portion of portion1) Klipfontein 344	2.6487	1442/2002	Lines abc & deb plan 1442/2002 Endorsement 25/5/1977 k442/1977S – ESKOM; 12/5/1989 K431/1989S – ESKOM; K1072/1998S dated 13/5/1998 Mossgrass	OSZIV - Open Space Zone IV	Nature Reserve	Conference Facility, Function Venue, Tourist Accommodation, Tourist Facilities, Utility Service, Rooftop Base Telecommunication Station, Freestanding Telecommunication Station
	Portion 88 (portion of portion1) Klipfontein 344	106.2076	1442/2002	South Cape District Council (AFR6/19/4/2-P3) 11/3/1998 – Oordsone II , Lines abc & deb plan 1442/2002 Endorsement 25/5/1977 k442/1977S – ESKOM; 12/5/1989 K431/1989S – ESKOM; K1072/1998S dated 13/5/1998 Mossgrass	OSZIV - Open Space Zone IV	Nature Reserve	Conference Facility, Function Venue, Tourist Accommodation, Tourist Facilities, Utility Service, Rooftop Base Telecommunication Station, Freestanding Telecommunication Station
Total Hectares		565.6193					
Less: Areas build on or to be build on		7.0126					
Total Hectares Open Space		558.6067					

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Developed an Invasive Plant Control Management System

The NBCR is broken up in Control Blocks with coordinates and a status indicator

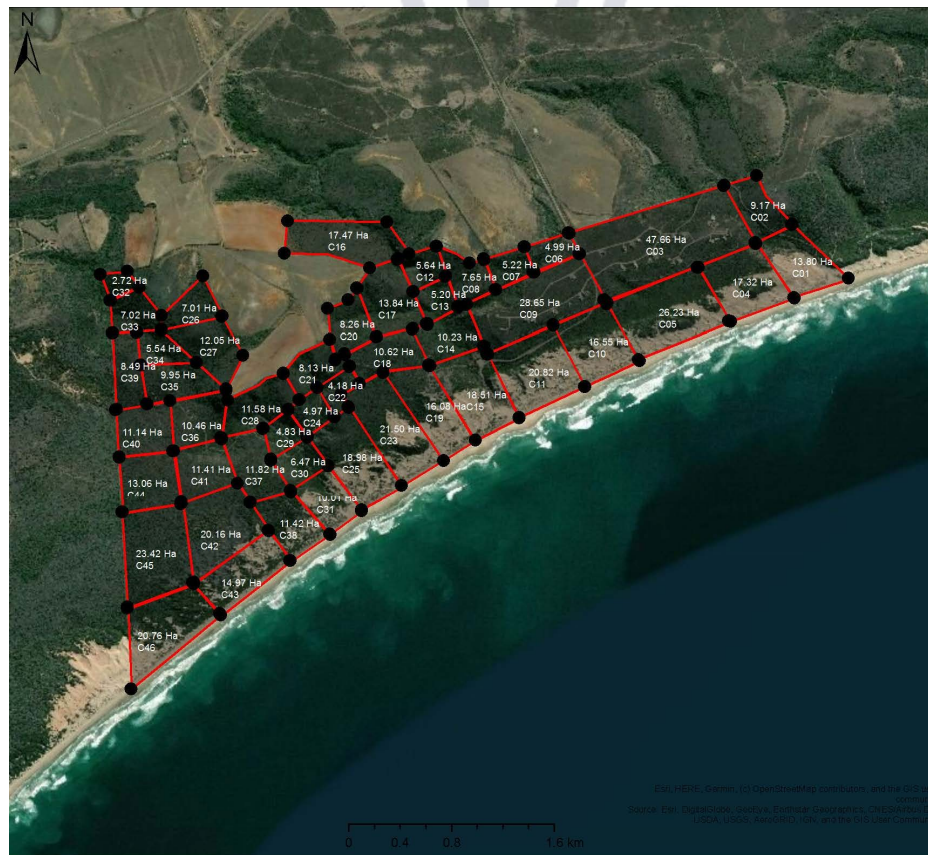
Status									
		- Under Control							
		- Needs Attention							
		- Over Grown							
ID	Area (Sqm)	Area (Ha)	Perimeter (m)	Status	ID	Area (Sqm)	Area (Ha)	Perimeter (m)	Status
C01	137 965.3	13.8	1 566.2	Under Control	C24	49 665.0	5.0	886.2	Needs Attention
C02	91 656.0	9.2	1 310.7	Under Control	C25	189 834.7	19.0	1 831.9	Needs Attention
C03	476 641.7	47.7	3 014.3	Under Control	C26	70 128.8	7.0	1 159.2	Under Control
C04	173 196.3	17.3	1 682.1	Under Control	C27	120 509.9	12.1	1 497.4	Needs Attention
C05	262 280.5	26.2	2 104.8	Under Control	C28	115 786.3	11.6	1 418.9	Over Grown
C06	49 912.2	5.0	941.3	Needs Attention	C29	48 255.6	4.8	894.0	Over Grown
C07	52 216.4	5.2	927.7	Needs Attention	C30	64 737.7	6.5	1 024.3	Over Grown
C08	76 486.5	7.7	1 239.3	Needs Attention	C31	100 071.0	10.0	1 284.0	Needs Attention
C09	286 459.6	28.7	2 338.6	Under Control	C32	27 233.7	2.7	684.0	Needs Attention
C10	165 492.0	16.6	1 634.3	Under Control	C33	70 213.4	7.0	1 050.8	Needs Attention
C11	208 198.3	20.8	1 826.3	Under Control	C34	55 404.1	5.5	1 044.9	Needs Attention
C12	56 369.8	5.6	953.2	Needs Attention	C35	99 496.7	10.0	1 396.0	Needs Attention
C13	52 006.5	5.2	914.5	Needs Attention	C36	104 587.9	10.5	1 308.4	Needs Attention
C14	102 278.4	10.2	1 328.6	Needs Attention	C37	118 224.8	11.8	1 455.1	Needs Attention
C15	185 053.3	18.5	1 782.7	Needs Attention	C38	114 249.6	11.4	1 402.9	Over Grown
C16	174 748.0	17.5	1 941.3	Needs Attention	C39	84 935.6	8.5	1 328.2	Needs Attention
C17	138 378.8	13.8	1 479.7	Needs Attention	C40	111 371.1	11.1	1 340.3	Over Grown
C18	106 223.9	10.6	1 417.8	Under Control	C41	114 138.7	11.4	1 355.2	Over Grown
C19	160 790.8	16.1	1 797.1	Under Control	C42	201 644.9	20.2	1 845.4	Over Grown
C20	82 628.9	8.3	1 206.1	Under Control	C43	149 695.3	15.0	1 681.5	Over Grown
C21	81 322.0	8.1	1 252.7	Under Control	C44	130 632.6	13.1	1 447.2	Over Grown
C22	41 793.3	4.2	979.2	Needs Attention	C45	234 161.7	23.4	1 974.6	Over Grown
C23	214 974.5	21.5	2 010.4	Needs Attention	C46	207 574.0	20.8	1 969.0	Over Grown
Total					5 959 626.1	596.0	66 928.3		

