



NATIONAL ASSOCIATION  
OF MANAGING AGENTS  
SHAPING OUR PROFESSION

# Ané de Klerk

## COMMUNITY SCHEMES ATTORNEY - PADDOCKS



NAMA 2019 National Conference



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# HOME OWNERS ASSOCIATIONS (HOA'S)

BY ANÉ DE KLERK



NAMA 2019 National Conference

# COMMON LAW VS NON-PROFIT COMPANIES

- Common Law Associations :
  - No legislative framework
  - People formally agree to form an association (a contract)
  - Only registered with SARS
  - Governed by Constitution
- Non-profit companies :
  - The Companies Act, 71 of 2008
  - Registered with CIPC
  - Governed by MOI (“memorandum” & “articles of association” if formed > 1 May 2011)

# COMMON LAW VS NON-PROFIT COMPANIES

	Common Law HOAs	NPC HOAs
<b>Formation</b>	3 or more people adopt a written constitution	MOI registered by CIPC & certificate issued
<b>Legal Personality</b>	Separate & distinct legal personality	Separate & distinct legal personality
<b>Existence</b>	Change/death of members = no effect	Change/death of members = no effect
<b>Termination</b>	Member agreement or High Court order	Deregistration or winding up and dissolution (CA)
<b>Ownership of assets</b>	Association owns	Company owns
<b>Members</b>	3 – natural and/or artificial	3 – natural and/or artificial
<b>Management</b>	Depends on Constitution	Board of Directors
<b>Representation</b>	Normally, the Trustees	Board of Directors
<b>Liability to creditors</b>	Members protected from personal liability	Members protected from personal liability



# COMMON LAW VS NON-PROFIT COMPANIES

- In addition to its governance documents, both should take note of:
  - Municipal Bylaws
  - Zoning Scheme Regulations
  - Labour Laws
  - The Occupational Health & Safety Act
  - Building Regulations
  - CSOS Act & Regulations
- Remember: CSOS Reg 14(1)(a):

“A scheme executive must take reasonable steps to inform and educate himself or herself about the community scheme, its affairs and activities and the legislation and governance documentation in terms of which the community scheme operates”

# MAINTENANCE RESPONSIBILITIES

- HOA = responsible for maintaining the communal property and HOA facilities
- What is communal property? Is it a synonym for Common Property?
- Some HOAs = No Communal Property
- Future Maintenance Reserves
  - Do you need a 10 year MR&R plan?
  - Do you need to adhere to the min reserve fund amounts per regulation 2?
- Owners = responsible for maintaining their individual properties (both land & building)
  - Take note of “architectural guidelines”

# AMENDMENT OF MOI AND CONSTITUTION

- MOI:
  - Authorised by Court Order, or
  - Board or members holding 10% of the voting values may propose the SR
  - Vote by poll or show of hands
  - File amendment within 10 business days of the meeting
  - Use prescribed form COR 15.2 & pay fee
- Constitution:
  - Authorise in accordance with its terms.
    - What if it does not have an amendment clause?
  - Approach the Municipality

# CSOS JURISDICTION PERTAINING TO HOA'S

- CSOS Act:
  - Section 4:
    1. Take custody of the rules
    2. Regulate the quality of the rules
    3. Preserve the rules
    4. Control the quality of the rules
    5. Provide access to the rules
    6. Monitor the quality of the rules
  - Section 39
    - Section 39(3) in particular

# DISPUTE RESOLUTION

- Internal Dispute Resolution
- Arbitration
  - Required or not?
  - Pro's and Con's
- Can I take the matter to CSOS?
  - Who may approach CSOS?
  - What types of disputes can CSOS assist with?
  - What can CSOS do for me?
  - Conciliation vs Adjudication

# RECOVERY OF OUTSTANDING CONTRIBUTIONS

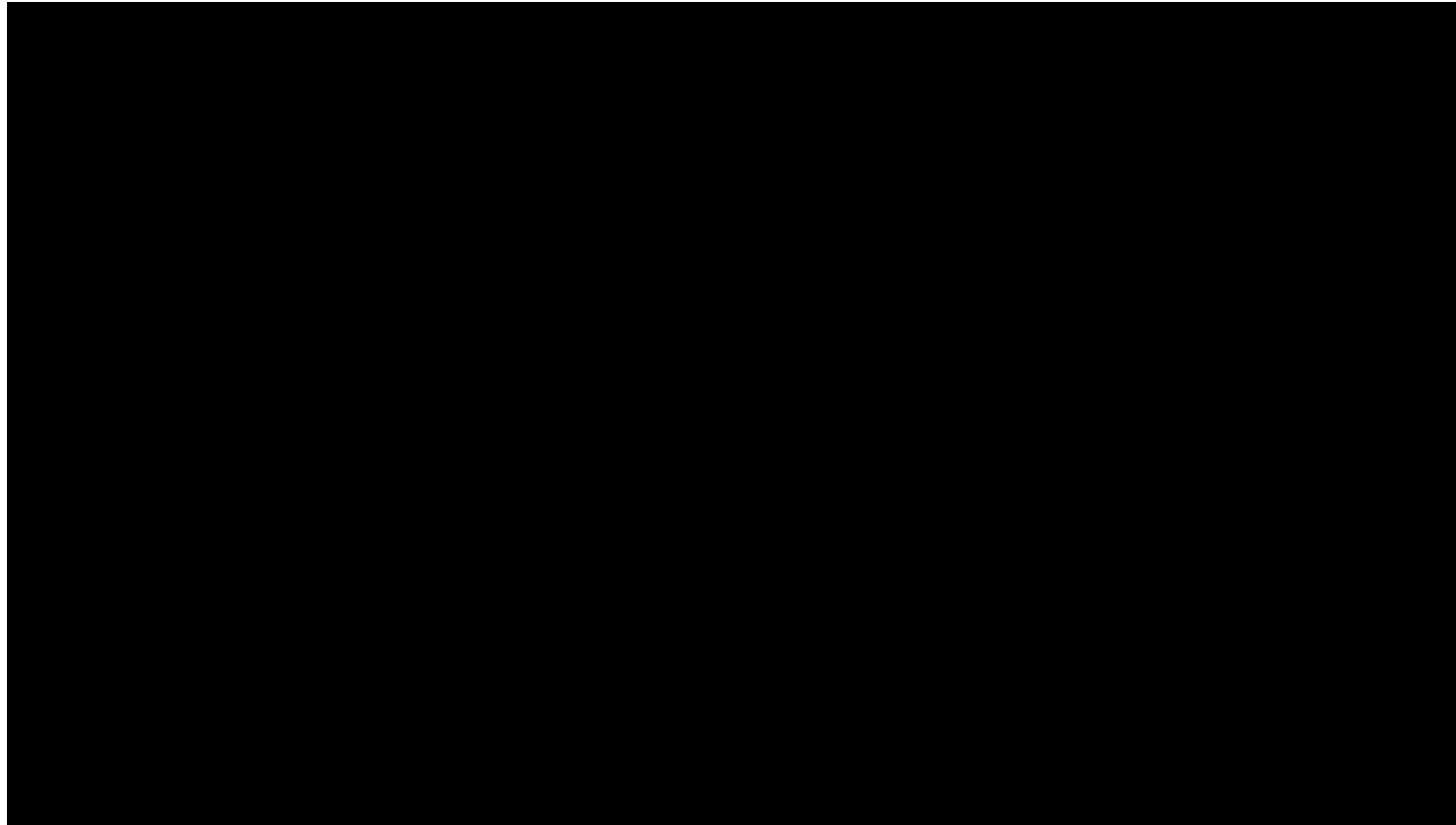
- Court
  - Small Claims: R20 000 max
  - Magistrate's
    - District: R200 000 max
    - Regional: R400 000 max
  - Remember that all the **HOA** (not the individual) has to pay the attorney
- CSOS
  - section 39(1)(e)
    - "An order for the payment or re-payment of a contribution or any other amount"*



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# Frederik Nel

CEO - CURASURE



NAMA 2019 National Conference



# 10 Year Maintenance Plans

- What does it entail
  - How is the 10-year maintenance plan drafted
  - How will the 10-year maintenance plan be applied and managed

Presenter: Frederik Nel (Curasure)

# Where do we stand

It is almost 3 years since the introduction of the Legislation and specifically the Maintenance Plan and Reserve Fund requirements.

**How are  
we doing ?**

**Have you  
found the  
winning  
recipe?**

**Are all  
your  
schemes  
compliant?**

**What are  
your  
challenges?**

# What is the size of the market and challenge?

BILL RAWSON

Chairman at Rawson Property Group  
April 2017

- well over **700,000 sectional title homes**
- more than **6-million people**
- value of sectional title property at around **R665bn**

CSOS

ANNUAL REPORT 2017/2018

The information obtained from Deeds Office indicates that there is a total of **76 677 registered Sectional Titles** in South Africa.

Between 01 April 2017 to 31 March 2018, a total of **17 446** of community schemes were **registered**

The total number of Sectional Titles registered with the CSOS is 20 969 with the remainder of **56 705 not registered** with the CSOS.

The total registered with CSOS represent **27,7%** of total Sectional Titles Schemes in South Africa.

# What is the size of the market and challenge?

**Number of schemes - 76,000**



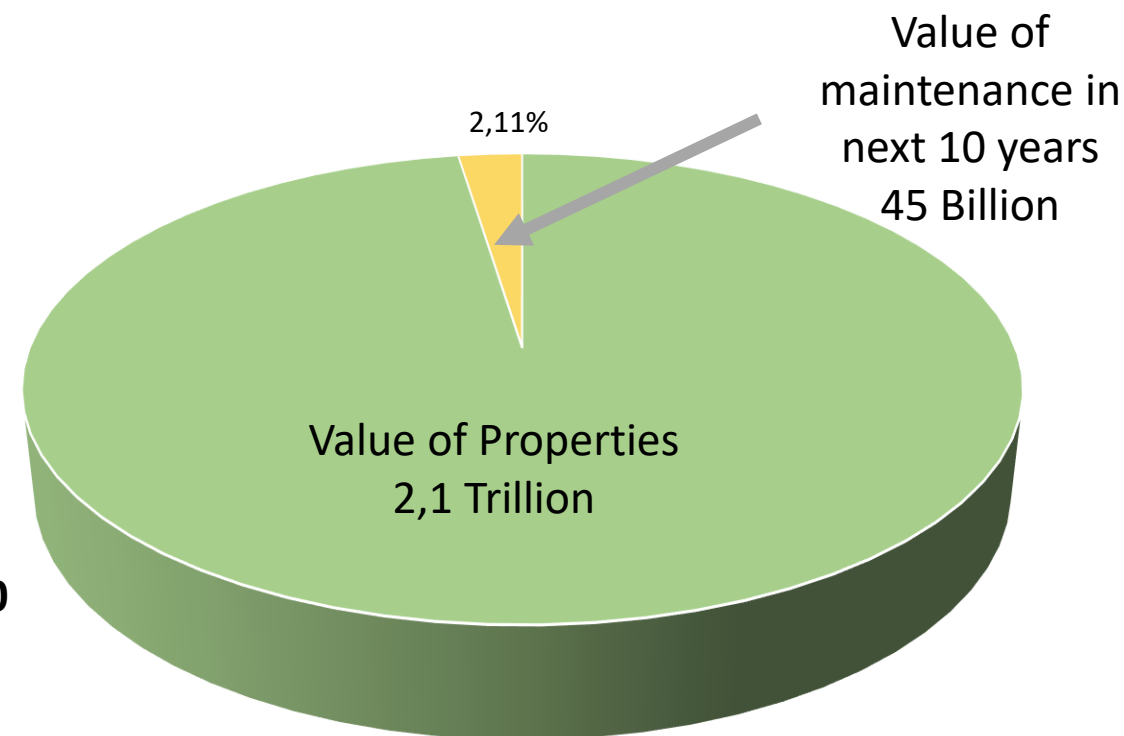
**Number of Sections (30 ave) – 2,280,000**

**Number of residents (3 ave) - 6,840,000**

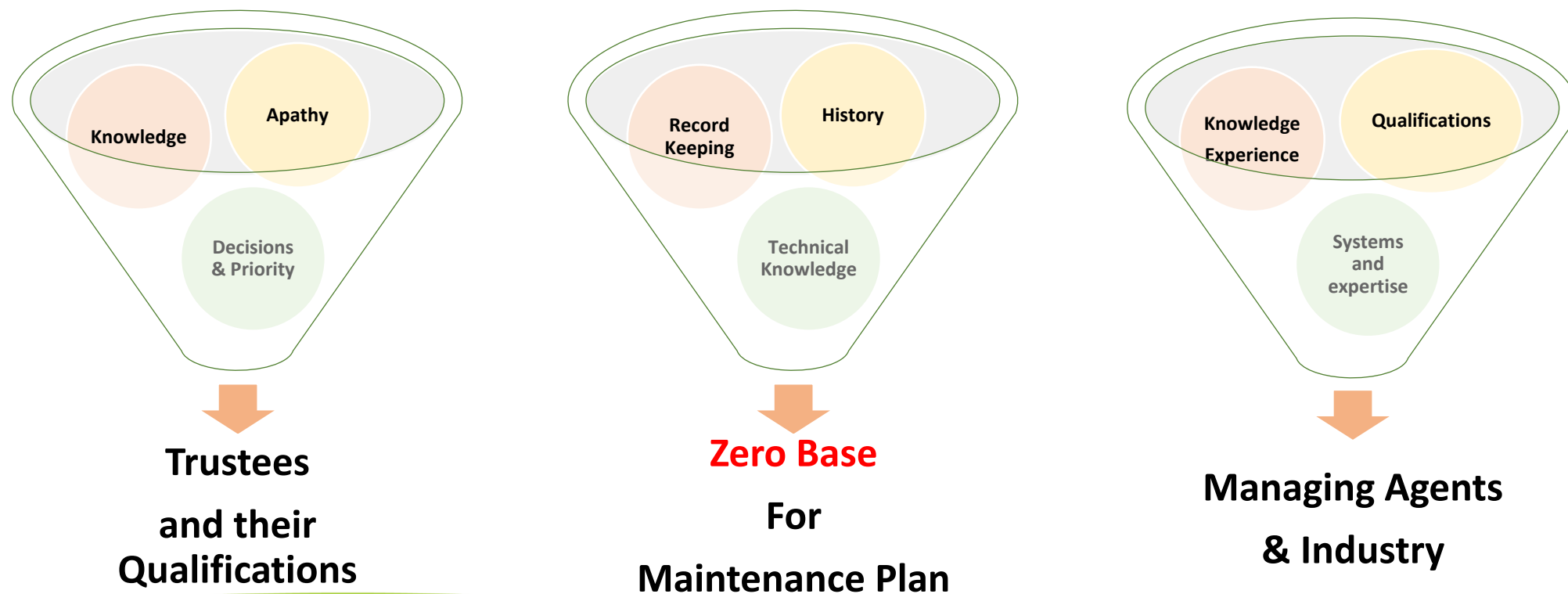
**Value of Property (950,000) - 2,166,000,000,000**

**Maintenance spend in next 10 years (20k per unit) - 45,600,000,000**

**MA yearly fees at R95 / month - 2,599,000,000**



# Challenges



# What does it entail = What is our understanding?

- Maintenance Plan (MRRP)
- 10-Year Forecast
- Separate Budget
- Separate Bank Account
- Accounting and Records
- Funding and Contributions
- Annual review and presentation at each AGM



No Legal stuff today,  
Speaking to experts

## What does it entail = Why should we maintain?

- To protect the Asset Value – Our Investment
- Managing the cost of maintenance over life of asset
- Arresting of failures
- Preventing of failures and degradation / increased long-term costs
- Increased value of well-maintained asset (a healthy community !)
- It is a fiduciary requirement in Law due to the fact that we manage buildings and infrastructure on behalf of the entire community and investors





# What does it entail = Which property would you invest in?



**What does it entail = Which property would you invest in?**

**OR**



# What does it entail = Same Building?



**What does it entail = Which property would you invest in?**

**If you want to measure what you value,  
or wish to protect,  
look at your budget,  
and you'll know where the value is positioned.**

# What does it entail = What are we maintaining?

Communities

Where people celebrate  
birthdays

Their first property



The safe place where parents  
let their kids play

Where friends meet

The place they call  
**HOME**

## What does it entail = What are we maintaining?

- Common Property
- Building structurers – the Building Envelope
- Freestanding structures (Carports, boundary, etc.)
- Infrastructure (Roads, dams, etc.)
- Services / Systems (Electrical, Plumbing, Security, Solar etc.)
- Plant and machinery (Lifts, Generators, etc.)
- Consumption / use and needs (Energy, Water, Waste, sustainability, etc.)





# What does it entail = What are the categories of maintenance?

- Re-active maintenance
- Planned maintenance
- Pro-active maintenance
- Day-to-day (ongoing) maintenance
- Capex / replacement
- Emergency repairs (unplanned sudden event)



**IMPORTANT  
NOTICE**

## What does it entail = What is the ideal maintenance scenario?

- Full sight and records of past maintenance
- Detailed past record of maintenance per item and category
- Accurate assessment of current condition (Technical assessment)
- Breakdown of requirements, per item and maintenance category
- Projections for current and planned maintenance, per item & category
- A Marriage between technical and financial requirements presented on a projected time-line

**ZERO BASE**





# What does it entail = it is three distinctly different boxes

## Maintenance Category

- Common Property
- Building structurers – the Building Envelope
- Freestanding structures (Carports, boundary, etc.)
- Infrastructure (Roads, dams, etc.)
- Services / Systems (Electrical, Plumbing, Security, Solar etc.)
- Plant and machinery (Lifts, Generators, etc.)
- Consumption / use and needs (Energy, Water, Waste, sustainability, etc.)

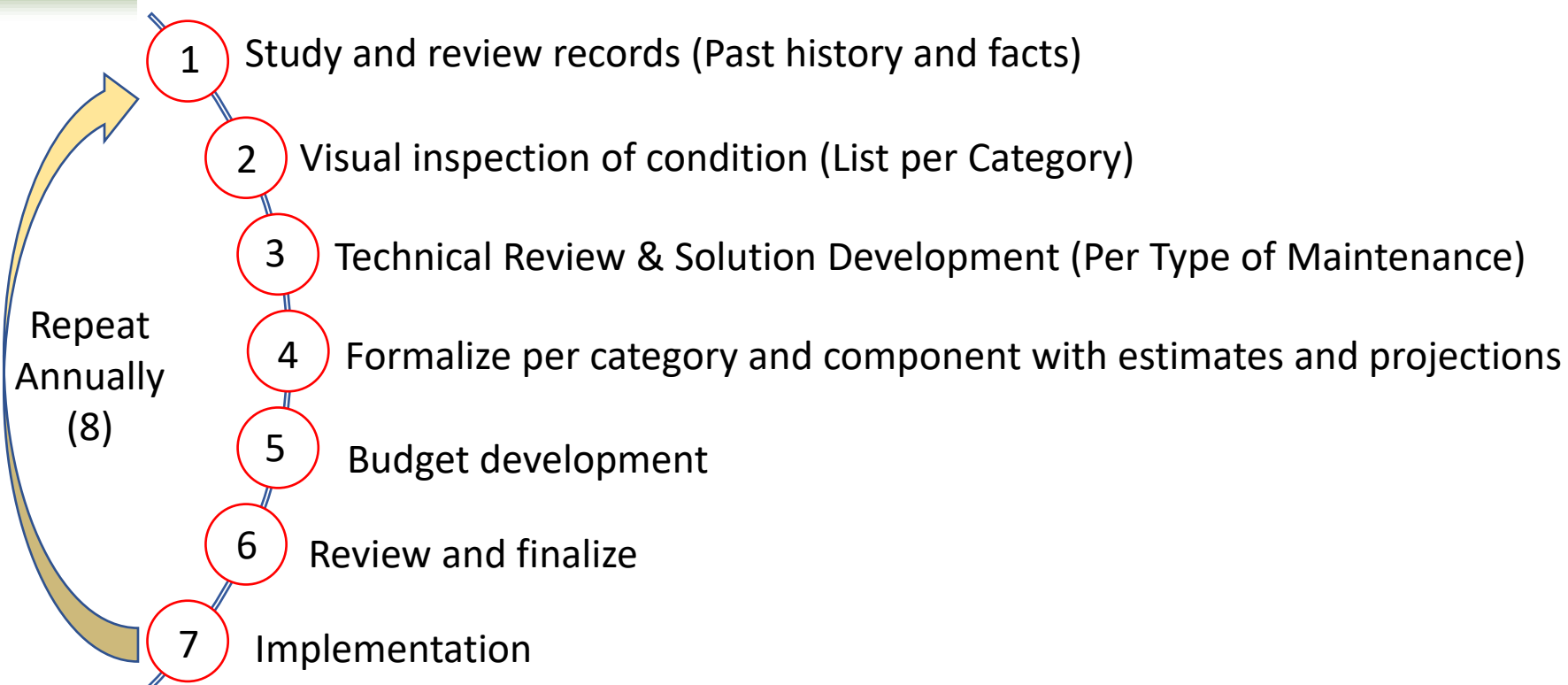
## Type of Maintenance

- Re-active maintenance
- Planned maintenance
- Pro-active maintenance
- Day-to-day (ongoing) maintenance
- Capex maintenance / replacement
- Emergency repairs (unplanned sudden event)

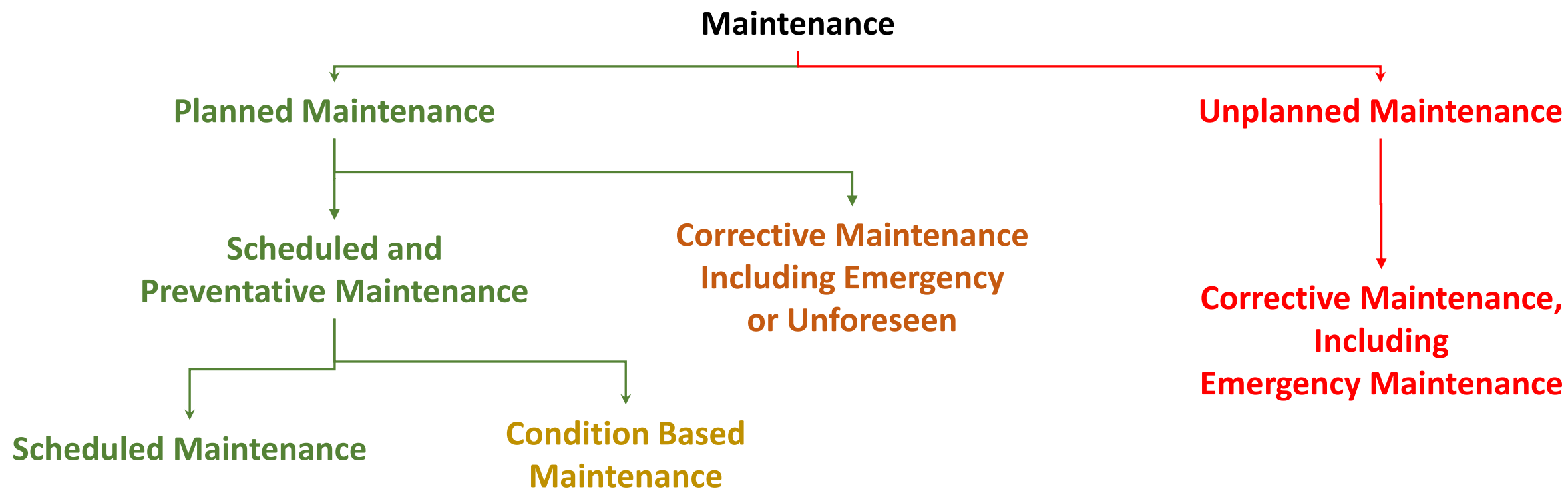
## Planning for Maintenance

- Separate Maintenance Categories
- Identify and list items per Category
- Determine type of maintenance required
- Review Current Condition
- Evaluate and estimate
- Breakdown per category, items and type of maintenance being planned for

# What does it entail = What is the ideal maintenance scenario?



# What does it entail = Maintenance Matrix



## What does it entail = Technical challenges?

Historical  
Information

Conflicting views &  
personal preferences

Lack of Budget  
and Records

Separating Categories  
of Maintenance

Technical Nature  
of Maintenance

Ageing  
Infrastructure

Trying to fit a  
square peg in a  
round hole

No wonder  
Trustees?



