



Oryx Holdings (Pty) Ltd t/a VZN

Registration number: 2015/422162/07



25 Watermelon Street
Platinum Park
Bendor
Polokwane

(015) 101 1736
manager@vzn.co.za

Managing Agent Services

Physical Management:

- HOA & Body Corporate inspections
- Onsite quotations with contractors

Maintenance:

- Breaches
- Cleaning
- Onsite inspections
- Quotation & contractors arrangement assistance
- Negotiate best prices

Insurance Claims:

- Obtain all insurance claim requirements
- Insurance documentation & premiums
- Assessors & Brokers liaison.

Financial Management:

- Accounting and financial stability
- Administration Budgeting
- 10-Year Maintenance, Repair and replace Plan
- Payroll administration
- Monthly levy invoices and statements
- Banking administration.
- CSOS – Online Connect – Electronic solution

Employee Management:

- Payroll
- Pay slips
- Disciplinary action.

VZN Vision

Our vision is to continue aiming at growing our network of clients to allow for future growth.

To transform the property management industry through commitment to positive change and innovation that redefines the quality and consistency of service that clients can expect from a managing agent.

To inspire trust through demonstrated dedication to honesty, integrity, and transparency. To grow with, give back to and act as leaders within our communities.

VZN Mission

To provide top quality professional services and support to a wide range of property owners and investors to help the many individual communities in our portfolio to sought after places to live.

Certifications

National Association of Managing Agents
Property Practitioners Regulations Authority
Certificate UCT Scheme Manager – Sectional Title Course. (See Annexure A)
BEE certificate. (See Annexure B)

VAT Registration No

4630286145

“Always deliver more than expected”

- Larry Page

1. Introduction:

VZN would first of all wishes to thank you for the opportunity to present this proposal.

We are a professional Managing Agent with a proven track record with tailor-made techniques, specializing in the management of Home Owner's Associations, Body Corporates, Mixed Schemes and Rentals. All our services are designed specifically to each of our client's needs, which vary from the managing of construction upgrades, negotiate the best insurance package, maintenance, 24-hour emergency contacting, collection of rental and levies and we also have access to a legal team to assist with arear levies.

Our many successes, which include various Body Corporates, Home Owners' Associations and Rentals are a testament to the skill, experience and commitment of VZN which is evident from our credentials.

VZN are client-focused problem solvers, and our aim is not only to succeed, but to do so efficiently. We value smart, cost-effective strategies. We consult closely with clients before taking action and expending resources. We emphasize quality in staffing of our projects to create peace of mind for our clients.

The day-to-day management of VZN is attended to by Jaco Steyl, our Director, and his very capable team. Jaco is responsible for all administration and direct interaction with clients, tenants and members on a regular basis. He is assisted by Anita Kleynhans, Melinda du Plessis, Mariëtte Grové and Karlien Steyl who are responsible for ensuring that all correspondence and office administration are kept up to date by making use of modern tailor-made accounting software. Mrs. Elsie van Staden is our Accountant. Louis Steyl is responsible for our maintenance section.

Our office is located at 25 Watermelon Street, Polokwane and is open from 7:30 to 16:30 from Monday to Thursday and 7:30 to 15:00 on Fridays. We are closed on Saturdays, Sundays, and Public Holidays; however, our staff are available 24-hours a day, seven days a week in case of emergencies and can be contacted on 015 101 1736 or 066 270 5917 (Emergency number).

VZN is always interested to expand its client base and we believe that we are perfectly positioned to assist any Body Corporate and/or Home Owners' Association in the administration of its day to day tasks, thus not only ensuring the peace of mind for all members but also adding value to their investments.

Meet the team:



VZN

Director
Jaco Steyl

Accountant
Elsie van Staden
Manager
Elize Vierbergen

Administrative
(Estates)
Anita Kleynhans

Administrative
(Body Corporates)
Karlien Steyl

Maintenance
(General)
Louis Steyl

Debtors
Clerk
Melinda du Plessis

General Workers

Sunset Boulevard

Frank

Boabob Gardens

Gift & Elliot

BENDOR PLACE

Tsiba Thicmuli

Corporate Park 1

Phineas

Contractors

Plumbers

Electricians

2. Services Offered (General)

We have listed general services below which we believe will be necessary for the proper management of an HOA or Body Corporate. A specifically tailored list of services can only be provided once a meeting has been held with the Directors/Trustees and will not affect the quoted price if the services remain within the ambit of the list below:

