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Dear homeowners and neighbours

The past few months have been very busy in our estate as the new committee started developing an understanding of their individual responsibilities.

As mentioned before, we continuously strive for transparency and would like to keep homeowners and/or residents updated regarding our beautiful estate. Please regularly refer to our website for updates and remember to spread the word to your neighbours!
<https://oakwoodvillage.co.za/>.

As the sun starts rising earlier and the number of vaccines increases daily, we are looking forward to a more positive last five months of 2021.

The committee wishes to extend a heartfelt thanks to Mr. Anton Kleinhans for his incredible commitment in serving our community over the past 5 years. When next you bump into Anton, please thank him personally!



Thank you Anton!

*Decommissioning of Access tags for the residents' entrance and exit lanes;
-Tuesday 31 August 2021-*

*Please ensure that you complete your wavereader enrollment prior to the
31st August 2021. [Click here to book an appointment](#)*



ESTATE MANAGER UPDATE



We are very pleased to let you know that the first month of having an onsite Estate Manager, Mr. Jaco Smit, was a resounding success. We would like to thank the previous committee as well as IPG for the decision to appoint Mr. Smit.

Many of you had the opportunity to interact with him and the feedback thus far has been very positive. Mr. Smit was kept very busy in his first month with the following aspects:

- Facilitating and assisting residents with wave reader enrolments
- Dealing with security-related incidents
- Liaising with residents regarding minor infringements

Mr. Smit has a hands-on approach and is striving towards building positive relationships within Oakwood Village. He is very approachable and plays a pivotal role in improving the daily operations of the estate. His availability also reduced the need to rely on co-opting other residents to assist the HOA in managing the daily operations.

COMMUNICATION

We again urge residents to please follow the following process if you wish to ask a question, raise a complaint, or need assistance:

1

Contact the newly appointed Estate Manager, Mr. Jaco Smit via oakwood@inpg.co.za

2

If no reply after 2 business days OR unsatisfactory reply: Contact the managing agent (IPG) by forwarding above email to admin@inpg.co.za. Please clearly state the reason for the escalation.

3

If no reply after 2 business days OR unsatisfactory reply: Contact the HOA by forwarding above email to oakwoodhoa@outlook.com. Please clearly state the reason for the escalation.



“None of us is as smart as all of us”
- Ken Blanchard

SECURITY UPDATE

We thank everyone who has registered to use the wave readers at our gates. Thus far we have more than 1100 registrations and we truly appreciate everyone involved in ensuring that the registration process is a very pleasant one.



Our target is to use the month of August to finalise all outstanding registrations, so please pop into the office next to the Vivier gate to enrol – it only takes 5 minutes. To reward the residents for coming out in the cold to register, we decided to arrange a coffee stand, offering a R5 discount for those registering for the wave reader, on the day of registration. The stand will be parked at the office next to the Vivier gate on Monday to Friday from 2pm to 5pm .

Homeowners and residents of Oakwood are encouraged to book their appointments for registration. Any residents who are not able to register during weekdays by 5pm, should please contact the Estate Manager to make alternative arrangements. All the relevant information is available on our website.

Should you have an issue at the gates with the scanning of your hand, please report it to the guard on duty or to Mr. Smit. We noticed that the sun might affect one or two scanners during a short period of the day. We are working on ways to resolve this.

Our intention is to decommission the use of the old tag readers on the residents' gates on Tuesday, 31 August 2021. The tag readers will however remain active on the visitors' side for any residents who have not registered for the wave readers at that stage. Full removal of tag readers is earmarked for the second half of September, depending on the final number of registrations we receive. We are very excited to reach this milestone as it will dramatically improve our security.

Given the lockdowns we had to endure in the past year, many residents started making use of home deliveries which led to a major increase in our daily visitors count at our gates. To reduce the pressure on the gates and test a possible solution, the committee approved the addition of one extra guard stationed at the Vivier guardhouse during weekdays to assist the guard on duty. We also directed the patrol vehicle to assist at the Cordier gate during peak times. This is currently done on a *trial basis* and at no extra cost to homeowners during the month of August, for us to determine if the additions lead to a more pleasant experience for our visitors. Should the result of the test be overwhelmingly positive, one additional guard per gate will be budgeted for in the next budget cycle. The current forecast is R25 per guard per household per month. This will be put to a vote at the next AGM if deemed viable.

The committee recently investigated the installation of sanitising stations at all gates. We liaised with surrounding estates using similar wave readers and, given that the readers are contactless, the conclusion was that the additional expense was not required. We acknowledge that one's hand does sometimes make contact with the wave readers and ask that residents please make use of their own sanitisers in their vehicles if this happens.

The pedestrian gates have been tested and work very well. We now kindly request residents to provide walk-in visitors with an access code, explained [here](#). Sanitising stations have been provided at both pedestrian gates.