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Developed an Invasive Plant Control Management System

The reserve is broken up in Control Blocks - Conceptualized



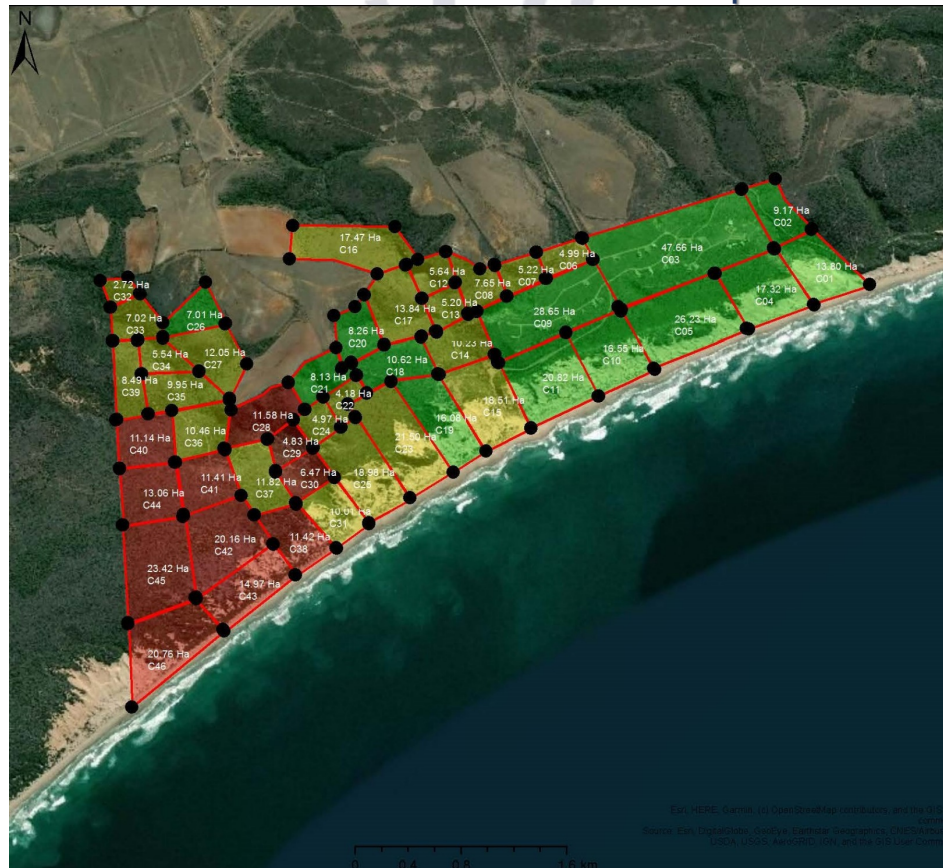
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Developed an Invasive Plant Control Management System

The Control Block's Status - Conceptualized



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Chairman's Report

Conceptualize the road infra structure and confirm ownership

NBCRHOA is not the owner of the Vleesbaai road (Block 36,35,34 and 33).