## What does it entail = Making it achievable?

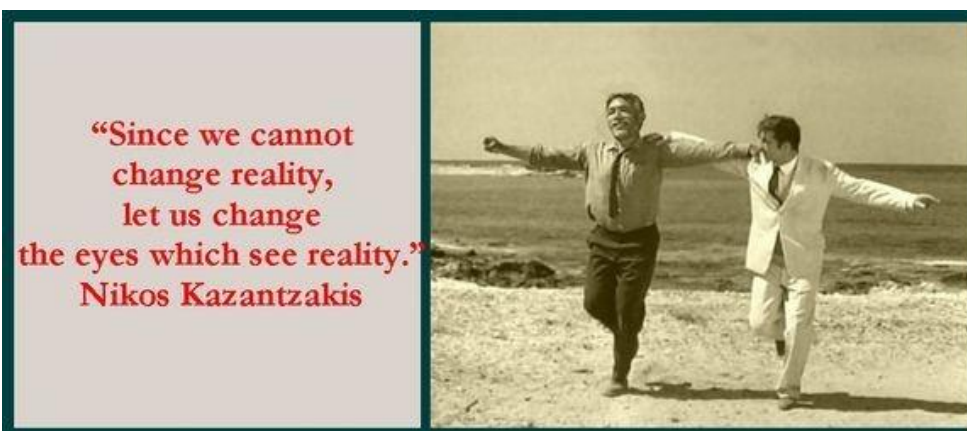
Is it not our duty and responsibility to make it easier and more achievable for trustees?

What are the solutions we are presenting to Trustees?

Do we have a step by step process to guide the trustees?

Life is just easier in 3's?

Let's take a practical approach



## 10-year maintenance plan = Before we start - List of items per Category

### Category A – Building Envelope and Freestanding structures

Roofs / Walls / Windows / Carports / Boundary walls / etc.

### Category B – Ongoing and day-2-day

Plumbing / Electrical / Swimming Pool / Gate Motors etc.

### Category C – Speciality and Unqualified

Roads / Lift Replacement / Mechanical / Replacement / etc.



# 10-year maintenance plan = Step 1 Planned maintenance

## Category A – Building Envelope and Freestanding structures

Sample BC				Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Area	Condition	First Cycle	Frequency of cycles	Estimate	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
ROOFS (Tiled)	FAIR	2020	5	50 000	50 000	-	-	-	-	50 000	-	-	-	-	100 000
EXTERNAL FACADES (Painted)	FAIR	2021	7	200 000	-	200 000	-	-	-	-	-	-	200 000	-	400 000
WINDOWS & DOORS (Wood)	FAIR	2021	3	30 000	-	30 000	-	-	30 000	-	-	30 000	-	-	90 000
CARPORT STRUCTURES (Shade-net)	FAIR	2020	5	15 000	15 000	-	-	-	-	15 000	-	-	-	-	30 000
BOUNDARY AND FREE-STANDING WALLS (Painted)	FAIR	2021	4	40 000	-	40 000	-	-	-	40 000	-	-	-	40 000	120 000
GENERAL (Metal, wood, gates)	FAIR	2021	3	15 685	-	15 685	-	-	15 685	-	-	15 685	-	-	47 056
Contingency (10%)				35 069	6 500	28 569	-	-	4 569	10 500	-	4 569	20 000	4 000	78 706
<b>TOTAL</b>				<b>385 754</b>	<b>71 500</b>	<b>314 254</b>	<b>-</b>	<b>-</b>	<b>50 254</b>	<b>115 500</b>	<b>-</b>	<b>50 254</b>	<b>220 000</b>	<b>44 000</b>	<b>865 762</b>

# 10-year maintenance plan = Step 2 Day-2-day maintenance

## Category B – Ongoing and day-2-day

ONGOING AND DAY-2-DAY	Last years spend	Future maintenance	Approved budget
<b>ENTRANCE &amp; ACCESS</b>			
Entrance Gates, Gate Motors, Booms, Access Control, Security Systems and Guardhouse	9 600		10 272
<b>ROAD SURFACING &amp; TRAFFICABLE AREAS</b>			
Paving	6 500		6 955
<b>SWIMMING POOL AND CLUB HOUSE</b>			
Swimming Pool and Pump	30 000		32 100
<b>ELECTRICAL</b>			
Electrified Fencing	3 500	25 000	3 745
Electrical Installations	5 000		5 350
<b>PLUMBING</b>			
Reticulation and Plumbing	36 000		38 520
Water-Tanks or Pump Systems	12 000		12 840
Fire Lines	3 500		3 745
<b>SURFACE DRAINAGE AND / STORM-WATER SYSTEMS</b>			
Surface Drainage And / Storm-Water Systems	-	30 000	-
<b>GARDENS AND LANDSCAPING</b>			
Gardens & Landscaping	42 000		44 940
<b>OTHER &amp; GENERAL</b>			
Satellite and Arial Installations	-		-
Fire Equipment & Servicing	4 500		4 815
Pest Control & Rodent Traps	5 500		5 885
<b>SPECIALIST ITEMS</b>			
Lifts - Yearly service contract	30 000		32 100
<b>Total</b>	<b>188 100</b>	<b>55 000</b>	<b>201 267</b>

**Administrative / Operational  
Budget ?**



# 10-year maintenance plan = Step 3 Identify specialist items

## Category C – Speciality and Unqualified

SPECIALIST ITEMS	Last years spend	Future maintenance	Approved budget
Lifts - Future maintenance or replacement	-	750 000	-
Installation of water-meters		79 000	
<b>SPECIFIC PROJECTS</b>			
Replacement of Pergolas (options other than wood)	-	25 000	-
<b>Total</b>		<b>854 000</b>	

### Action Items:

Get lift survey report
Investigate compliance of electrical installations
Investigate options for pergolas
Swimming-pool = When is re-lining due?

**In other words: If you don't know – then say:  
“I don't know or I have insufficient information”**

It's better than  
not knowing  
what you  
“don't know”



## How will it be applied and managed

Let's start by dealing with the elephant in the room .....

### Accruals

What are **accruals and provisions**?

**'accrual'**:

**Revenue** that has been earned but payment has not been received

**Business expenses** that have been incurred but not yet paid

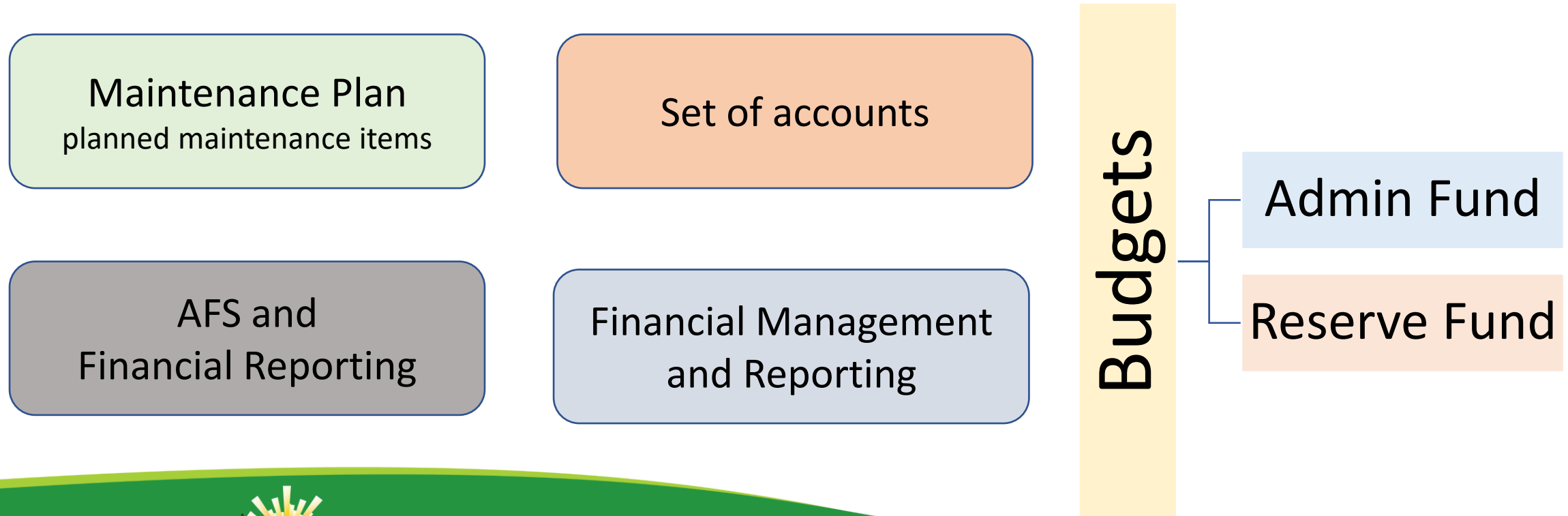
**Provisions**, meanwhile, are savings that should be put to one side to cover future expenses, potential liabilities, and imminent losses from pending transactions.

### Escalations

Increase in price,  
especially due to  
inflation.

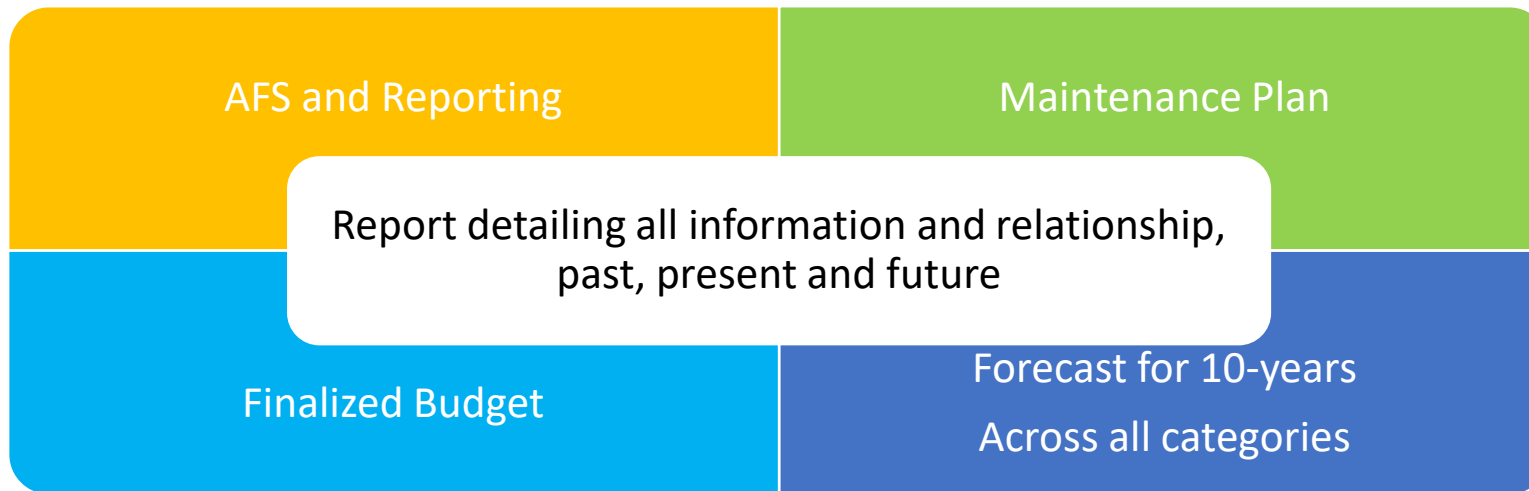
## How will it be applied and managed - Understanding the relationship

### Now let's understand the relationship created in our Act



## How will it be applied and managed - Understanding the relationship

### What is our interpretation:

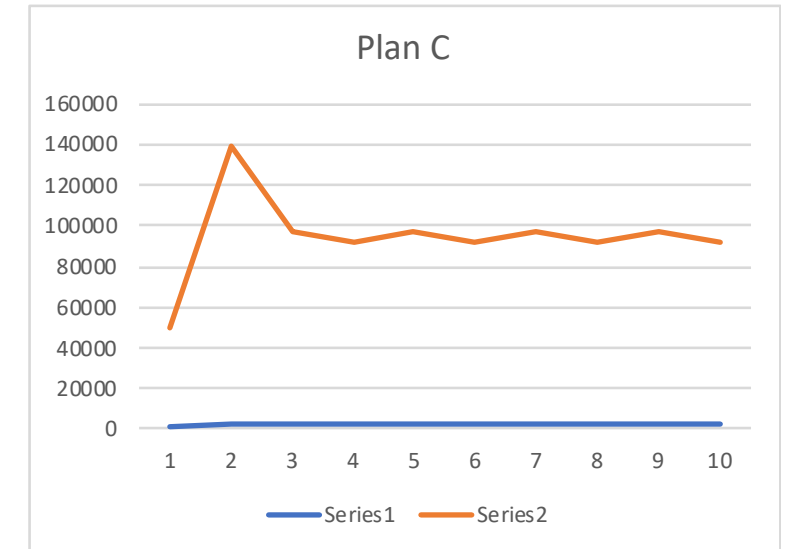
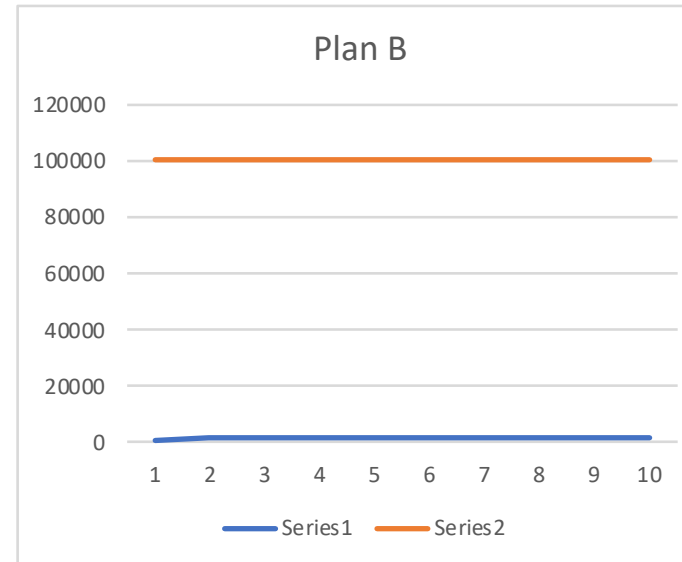
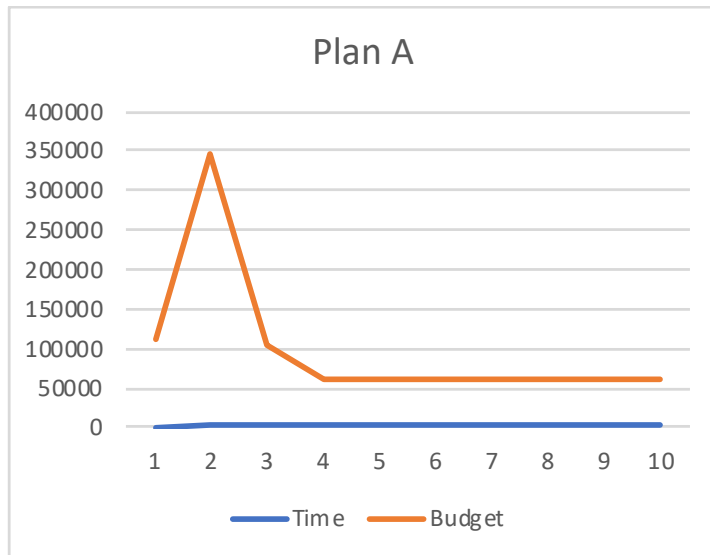


A practical approach  
aligned for prudent and  
planned management,  
within the parameters of  
the Act:

Accruals, provisions and  
escalation is an accounting  
& Budget Function,  
and is not required in the  
Maintenance Plan

Base info												
Last Fin year Admin Fund	750,000	Opening Balance	120,000	161,000	192,425	296,129	358,351	370,320	317,042	379,264	391,233	233,455
Closing balance Reserve Fund	120,000	Min Requirement	112,500									
Budget for Day-2-Day in next Budget	205,000	Required from Plan	71,500	314,254	-	-	50,254	115,500	-	50,254	220,000	44,000
Minimum Requirement for RF	187,500	RF budget for approval	112,500	345,679	103,704	62,222	62,222	62,222	62,222	62,222	62,222	62,222
		Spent	71,500	314,254	-	-	50,254	115,500	-	50,254	220,000	44,000
		Closing Balance	161,000	192,425	296,129	358,351	370,320	317,042	379,264	391,233	233,455	251,677

## How will it be applied and managed - Funding the Plan



Let's see how Guy can take us through the minefield of AFS, budgeting and planning ahead !!!

Sample BC				Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Area	Condition	First Cycle	Frequency of cycles	Estimate	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
ROOFS (Tiled)	FAIR	2020	5	50,000	50,000	-	-	-	-	50,000	-	-	-	-	100 000
EXTERNAL FACADES (Painted)	FAIR	2021	7	200,000	-	200,000	-	-	-	-	-	-	200,000	-	400 000
WINDOWS & DOORS (Wood)	FAIR	2021	3	30,000	-	30,000	-	-	30,000	-	-	30,000	-	-	90 000
CARPORT STRUCTURES (Shade-net)	FAIR	2020	5	15,000	15,000	-	-	-	-	15,000	-	-	-	-	30 000
BOUNDARY AND FREE-STANDING WALLS (Painted)	FAIR	2021	4	40,000	-	40,000	-	-	-	40,000	-	-	-	40,000	120 000
GENERAL (Metal, wood, gates)	FAIR	2021	3	15,685	-	15,685	-	-	15,685	-	-	15,685	-	-	47 056
<b>Contingency (10%)</b>				35,069	6,500	28,569	-	-	4,569	10,500	-	4,569	20,000	4,000	78 706
<b>TOTAL</b>				<b>385,754</b>	<b>71,500</b>	<b>314,254</b>	<b>-</b>	<b>-</b>	<b>50,254</b>	<b>115,500</b>	<b>-</b>	<b>50,254</b>	<b>220,000</b>	<b>44,000</b>	<b>865 762</b>
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Minimum Requirement for RF	187,500			<b>RF budget for approval</b>	112,500	345,679	103,704	62,222	62,222	62,222	62,222	62,222	62,222	62,222	
				<b>Spent</b>	71,500	314,254	-	-	50,254	115,500	-	50,254	220,000	44,000	
				<b>Closing Balance</b>	161,000	192,425	296,129	358,351	370,320	317,042	379,264	391,233	233,455	251,677	
<b>Add specialist items</b>															
Lifts					750,000.00										
Reticulations					2,000,000.00										
Tennis Court					1,000,000.00										