**Decommissioning of access tags at residents' entrance/exit lanes
-Tuesday 31 August 2021-**



” At the end of the day the goals are simple: Safety and Security - Jedi Rell ”



PARKS AND GARDENS

Maintenance on the brick paving and slab steps in Le Batte Park was recently completed. Thanks to all residents for your patience in this regard.

The condition of the jungle gym poles is currently being monitored, and a final evaluation will be concluded closer to the end of 2021. Poles will be painted where necessary.

Recent maintenance on jungle gym swings and structures was completed and will be monitored for possible repairs closer to the next summer season.

The olive trees and shrubbery on the main strip of Pinehurst drive (opposite the Pinehurst Shopping Centre) was recently trimmed. The maintenance was done to ensure vehicles have no overhanging plant obstructions while driving on this stretch, and to increase visibility through the middle island where some pedestrians pass through on their way to the Langeberg circle.

Proposed upgrades to parks and any funding related to it will be discussed at the next AGM.



FINANCIAL UPDATE

During our 2021 AGM, many questions were raised regarding certain aspects noted in the budget. To remain truly transparent, we uploaded the most recent budget to our website for ease of reference. The document provides clarity on the security, as well as garden expenses. Please refer to our [website](#) for an expanded budget, as well as explanatory notes.

CONDUCT RULES

The committee has acknowledged the need to revise the existing Conduct Rules of the estate that is currently covered as a separate Annexure of the Constitution of Oakwood. The committee has therefore reached out for legal advice to determine whether a formal legal process would be required to facilitate the required amendments to the existing Conduct Rules of the Constitution.

The committee has been advised that there is no need to update the Constitution and that the HOA committee has the authority to amend the existing Conduct Rules in the best interest of Oakwood Estate. A formal legal process is not required for the amendment for the Conduct Rules, but the HOA Committee has been advised to consider best practices by sharing the proposed Conduct Rule changes at a general meeting and to provide home owners with a fair opportunity to vote for the proposed rule changes.



“Alone, we can do so little; together we can do so much”
- Helen Keller



In the coming months, the committee will contact HOAs of surrounding estates to compare rules of conduct in order to find a fair reflection of how such rules are applied in other estates. Once the suggested updates are agreed, a draft of the updated rules of conduct will be circulated to all owners. Owners will then have the opportunity to provide feedback on the proposed amendments, after which the amendments will be finalised and ultimately put forward for a vote at an interim Special General Meeting before the end of 2021.

It is of utmost importance to understand that these rules are not there to create a policing culture within our community – it is there to ensure that our estate maintains its exceptional image and continues to do so in the coming years.



DOCUMENTING A CODE OF
CONDUCT FOR HOA
COMMITTEE MEMBERS/
TRUSTEES

During our most recent HOA committee meeting, all trustees were made aware of their Fiduciary duties of care and are committed to serving Oakwood. A formal Code of Conduct has been documented to promote good Corporate Governance and will be uploaded to the Oakwood website once finalised.

Key Observations OHOA Properties

We wish to thank all the homeowners and residents who pro-actively ensure they keep their properties tidy and adhere to the rules governing our estate. It is great to note that most houses in our estate are well-maintained and we truly appreciate all residents who assist in keeping our community beautiful.

Thank You!

We have however observed instances where there has been a disregard for the Oakwood Homeowners Association Improvement Guide. Transgressions vary between removal of trees from front verges without approval from the HOA committee to more serious incidents where homeowners have completed major building renovations and deviated from the building plans that were approved by the Supervising Architect. We kindly encourage all home owners to follow the well-documented processes on our website and to consult with the Supervising Architect of Oakwood.



The committee have, together with the supervising architect, embarked on a process to improve, streamline, and simplify the application guide for home improvements. This will shortly be updated on the website. We urge all homeowners to read through the guide before embarking on any alterations to their homes or gardens.

Further to this, the HOA committee, with the support of the new Estate Manager, noted multiple properties requiring maintenance work to the parapets and fascia boards of the homes. Due to a very wet winter, the HOA committee decided to refrain from distributing individual letters to the homeowners in this regard and rather encourage all homeowners to address their parapets and fascia boards by end November 2021. Should the parapets and fascia boards of homes still not be on standard after end November 2021, it will be formally addressed by means of distributing individual infringement letters.

Properties which have been identified requiring paintwork during the months of April to July are given the opportunity to complete required maintenance before 30 September 2021. This allows owners to paint during drier months.

Although the HOA committee is mindful of the wet winter conditions, we would like to encourage homeowners to ensure their properties are well-maintained and add to the beauty of our lovely estate.

Finally, we received multiple complaints regarding people not cleaning their animal droppings whilst out walking. We urge all to please abide by the rules and clean up after their animals.

-CONCLUSION-

We wish to thank you all for working with us and we look forward to continuing serving as your HOA committee.

Kind regards

The Oakwood Estate Homeowners' Association Executive Committee