Though we have access rights to our property.

There is a servitude registered by Moss gas on the farmer's title deeds.

I suggest we ask the farmer to also register a servitude in NBCRHOA's favour on his title deeds.

"Prevention is better than cure"



Legend

- Bitumen Roads
- Paved Roads
- Gravel Roads and Tracks
- Fire Breaks
- Farm Boundry
- Demarcated blocks

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Analyze the security system and improve where possible

- Introduce better control over contractor workers and house cleaners by:
 - requesting Police Clearance Certificates before they enter the Reserve
 - Collect worker ID's on entering and the issue of a NBCRHOA Contract Worker Card, the ID's is exchanged for the NBCRHOA Contract Worker Card when the worker exit the Reserve.
- Stopped to load non home owners (ie. Contractors) cellphone numbers on the system
- Limit the cellphone numbers that can open and close the gate to two (2) per stand.
- Designed a registration form with a declaration to be signed by the owner prior to loading an cellphone number on the system
- However, even after the above improvements, the security system is still full of flows and a better system should be identified and implemented as soon as possible

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Analyze and develop reports for the electricity and water consumption

- It was found that home owners were not charged the correct rates as per the Mosselbay Municipality's rates schedule for water consumption. This was corrected, back dated only to 1 March 2019
- The implication of the above was that stand owners were subsidizing owners who already build for numerous years.
- Systems were designed whereby the electricity and water accounts can be monitored by the Executive Committee on a monthly and accumulative basis for the current year to date.
- This control is conceptualized with graphs

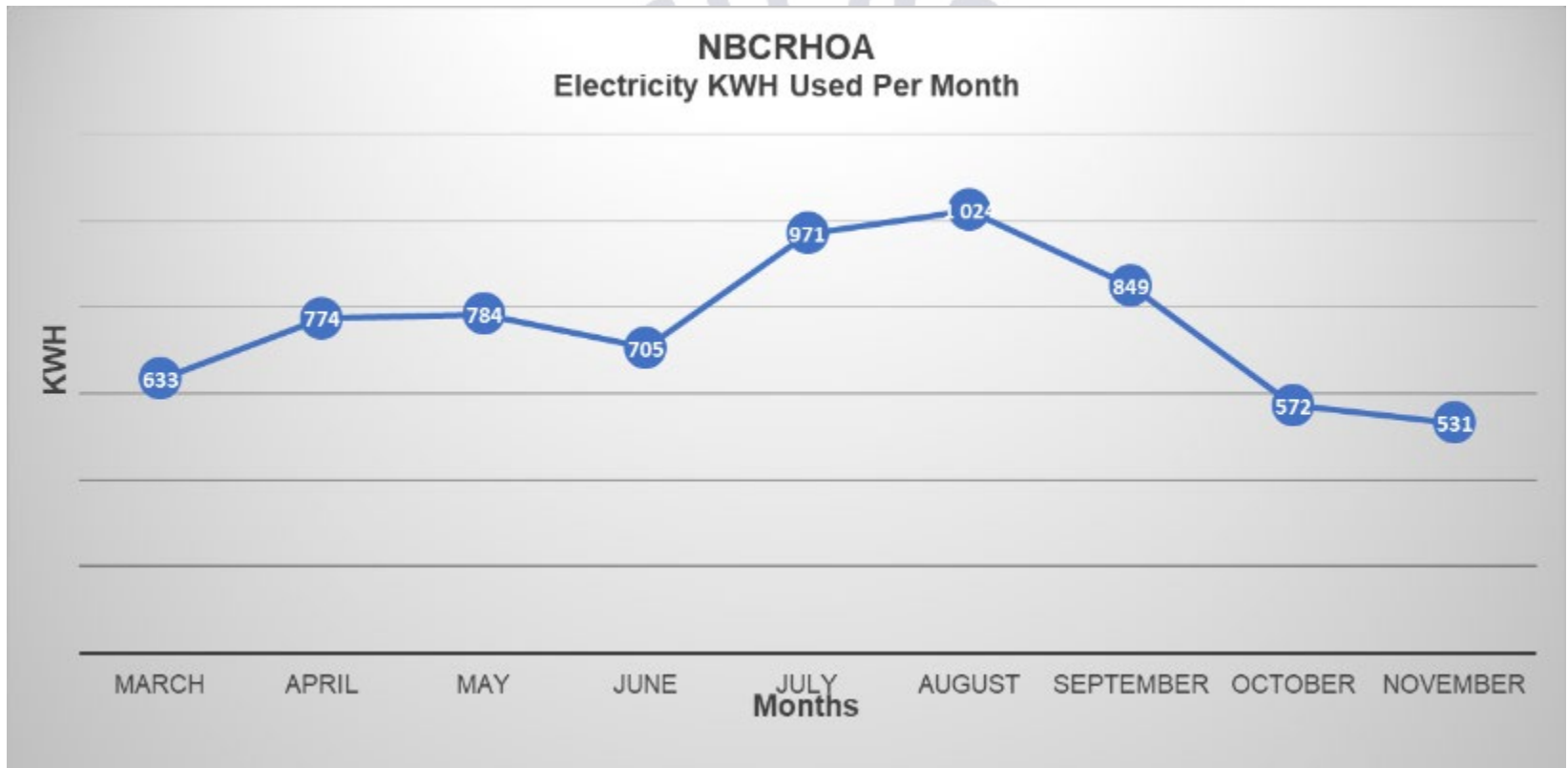
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Analyze and develop reports for the electricity and water consumption

