



www.graff-properties.co.za

Tell: 011 676 6879

Cell: 069 785 7054

Welcome to the future of Property Management



Sectional Title & HOA

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We manage your property as if it were our own!

- ❑ All the shareholders own property and fully understand the headaches that property owners and trustees must experience to get things done right!
- ❑ Graff Properties strives to reduce your overall cost, without sacrificing quality of service. After all, it is only when something is done wrong that it costs you to fix it.

About Us

Welcome to the future of Property Management!

- ❑ We are a **turnkey residential & commercial property management** service provider with a core focus on the Sectional Title Schemes & Home Owners Association value chains.



- ❑ We fully understand the headaches that property owners and trustees experience to get things done right.
- ❑ The responsibilities placed on Schemes Executives can be burdensome, requiring dedication as well as knowledge of financial management, sectional title legislation and at the same time attending to maintenance issues.

Allow us to take that burden and hassle off your shoulders!

Welcome to the future of Property Management!

- ❑ We adopt a consultative approach when partnering with our clients.
- ❑ We strive to **reduce your overall cost**, without sacrificing quality of service. After all, it is only when something is done wrong that it costs you to fix it.
- ❑ We offer value through **greater transparency & cutting-edge technology**, and it does not have to cost an **arm and a leg!**



We are in business to manage and protect your investment!

Meet the Team



Yuliya Moshorovska
Head of Department
of Sectional Title &
HOA



Bilal Jhetam
Finance Director



Sofia Stetsenko
Operations Director



Derrick Mahlangu
Portfolio Facilities
Manager



Our services

Portfolio Management Services

- ❑ Graff Properties opens and manages separate account for each Body Corporate & Estate on behalf of the client, allowing scheme Executives real-time access to view all relevant accounts information, transactions, and financial statements.
- ❑ A dedicated portfolio manager, with support team comprising of Portfolio Administrator, Bookkeeper and Collections Clerk, acts as the point of contact for all sectional titles scheme related queries and resolution advice
- ❑ Coordination and attendance of all trustee/general meetings, including the preparation and distribution of meeting minutes
- ❑ Continuous liaison and guidance to trustees in relation to legislation requirements, scheme matters and financial reporting



Portfolio Management Services

- ❑ Ensuring compliance and processing of information in accordance with the conditions in POPIA.

- ❑ Ensuring compliance of statutory requirements in terms of Sectional Title Schemes Management Act/CSOS Act;



- ❑ Application of conduct/management rules and provision of information / advice

- ❑ Attorney collections liaison

Financial Management



- ☐ **Monthly distribution** of electronic levy statements;
- ☐ **Collection of levies**, service charges and (or) other income;
- ☐ Issuing of **levy clearance** certificate;
- ☐ **Credit control** of levy payments;
- ☐ **Processing** of supplier / service provider / municipal **invoices**
- ☐ **Preparation of annual budgets**, ensuring its compliance in terms of regulations provided in the Sectional Title Act;
- ☐ The **cost reduction analysis** and definition of annual objectives
- ☐ Daily **management of trust funds and investment funds**;
- ☐ Preparation of **audit file** at year end and liaison with auditors;
- ☐ The submission of **Annual Tax Returns**;
- ☐ **Debt collection services** in relation to arrear levies / charges and liaison with legal service provider(s);

Monthly Accounts Management Reporting



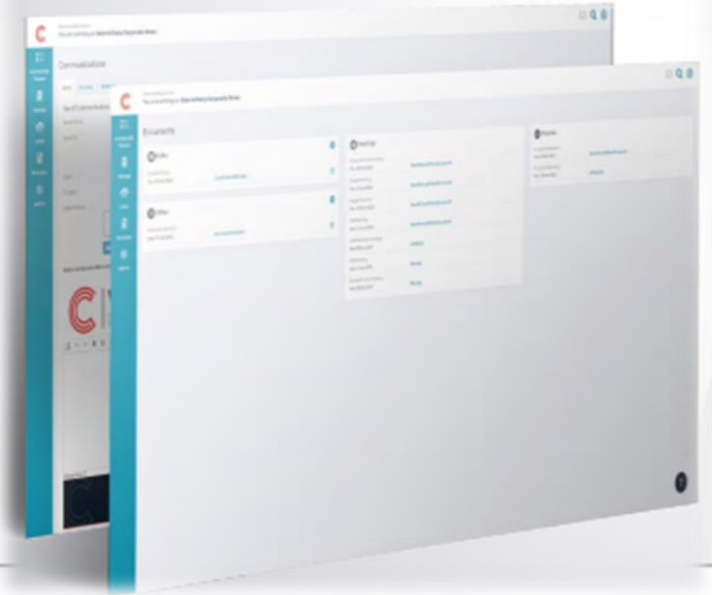
- ☐ Income statement and financial performance relative to budget
- ☐ Balance sheet
- ☐ Levy roll;
- ☐ Age analysis
- ☐ Credit control reports
- ☐ Actual vs Budget Reporting on Administrative & Reserve fund Budgets
- ☐ Cash flow analysis / management



