



OAKWOOD HOME OWNERS ASSOCIATION

In Care of
Independent Property Group

CHAIRPERSONS REPORT

Prepared for the 2022 Annual General Meeting (AGM)

Dear homeowners and neighbours

We have reached the end of the period in which the Committee members take responsibility for managing the day-to-day activities of our estate.

As the chairperson, I wish to thank the Committee members for all their hard work in the past period as it took a lot of dedication to work together as a team to reach our goals we set when we started. We are proud of the work that was achieved since last year's AGM. The Trustees have truly tried their best to take the feedback and comments of Oakwood Homeowners to heart. Frequent Trustees meetings were held during the past year to maintain momentum of key responsibilities and to cater for improved communications with all Oakwood Homeowners by distributing regular newsletters that were shared on the Oakwood website for ease of access to all Oakwood tenants as well.

We are grateful for the appointment of the Estate Manager (Jaco Smit) that took place 1 July 2021 and the tremendous contribution and positive impact that Jaco is making in Oakwood, together with the continued support of the new Supervising Architect (Maryke Maree) whom was also newly appointed in 2021.

We also wish to thank the residents for their willingness to participate in ensuring a safe and pristine environment in which to live. Your assistance in understanding the level of quality we wish to pursue as an HOA was truly commendable. We truly are blessed to live in such a beautiful environment, and the only way to maintain it is to work together as one large team.

AGM

The team decided to host the Annual General Meeting (AGM) on Wednesday, 31 August at 18:30 at the Meridian Hall in the Meridian school in lower Pinehurst Drive. With the removal of COVID restrictions, this will be an in-person meeting only and no streaming of the event will take place on the evening.



Herewith the agenda:

1. Opening and Welcome
2. Apologies
3. Chairpersons Report
4. Management Report
5. Confirmation of the Annual General Meeting Minutes dated 8 June 2021
6. Audited Financial Statements
7. Budget for 2022-2023
8. Levies
9. Election of Committee Members for the ensuing year.
10. Determination of the Domicilium Citandi Et Executandi of the Home Owners Association
11. General
12. Meeting Closes

As per the constitution, all HOA members automatically resign at the AGM and we implore owners to raise their hands and contribute as an HOA member in the forthcoming period. We especially noticed that skills in finance, law and communication are key to the success of an HOA committee.

Legal and Communication

Based on the input and feedback that was received at the last AGM, a need was identified for improved and transparent communication with all Oakwood Homeowners. We believe this was achieved by distributing a series of newsletters during the past 12-14 months to ensure that Homeowners are kept up to date with all latest developments within the Estate and surroundings. Clear guidance was provided on the process to follow when trying to reach the correct people when needed and the [website](#) was regularly updated with information pertinent to the residents of Oakwood.

From a legal perspective, a need was identified for improved Corporate Governance and the following key actions were implemented:

- A Code of Conduct was signed by all Oakwood Trustees setting out their legal standing, core values of integrity & respect and the obligation to declare Conflict of Interest (if any).
- POPIA and PAIA Manuals were documented for Oakwood with the support of a legal firm & all Oakwood Service Providers including the Managing Agent and Supervising Architect were required to sign Operator Agreements for the protection of personal information.
- The Home Improvement guide was updated under guidance from our Supervising architect and approved by the HOA committee.
- Further to this, there was a need to revise the wording of the old Rule 14 that is covered in the current Constitution of Oakwood as agreed in principle at the previous AGM. The updated rule was communicated in the [March newsletter](#) and is now active.



Treasury / Finance

During our 2021 AGM, many questions were raised regarding certain aspects noted in the proposed budget for 2022. To remain truly transparent, the 2022 budget was uploaded to the Oakwood website and clarity was provided on items such as security and garden expenses. The Audited Financial Statements of 2021 and 2022 have both been included in the AGM pack for ease of reference to all Oakwood Homeowners and financial line items that may previously have seemed vague, have been specified to provide a clear oversight of the income and expenditure of Oakwood. No special levies were raised during the financial year and the overall actual expenditure remained within the agreed budget for 2022.

The Trustees conducted a comparison of the Oakwood monthly 2021 levies with surrounding Estates during July 2021. The comparison revealed that the monthly Oakwood levies remain the lowest in our area and that Oakwood remains a sought-after Estate.

We wish to thank you all for working with us and look forward to seeing as many of you as possible at the upcoming AGM.

Kind regards

The Oakwood Estate Homeowners' Association Committee