Reserve - Electricity

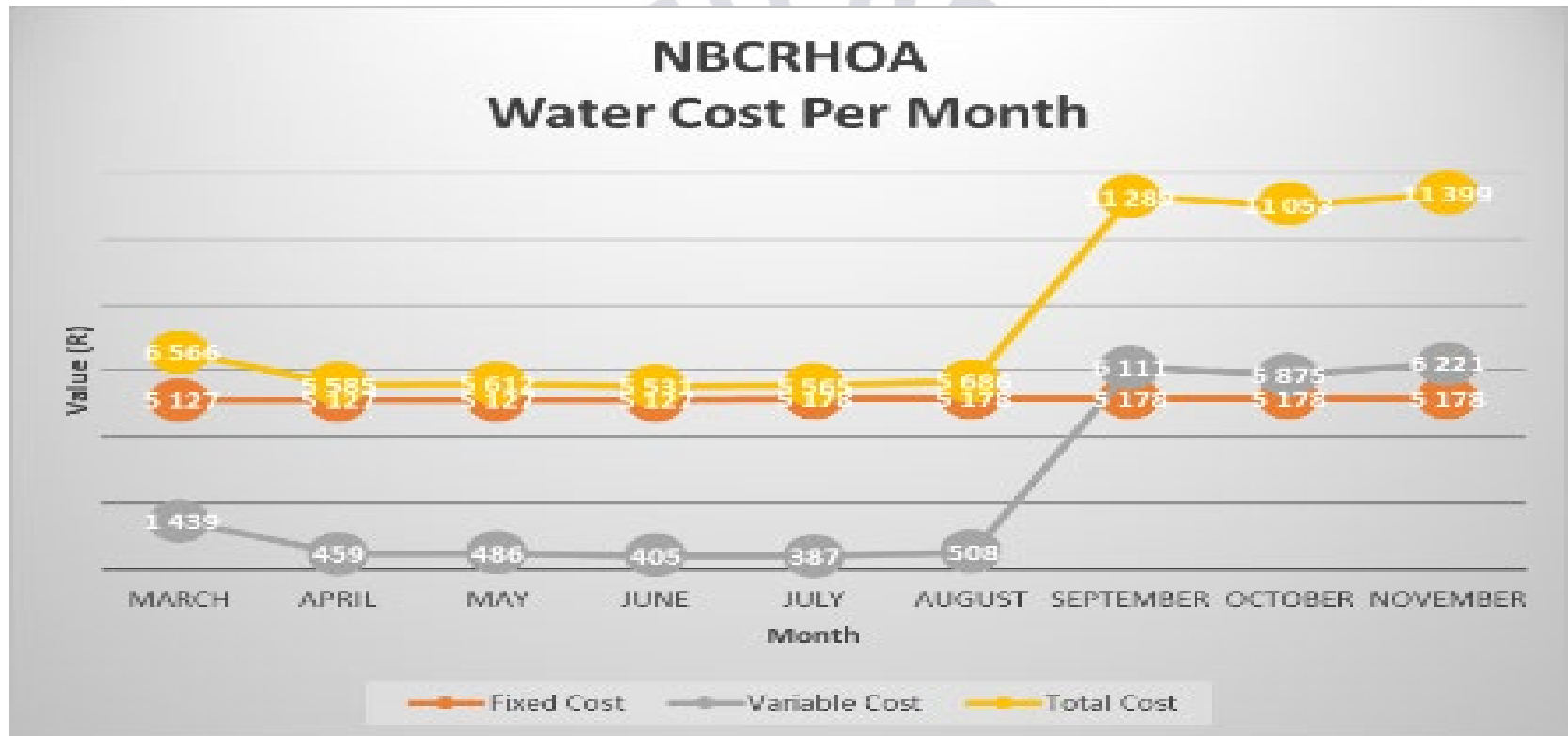


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Analyze and develop reports for the electricity and water consumption

