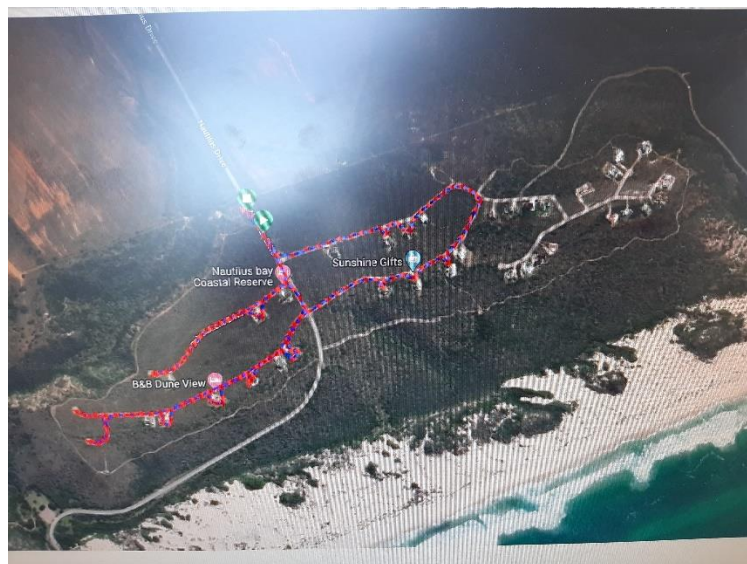


Estate Manager's Report - March 2021

Security

- No Major incidents to report for the month of March.
- Nothing suspicious was observed along the perimeter fence on the Eastern boundary adjacent to the fishing cottages.
- The patrolling guards reported to me that their rain suites were no longer keeping out the rain and that they were expected to provide their own footwear. This had been reported by the guards to Niqua management but had appeared to have fallen on deaf ears. I took the matter up with Anton and George and am pleased to report that the items have been supplied to the guards. The guards need to have the tools to perform the job.
- The dayshift guards were told to sharpen up regarding movement of contractors, and specifically their employees, in and out of the Estate.
- As reported last month the GPS tracking reports did not reflect the requisite info to assess the efficacy of the patrols performed on the Estate. After much discussion and negotiation, and several sight meetings with George, the Niqua shift supervisor, a separate account was created which allowed me access to the software that reflects the detail of each patrol. The initial reports reflected just how poor and incomplete some of the patrols were being executed. The guards were doing short patrols and were not walking around all the unoccupied units.



These reports were used to highlight the shortfalls and to retrain the nightshift guards and communicate exactly what we expect of them during a patrol. I monitored and plotted the patrols for a two week period, with daily feedback to the guards and shift supervisor, before the patrolling guards started to perform as expected. The difference in the reports show the differences clearly.



In a nutshell we expect every road to be patrolled to its limits, unoccupied units must be circled, and the upper reaches of the beach roads must also be patrolled. I continue to monitor the patrols on an ad hoc basis to keep the guards honest.

- Philip, the dayshift guard returned from 3 weeks leave at the beginning of March.
- On 3 March we received reports of an individual sleeping in the dunes. We went to investigate, spoke to the person, named Koos, and sent him on his way. No malicious intent was suspected. Residents are urged to report such matters as it is better to be safe than sorry.

Maintenance

- I continue to inspect all the pumpstations, sewerage plant and internal firebreak weekly. On 9 March, pumpstation No 4 had its high level and trip light illuminated and the pump was not running. I discovered that the pump had tripped. The switch was reset, the sump emptied, and it switched off automatically. On 17 March I observed that pumpstation No 1 appeared to have no power. This had not changed on the morning of 18 March. After further investigation it was discovered that 2 fuses had blown on two of the three fuses. I replaced the fuses, emptied the sump until the pump switched off automatically. Power spikes after load shedding are to blame for these failures. The Mossel bay municipality was also on site on 17 March to check the mini-subs. No issues were observed at the other pumpstations.
- As reported on last month, several tasks were undertaken to rectify the operation of the sewerage plant. I am pleased to report that the sewerage plant has been operating as it was designed to after our intervention. Liquid effluent flows at least 20m past the western block wall onto the gravel bed where it slowly drains away.



The only tasks undertaken in March were final clean-up, which included the cutting of grass on the embankments and around the enclosure, closure of all excavations made to rectify the leaks and levelling of the embankment on the western side of the soak away. Signs of regrowth were sprayed with round-up. The fence still needs to be repaired.