Secretarial & Administrative Duties



- ❑ **Preparation** and electronic **distribution** of all owner and service provider **correspondence**
- ❑ **Drafting and dispatching of notices** of General/Trustee Meetings and compliance with usage of standard documentation in line with the Sectional Title Schemes Management Act;
- ❑ **Preparing and circulating the minutes** of the meeting attended by Graff Properties' Representative;



- ❑ Facilitating employees' **payroll and compliance** with statutory requirements such as PAYE, UIF, etc;
- ❑ Coordination and **sourcing of quotations** / service providers in relation to repair, maintenance and improvement
- ❑ Ensuring all complex documents are **archived** as well as correctly filed within the company database

Systems

Graff Properties uses the most advanced community management software



Complete Transparency

Cloud-based portal allows Scheme Executive & **Owners to login into the WeconnectU portal** to access all the relevant financial and operation information, **anywhere, anytime.**



Comprehensive Reporting

Comprehensive monthly reports for Scheme Executives, real-time and interactive fingertip access to everything relevant to your community,



Easy access to key Community financial data

Get **real-time access** to **Actual vs Budget figures** on the Administrative and Reserve Fund Budget, as well as the trial balance, Levy Roll and Age Analysis



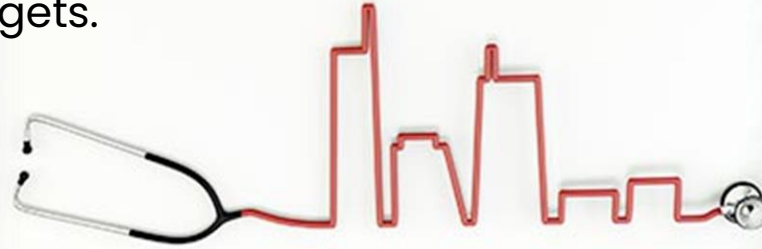
Recording & Complete operational data overview

View, track and trace all completed and outstanding jobs, view all warnings and penalties against units and owners, and gain access to all relevant community documents



Building Condition Assessment

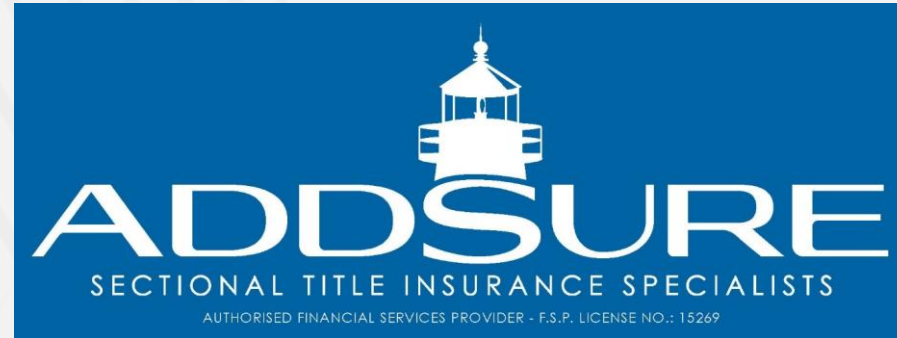
Graff Properties believes in **preventative maintenance approach**, which allows us to be better prepared to develop appropriate asset management plans and capital budgets.