Reserve - Water



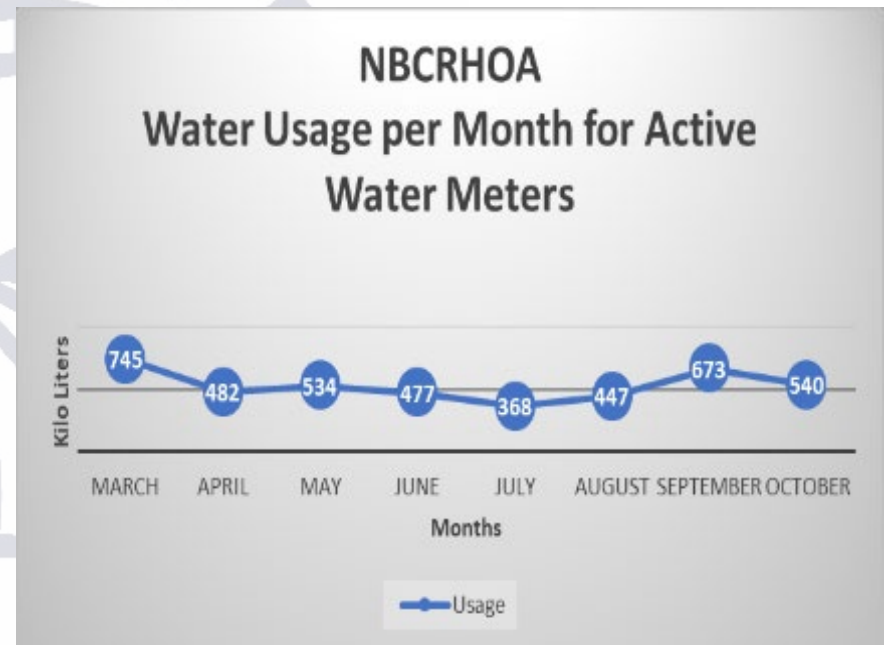
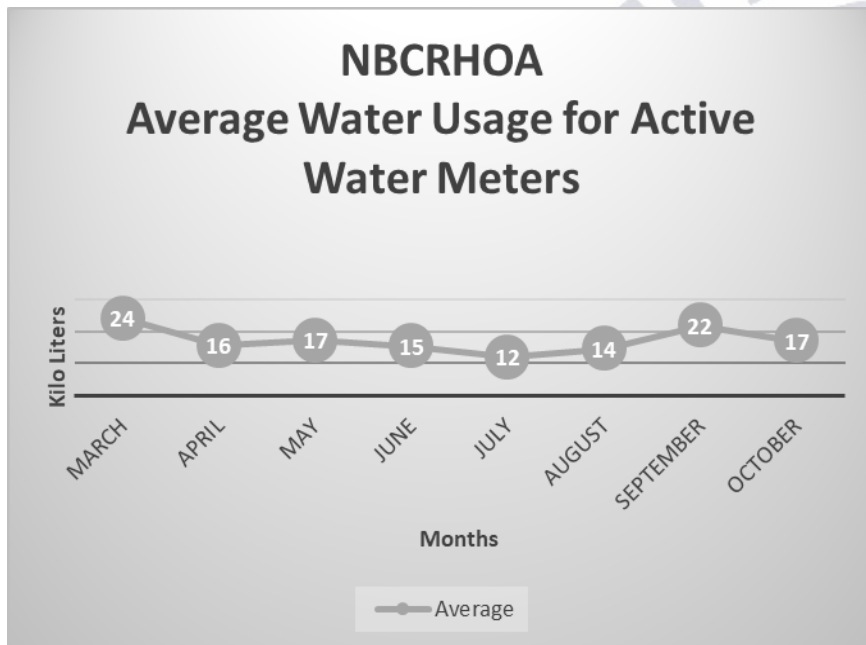
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Analyze and develop reports for the electricity and water consumption

Home Owners Active Meters - Water

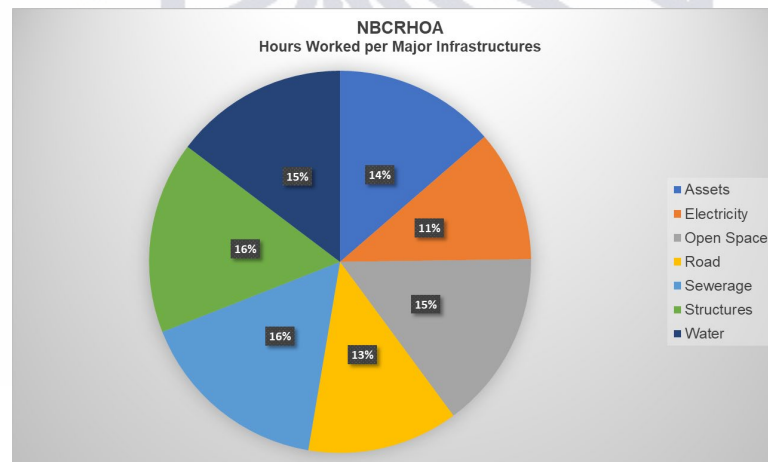


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Analyze the workforce and develop reports to monitor the time spend