- The water troughs located at the pumpstations were all cleaned and filled with fresh water.
- We clean the area at the N2 Vleesbaai turn off every 2 weeks.
- We continued with beach clean-up every Friday morning. Small dead puffer fish were noted on one of our clean up sessions.
- We have managed to get all Fire Hydrants operational, bar the one at erf 57. We have requested quotations to get this hydrant changed to an above surface stand up hydrant. We have ordered two additional lengths of fire hose because the four we have on site will fall short of servicing all the units on the Estate.
- The main light at the entrance tripped on two occasions. The circuit breaker was reset on both occasions. I suspect this is also a consequence of the power spikes experienced due to load shedding.
- The grass outside the main entrance and refuse bin area was cut.
- The speed bumps on the Eastern beach road were repaired after the good rains. These same rains resulted in some soil erosion on the embankment just north of the western

beach parking area. The constructed terraces have collapsed and will have to be re-installed.



- The embankments on the two track path heading into the reserve need serious attention. The retaining structures have failed, and the erosion is quite severe in this area. Stronger structures will have to be erected.



Building Projects

- Unit 66 has been completed. The aesthetics committee has completed its inspection. The issuing of the occupation certificate is imminent.
- Plans for units 34 and 48 are currently going through the approval process by the aesthetics committee.
- Unit 54 has started construction.
- The Architectural Guidelines are currently being reviewed and revised by the aesthetics committee.

- All paint colours must be approved by the aesthetics committee before painting commences. This also applies to units that are being re-painted. To this end the aesthetic committee requests that 1m² test panels be painted on the outside walls of the unit for approval.
- On 18 March, the aesthetics committee accompanied the Mossel Bay Municipality building inspectorate on a site visit. The aim of the visit was to determine the extent of unit coverage discrepancies when compared to the approved plans. We should receive the report and recommendations within the first week of April.

Environmental

- Removal of the pockets of Rooikraans regrowth that were observed in the residential area inside the internal firebreak was completed. The scale of the task was grossly under-estimated, as the task took all of 8 shifts. All cuttings in this area were loaded and taken to the local dump. This task took 3 shifts. The removal of the cuttings has ensured that we do not add to the fuel load.





- I include in this report some photos of Rooikraans. We ask all residents to please remove all Rooikraans from their stands. Please contact me if there is any doubt. The more eyes we have on the ground the better chance we will have of keeping this alien invasive under control.





- On 9 March, our neighbour performed a controlled burn adjacent to the Vleesbaai turnoff. Unfortunately, we were not informed of the activity, which is a requirement according to procedure.



- A field guide to snakes and reptiles was purchased as well as a pocket guide to Fynbos. The South African Snakebite Institute has also been approached in connection with courses on the handling of poisonous snakes and the treatment of snakebites. We aim to attend the next course presented in the Garden Route.
- The Department of Agriculture, Forestry and Fisheries (DAFF) was contacted to obtain the requisite permits to allow us to prune the protected milkwood trees situated along our internal roads, in particular the eastern beach road.

Projects

- No work took place on the projects over the past month and the status is at it was reported on last month.
- **Roads:** The sealing of the cracks on the first 200m of the main entrance road were completed in 2020. The remainder is still outstanding and will be undertaken as soon as work at the main entrance is complete. This task will take at least two full weeks to complete.
- **Fleesbaai Entrance:** The concrete strip that housed the old rail for the original entrance gate will be removed and replaced with tar. The potholes at the entrance will also be repaired as we now have space to close off half the entrance at a time.
- **Office upgrade:** The next phase of this project is to have the inside of the offices painted. We will first repair all the rotten skirtings and enclose all exposed cabling inside conduits.



Water

- Water usage for the month of March was measured on 25 March. Water usage on the Estate decreased in March from 656kl in February to 574kl. Three units used over 50kl each. The good rains experienced during the month certainly paid dividends. The bulk water meter located at the reservoir that was found to be under reading over the past two months has yet to be repaired by the Mossel bay municipality.
- The bulk water readings on our municipal account were found to be incorrect. This was reported to Status Mark and the Municipality. The corrections were made, and the current account reflects the correct current situation.

Office

- Performance appraisals will now be based on Key Performance Areas and Indicators. The assessments will take place every quarter. These assessments will then be collated at year end to determine the percentage annual increase and annual bonus.

Employees

- Our employees both missed three shifts due to illness and strike action.
- Three shifts were lost due to inclement weather.
- I was off work for two days due to an eye operation.

General

- Residents are reminded to please inform their visitors of our rules regarding pets in the Estate. A visitor was found with her dog at the eastern beach entrance, totally oblivious to our rules.
- The Bakkie had its annual service. Minor rust issues will be sorted out as part of the warranty.
- We have installed a combination lock, code 1 3 5 7, at our refuse cubicles located at the main entrance adjacent to the Fleeasbaai road. Residents are requested to place their refuse in the cubicles if it cannot be placed on the pavements on Wednesday mornings.
- We thank all owners for their timeous levy payments, which allows us to perform the required maintenance in this beautiful Estate.