Start planning for specialist items

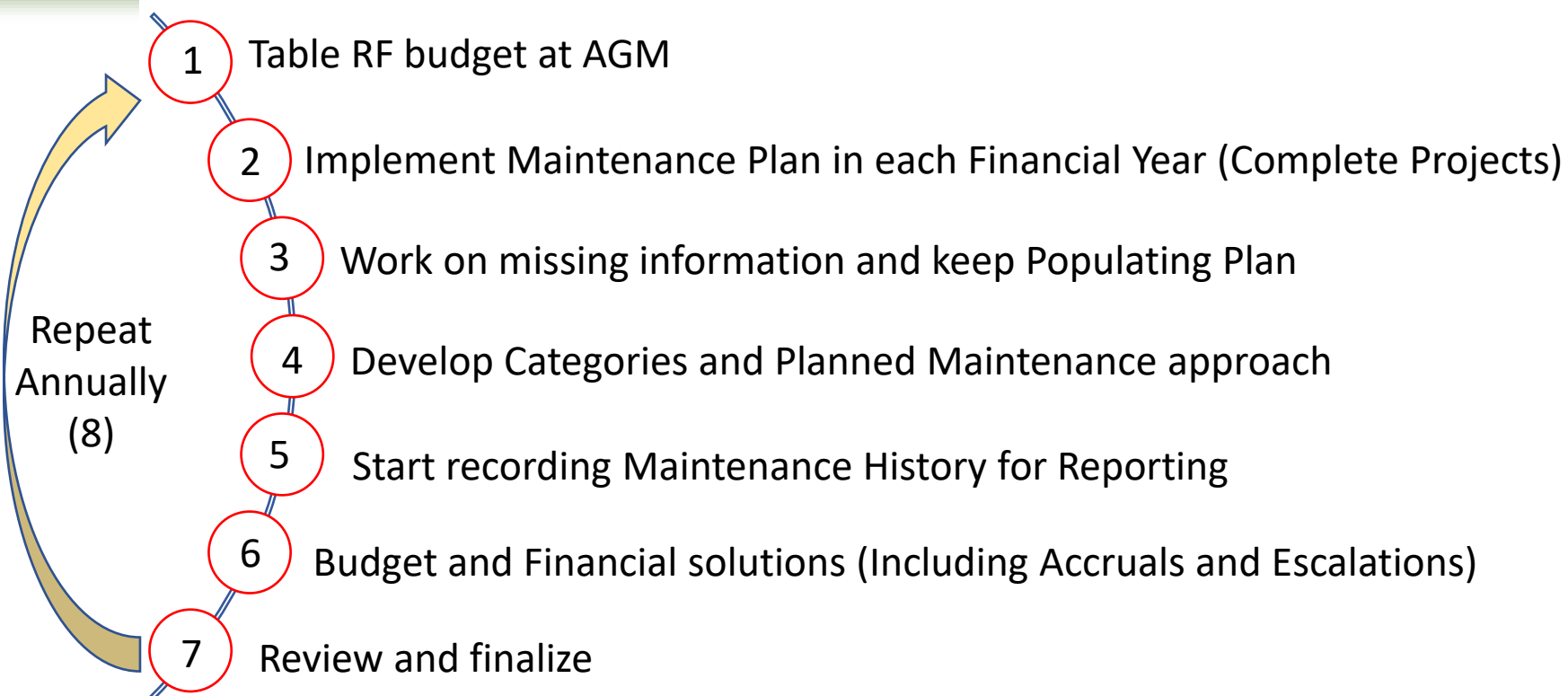
Complete investigations and get facts

Start funding model

**Include day-2-day in your  
Admin Budget and keep updating**

# What does it entail

## - Next Steps

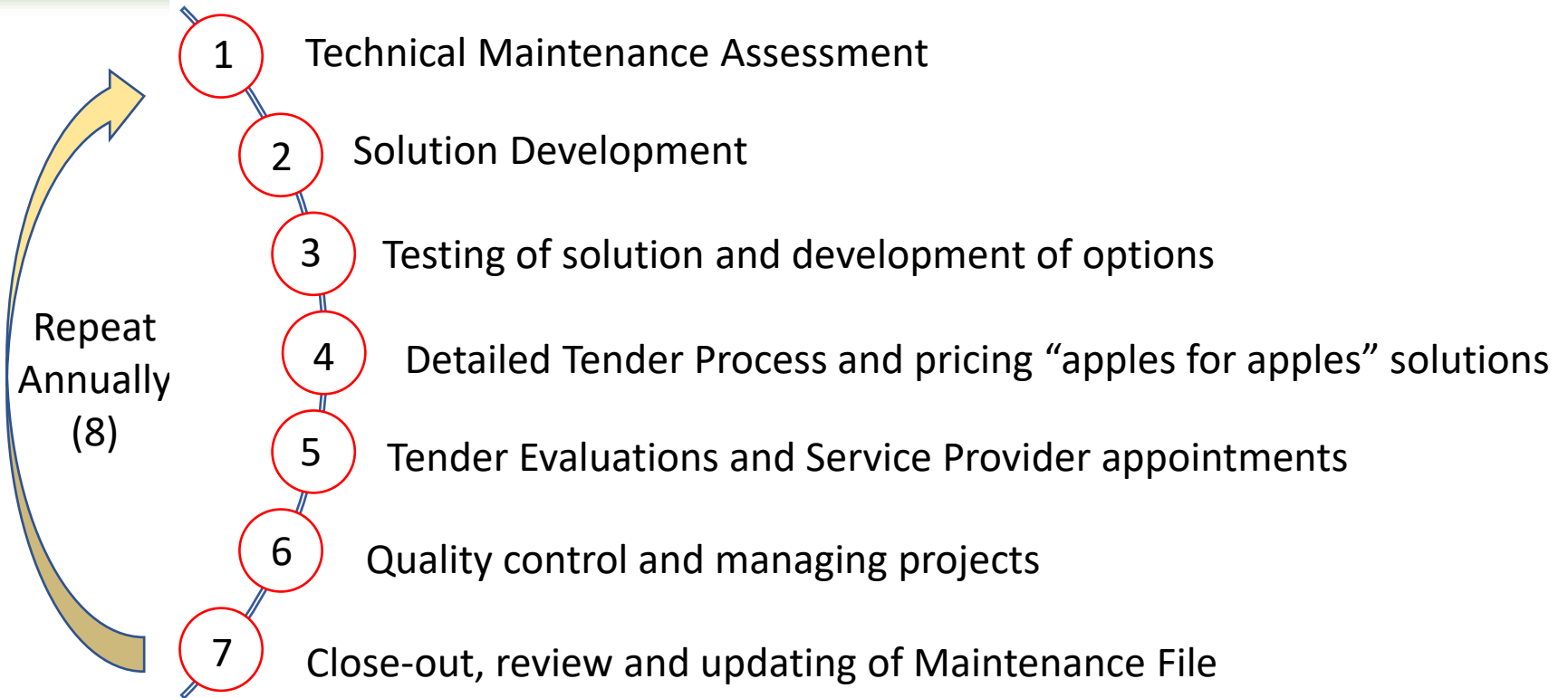




# What does it entail

## - Implementation

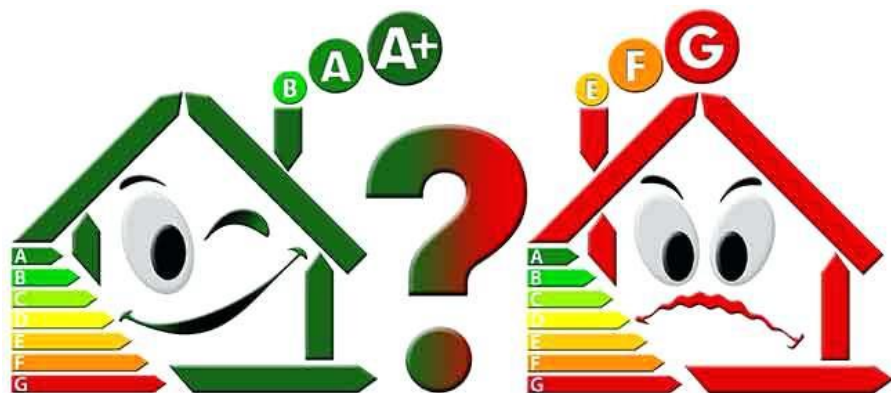
- Implementation is the key !!!
- I wish we had more time to study Implementation
- There should be a very detailed process



What does it entail

- Next Steps

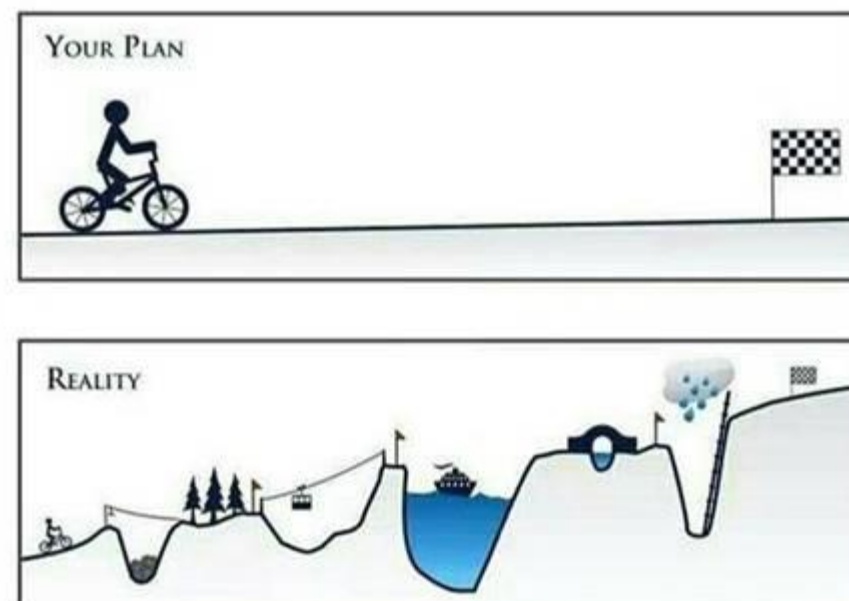
**Implementation !!!**



## How will it be applied and managed - **The End**

**Over to the Accounting Guru,  
Guy**

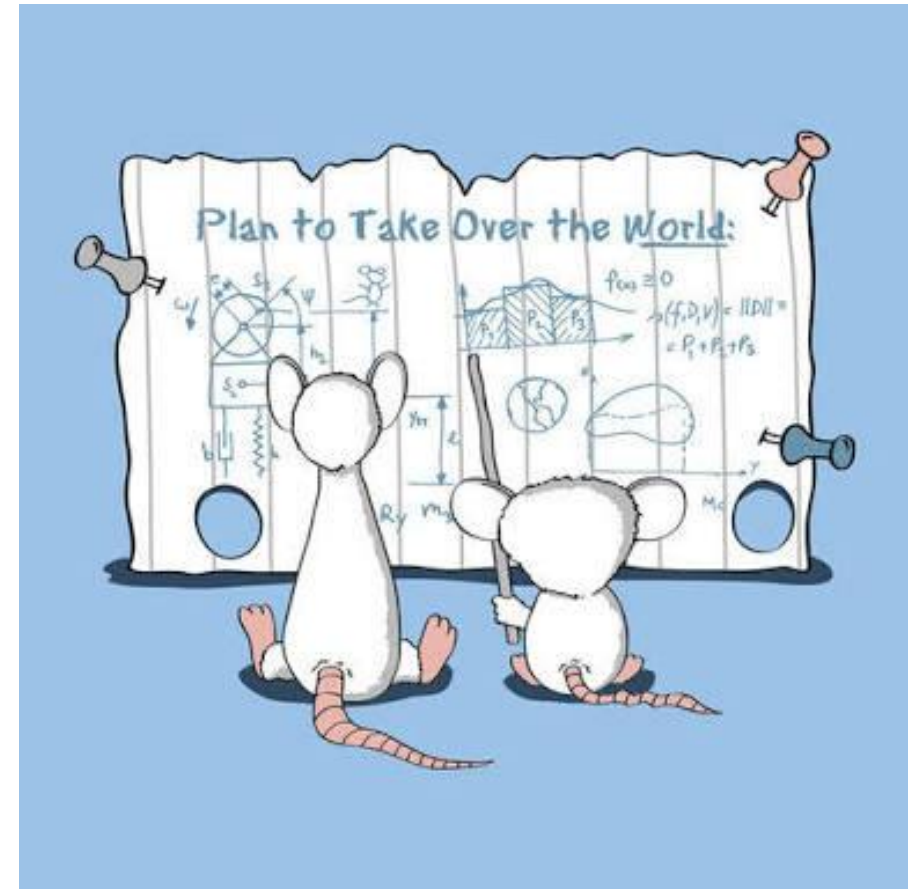
**Trust that your Maintenance  
Plan and Journey will be  
smooth and hassle free**



How will it be applied and managed - **The End**

# Thank You

**#loveyourbuilding**







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# Guy Pansegrouw

**DIRECTOR - NAMA**



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# DEMYSTIFYING 10 YEAR MRRP ACCOUNTING AND DISCLOSURE

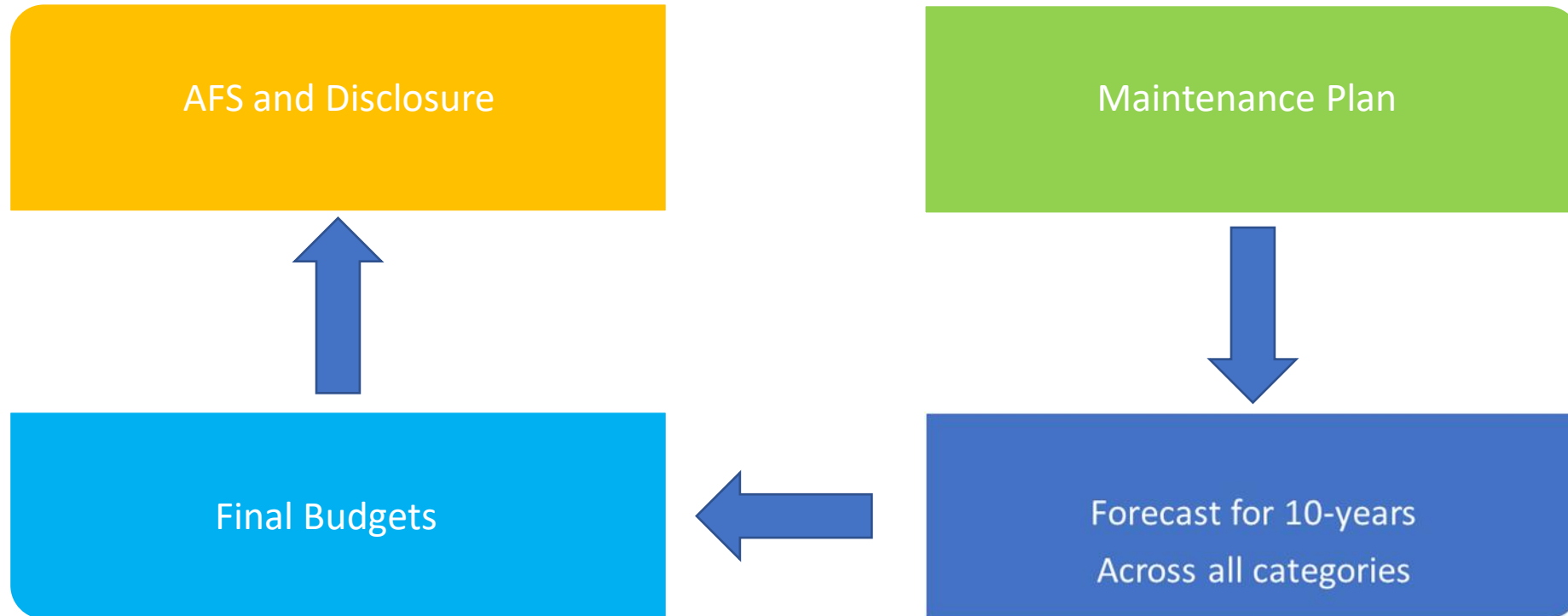
- Link to MRRP
  - Integration with budget
  - Accounting aspects
- Suggested disclosure in Annual Financial Statements

Presented by: Guy Pansegrouw

B.Comm, B. Compt (Hons), H. Dip Tax Law, CA(SA), CEA



## 10 YEAR MRRP – ACCOUNTING IMPLICATIONS CYCLE



# 10 YEAR MRRP - SUGGESTED LAYOUT

- Specify categories / assets;
- Specify periods;
- Reflect Reserve Fund contribution;
- Reflect Reserve Fund utilised;
- Calculate Reserve Fund balance;
- Compare to minimum requirement;
- Determine shortfall / surplus;
- Present to members at each AGM.

Common Property	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Fire Extinguishers	0	0	5 000	0	0	0	5 000	0	0	5 000
Fire Hose Reels	0	80 000	8 000	4 000	4 000	4 000	4 000	4 000	4 000	4 000
Gate - Automated	0	80 000	80 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
Gate Motor	0	20 000	2 000	2 000	20 000	2 000	2 000	20 000	2 000	2 000
Access Points	0	5 000	20 000	5 000	5 000	5 000	5 000	5 000	20 000	5 000
Access Control System	0	0	0	0	0	0	0	0	0	0
Window Intrusion System	0	0	5 000	0	0	0	5 000	0	0	5 000
Production Turnstile	0	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000
Electric Fence - 16 line	0	5 000	5 000	5 000	60 000	5 000	5 000	5 000	5 000	60 000
Electric Fence - 8 line	0	2 500	2 500	2 500	15 000	2 500	2 500	2 500	2 500	15 000
Emergency, Dual	0	0	12 000	0	0	12 000	0	0	12 000	0
Signage	0	5 000	2 000	2 000	5 000	2 000	2 000	5 000	2 000	2 000
Storm Water Drainage	0	5 000	3 000	3 000	3 000	3 000	3 000	3 000	3 000	3 000
Fire Hydrants	0	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Transformers	0	0	10 000	0	0	10 000	0	0	10 000	0
Street Lights	0	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000
Guard House	0	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Wards (Turns)	0	3 000	3 000	3 000	3 000	3 000	3 000	3 000	3 000	3 000
Brick Paving	0	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000
Shade Poles	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
Court Yards For Bulbush Bios	0	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000
Washing Lines	0	2 000	2 000	20 000	2 000	2 000	20 000	2 000	2 000	20 000
Store Rooms (Common Property)	0	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000
Enclosed Staircases	0	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
Ducting	0	3 000	3 000	3 000	3 000	3 000	3 000	3 000	3 000	3 000
Water Boxes	0	0	8 000	0	0	8 000	0	0	8 000	0
Programmable Equipment	0	2 000	2 000	15 000	2 000	2 000	2 000	15 000	2 000	2 000
Open Tiled Poles	0	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000
Common Paving	0	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Retaining Wall (gravity wall)	0	3 000	0	3 000	0	3 000	0	3 000	0	3 000
Club House	0	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Swimming Pool	0	0	0	6 000	0	0	6 000	0	0	6 000
Garden Lights	0	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000
Concrete Furniture	0	0	2 000	0	0	2 000	0	0	2 000	0
Auto Irrigation System	0	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Brick Balustrade on Retaining Wall	0	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Retaining Wall (cantilever wall)	0	0	0	6 000	0	0	0	6 000	0	0
Flood Lights	20 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000
Security Cameras	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
Boundary Wall, Brick & Plaster	0	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
Boundary Wall - Paved	0	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000	6 000
Boundary - Razor Wire	0	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000
Water Feature	0	0	2 000	0	0	2 000	0	0	2 000	0
External Tiled Staircases	0	0	6 000	0	0	6 000	0	0	6 000	0
Spout Humps	0	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000
Painting - Boundary Wall	0	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
Trap Doors	0	500	500	500	500	500	500	500	500	500
Brick Balustrade - Swimming Pool	0	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000
Post Switches - Cameras	0 800	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000	5 000
Parking Bay Numbering	20 000	1 000	1 000	1 000	25 000	1 000	1 000	1 000	25 000	1 000
Painting - Blocks	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000
Wards	150 000	25 000	25 000	25 000	25 000	25 000	25 000	25 000	25 000	25 000
Window Waterproofing	100 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
Painting - Stairwells	20 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000	10 000
<b>Total</b>										
<b>MRRP Expenditure</b>	<b>551 800</b>	<b>577 000</b>	<b>608 300</b>	<b>581 000</b>	<b>475 500</b>	<b>381 500</b>	<b>382 000</b>	<b>348 000</b>	<b>341 500</b>	<b>648 500</b>
Reserve Fund Opening Balance	944 500	1 187 700	1 346 700	1 494 200	1 689 200	1 884 700	2 147 200	2 461 200	2 814 200	3 122 700
Reserve Fund Contribution	746 000	776 000	776 000	776 000	776 000	776 000	776 000	776 000	776 000	776 000
Total Reserve Fund	1 690 500	1 963 700	2 122 700	2 270 200	2 465 200	2 660 700	2 923 200	3 237 200	3 590 200	3 900 700
Reserve Fund Utilised during the year	551 800	577 000	608 300	581 000	475 500	381 500	382 000	348 000	341 500	648 500
<b>Closing Balance</b>	<b>1 138 700</b>	<b>1 386 700</b>	<b>1 514 400</b>	<b>1 689 200</b>	<b>1 989 700</b>	<b>2 279 200</b>	<b>2 541 200</b>	<b>2 889 200</b>	<b>3 248 700</b>	<b>3 252 200</b>
<b>Legislated Minimum Balance</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>	<b>874 583</b>
<b>Reserve Fund Surplus / (Deficit)</b>	<b>264 117</b>	<b>512 117</b>	<b>639 817</b>	<b>814 617</b>	<b>1 115 117</b>	<b>1 394 617</b>	<b>1 666 617</b>	<b>1 914 617</b>	<b>2 374 117</b>	<b>2 377 617</b>

## 10 YEAR MRRP – FUNCTIONS OF BODY CORPORATE

- Sectional Titles Scheme Management Act 2011 and Regulations
- Sections 3 (1) (a) and (b)
- Functions of Bodies Corporate:
  - Establish and maintain an administrative fund to cover repair and maintenance costs, **which includes reasonable provision for future maintenance and repairs;**
  - Establish and maintain a reserve fund at levels prescribed.

## 10 YEAR MRRP – LINK TO ADMINISTRATIVE FUND BUDGET

- Compile Administrative Fund budget;
- Include MRRP Expenditure from MRRP as expense or charge to Administrative Fund;
- Reflect expense as Transfer or Contribution to the Reserve Fund;
- Consider splitting contributions to the Administrative Fund and the Reserve Fund in the income section;
- Consider adding Administrative Fund surplus to Reserve Fund Contribution.

XXX BODY CORPORATE		
2019/2020 ADMINISTRATIVE FUND BUDGET		
	Budget 2020	
	DR	CR
<b>INCOME</b>		
Administrative Fund Contribution		3 497 128
CSOS Levies Recovered		42 582
Interest Received		50 000
Sundry Income		
- Electricity Recovered		2 060 000
- Water Recovered - Members		425 000
- Access Control Recovered		157 500
- Domestic Effluent Recovered		661 504
Rental Income		6 600
<b>EXPENDITURE</b>		
Accounting Fees	3 720	
Access Control	217 950	
Audit Fees	10 000	
Bank Charges	7 800	
Call Out Fees	3 600	
Cleaning	189 500	
Collection Fees - Protea	270 000	
CSOS Levy	42 582	
Domestic Effluent	661 504	
Electricity	2 080 000	
Equipment Hire	2 000	
Estate Management Fees	377 830	
Gardens	384 200	
Insurance	305 000	
Internet Access	7 200	
Legal Fees	6 450	
On Site Office Consumables	300	
Pest Control	62 500	
Printing Stationery & Photocopies	10 250	
Refuse Removal	6 000	
Repairs & Maintenance	217 550	
Security	785 000	
Telephone & Fax	13 800	
Travel	14 000	
Water	475 000	
Transfer to Reserve Fund	746 000	
Grand Total	6 899 736	6 900 314
<b>SURPLUS</b>		578
Levy Increase		7.00%
Effective Date		1st March, 2019

## 10 YEAR MRRP – LINK TO RESERVE FUND BUDGET

- Reflect Reserve Fund contribution from Administrative Fund Budget as income;
- Reflect MRRP expenditure from MRRP as expenditure;
- Reflect Reserve Fund movement for the year;
- Compare Reserve Fund balance to minimum legislated balance to ensure no shortfall.