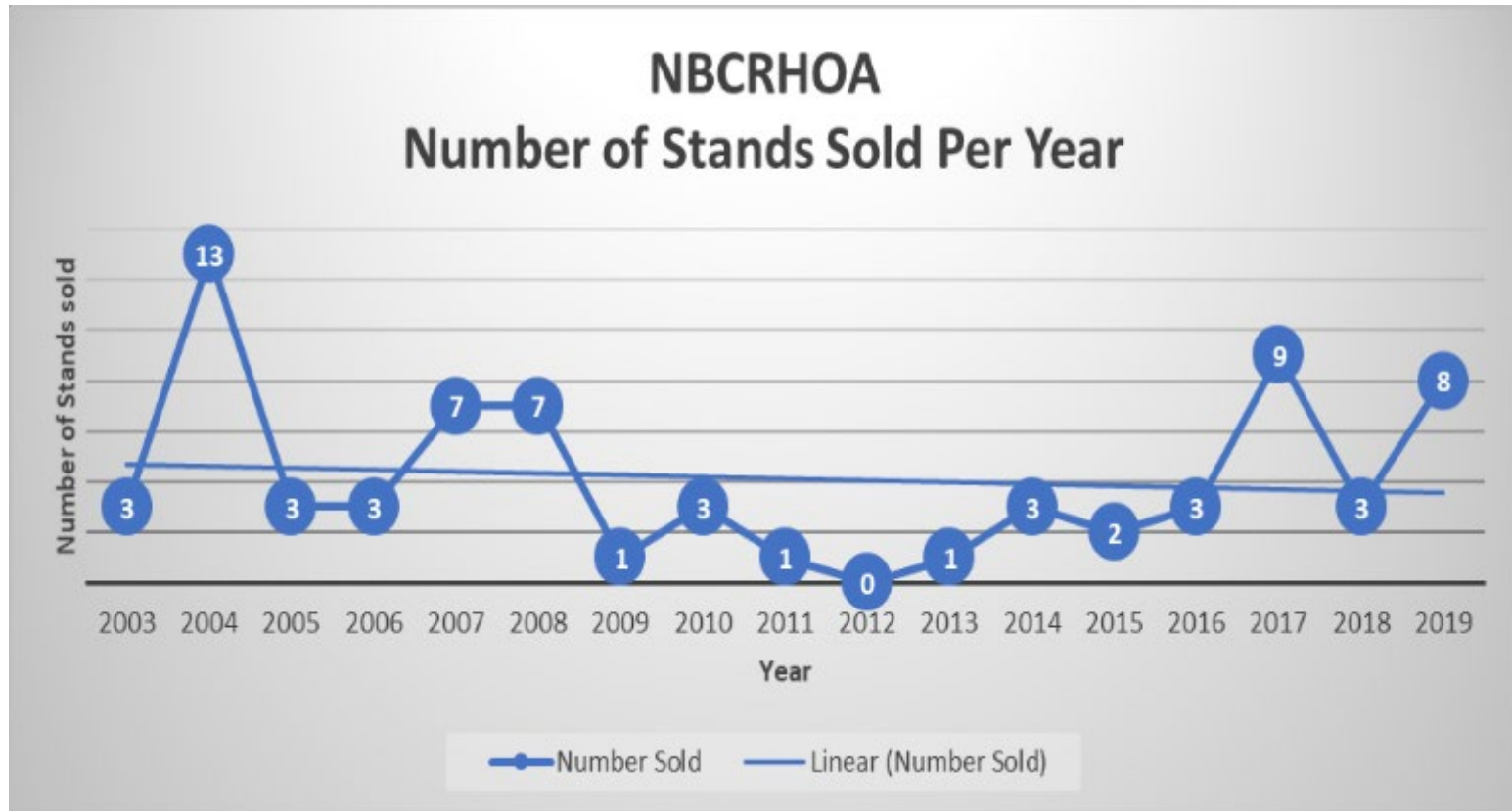
- The Reserve's assets/infrastructure were categorized and sub categorized
- A time recording system was developed whereby the time spend by the Reserve employees are captured daily per category
- The results can then be presented monthly in a report that will enable the Executive Committee to monitor the progress of the maintenance on the Reserve
- Refer below an example of the graphic presentation of where the employees time were spend on the major assets/infrastructure