2.1 Levy Collection:

- Sending detailed monthly levy statements to the owners (members).
- Collection of all levies and other charges due to the BC/HOA.
- Monthly progress reports to the Trustees/Board of Directors.
- Detailed ledger and monthly Age Analysis to the Trustees/Board.
- Sending out 14 days' notice for levies in arrears.
- Communication with legal companies regarding handovers.
- In the event that legal action needs to be taken for the collection of arrear levies our office can fast track these matters and provide cost effective collection. Please note that all legal matters will be dealt with separately and legal costs are not included in the quoted price. Preparation of documentation for legal action will be billed according to the quotation point for additional services (Legal action fees of owners in default are not for the expense of the Body Corporate or HOA, but for the owner.)

2.2 Financial Management:

- Administration of the bank account associated with the BC/HOA, including loading of monthly payments for authorization by the appointed Trustees/Directors.
- Preparation, calculation using Pastel Payroll Program and payment of salaries and wages of staff employed by the BC/HOA, if any, as well as preparation and submission of all necessary tax and statutory returns will be billed according to the quotation point for additional services.
- Payment of all municipal accounts, creditors, suppliers, insurance premiums, and any other accounts as approved by the Board of Trustees/Directors.
- Preparation and submission of monthly financial reports, including budgets, balance sheet, levy roll, customer age analysis, and credit control reports, surplus report, investment account, bank statement(s) in accordance with General Accepted Accounting Practices (GAAP).
- Compilation of a 10-year maintenance repair and replacement plan and of the administrative budget will be billed according to the quotation for additional Services.

- Liaising with the Auditors in preparation and finalization of the Annual Audit Report.
- Assistance with the compilation of the maintenance budget – MRRP according to Pastel Partner V19.

2.3 Administration, Secretarial, and Advisory Services:

- Keeping proper up to date records, hard and soft copies, containing all relevant contact and other information of all owners/members/tenants for not less than 5 (Five) years.
- Receive and store all building plans.
- Managing all correspondence between owners and the HOA/BC.
- Ensuring that all current and new owners, are aware and up to date with the management and rules.
- Preparation and circulation of notices for meetings of the HOA/BC.
- Giving notice of and attending six scheduled Board meetings and one Annual General Meeting per year, taking minutes of the resolutions.
- Preparing and sending out of minutes of the meetings to all relevant parties.
- Preparation and mailing of official correspondence between the BC/HOA and owners.
- Preparation and issuing of Clearance Certificates (for the account of the owner – See quotation point for additional services).
- Arrear levy contribution.
- Report monthly to Directors/Trustees regarding the progress in collection of arrear levies.
- Monthly report to Directors/Trustees.
- After hour standby to the HOA/BC.

2.4 Payments:

- Monthly payment schedules.

2.5 Insurance:

- Arranging insurance for the BC/HOA and submission and follow up of any insurance claims.
- Management of insurance claims on behalf of the BC/HOA.

2.6 Maintenance Management:

- On-site inspections to help regulate the HOA/BC rules on maintenance issues.
- Assisting the Directors/Trustees with all maintenance issues and submission of quotes.
- Obtaining prior written approval for repairs to common property by Directors/Trustees.
- Allocating approved repair work to approved sub-contractors.
- Request quotations
- Appoint contractor
- Filing of payment and quotations

2.7 On-Site Service:

- Inspections on electric fence
- Inspections of cleaning of common area
- Inspection of other maintenance issues
- Report of urgent observations
- Inspection of security in the HOA/BC
- Removal of shrubs
- Cleaning and cutting of trees
- Paving

2.8 Security:

- Weekly meeting regarding security incidents
- Follow-up monthly reports on security
- Check daily routine of security

Summary of our Services

Administration, Secretarial, and Advisory Services:

Up to date database
Correspondence.
Communication on management and conduct rules.
BC meeting administration
Scheduled Trustee meetings & AGM: notices and attendance
Admin on meetings (minutes etc).
Official communication between Trustees & members.
Arrear levy contribution
Monthly reporting outstanding levies
Monthly report to Directors/ Trustees
CSOS registration and submitting of quarterly levies.
Monthly reporting on the BC's activities.