### XXX BODY CORPORATE

2019/2020 RESERVE FUND BUDGET			
			BUDGET 2020
Reserve Fund Opening Balance - beginning of year			R 944 500
Reserve Fund Contribution from Administrative Fund			R 746 000
Balance prior to MRRP expenditure			R 1 690 500
	MRRP EXPENDITURE		
	- CCTV Upgrade	20 000	
	- Lights	20 000	
	- Roofs	150 000	
	- Cameras	58 000	
	- Window Waterproofing	100 000	
	- Carports	40 000	
	- Parking Bays Numbering	20 000	
	- Painting - Stairwells	20 000	
	- Painting - Blocks	120 000	
	- Port Switches - CCTV	4 800	
	Reserve Fund utilised during year		-R552 800.00
Reserve Fund Closing Balance - end of year			R1 137 700.00

## 10 YEAR MRRP – ANNUAL FINANCIAL STATEMENT DISCLOSURE – ADMINISTRATIVE FUND

- Compile detailed Administrative Fund Income Statement / Results of Operations in conventional manner;
- Treat Reserve Fund contribution as expense in Administrative Fund income statement;
- Consider transferring actual Administrative Fund surplus to Reserve Fund in addition to contribution to cover Reserve Fund expenditure.

XXX BODY CORPORATE				
ADMINISTRATIVE FUND INCOME STATEMENT				
INCOME				
Administrative Fund Contributions			R 3 497 128	
CSOS Levies Recovered			R 42 582	
Interest Received			R 50 000	
				R 3 589 710
OTHER INCOME				
Electricity Recovered			R 2 060 000	
Water Recovered - Members			R 425 000	
Access Control Recovered			R 157 500	
Domestic Effluent Recovered			R 661 504	
Rental Income			R 6 600	
TOTAL INCOME				R 6 900 314
EXPENSES				
Accounting Fees			R 3 720	
Access Control			R 217 950	
Audit Fees			R 10 000	
Bank Charges			R 7 800	
Call Out Fees			R 3 600	
Cleaning			R 189 500	
Collection Fees - Protea			R 270 000	
CSOS Levy			R 42 582	
Domestic Effluent			R 661 504	
Electricity			R 2 080 000	
Equipment Hire			R 2 000	
Estate Management Fees			R 377 830	
Gardens			R 384 200	
Insurance			R 305 000	
Internet Access			R 7 200	
Lega Fees			R 6 450	
On Site Office Consumables			R 300	
Pest Control			R 62 500	
Printing Stationery & Photocopies			R 10 250	
Refuse Removal			R 6 000	
Repairs & Maintenance			R 217 550	
Security			R 785 000	
Telephone & Fax			R 13 800	
Travel			R 14 000	
Water			R 475 000	
Transfer to Reserve Fund			R 746 000	
				R 6 899 736
NET SURPLUS / (DEFICIT)				R 578

## 10 YEAR MRRP – ANNUAL FINANCIAL STATEMENT DISCLOSURE – RESERVE FUND

- **Compile detailed Reserve Fund income statement in conventional manner;**
- **Reflect contribution from Administrative Fund as income in income statement;**
- **Disclose all MRRP related expenditure incurred in the current year as expenditure (may differ from budget);**
- **Reflect opening and closing balances of Reserve Fund in income statement.**

### XXX BODY CORPORATE

RESERVE FUND INCOME STATEMENT					
INCOME					
Contribution from Administrative Fund					R 746 000
RESERVE FUND EXPENDITURE					
CCTV					
Upgrade				R 20 000	
Lights				R 20 000	
Roofs				R 150 000	
Cameras				R 58 000	
Window Waterproofing				R 100 000	
Carports				R 40 000	
Parking Bays Numbering				R 20 000	
Painting - Stairwells				R 20 000	
Painting - Blocks				R 120 000	
Port Switches - CCTV				R 4 800	R 552 800
Net Reserve Fund Surplus / (Deficit) for year					R 193 200
Reserve Fund Opening Balance at beginning year					R 944 500
Reserve Fund Closing Balance at year end					R 1 137 700



## 10 YEAR MRRP – BALANCE SHEET DISCLOSURE – RESERVE FUND MOVEMENT

- Reflect movement on Reserve Fund balance from year to year;
- Include total contribution from Administrative Fund (from detailed income statement);
- Include total Reserve Fund amount utilised (from detailed income statement);
- Consider identifying shortfall based on minimum requirement.

XXX BODY CORPORATE					
BALANCE SHEET NOTE					
NOTE X: RESERVE FUND					
OPENING BALANCE AT 1 MARCH					R 944 500
CONTRIBUTION FROM ADMINISTRATIVE FUND					R 746 000
					R 1 690 500
ADMINISTRATIVE FUND UTILISED					-R 552 800
CLOSING BALANCE AT 28 FEBRUARY					R 1 137 700

## 10 YEAR MRRP – BALANCE SHEET DISCLOSURE – CASH AND CASH EQUIVALENTS

- **Reflect Administrative Fund cash balance separately;**
- **Reflect Reserve Fund cash balance separately;**
- **Consider impact of outstanding debtors and receivables on any identified shortfall in available cash.**

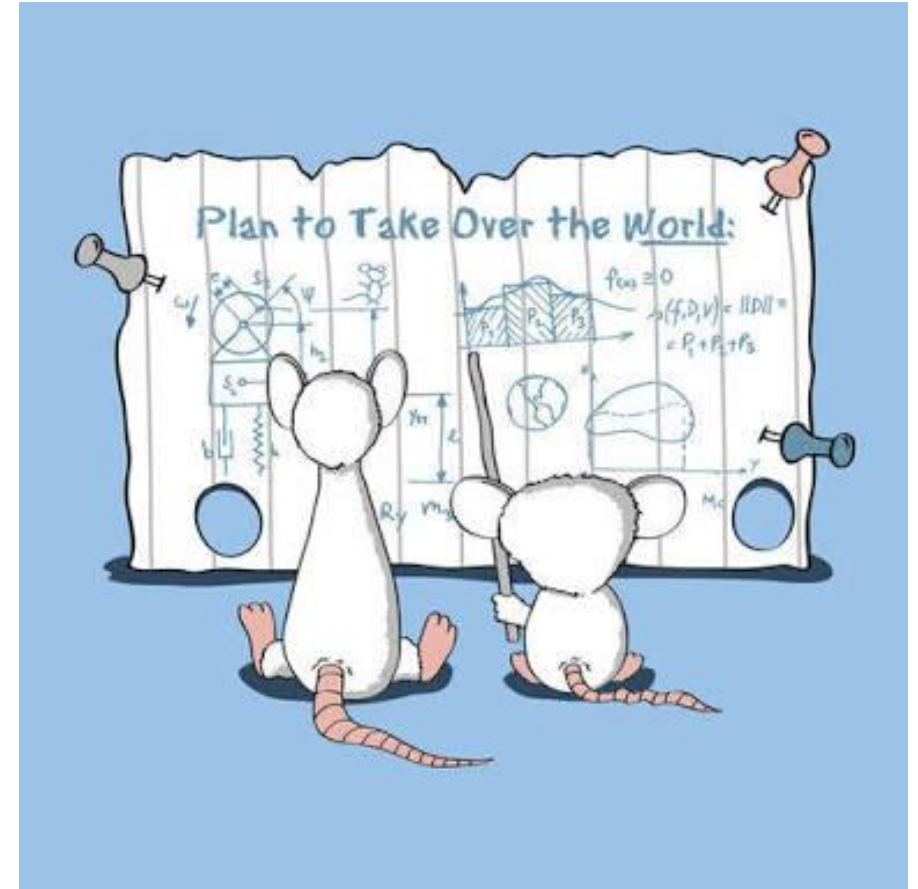
XXX BODY CORPORATE					
BALANCE SHEET NOTE					
NOTE Y: CASH AND CASH EQUIVALENTS					
STANDARD BANK - ADMINISTRATIVE FUND					R 10 000
STANDARD BANK - RESERVE FUND					R 1 137 700
TOTAL CASH AND CASH EQUIVALENTS					R 1 147 700

## 10 YEAR MRRP – CONCLUSION

ANY QUESTIONS??

# Thank You

#loveyourbuilding







NATIONAL ASSOCIATION  
OF MANAGING AGENTS  
SHAPING OUR PROFESSION

# Johan Meiring

LAND SURVEYING CONSULTANT  
- JOHAN MEIRING & ASSOCIATES



NAMA 2019 National Conference



NATIONAL ASSOCIATION  
OF MANAGING AGENTS  
SHAPING OUR PROFESSION

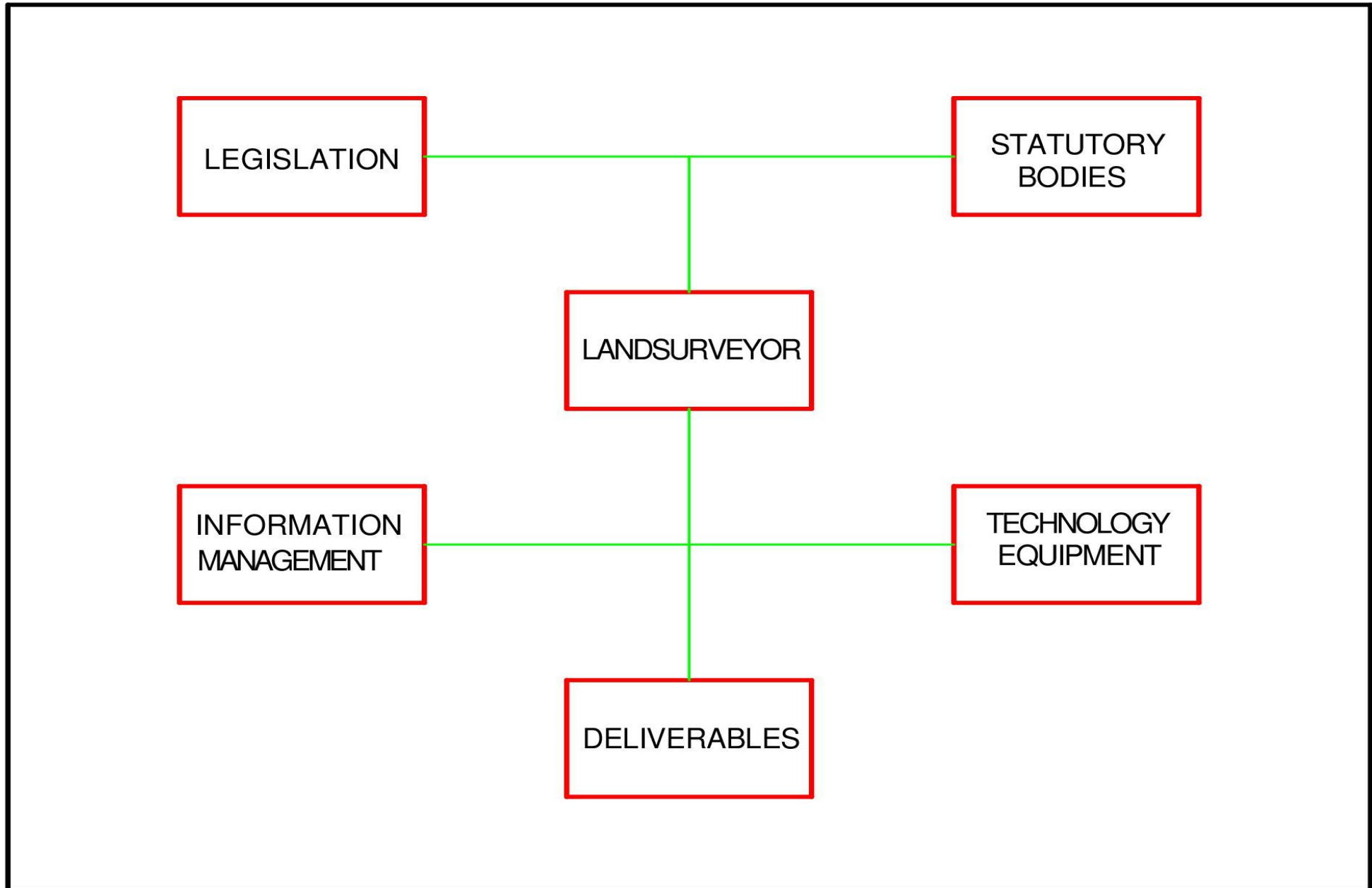
# GEODESY : CORNERSTONE OF PROPERTY MANAGEMENT

The science of measurement of the earth and exact positions on its surface, as it applies to the survey, preparation and interpretation of diagrams and Sectional Title Plans for property ownership.

TOPICAL DIAGRAMMS AND SECTIONAL TITLE PLANS



NAMA 2019 National Conference



# Acquisition of Job



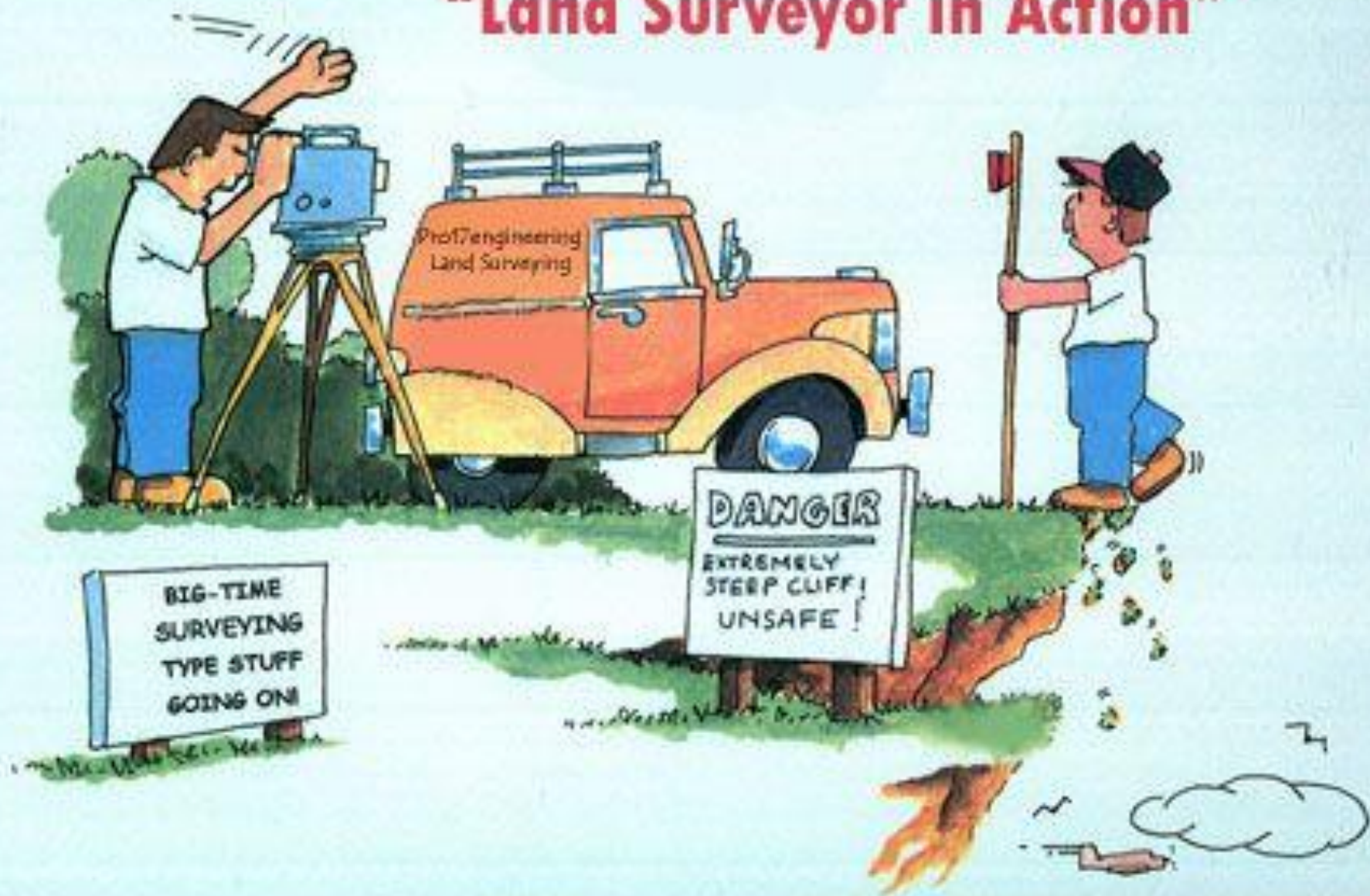


# Process



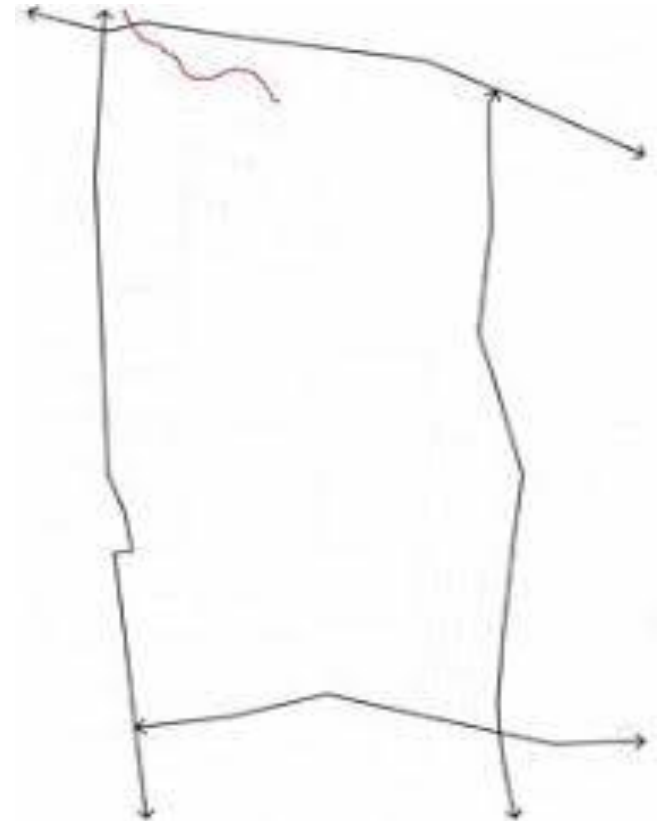


## "Land Surveyor in Action"



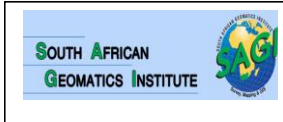
# Product

**ALL THE  
EFFORT FOR  
THIS ?**



# Reward





# SURVEY AND PLANNING LEGISLATION

- a) Sectional Titles Act, 1986
- b) Sectional Title Scheme Management Act, 2011
- c) Land Survey Act, 1997
- d) Spatial Planning and Land Use Management Act, 2013 (SPLUMA)
- e) Land Use Planning Ordinance (15 of 1985)
- f) Subdivision of Agricultural Land Act 70 of 1970

# STATUTORY AND GOVERNING BODIES

a) SOUTH AFRICAN GEOMATICS COUNCIL (SAGC)

- <https://www.sagc.org.za/>

b) SOUTH AFRICAN GEOMATICS INSTITUTE (SAGI)

- <https://www.sagi.co.za>

c) CHIEF SURVEYOR GENERAL

- Regional Branches

d) DEEDS OFFICES: DEPT RURAL DEVELOPMENT AND LAND REFORM



# INFORMATION MANAGEMENT

## a) Topographical and geodetic data base

- 1) Chief directorate: National Geospatial Information (NGI)
- 2) Local authorities
- 3) Governmental departments
- 4) Private sector

## b) Cadastral data base

- 1) Surveyor General's offices
- 2) Local authorities

## c) Registration data base - deeds offices

- 1) Land register
- 2) Sectional title register

# INFORMATION MANAGEMENT (Continue)

## d) GIS

- 1) Local authorities
- 2) Private service providers



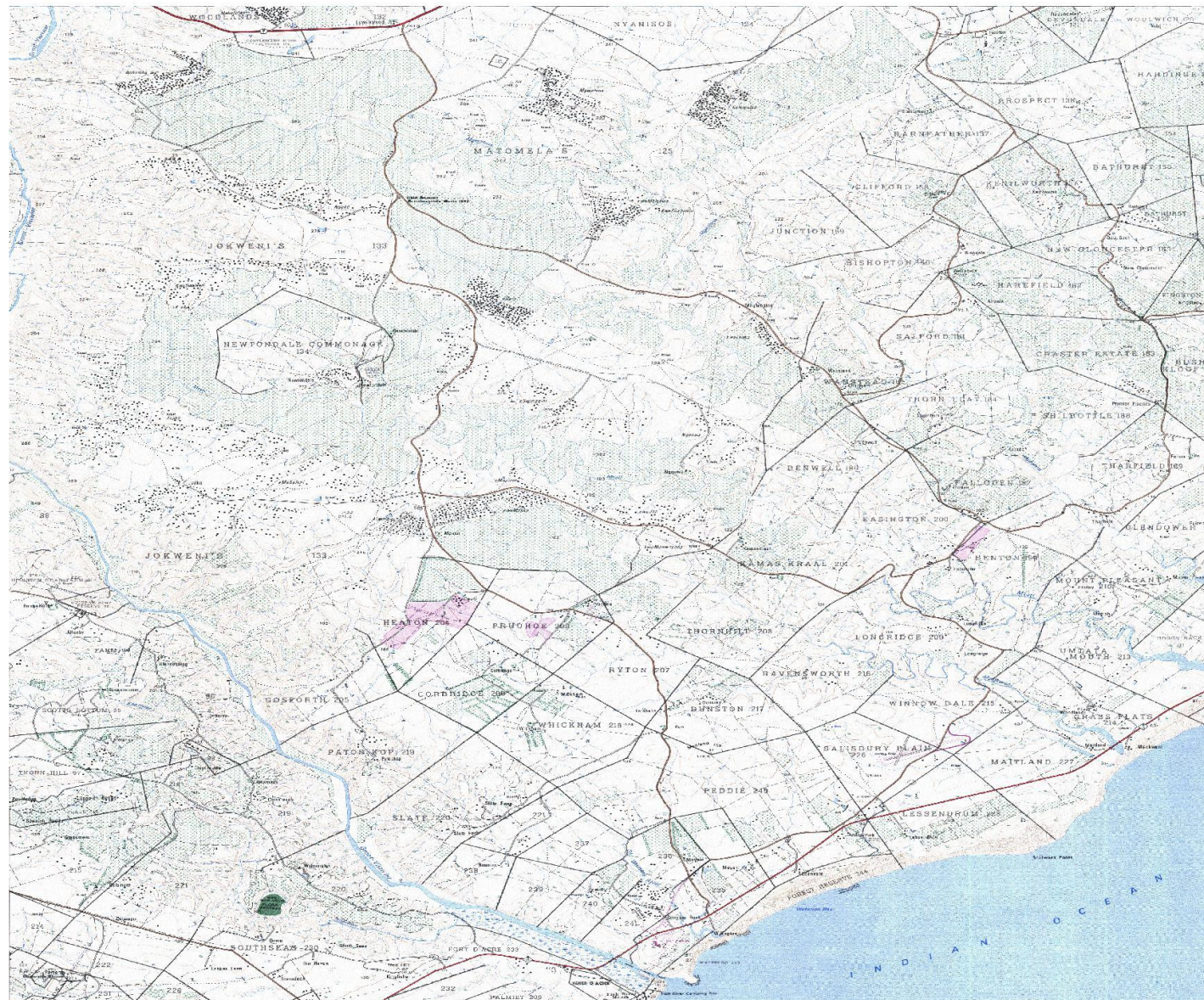
# TECHNOLOGY AND EQUIPMENT

- a) Angle and distance measuring tools
- b) Global positioning systems
- c) Specialized survey and georeferencing software
- d) Draughting and CAD software
- e) Remote sensing (scanners and lidar)
- f) Manned and unmanned aircraft