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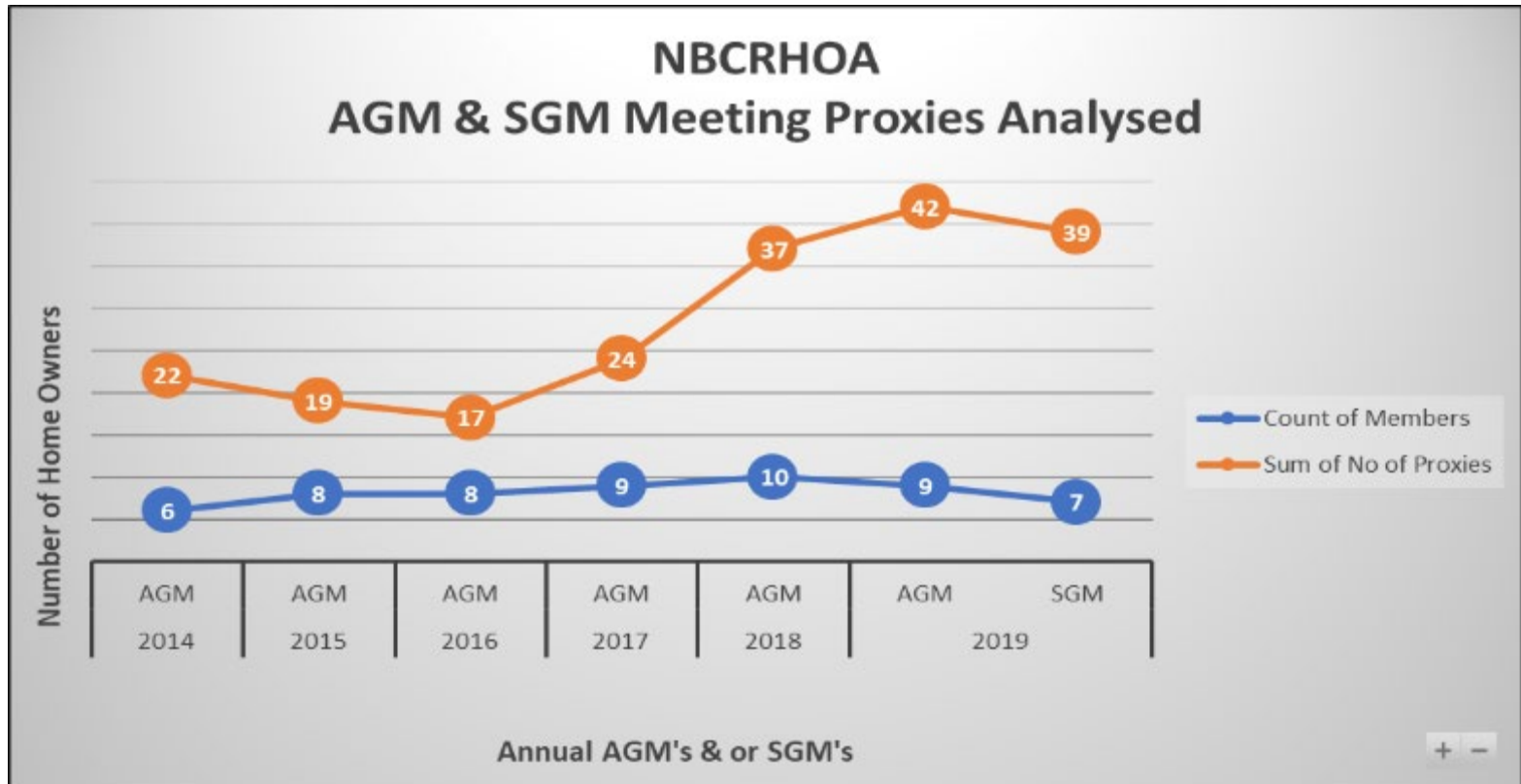
Historical Statistics