Insurance:

- Arranging insurance for the BC and submission and follow up of any insurance claims.
 - Management of insurance claims on behalf of the BC.
 - Evaluate and renew insurance cover annually.
- 3 Years Re-evaluation of the common area

Financial Management:

Administration of the bank account
Payment of all municipal accounts
Preparation and submission of monthly financial reports
Liaising with the Auditors in preparation and finalization of the Annual Financial Statements.
Assistance with the compilation of the administrative budget.
Compiling and finalizing of the Maintenance Repair and Replacement plan (MRRP)
Pastel Partner V19.
Administrating payroll for cleaners working in common area.

Payments:

Monthly payment schedules.
Weekly Transaction statements
Immediate payments

Levy Collection:

Sent monthly invoices and levy statements.
Collection – 14-dys notices and attorney handovers
Detailed ledger / Monthly Age Analysis
Communicate with legal company.

Summary of our Services

Maintenance Management:

- Doing on-site inspections to help regulate rules regarding maintenance issues.
- Assisting the Directors/Trustees with all maintenance issues and submission of quotes to the Trustees.
- Obtaining prior written approval for repairs to common property by Trustees.
- Allocating approved repair work to approved sub-contractors.
- Request quotation
- Appoint contractor
- Filing of payment and quotations
- Co-ordinating daily workers for cleaning at the common area.

On-Site Service:

- Inspections on electric fence
- Inspections of cleaning of common area
- Inspection of other maintenance issues
- Report of urgent observations
- Removal of shrubs
- Cleaning and cutting of trees.
- Report of urgent maintenance observations
- Inspection of security in BC

Security:

- Weekly meeting regarding security incidents
- Follow-up monthly reports on security
- Check daily routine of security.



Bendor place 59



Marula Heights 182



Tamboti 36



Little Eden 48



Celtic Meadows 128



Devon Park 12



Compascuum 14



N1 Industrial Park

The above are some HOA's and Body Corporates of 17 bodies we manage.

3. References:

Name	Address	Details	Contact person & contact details
Little Eden BC	104 Spoorweg Str Annadale Polokwane	48 Units	Mrs. Verusschka Nel Chairperson 083 286 6632
Smallville BC	Bendor Ridge Outspan Drive Bendor	21 Units	Mr. M. Combrinck Trustee 082 452 5370
Cul-de-Sac BC	29 Akedemie Str Polokwane	20 Units	Mr. Vincent Olley Chairman 073 648 1859
Eden Park BC	73 Pietersburg Str Annadale Polokwane	20 Units	Ms. Anike v Eeden Chairperson 082 455 9002
Country View BC	15 Aloe Road Waterberry Estates	9 Units	Mr. Mackie Trustee 079 892 2782
Bendor Place HOA	45 Voortrekker Str	59 Units	Mrs. Campbell Chairman 082 822 1463
Celtic Meadows	Bendor Ext 97	127 units	Mr. Masakona Chairperson 072 022 3222
Devon Park	38 Devenish Str Polokwane 0699	12 Units	Mrs. Buys Chairperson 083 316 3699
NI Industrial Park HOA	NI Industrial Park Magna-Via Polokwane	46 Units	Directors: GS Correia; P Pratt; R Gutsche; G Groenewald; F Kalla; J van den Berg
Corporate Park I HOA	Corporate Park I Marmer Road Polokwane	40 Units	Directors: GS Correia; J van den Berg; J O'Reilly; G Rudiger; F Rhemtula
Baobab Gardens HOA	Baobab Gardens, Munnik Avenue Polokwane Ext 124	19 Units	Directors: S Beyers; GS Correia; PA Lombaard; KC Maiwashe



Faculty of Law

We certify that

Jacob Daniel Theunis Steyl

*completed a short course with an estimated learning time of 100 hours,
start date 18 May 2020, end date 31 July 2020, in*

Scheme Manager – Sectional Title

29 October 2020



[Signature]
Dean of Faculty



[Signature]
Course Convenor



Paddocks

SECTIONAL TITLE
SCHEME MANAGEMENT

proudly presented to

Karlien Steyl

for successfully completing the course

Graham Paddock

GRAHAM PADDOCK



Paddock

JENNIFER PADDOCK

November 2023



Contact us for a tailor-made
managing solution for your HAO/BC

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