# DELIVERABLES

- a) Topographical maps
- b) GIS data base
- c) Georeferenced imagery and orthophotos
- d) Cadastral data base
- e) **Diagrams and sectional plans for registration of property ownership**







3324 BA 14 FIRST EDITION  
EERSTE UITGAVE  
2009

INDEX TO SHEETS      INDEX VAN VELLE

3324BA	3324BA3	3324BA13
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ALSO AVAILABLE IN COLOUR (DIGITAL FORMAT ONLY)

33243A13	33243A14	33243A15
33243A16	33243A17	33243A18

# THE PREPERATION, APPLICATION AND INTERPRETATION OF SECTIONAL TITLE PLANS

## IN CONTEXT OF THE CHRONOLOGICAL PROCESS FOR ESTABLISHING A SECTIONAL TITLE SCHEME:

# **I. PHASE 1**

## **a) Establishing ownership of land**

- 1) Title deed
  - Servitudes
  - Restrictive conditions
- 2) Property diagram

## **b) Survey boundaries and topography**

- 1) Encroachments
- 2) Servitudes
- 3) Beacons and building lines

SIDES metres		ANGLES OF DIRECTION		CO-ORDINATES Y System: WG 25 X			S.G. No.  4568/2002  Approved  <i>T. X. Ma.</i> for Surveyor-General <b>2002.10.22</b>
			Constants	+0,00	+ 3700 000,00		
A B	0, 89	313.39.50	A	-49 217, 04	+57 433, 87	SHEET 1 OF 2 SHEETS	
B C	34, 53	322.04.40	B	-49 217, 69	+57 434, 49		
C D	32, 36	3.22.40	C	-49 238, 91	+57 461, 73		
D E	32, 12	307.46.40	D	-49 237, 00	+57 494, 03		
			E	-49 262, 39	+57 513, 71		
F G	94, 34	61.44.30	F	-49 260, 56	+57 517, 30		
G H	27, 92	75.11.40	G	-49 177, 46	+57 561, 96		
			H	-49 150, 47	+57 569, 10		
INDICATORY DATA							
H J	13, 03	255.11.40	J	-49 163, 06	+57 565, 77		
E M	2, 48	307.46.40	M	-49 264, 35	+57 515, 23		
F M	4, 32	241.23.40					
CONNECTIONS							
E F	4, 03	27.05.00					
H K	71, 58	26.12.40	K	-49 118, 86	+57 633, 31		
F L	135, 54	27.05.00	L	-49 198, 85	+57 637, 97		
A H	150, 72	26.12.40					
TRIGONOMETRICAL BEACONS							
	4DC16	⊕		-49 108, 06	+57 995, 92		
	SCHAUDER (380)	▲		-50 925, 31	+55 760, 34		
	MICRON (452)	▲		-47 407, 91	+57 750, 53		

- (1) The line A B C D E represents the centre line of a Sewer Servitude 3,00 metres wide and
- (2) The line F G H represents a line 3,00 metres north of the southern boundary of a Sewer Servitude 5,00 metres wide over

**REMAINDER ERF 898 WESTERING**

situate in the Nelson Mandela Metropolitan Municipality  
Administrative District of Port Elizabeth  
Province of Eastern Cape  
Surveyed in APRIL 1995 to SEPTEMBER 2002,  
by me.

*J. Meiring*  
JOHAN MEIRING (PLS 0393)  
Professional/Land Surveyor

This diagram is annexed to No. <i>K674/2005</i> d.d. <i>25.07.2005</i> i.f.o. Registrar of deeds	The original diagram is No. 4502/1938 Transfer 1938.216.11438 Grant C.C.T.	File S/12805/11/3 vol.2 S.R. No. E 2080/2002 T.P. Comp. BOSX-2382(M3920) BOSX-2391(M3923)
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BEACON DESCRIPTION

A, J, K.....12mm IRON PEG  
 B, C, D, G, M.....CENTRE MANHOLE COVER  
 E, F, H.....NOT BEACONED  
 L.....DRILL HOLE ON WALL

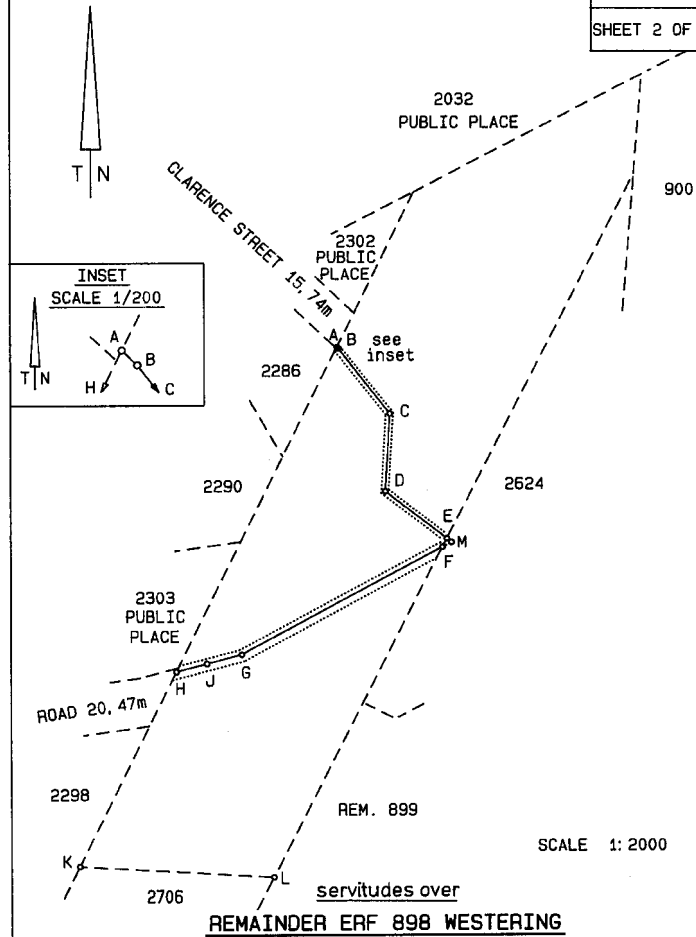
S.G. No.  
 4568/2002

Approved

*T. Swan.*

for Surveyor-General  
 2002/10/22

SHEET 2 OF 2 SHEETS



situate in the Nelson Mandela Metropolitan Municipality  
 Administrative District of Port Elizabeth  
 Province of Eastern Cape  
 Surveyed in APRIL 1995 to SEPTEMBER 2002 .  
 by me ,

JOHAN MEIRING (PLS 0393)  
 Professional Land Surveyor



# **I. PHASE 1(Continue)**

## **c) Acquisition / verification property rights, development- and planning parameters**

- 1) Zoning and land use
- 2) Planning scheme provisions
  - Density
  - FSI
  - Height restriction
  - Building lines
  - Parking provision
- 3) Building and construction parameters
  - By- laws

INFORMAL TOWN PLANNING ENQUIRY

<b>Allotment Area:</b>	LORRAINE	<b>Erf Number:</b>	2143	<b>Sub Number:</b>	0
<b>Consolidated:</b>		<b>Subdivided:</b>			
<b>Area:</b>	2551 m2	<b>Proclaimed Main Road:</b>	-	<b>History:</b>	
<b>Lease:</b>	-	<b>Structure Plan:</b>	8	<b>Registered:</b>	
<b>Noting Sheet:</b>	BO8CCY1	<b>Habital Rooms:</b>		<b>Parking:</b>	
<b>Consent:</b>	-	<b>N-Tie:</b>	N	<b>Corner:</b>	Y
	-	<b>CBD:</b>	N		

**Zone Information:**

Zone	Building Line	Coverage	Side and Rear Space	Height Restriction	Density	RVA	NCU	FSI	Area ( m2 )
RES1	B3	50	S5	2 FLRS	#	#	N	0.00	2,551.00

**Code Descriptions:**

**B3** Dwelling houses: 5m on erf > 500 m2 or 3m on erf <= 500m2.  
 Carports: Nil for up to 6m, with consent. (see Reg. 8.2)  
 Private garages: Nil for up to 7m, with consent. (see Reg. 8.1(11))  
 Other buildings: 5m.

**S5** Dwelling houses: 1.5m.  
 Car ports : With consent of abutting owners.  
 Private garages : With consent of abutting owners.  
 Other Buildings: 5m or half the height of the building.

**TPA Numbers**

| 307 (Approved) |

**Notes:**

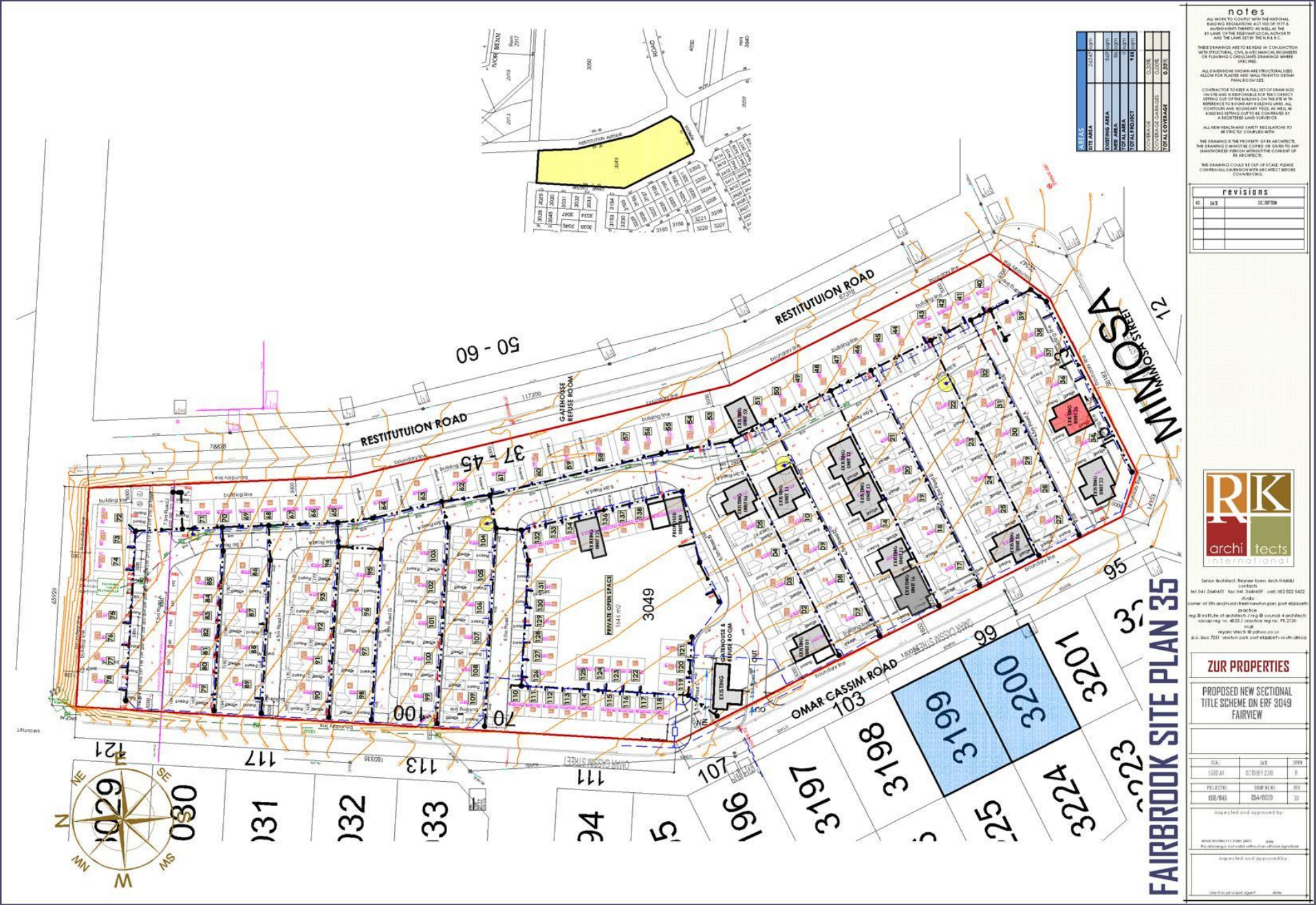
LORRAINE  
 56 LONGWY AVENUE

# **I. PHASE 1 (Continue)**

## **d) Design and building plans**

- 1) Site development and services plans
- 2) Floor plans
- 3) Elevations and cross sections
- 4) Schedule of finishes
- 5) Access
- 6) Parking

## **e) Construction**



AREAS	AREA	AREA
EXISTING AREA	100.00	100.00
NEW AREA	100.00	100.00
TOTAL AREA	200.00	200.00
TOTAL PROJECT	100.00	100.00
COVERED AREA	0.00	0.00
COVERED GARAGES	0.00	0.00
TOTAL COVERED	0.00	0.00

**NOTES**

ALL WORK TO COMPLY WITH THE NATIONAL BUILDING REGULATIONS ACT 103 OF 1978 & AMENDMENTS THEREON AS WELL AS THE BY-LAWS OF THE FREE-STATE LOCAL AUTHORITY AND THE LAWS SET BY THE N.B.A.C.

THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH STRUCTURAL, CIVIL & MECHANICAL SPECIFICATIONS OR FURNISHING & EQUIPMENT DRAWINGS WHERE SPECIFIED.

ALL DRAWINGS SHOWN ARE PRELIMINARY. ALLOW FOR PAPER AND WALL SPACE TO BE USED FOR REVISIONS.

CONTRACTOR TO KEEP A FULL SET OF DRAWINGS ON SITE AND IS RESPONSIBLE FOR THE CORRECT SETTING OUT OF THE BUILDING ON THE SITE IN THE EXPERIENCE TO STAND ANY BUILDING LINE. ALL CONTIGUOUS AND BOUNDARY TIES, AS WELL AS BUILDING SETTING OUT TO BE COMPLETED BY A REGISTERED LAND SURVEYOR.

ALL NEW HEALTH AND SAFETY REGULATIONS TO BE STRICTLY COMPLIED WITH.

THE DRAWING IS THE PROPERTY OF THE ARCHITECT. THE DRAWING CANNOT BE LOANED OR GIVEN TO ANY UNAUTHORIZED PERSON WITHOUT THE CONSENT OF THE ARCHITECT.

THE DRAWING COULD BE OUT OF SCALE. PLEASE CONSULT ALL PERSONS WITH ARCHITECT BEFORE COMMENCING.

REVISIONS	
NO.	DATE



Senior architect: Reyer Koen ArchiHABUS  
Tel: 041 3464351 Fax: 041 3464352 Cell: 082 882 5422  
e-mail: reyer@rkarchitects.co.za  
corner of Struikstraat and Westendorp: Port Elizabeth  
practice  
reg. 3 (Institute of architects reg. 3) council 4 architects  
occupying no. 4053 / occupation reg. no. PA 2130  
m/s  
reyer@rkarchitects.co.za  
p.o. box 7531 westendorp port elizabeth south africa

**ZUR PROPERTIES**

PROPOSED NEW SECTIONAL  
TITLE SCHEME ON ERF 3049  
FAIRVIEW

DATE	BY	APP
15/01/11	02/01/11	01
15/01/11	02/01/11	01
15/01/11	02/01/11	01

inspected and approved by:

inspected and approved by:

inspected and approved by:

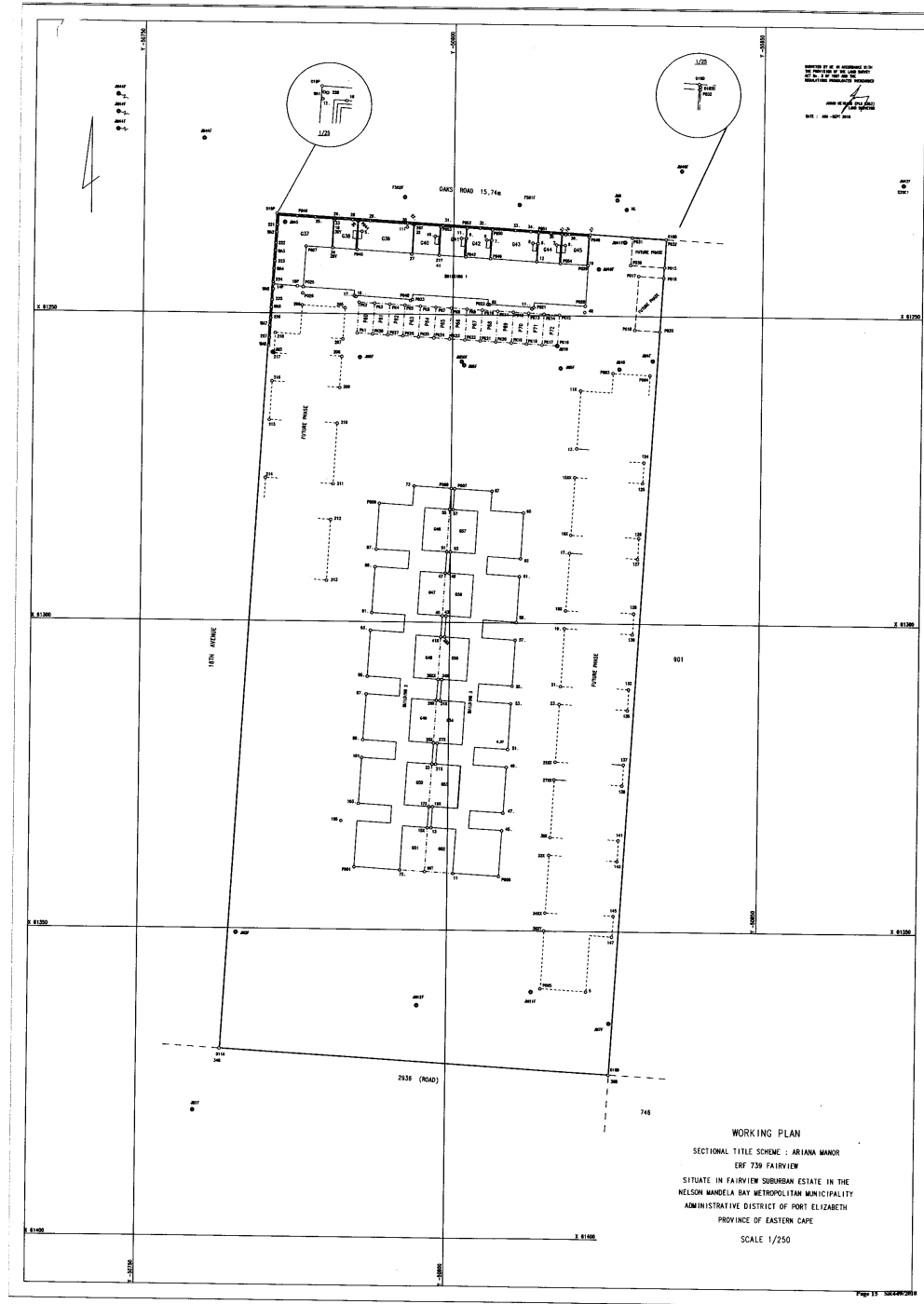
# **I. PHASE 1 (Continue)**

## **f) Preparation of sectional titles plans**

### **1) Survey records**

- Report
- Working plan
- Coordinate list
- Field work and measurements
- Certificates
- Median plans
- PQ calculations





PROJECT **ERF 4192 PARSONSVLEI**

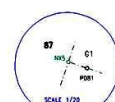
## SYSTEM WG25

CODE	NAME	Y	X	DESCRIPTION
CONSTANT		0.00	3700000.00	
Trigs	FM	-40781.04	56670.31	Trig beacon
	PTN	-47407.88	57752.47	Trig beacon
	TR406	-46068.64	62590.44	Trig beacon
	TR407	-46206.65	62552.41	Trig beacon
Placed	208	-46486.56	56287.41	12mm Iron peg
	209	-46486.56	56316.91	12mm Iron peg
	211	-46507.56	56316.91	12mm Iron peg
	214	-46507.56	56287.41	12mm Iron peg
	EX1	-46497.06	56287.41	12mm Iron peg
	EX2	-46497.06	56316.91	12mm Iron peg
Stations	JS34F	-46506.22	56315.08	12mm Iron peg
	JS35F	-46487.17	56316.05	12mm Iron peg
	ST05	-46458.23	56284.77	Drill hole in concrete
	ST15	-46441.11	56300.32	Drill hole in concrete
	ST24	-46486.90	56285.00	Drill hole in concrete
	ST25	-46507.18	56285.10	Drill hole in concrete
	ST26	-46555.46	56285.56	Drill hole in concrete
	ZS70F	-46470.55	56319.02	12mm Iron peg
Phys feat	20	-46490.69	56298.21	Building corner
	24	-46488.47	56308.32	Building corner
	58	-46495.64	56312.26	Building corner
	80	-46503.26	56298.18	Building corner
	N002	-46501.98	56293.40	Building corner
	N003	-46498.41	56293.40	Building corner
	N004	-46495.50	56293.40	Building corner
	N005	-46491.91	56293.40	Building corner
	N006	-46488.45	56299.46	Building corner
	N008	-46491.76	56312.29	Building corner
	N009	-46498.51	56312.19	Building corner
	N010	-46502.29	56312.13	Building corner
	N013	-46505.52	56308.07	Building corner
	N014	-46505.49	56299.43	Building corner
Data	40	-46454.67	56273.99	
	41	-46456.79	56277.41	
	43	-46478.70	56277.41	
	44	-46500.70	56277.41	
	45	-46522.70	56277.41	
	46	-46544.70	56277.41	
	63	-46553.33	56287.41	