- ❑ Annual “**health-check**” of a Building used to determine the general condition of the Building.
- ❑ Concise, detailed and informative **report of the assessment** with observation, problem and recommendations.
- ❑ The assessment report is thoroughly analyzed and taken into consideration for building **future plans regarding the replacement/repair of the building.**

Partnership

**We are proudly partnered with WeConnectU,
TVDM Consultants, Addsure & Propell**



Contact us

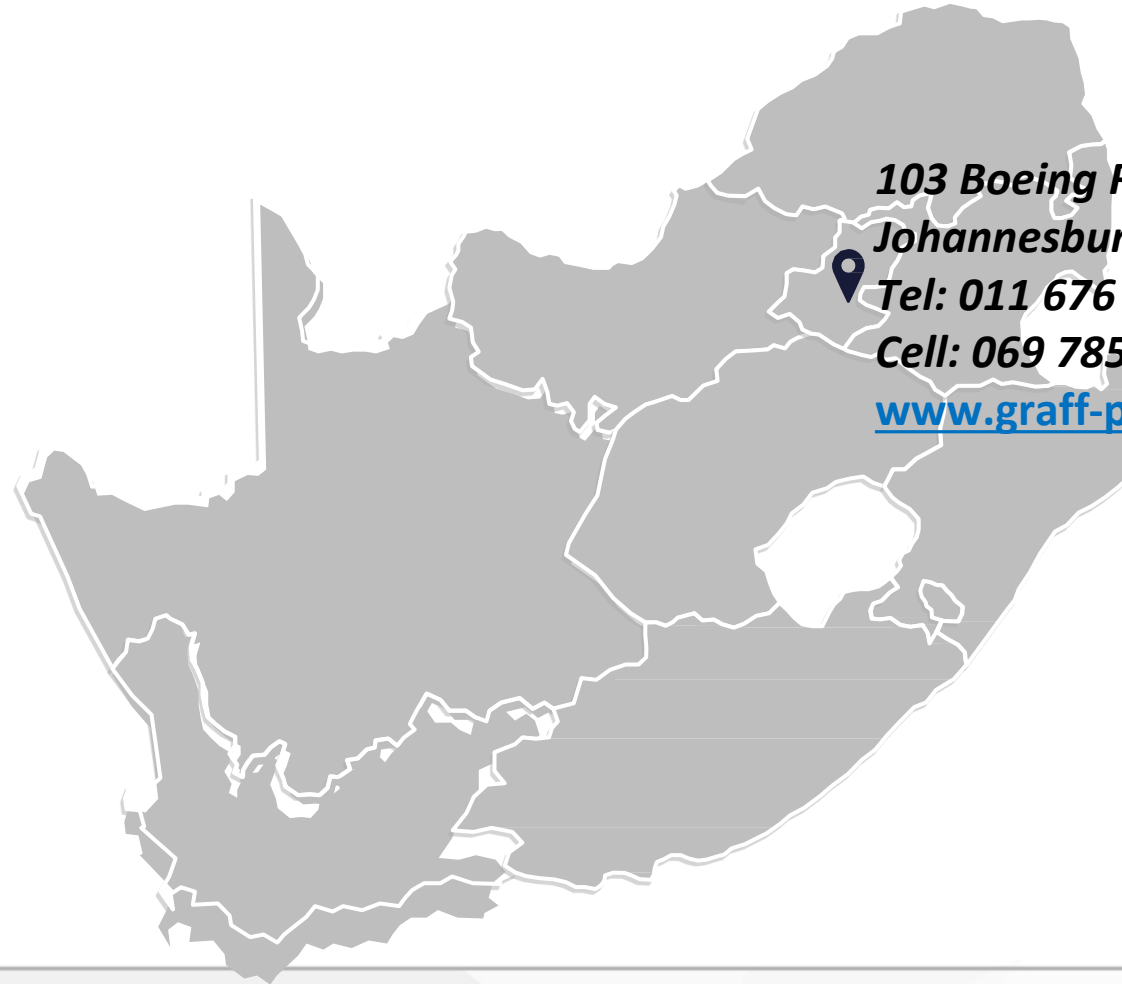
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**Sectional Title Schemes
Management**



**Home Owners Association
Management**



**103 Boeing Rd, Bedfordview,
Johannesburg, 2047**

Tel: 011 676 6879

Cell: 069 785 7054

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