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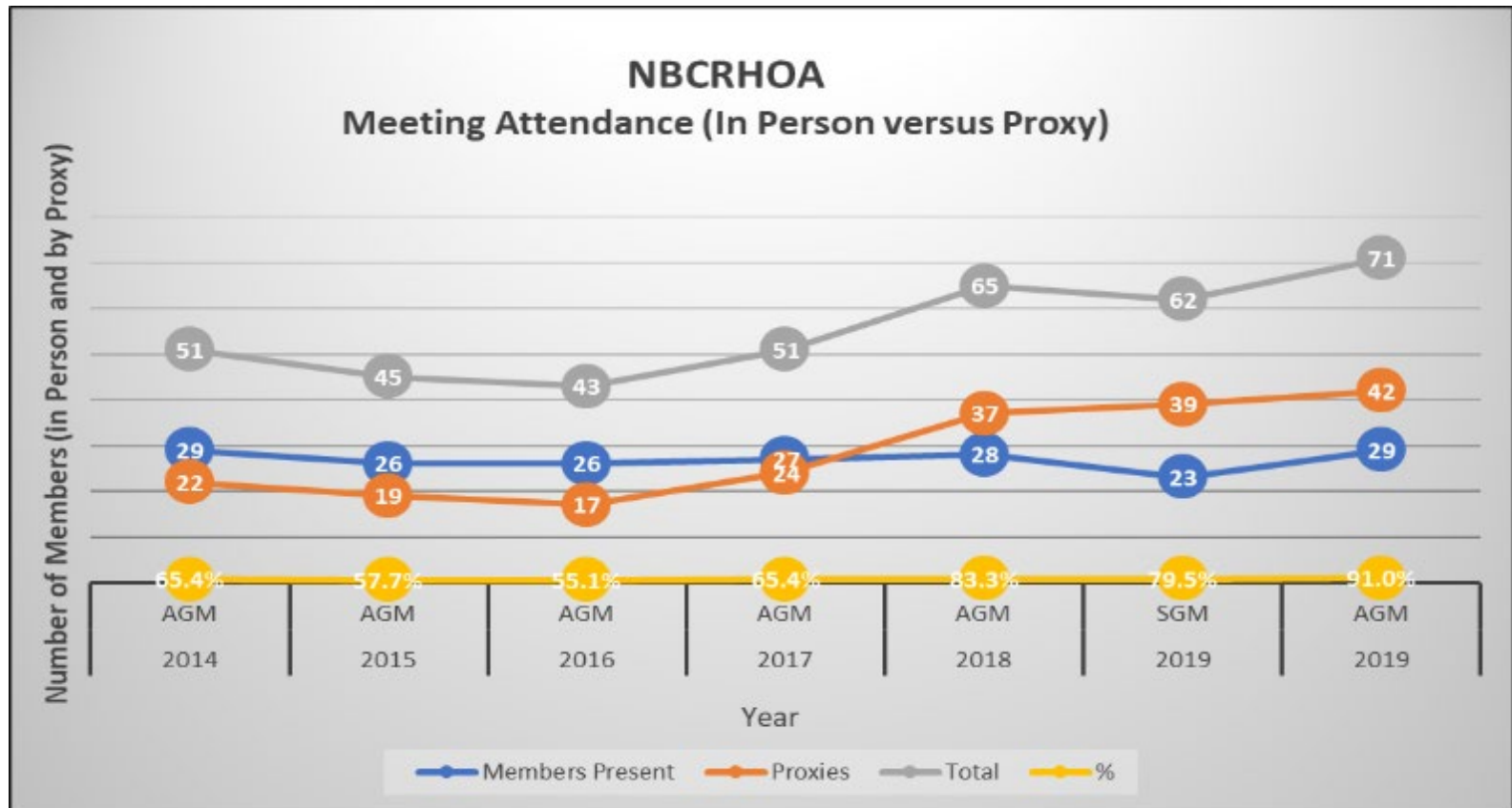
Historical Statistics



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Historical Statistics



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Historical Statistics

Home Owners serve as Chairman for more than 1 Year	Number of Years Chairman
Mr W le Roux	5
Mr R van Graan	2
Mr J Lötter	2
Home Owners on the Committee for more than 2 years	Number of Years Trustee
Mr W le Roux	6
Mr J van Deventer	5
Mr E Raubenheimer	5
Mr R van Graan	4
Mr G Shear	4
Mrs C van Rensburg	4
Mr M van Heerden	4
Mr J Lötter	3
Mr R Haycock	3
Mr P van Huyssteen	3
Mrs R Shear	3

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2020 Potential Projects – Circle Route / Fire Break

Circle Route West



Circle Route East



The circle route that is also serving as a fire break needs to be relayed not to cross any of the private owner's stands

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Chairman's Report

A special word of gratitude

As Chairman I would like to give a special word of gratitude to:

- My fellow Executive Committee Members for their commitment and hard work to be able to lay a foundation for the future Executive Committees to be build on to make NBCR the destination for future investors



Denese Hattingh
(Administration)



Frans van der Pol
(Reserve)



Marius van Heerden
(Aesthetics)



Rene Hodges
(Conservation)

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Chairman's Report

A special word of gratitude

As Chairman I would like to give a special word of gratitude to:

- Two NBCRHOA members for their private time in assisting a very inexperienced Executive Committee enabling the Executive Committee to perform in the way we did. I sincerely hope that this can become part of the NBCRHOA culture in the future where previous years Chairman's and Exco Member's doors are open to assist newly elected Executive Committee Members with their task on hand and thus ensure continuity for the way forward.



Jaco Lotter
Exco Member and Chairman from 2016 to 2018



Johann van Deventer
Exco Member from 2016 to 2018

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Chairman's Report

A special word of gratitude

As Chairman I would like to give a special word of gratitude to:

The employees of NBCRHOA, with specific reference to the Reserve Manager who is passionate about the Reserve and sometimes under very difficult circumstance provide a top class service and is doing more than is expected



Anton van der Westhuizen
Reserve Manager
(8 years Service)



Buti Thabiso Sadikwe
Gardener
(8 Years Service)



France Itumiseng
Gardener
(8 Years Service)

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A special word of gratitude

Last but not least I want to say thank you for the opportunity I had to be involve on the Reserve in an Executive Committee capacity.

I hope that a foundation has been laid on which future Executive Committees can build to make Nautilus Bay Coastal Reserve the destination in the Mosselbay District for future investors