77015

77015

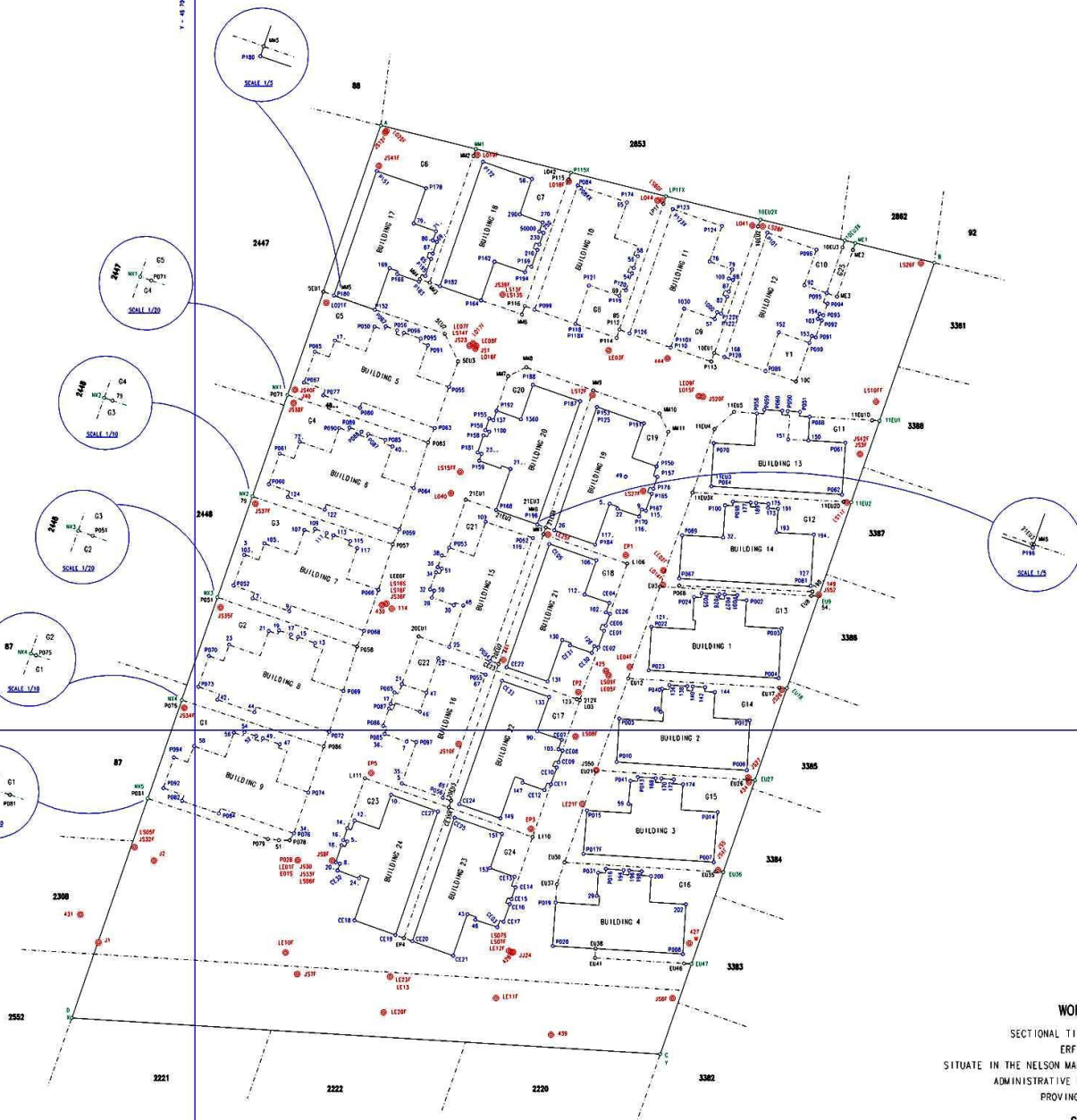


1:50 000

77015

77015

SUPPLIED BY ME IN ACCORDANCE WITH  
THE PROVISIONS OF THE LAND SURVEY  
ACT, NO. 8 OF 1994 AND THE  
REGULATIONS PROMULGATED THEREUNDER  
  
JOHAN MEIRING (P.L. 13353)  
LAND SURVEYOR  
DATE: MAY 2019



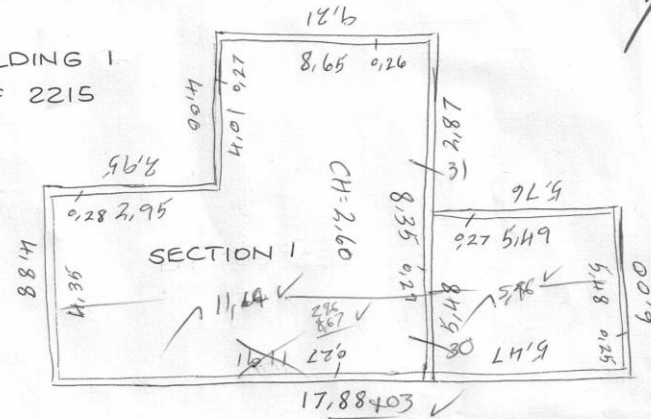
WORKING PLAN  
SECTIONAL TITLE SCHEME : LIONS GATE  
ERF 4754 LORRAINE  
SITUATE IN THE NELSON MANDELA BAY METROPOLITAN MUNICIPALITY  
ADMINISTRATIVE DISTRICT OF PORT ELIZABETH  
PROVINCE OF EASTERN CAPE  
SCALE 1/300



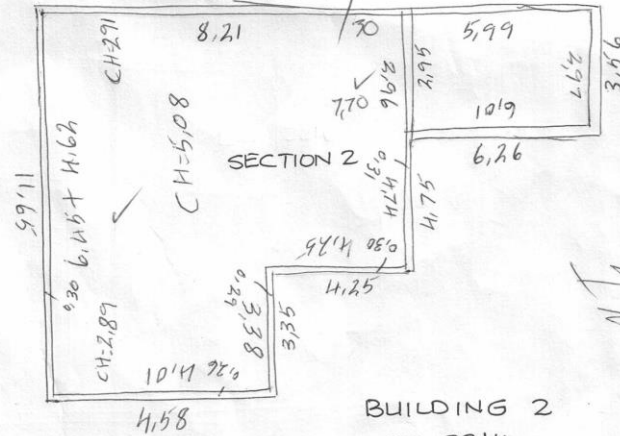
~~4065~~ ~~4057 TV~~

2214/S Fairview

BUILDING 1  
ERF 2215



15,03 + 03



BUILDING 2  
ERF 2214



SECTION	AREA	PQ	PQ5DEC	ADJUST
1	149	4.3465	4.34656	-0.0001
2	149	4.3465	4.34656	-0.0001
3	149	4.3465	4.34656	-0.0001
4	150	4.3757	4.37573	
5	149	4.3465	4.34656	-0.0001
6	143	4.1716	4.17153	0.0001
7	143	4.1716	4.17153	0.0001
8	143	4.1716	4.17153	0.0001
9	143	4.1716	4.17153	0.0001
10	143	4.1716	4.17153	0.0001
11	143	4.1716	4.17153	0.0001
12	143	4.1716	4.17153	0.0001
13	140	4.0840	4.08401	
14	140	4.0840	4.08401	
15	140	4.0840	4.08401	
16	140	4.0840	4.08401	
17	140	4.0840	4.08401	
18	140	4.0840	4.08401	
19	140	4.0840	4.08401	
20	140	4.0840	4.08401	
21	140	4.0840	4.08401	
22	140	4.0840	4.08401	
23	140	4.0840	4.08401	
24	141	4.1131	4.11319	-0.0001
TOTAL	3428	100.0000		

LIONS GATE

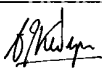
PARTICIPATION QUOTA SCHEDULE CALCULATIONS

# **I. PHASE 1 (Continue)**

## **f) Preparation of sectional titles plans(continue)**

### **2) Sectional plans**

- Sheet 1
- Block plan
- Floor plans
- Exclusive use areas
- Cross sections
- PQ schedule

SECTIONAL PLAN No. SS 236/2009	SHEET 1	S.G. No. D 186/2009
Registered at CAPE TOWN	OF	Approved 
Registrar of Deeds Date: 19.06.2009	14 SHEETS	for Surveyor - General Date: 2009.05.06

NAME OF SCHEME : THE WATERFRONT

DESCRIPTION OF LAND ACCORDING TO DIAGRAM : ERF 1294 HUMWOOD  
 Situate in the Nelson Mandela Bay Metropolitan Municipality.  
 Administrative District of Port Elizabeth. Province of Eastern Cape.  
 Measuring 1784 (one seven eight four) Square metres.

DIAGRAM No.: S.G.No. 3511/2006

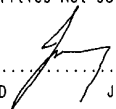
NAME OF LOCAL AUTHORITY: NELSON MANDELA BAY METROPOLITAN MUNICIPALITY

DESCRIPTION OF BUILDINGS : One Building namely  
 1. Building 1 comprising sections 1 to 56 and common property.

EXCLUSIVE USE AREAS: See Sheets 4 and 6

ENCROACHMENTS ON THE LAND : Nil

CERTIFICATE :  
 I, Johan Meiring, hereby certify that I have prepared sheets 1 to 14 inclusive of this sectional plan from survey in accordance with the provisions of the Sectional Titles Act 95 of 1986 and the regulations framed thereunder

Date : 2009/02/28      Signed  Land Surveyor  
 Registration Number PLS 0393 - D      J. MEIRING

Address : 10 CASSIA DRIVE , SUNRIDGE PARK , PORT ELIZABETH , 6045

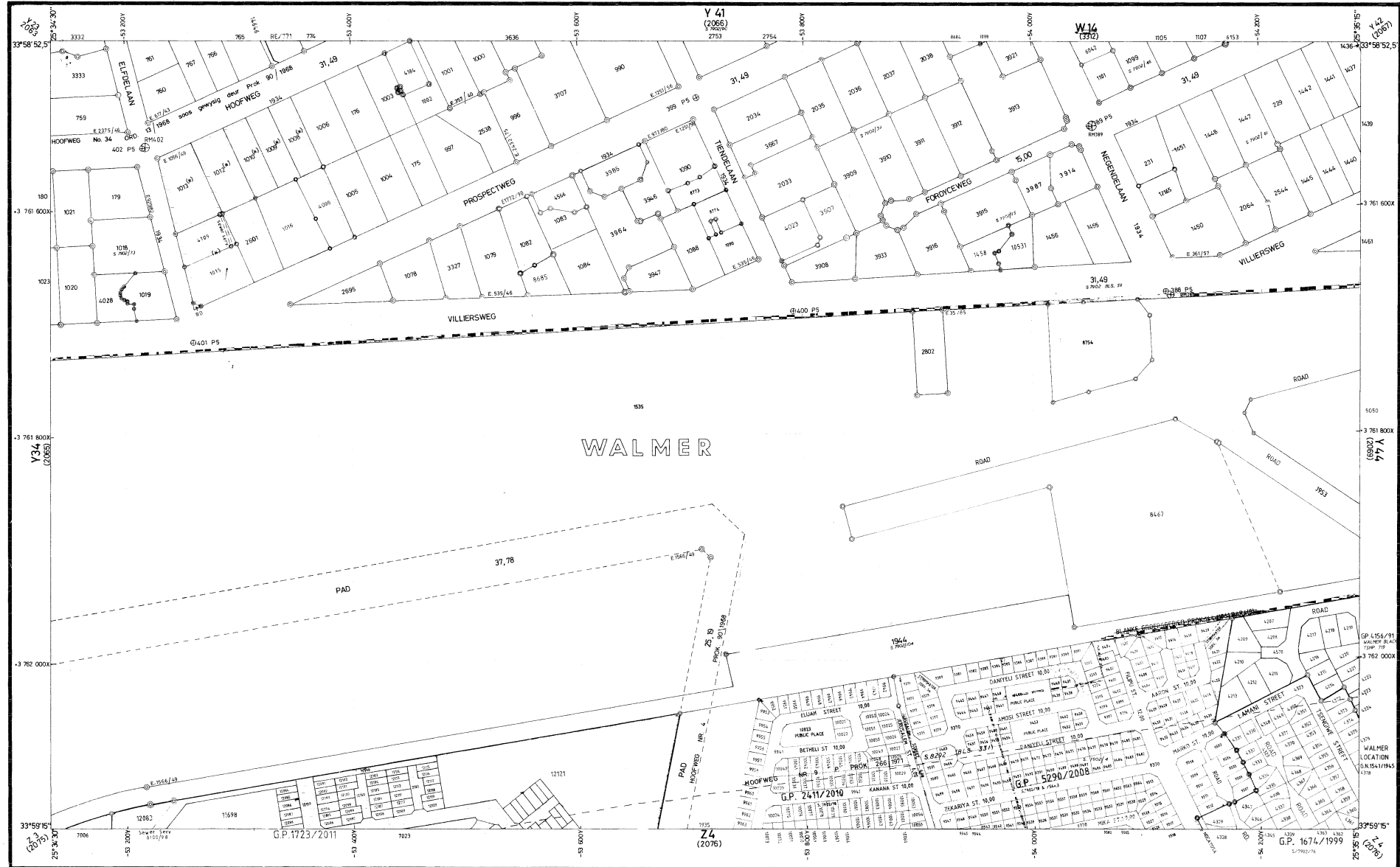
Survey Records No. SR 601/2009	Compilations : BO-8CD/X14 (2085)	Gen. Plan
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SECTIONAL PLAN No.SS	SHEET 1	S.G. No.D 97/2014
Registered at CAPE TOWN	OF	Approved
Registrar of Deeds	2 SHEETS	<i>Chamnet</i>
Date:		for Surveyor – General Date: 2014-07-22
AMENDING SECTIONAL PLAN OF EXTENSION OF SCHEME BY ACQUISITION OF ADDITIONAL PROPERTY IN TERMS OF SECTION 26 AND AFFECTS SECTIONAL PLAN S.G.No.D 442/2009 SS 490/2009		
<p><u>NAME OF SCHEME :</u> BLOOMINGDALES OFFICE PARK</p> <p><u>DESCRIPTION OF LAND ACCORDING TO DIAGRAM :</u> ERF 798 WALMER</p> <p>1. ERF 798 WALMER – in extent 2422 (two four two two) square metres. 2. ERF 13229 WALMER – in extent 1412 (one four one two) square metres.</p> <p>Both situate in the Nelson Mandela Bay Metropolitan Municipality. Administrative District of Port Elizabeth. Province of Eastern Cape.</p> <p><u>DIAGRAM No.:</u> 1. S.G.No. 5543/1938 2. S.G.No. 580/2014</p> <p><u>NAME OF LOCAL AUTHORITY:</u> NELSON MANDELA BAY METROPOLITAN MUNICIPALITY</p> <p><u>DESCRIPTION OF BUILDINGS :</u> 2 Buildings namely</p> <p>1. Buildings 1 and 2 as shown on Sheet 1 of Sectional Plan S.G.No. D 442/2009 SS 490/2009 and subsequent phases.</p> <p><u>ENCROACHMENTS ON THE LAND :</u> Nil</p> <p><u>CAVEAT IN RESPECT OF EXTENSION OF SCHEME:</u> The Developer reserves the right in terms of Section 25 to erect further buildings</p> <p><u>CERTIFICATE :</u> I, Johan Meiring, hereby certify that I have prepared sheets 1 to 2 inclusive of this sectional plan from survey in accordance with the provisions of the Sectional Titles Act 95 of 1986 and the regulations framed thereunder</p> <p>Date : 2011/10/31 Signed <i>J</i> Land Surveyor Registration Number PLS 0393 – D J.MEIRING</p> <p>Address : 10 CASSIA DRIVE , SUNRIDGE PARK , PORT ELIZABETH , 6045</p>		
Survey Records No. 230/2014	Compilations : BO-8CC/Y41 (2066)	Gen. Plan

1:1250

PORT ELIZABETH  
MUNISIPALITEIT

BO-8CC  
Y43



Saangestel in die Kantoor van die Landmeter-Generaal Kaapstad Maart 1978 R. STRYDOM  
Drieheksmetingrel 121 V. de Ruick  
Bakens wat so @ aangepas word is 1<sup>ste</sup> se stelsel

KOPEREG



BO-8CC S  
Y43

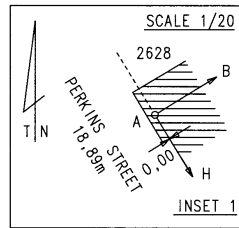
2068

Approved

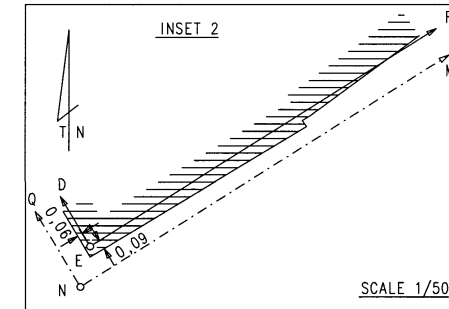
for Surveyor General

2014-08-22

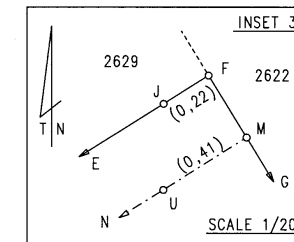
Date



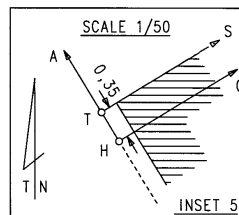
INSET 1



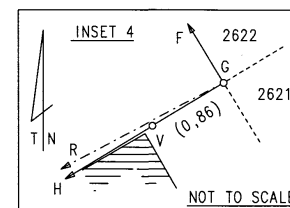
SCALE 1/50



SCALE 1/20



INSET 4



NOT TO SCALE

## NOTES :

1. The figure ABCDEFGH represents ERF 2630 NORTH END
2. Measurements from land boundaries to buildings relate to external faces of the building
3. All measurements are given in metres
4. ..... denotes projections above lower ground level.
5. The figures CPKLB and QDEFMN represents Servitude Areas.  
Vide Diagram No.
6. The figure GHTSR represents a Servitude Area.  
Vide Diagram No.
7. For Exclusive use areas see Sheet 3.

LAND SURVEYOR : JOHAN MEIRING  
10 CASSIA DRIVE  
SUNRIDGE PARK  
PORT ELIZABETH  
6045  
TEL (041) 3605159

Signed  
DATE 2014/05/16

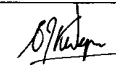
NAME OF SCHEME : JULIANA COURT

DRAWING TITLE : BLOCK PLAN

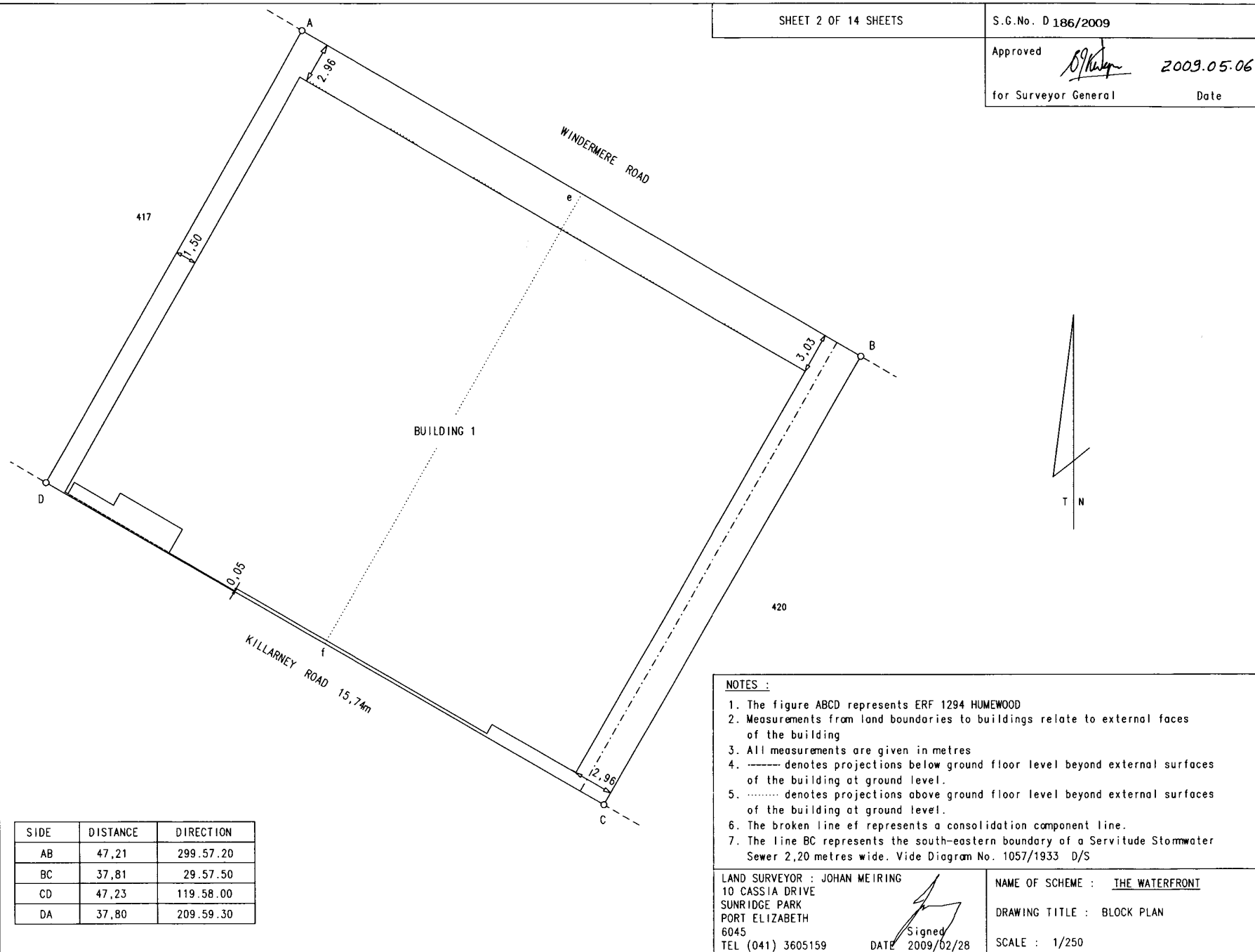
SCALE : 1/200







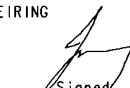
2009.05.06



## NOTES :

1. The figure ABCD represents ERF 1294 HUMEWOOD
2. Measurements from land boundaries to buildings relate to external faces of the building
3. All measurements are given in metres
4. --- denotes projections below ground floor level beyond external surfaces of the building at ground level.
5. ..... denotes projections above ground floor level beyond external surfaces of the building at ground level.
6. The broken line ef represents a consolidation component line.
7. The line BC represents the south-eastern boundary of a Servitude Stormwater Sewer 2,20 metres wide. Vide Diagram No. 1057/1933 D/S

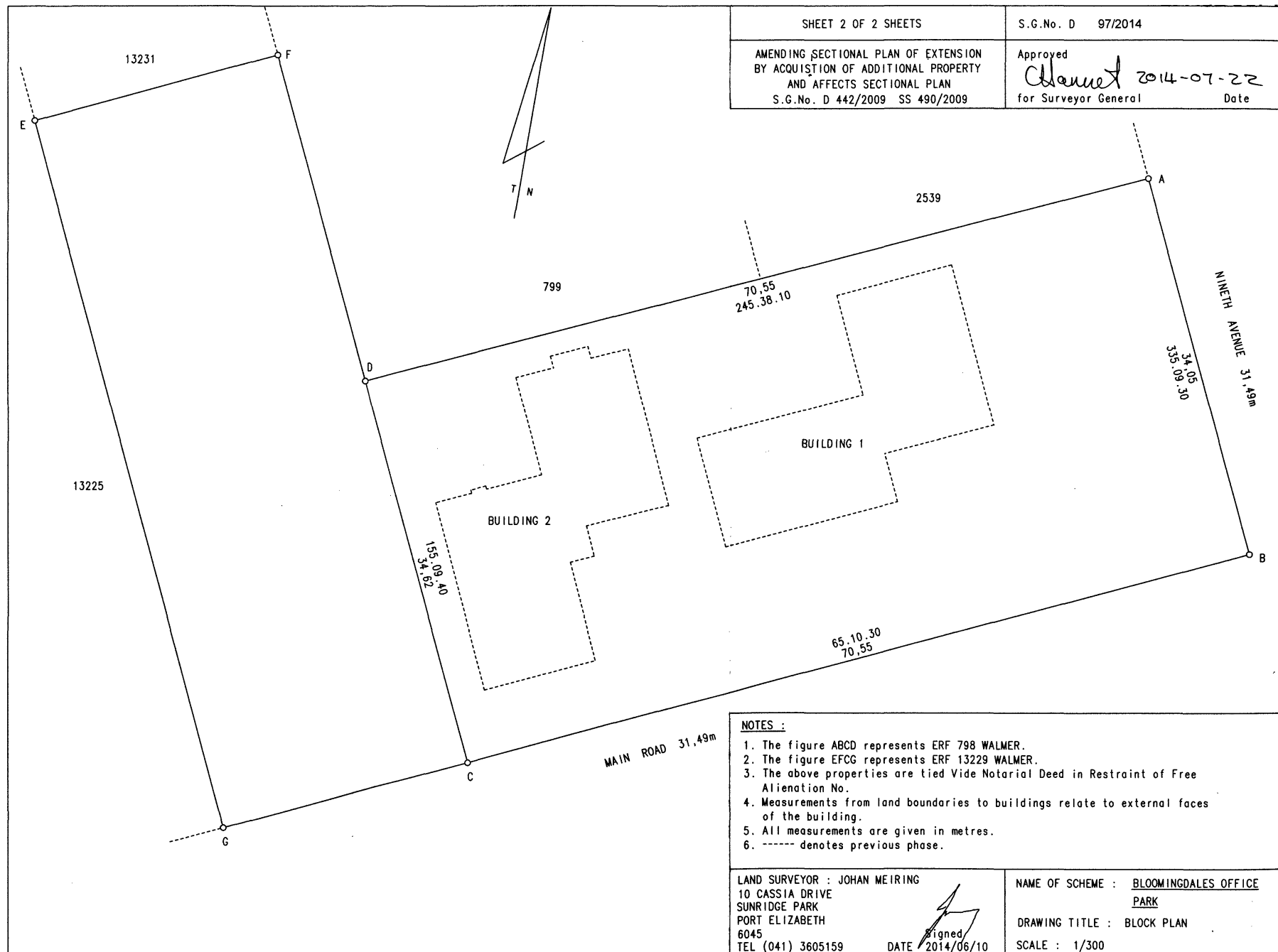
LAND SURVEYOR : JOHAN MEIRING  
 10 CASSIA DRIVE  
 SUNRIDGE PARK  
 PORT ELIZABETH  
 6045  
 TEL (041) 3605159

Signed   
 DATE 2009/02/28

NAME OF SCHEME : THE WATERFRONT

DRAWING TITLE : BLOCK PLAN

SCALE : 1/250



SHEET 2 OF 2 SHEETS

S.G.No. D 97/2014

AMENDING SECTIONAL PLAN OF EXTENSION  
BY ACQUISITION OF ADDITIONAL PROPERTY  
AND AFFECTS SECTIONAL PLAN  
S.G.No. D 442/2009 SS 490/2009

Approved  
*Channet* 2014-07-22  
for Surveyor General Date

NOTES :

1. The figure ABCD represents ERF 798 WALMER.
2. The figure EFCG represents ERF 13229 WALMER.
3. The above properties are tied Vide Notarial Deed in Restraint of Free Alienation No.
4. Measurements from land boundaries to buildings relate to external faces of the building.
5. All measurements are given in metres.
6. ----- denotes previous phase.

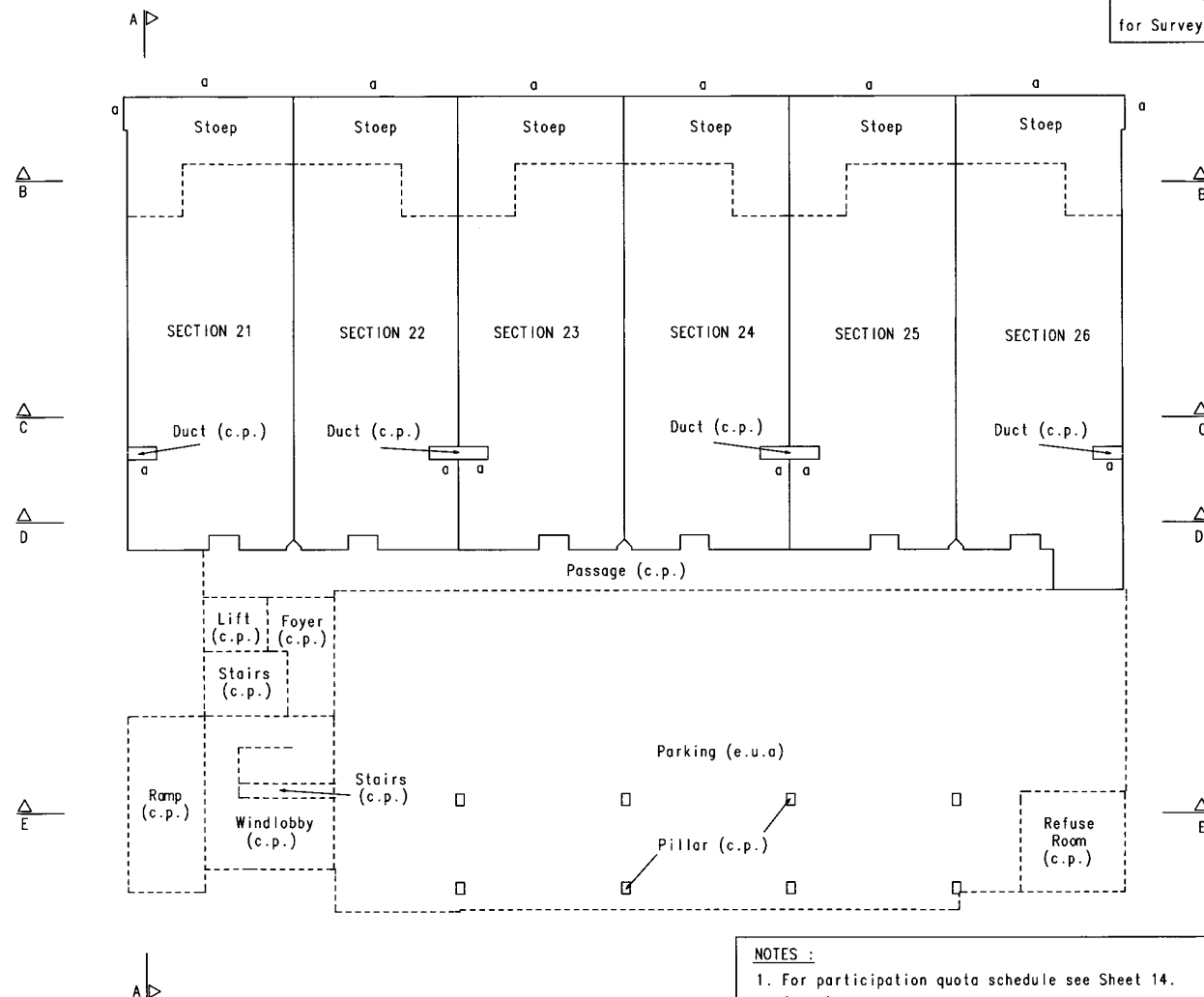
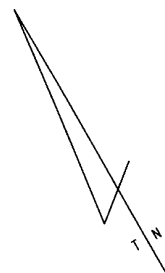
LAND SURVEYOR : JOHAN MEIRING  
10 CASSIA DRIVE  
SUNRIDGE PARK  
PORT ELIZABETH  
6045  
TEL (041) 3605159

DATE 2014/06/10

NAME OF SCHEME : BLOOMINGDALES OFFICE  
PARK

DRAWING TITLE : BLOCK PLAN

SCALE : 1/300



NOTES :

1. For participation quota schedule see Sheet 14.
2. (c.p.) denotes common property.
3. Section boundaries extend to the edge of the concrete slab marked "a".
4. (e.u.a) denotes exclusive use areas.
5. For exclusive use areas see Sheet 6.

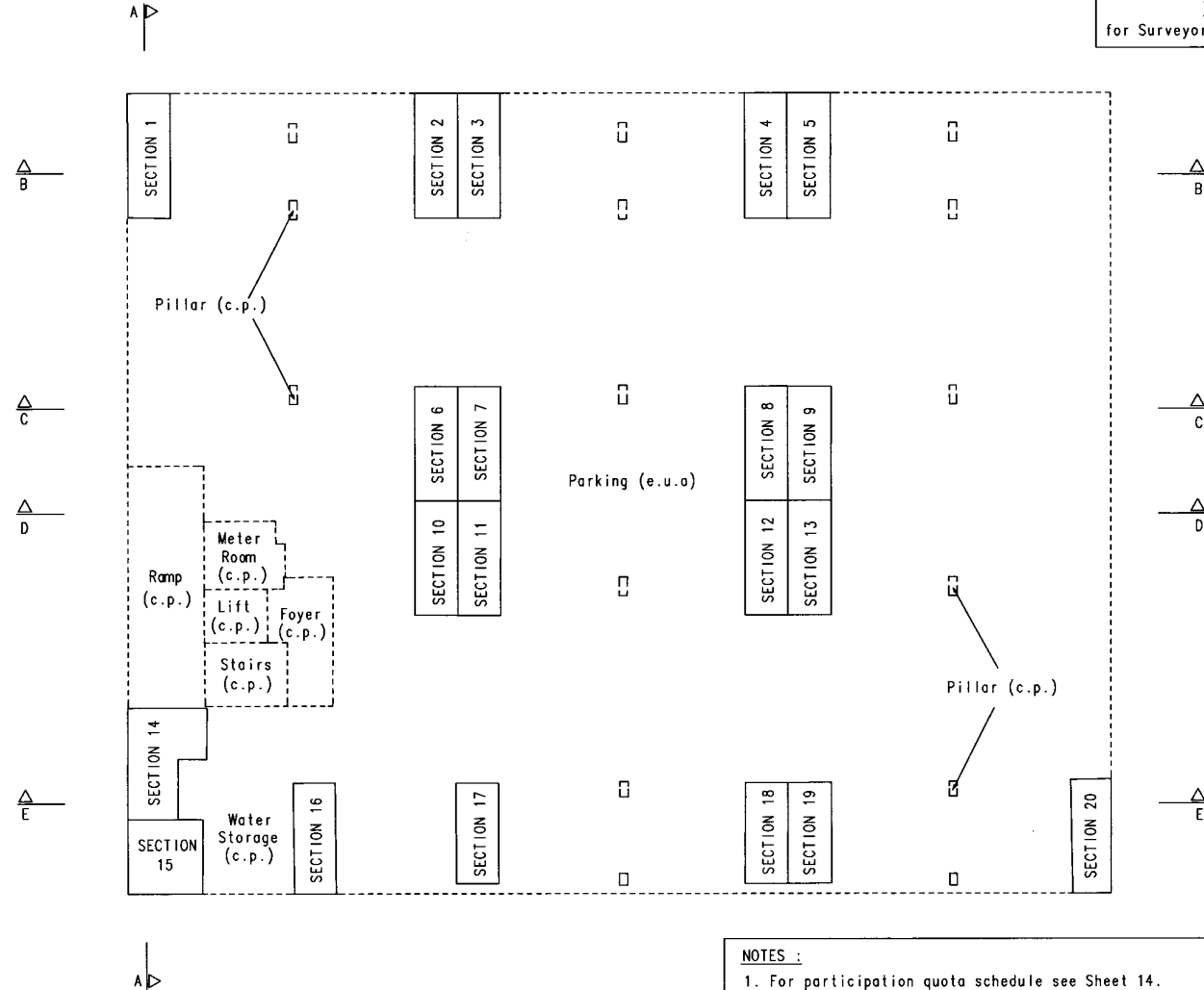
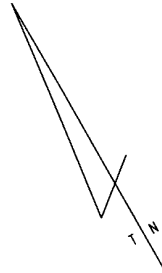
LAND SURVEYOR : JOHAN MEIRING  
10 CASSIA DRIVE  
SUNRIDGE PARK  
PORT ELIZABETH  
6045  
TEL (041) 3605159      DATE / /

NAME OF SCHEME : THE WATERFONT

DRAWING TITLE : BUILDING 1  
GROUND FLOOR PLAN

SCALE : 1/200

DATE 2009/02/28



NOTES :

1. For participation quota schedule see Sheet 14.
2. (c.p.) denotes common property.
3. (e.u.a) denotes exclusive use areas.
4. For exclusive use areas see Sheet 4.

LAND SURVEYOR : JOHAN MEIRING  
10 CASSIA DRIVE  
SUNRIDGE PARK  
PORT ELIZABETH  
6045  
TEL (041) 3605159

Signed  
DATE 2009/02/28

NAME OF SCHEME : THE WATERFONT

DRAWING TITLE : BUILDING 1  
BASEMENT FLOOR PLAN

SCALE : 1/200

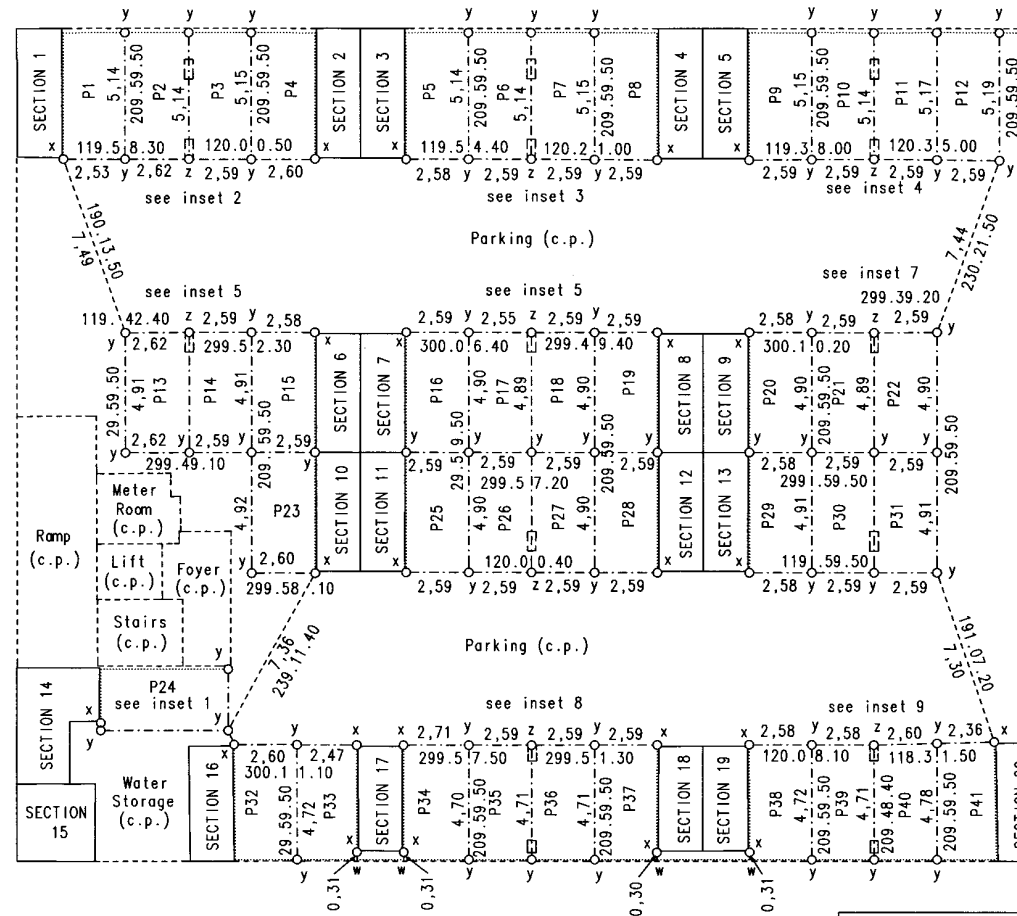
Approved

*[Signature]*

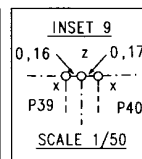
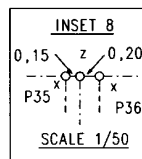
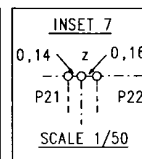
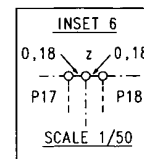
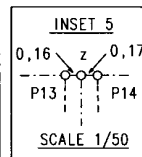
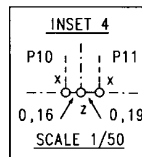
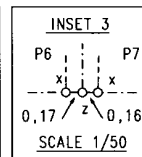
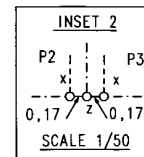
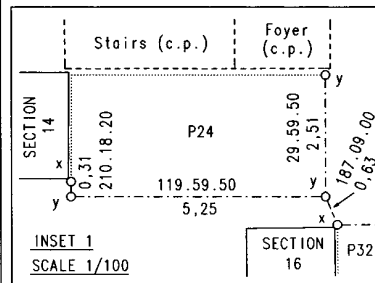
2009.05.06

for Surveyor General

Date



EXCLUSIVE USE AREA	AREA (Sqm)	EXCLUSIVE USE AREA	AREA (Sqm)
P1	13	P26	13
P2	13	P27	13
P3	13	P28	13
P4	13	P29	13
P5	13	P30	13
P6	13	P31	13
P7	13	P32	12
P8	13	P33	12
P9	13	P34	13
P10	13	P35	12
P11	13	P36	12
P12	13	P37	12
P13	13	P38	12
P14	13	P39	12
P15	13	P40	12
P16	13	P41	12
P17	13	<b>LEGEND</b> P - PARKING	
P18	13		
P19	13		
P20	13		
P21	13		
P22	13		
P23	13		
P24	14		
P25	13		

**NOTES :**

- All measurements are given in metres.
- (c.p.) denotes common property.
- denotes not physically defined.
- ..... denotes side of wall.
- The boundaries xw are an extension of side of wall and not physically defined.
- BEACON DESCRIPTION : x.....denotes Wall corner  
y.....denotes Drill hole in concrete  
z.....denotes Not beaconed

LAND SURVEYOR : JOHAN MEIRING  
10 CASSIA DRIVE  
SUNRIDGE PARK  
PORT ELIZABETH  
6045  
TEL (041) 3605159

DATE: 2009/02/28

NAME OF SCHEME : THE WATERFONT

DRAWING TITLE : BUILDING 1 - LAYOUT OF EXCLUSIVE USE AREAS ON BASEMENT FLOOR

SCALE : 1/200

CEILING		Duct (c.p.)		SHEET 11 OF 14 SHEETS		S.G.No. D186/2009	
LEVEL		Balcony	SECTION 45	SECTION 45		Approved	2009.05.06
FOURTH FLOOR		Balcony	SECTION 39	SECTION 39		for Surveyor General	Date
LEVEL		Balcony	SECTION 33	SECTION 33			
THIRD FLOOR		Balcony	SECTION 27	SECTION 27			
LEVEL		Stoop	SECTION 21	SECTION 21			
SECOND FLOOR							
LEVEL							
FIRST FLOOR							
LEVEL							
GROUND FLOOR							
LEVEL							
BASEMENT FLOOR							
LEVEL							

CROSS SECTION A - A

Balcony	SECTION 45	SECTION 46	Balcony	Balcony	SECTION 47	SECTION 48	Balcony	SECTION 49	SECTION 50		
Balcony	SECTION 39	SECTION 40	Balcony	SECTION 41		SECTION 42	Balcony	Balcony	SECTION 43	SECTION 44	Balcony
Balcony	SECTION 33	SECTION 34	Balcony	Balcony	SECTION 35	SECTION 36	Balcony	Balcony	SECTION 37	SECTION 38	Balcony
Balcony	SECTION 27	SECTION 28	Balcony	Balcony	SECTION 29	SECTION 30	Balcony	Balcony	SECTION 31	SECTION 32	Balcony
Stoop	SECTION 21	SECTION 22	Stoop	Stoop	SECTION 23	SECTION 24	Stoop	Stoop	SECTION 25	SECTION 26	Stoop
SECTION 1	Parking (e.u.a)		SECTION 2	SECTION 3	Parking (e.u.a)		SECTION 4	SECTION 5	Parking (e.u.a)		

CROSS SECTION B - B

NOTES :

1. (c.p.) denotes common property.
2. DV denotes double volume.

LAND SURVEYOR : JOHAN MEIRING  
10 CASSIA DRIVE  
SUNRIDGE PARK  
PORT ELIZABETH  
6045  
TEL (041) 3605159

DATE 2009/02/28


NAME OF SCHEME : THE WATERFONT

DRAWING TITLE : BUILDING 1  
CROSS SECTIONS A - A AND B - B

SCALE : 1/200



SECTION No.	FLOOR AREA ( Square metres )	PARTICIPATION QUOTA PERCENTAGE
1	10	0.2178
2	10	0.2178
3	10	0.2178
4	10	0.2178
5	10	0.2178
6	9	0.1960
7	9	0.1960
8	9	0.1960
9	9	0.1960
10	9	0.1960
11	9	0.1960
12	9	0.1960
13	9	0.1960
14	13	0.2832
15	10	0.2178
16	9	0.1960
17	8	0.1743
18	8	0.1743
19	8	0.1743
20	8	0.1743
21	134	2.9187
22	133	2.8970
23	133	2.8970
24	133	2.8970
25	134	2.9187
26	139	3.0277
27	132	2.8752
28	132	2.8752
29	132	2.8752
30	132	2.8752
31	132	2.8752
32	137	2.9841
33	132	2.8752
34	132	2.8752
35	132	2.8752
36	132	2.8752
37	132	2.8752
38	137	2.9841
39	132	2.8752
40	132	2.8752

SHEET 14 OF 14 SHEETS		S.G.No. D 186/2009
		Approved  2009.05.06 for Surveyor General Date
SECTION No.	FLOOR AREA ( Square metres )	PARTICIPATION QUOTA PERCENTAGE
41	132	2.8752
42	132	2.8752
43	132	2.8752
44	137	2.9841
45	132	2.8752
46	132	2.8752
47	132	2.8752
48	132	2.8752
49	132	2.8752
50	137	2.9841
51	81	1.7643
52	66	1.4376
53	66	1.4376
54	66	1.4376
55	66	1.4376
56	66	1.4376
TOTAL	4591	100.0000
<p><b>NOTES :</b></p> <p>1. Floor area measured to the median line of the boundary walls of each section to the nearest square metre except for note 3 on Sheets 5 to 10.</p>		
LAND SURVEYOR : JOHAN MEIRING 10 CASSIA DRIVE SUNRIDGE PARK PORT ELIZABETH 6045 TEL (041) 3605159		NAME OF SCHEME : <u>THE WATERFRONT</u> DRAWING TITLE : PARTICIPATION QUOTA SCHEDULE

# **I. PHASE 1 (Continue)**

## **g) Approval Surveyor General**

## **h) Registration deeds office**

- From land register to sectional title register
- Sect 25 development plans
- Certificate
- Proposed PQ

## **i) Body corporate establish**

## **j) Scheme management**

[illegible]

Year	Population				GDP				Employment				Poverty				Health				Education				Environment			
	Pop.	Pop. Chg.	Pop. Dens.	Pop. Growth	GDP	GDP Chg.	GDP Per Cap.	GDP Growth	Emp.	Emp. Chg.	Emp. Dens.	Emp. Growth	Pov.	Pov. Chg.	Pov. Dens.	Pov. Growth	Health	Health Chg.	Health Dens.	Health Growth	Edu.	Edu. Chg.	Edu. Dens.	Edu. Growth	Env.	Env. Chg.	Env. Dens.	Env. Growth
1990	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1991	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1992	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1993	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1994	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1995	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1996	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1997	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1998	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
1999	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2000	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2001	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2002	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2003	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2004	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2005	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2006	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2007	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2008	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2009	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2010	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2011	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2012	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2013	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2014	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2015	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2016	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2017	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2018	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2019	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2020	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2021	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2022	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2023	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2024	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2025	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2026	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2027	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2028	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2029	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2030	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2031	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2032	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2033	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2034	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2035	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2036	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2037	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2038	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2039	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0
2040	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.0	100	0.

[illegible][illegible][illegible][illegible]

REQUIREMENTS	5348
<p>1. THE DRAWING SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING STANDARDS:</p> <p>A. ASME Y14.1-1973 B. ASME Y14.2-1973 C. ASME Y14.3-1973 D. ASME Y14.4-1973 E. ASME Y14.5-1973 F. ASME Y14.6-1973 G. ASME Y14.7-1973 H. ASME Y14.8-1973 I. ASME Y14.9-1973 J. ASME Y14.10-1973 K. ASME Y14.11-1973 L. ASME Y14.12-1973 M. ASME Y14.13-1973 N. ASME Y14.14-1973 O. ASME Y14.15-1973 P. ASME Y14.16-1973 Q. ASME Y14.17-1973 R. ASME Y14.18-1973 S. ASME Y14.19-1973 T. ASME Y14.20-1973 U. ASME Y14.21-1973 V. ASME Y14.22-1973 W. ASME Y14.23-1973 X. ASME Y14.24-1973 Y. ASME Y14.25-1973 Z. ASME Y14.26-1973 AA. ASME Y14.27-1973 AB. ASME Y14.28-1973 AC. ASME Y14.29-1973 AD. ASME Y14.30-1973 AE. ASME Y14.31-1973 AF. ASME Y14.32-1973 AG. ASME Y14.33-1973 AH. ASME Y14.34-1973 AI. ASME Y14.35-1973 AJ. ASME Y14.36-1973 AK. ASME Y14.37-1973 AL. ASME Y14.38-1973 AM. ASME Y14.39-1973 AN. ASME Y14.40-1973 AO. ASME Y14.41-1973 AP. ASME Y14.42-1973 AQ. ASME Y14.43-1973 AR. ASME Y14.44-1973 AS. ASME Y14.45-1973 AT. ASME Y14.46-1973 AU. ASME Y14.47-1973 AV. ASME Y14.48-1973 AW. ASME Y14.49-1973 AX. ASME Y14.50-1973 AY. ASME Y14.51-1973 AZ. ASME Y14.52-1973 BA. ASME Y14.53-1973 BB. ASME Y14.54-1973 BC. ASME Y14.55-1973 BD. ASME Y14.56-1973 BE. ASME Y14.57-1973 BF. ASME Y14.58-1973 BG. ASME Y14.59-1973 BH. ASME Y14.60-1973 BI. ASME Y14.61-1973 BJ. ASME Y14.62-1973 BK. ASME Y14.63-1973 BL. ASME Y14.64-1973 BM. ASME Y14.65-1973 BN. ASME Y14.66-1973 BO. ASME Y14.67-1973 BP. ASME Y14.68-1973 BQ. ASME Y14.69-1973 BR. ASME Y14.70-1973 BS. ASME Y14.71-1973 BT. ASME Y14.72-1973 BU. ASME Y14.73-1973 BV. ASME Y14.74-1973 BW. ASME Y14.75-1973 BX. ASME Y14.76-1973 BY. ASME Y14.77-1973 BZ. ASME Y14.78-1973 CA. ASME Y14.79-1973 CB. ASME Y14.80-1973 CC. ASME Y14.81-1973 CD. ASME Y14.82-1973 CE. ASME Y14.83-1973 CF. ASME Y14.84-1973 CG. ASME Y14.85-1973 CH. ASME Y14.86-1973 CI. ASME Y14.87-1973 CJ. ASME Y14.88-1973 CK. ASME Y14.89-1973 CL. ASME Y14.90-1973 CM. ASME Y14.91-1973 CN. ASME Y14.92-1973 CO. ASME Y14.93-1973 CP. ASME Y14.94-1973 CQ. ASME Y14.95-1973 CR. ASME Y14.96-1973 CS. ASME Y14.97-1973 CT. ASME Y14.98-1973 CU. ASME Y14.99-1973 CV. ASME Y14.100-1973 CW. ASME Y14.101-1973 CX. ASME Y14.102-1973 CY. ASME Y14.103-1973 CZ. ASME Y14.104-1973 DA. ASME Y14.105-1973 DB. ASME Y14.106-1973 DC. ASME Y14.107-1973 DD. ASME Y14.108-1973 DE. ASME Y14.109-1973 DF. ASME Y14.110-1973 DG. ASME Y14.111-1973 DH. ASME Y14.112-1973 DI. ASME Y14.113-1973 DJ. ASME Y14.114-1973 DK. ASME Y14.115-1973 DL. ASME Y14.116-1973 DM. ASME Y14.117-1973 DN. ASME Y14.118-1973 DO. ASME Y14.119-1973 DP. ASME Y14.120-1973 DQ. ASME Y14.121-1973 DR. ASME Y14.122-1973 DS. ASME Y14.123-1973 DT. ASME Y14.124-1973 DU. ASME Y14.125-1973 DV. ASME Y14.126-1973 DW. ASME Y14.127-1973 DX. ASME Y14.128-1973 DY. ASME Y14.129-1973 DZ. ASME Y14.130-1973 EA. ASME Y14.131-1973 EB. ASME Y14.132-1973 EC. ASME Y14.133-1973 ED. ASME Y14.134-1973 EE. ASME Y14.135-1973 EF. ASME Y14.136-1973 EG. ASME Y14.137-1973 EH. ASME Y14.138-1973 EI. ASME Y14.139-1973 EJ. ASME Y14.140-1973 EK. ASME Y14.141-1973 EL. ASME Y14.142-1973 EM. ASME Y14.143-1973 EN. ASME Y14.144-1973 EO. ASME Y14.145-1973 EP. ASME Y14.146-1973 EQ. ASME Y14.147-1973 ER. ASME Y14.148-1973 ES. ASME Y14.149-1973 ET. ASME Y14.150-1973 EU. ASME Y14.151-1973 EV. ASME Y14.152-1973 EW. ASME Y14.153-1973 EX. ASME Y14.154-1973 EY. ASME Y14.155-1973 EZ. ASME Y14.156-1973 FA. ASME Y14.157-1973 FB. ASME Y14.158-1973 FC. ASME Y14.159-1973 FD. ASME Y14.160-1973 FE. ASME Y14.161-1973 FF. ASME Y14.162-1973 FG. ASME Y14.163-1973 FH. ASME Y14.164-1973 FI. ASME Y14.165-1973 FJ. ASME Y14.166-1973 FK. ASME Y14.167-1973 FL. ASME Y14.168-1973 FM. ASME Y14.169-1973 FN. ASME Y14.170-1973 FO. ASME Y14.171-1973 FP. ASME Y14.172-1973 FQ. ASME Y14.173-1973 FR. ASME Y14.174-1973 FS. ASME Y14.175-1973 FT. ASME Y14.176-1973 FU. ASME Y14.177-1973 FV. ASME Y14.178-1973 FW. ASME Y14.179-1973 FX. ASME Y14.180-1973 FY. ASME Y14.181-1973 FZ. ASME Y14.182-1973 GA. ASME Y14.183-1973 GB. ASME Y14.184-1973 GC. ASME Y14.185-1973 GD. ASME Y14.186-1973 GE. ASME Y14.187-1973 GF. ASME Y14.188-1973 GG. ASME Y14.189-1973 GH. ASME Y14.190-1973 GI. ASME Y14.191-1973 GJ. ASME Y14.192-1973 GK. ASME Y14.193-1973 GL. ASME Y14.194-1973 GM. ASME Y14.195-1973 GN. ASME Y14.196-1973 GO. ASME Y14.197-1973 GP. ASME Y14.198-1973 GQ. ASME Y14.199-1973 GR. ASME Y14.200-1973 GS. ASME Y14.201-1973 GT. ASME Y14.202-1973 GU. ASME Y14.203-1973 GV. ASME Y14.204-1973 GW. ASME Y14.205-1973 GX. ASME Y14.206-1973 GY. ASME Y14.207-1973 GZ. ASME Y14.208-1973 HA. ASME Y14.209-1973 HB. ASME Y14.210-1973 HC. ASME Y14.211-1973 HD. ASME Y14.212-1973 HE. ASME Y14.213-1973 HF. ASME Y14.214-1973 HG. ASME Y14.215-1973 HH. ASME Y14.216-1973 HI. ASME Y14.217-1973 HJ. ASME Y14.218-1973 HK. ASME Y14.219-1973 HL. ASME Y14.220-1973 HM. ASME Y14.221-1973 HN. ASME Y14.222-1973 HO. ASME Y14.223-1973 HP. ASME Y14.224-1973 HQ. ASME Y14.225-1973 HR. ASME Y14.226-1973 HS. 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ARCHITECT LANDSCAPING SCHEDULE

-  S DEROXYLON INERNE  
 STREUTZIA NICOLAI  
 HARPEPHYLLUM CAFFEUM  
 S DEROXYLON INERNE  
 EKEBERGIA CAPENSIS  
 ACACIA XANTHOPHYLLA

PLAN: SECTION 25 (2) (a) AND 25 (2) (b) OF THE SECTIONAL TITLES ACT 95 OF 1986.

I, Johan Meiring, Professional Land Surveyor, hereby certify that Sheet ..... of ..... Sheets complies with Section 25 (2) of the Sectional Titles Act.

Date: \_\_\_\_\_

**NOTE:** The position, orientation and type of unit displayed on this plan is schematic and may be altered on condition that final construction complies with approved building plans and applicable Municipal By-Laws and Regulations. Constructed units may not exceed the areas as displayed on the Proposed Participation Quota beyond 5%, nor may the total number of units be increased.



## notes

BUILDING REGULATIONS AND ACT 1977 AND  
AMENDMENTS THEREOF AS WELL AS THE  
BYLAWS OF THE BUILDING AND ALCOHOL BY  
AND THE LAND TRUST IN THE U.S.A.

THESE DRAWINGS ARE TO BE READ IN CONJUNCTION  
WITH STRUCTURAL, CIVIL AND MECHANICAL ENGINEERS  
OF PLUMBING & ELECTRICAL DRAWING WORKS  
INCORPORATED.

ALL DIMENSIONS SHOWN ARE IN METERS (SEE  
ALCOHOL FOR FACTOR) AND SHALL BE OBTAINED  
FROM A SURVEYOR.

CONTRACTORS TO KEEP A FULL SET OF DRAWINGS ON  
SITE AND BE RESPONSIBLE FOR THE CORRECT  
SETTING OUT OF THE BUILDING ON THE SITE WHEN  
THE BUILDING IS BEING CONSTRUCTED. THE  
COURT AND BOUNDARY PEGS, AS WELL AS  
CHURNS SETTING OUT TO BE CONFORMED BY  
A REGISTERED LAND SURVEYOR.

ALL NEW REPAIRS AND SAFETY REQUIREMENTS TO  
BE STRICTLY ENFORCED.

THE DRAWINGS ARE THE PROPERTY OF THE CONTRACTOR.  
THEY ARE LOANED TO THE CONTRACTOR AND  
UNLESS OTHERWISE STATED, THE CONTRACTOR  
IS NOT TO REPRODUCE OR COPY ANY OF THE  
DRAWINGS.

revisions		
no.	date	description



Senior Architect Registrar (Civil) Arch RMU  
 contact  
 Tel: 041 3640487 Fax: 041 3640489 cell: 082 622 54  
 audio  
 former of 8th and hundred street newton can port elizabeth  
 practice  
 reg @ institute of architects / reg @ eou-nat 4048 h  
 vcep reg no. 4832 / pord hie reg no. PK 2130  
 mail  
 raynor-nelson @ yor-nat.co.uk  
 p.o. can 7257 newton can port elizabeth south africa

## EDGE PROJECTS

**PROPOSED NEW SECTIONAL  
TITLE SCHEME ON ERF 3049  
FAIRVIEW**

SITE DEVELOPMENT PLAN		
SCALE	DATE	DRAWN BY
1"=50' H	12/11/1977	HR
PROJECT NO.	DRAWING NO.	REV.
100 / 925	625 / 001	1/1

inspected and approved by:

the drawing is not valid without an official signature

inspected and approved by:

date of publication	date
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SECTION No.	FLOOR AREA ( Square metres )	PARTICIPATION QUOTA PERCENTAGE	SECTION No.	FLOOR AREA ( Square metres )	PARTICIPATION QUOTA PERCENTAGE
1	75	0.5504	48	98	0.7192
11	93	0.6825	49	98	0.7192
12	93	0.6825	50	98	0.7192
15	76	0.5578	51	98	0.7192
52	59	0.4330	53	98	0.7192
<u>PROPOSED EXTENSION TO SCHEME</u>					
2	98	0.7192	54	98	0.7192
3	98	0.7192	55	98	0.7193
4	98	0.7192	56	98	0.7192
5	98	0.7192	57	98	0.7192
6	98	0.7192	58	98	0.7192
7	98	0.7192	59	98	0.7192
8	98	0.7192	60	98	0.7192
9	98	0.7193	61	98	0.7192
10	98	0.7192	62	98	0.7193
13	98	0.7192	63	98	0.7192
14	98	0.7192	64	98	0.7192
16	98	0.7192	65	98	0.7192
17	98	0.7192	66	98	0.7192
18	98	0.7192	67	98	0.7192
19	98	0.7193	68	98	0.7192
20	98	0.7192	69	98	0.7193
21	98	0.7192	70	98	0.7192
22	98	0.7192	71	98	0.7192
23	98	0.7192	72	98	0.7192
24	98	0.7192	73	98	0.7192
25	98	0.7192	74	98	0.7192
26	98	0.7193	75	98	0.7192
27	98	0.7192	76	98	0.7193
28	98	0.7192	77	98	0.7192
29	98	0.7192	78	98	0.7192
30	98	0.7192	79	98	0.7192
31	98	0.7192	80	98	0.7192
32	98	0.7192	81	98	0.7192
33	98	0.7193	82	98	0.7192
34	98	0.7192	83	98	0.7193
35	98	0.7192	84	98	0.7192
36	98	0.7192	85	98	0.7192
37	98	0.7192	86	98	0.7192
38	98	0.7192	87	98	0.7192
39	98	0.7192	88	98	0.7192
40	98	0.7193	89	98	0.7192
41	98	0.7192	90	98	0.7193
42	98	0.7192	91	98	0.7192
43	98	0.7192	92	98	0.7192
44	98	0.7192	93	98	0.7192
45	98	0.7192	94	98	0.7192
46	98	0.7192	95	98	0.7192
47	98	0.7193	96	98	0.7192
			97	98	0.7193
			98	98	0.7192
			99	98	0.7192

SHEET 5			S.G.No. D		
			Approved		
			for Surveyor General Date		
SECTION No.	FLOOR AREA ( Square metres )	PARTICIPATION QUOTA PERCENTAGE	SECTION No.	FLOOR AREA ( Square metres )	PARTICIPATION QUOTA PERCENTAGE
100	98	0.7192	123	98	0.7192
101	98	0.7192	124	98	0.7192
102	98	0.7192	125	98	0.7192
103	98	0.7192	126	98	0.7193
104	98	0.7193	127	98	0.7192
105	98	0.7192	128	98	0.7192
106	98	0.7192	129	98	0.7192
107	98	0.7192	130	98	0.7192
108	98	0.7192	131	98	0.7192
109	98	0.7192	132	98	0.7192
110	98	0.7192	133	98	0.7192
111	98	0.7193	134	98	0.7193
112	98	0.7192	135	98	0.7192
113	98	0.7192	136	98	0.7192
114	98	0.7192	137	98	0.7192
115	98	0.7192	138	98	0.7192
116	98	0.7192	139	98	0.7192
117	98	0.7192	140	98	0.7192
118	98	0.7193			
119	98	0.7192			
120	98	0.7192			
121	98	0.7192			
122	98	0.7192			
			TOTAL	13626	100.0000
PLAN : SECTION 25 (2) (a) AND (b) SECTIONAL TITLE ACT 95 OF 1986					
I, Johan Meiring , Professional Land Surveyor, hereby certify that Sheet 5 of 5 Sheets complies with Section 25 (2) of the Sectional Titles Act.					
DATE : ..... LAND SURVEYOR PLS 0393-D					
NOTES : 1. Floor area measured to the median line of the boundary walls of each section to the nearest square metre					
LAND SURVEYOR : JOHAN MEIRING 10 CASSIA DRIVE SUNRIDGE PARK PORT ELIZABETH 6045 TEL (041) 3605159			NAME OF SCHEME : FAIRBROOK DRAWING TITLE : PROPOSED PARTICIPATION QUOTA SCHEDULE		

## **II. EXTENSION OF SCHEME**

### **a) Developers right - sect 25**

- Compliance certificate

### **b) Body corporate – sect 24**

- Approved building plans
- Resolution
- Power of attorney
- Occupancy certificate
- 10 % PQ deviation

SANDTON MANOR BODY CORPORATE  
PORT ELIZABETH

**SPECIAL RESOLUTION TAKEN AT A MEETING OF THE MEMBERS OF  
THE BODY CORPORATE OF SANDTON MANOR HELD IN PORT  
ELIZABETH ON THIS DAY.....**

RESOLVED HEREBY:

That ..... , ID Number .....  
and ..... , ID Number.....,  
married in Community of Property to each other, being the owners of Unit18  
(Section.....) Sandton Manor be granted permission in terms of Section 24 (3) of the  
Sectional Titles Act to extend the section in accordance with the approved building  
plans.

Signed by the Chairperson and members of the Body Corporate.

.....  
Chairperson

.....  
Member

.....  
Member

.....  
Member



Annexure "A"											
OLD				NEW				range		range	
SECTION	AREA	PQ	PQSEDEC	AREA	PQ	PQSEDEC	PERC	10%	10%	10%	10%
1	60	0.7244	0.72438	60	0.7154	0.71539	-1.24	0.79684	0.65196		
2	68	0.8210	0.82096	68	0.8108	0.81078	-1.24	0.9031	0.7389		
3	75	0.9055	0.90547	75	0.8942	0.89424	-1.25	0.99605	0.81495		
4	50	0.6036	0.60365	50	0.5962	0.59616	-1.23	0.66396	0.54324		
5	50	0.6036	0.60365	50	0.5962	0.59616	-1.23	0.66396	0.54324		
6	50	0.6036	0.60365	50	0.5962	0.59616	-1.23	0.66396	0.54324		
7	53	0.6399	0.63986	67	0.7989	0.79886	24.85	0.70389	0.57591		
8	53	0.6399	0.63986	67	0.7989	0.79886	24.85	0.70389	0.57591		
9	47	0.5674	0.56743	47	0.5604	0.56039	-1.23	0.62414	0.51066		
10	124	1.4970	1.49704	124	1.4785	1.47848	-1.24	1.6467	1.3473		
11	53	0.6399	0.63986	53	0.6319	0.63193	-1.25	0.70389	0.57591		
12	107	1.2918	1.29180	107	1.2758	1.27578	-1.24	1.42098	1.16262		
13	69	0.8330	0.83303	69	0.8227	0.82270	-1.24	0.9163	0.7497		
14	77	0.9296	0.92961	77	0.9181	0.91809	-1.24	1.02256	0.83664		
15	78	0.9417	0.94169	78	0.9300	0.93001	-1.24	1.03587	0.84753		
16	76	0.9175	0.91754	76	0.9062	0.90616	-1.23	1.00925	0.82575		
17	50	0.6036	0.60365	50	0.5962	0.59616	-1.23	0.66396	0.54324		
18	58	0.7002	0.70023	58	0.6915	0.69155	-1.24	0.77022	0.63018		
19	82	0.9900	0.98998	82	0.9777	0.97770	-1.24	1.089	0.891		
20	57	0.6882	0.68816	57	0.6796	0.67962	-1.25	0.75702	0.61938		
21	65	0.7847	0.78474	65	0.7750	0.77501	-1.24	0.86317	0.70623		
22	72	0.8693	0.86925	72	0.8585	0.85847	-1.24	0.95623	0.78237		
23	50	0.6036	0.60365	50	0.5962	0.59616	-1.23	0.66396	0.54324		
24	53	0.6399	0.63986	53	0.6319	0.63193	-1.25	0.70389	0.57591		
25	107	1.2918	1.29180	107	1.2758	1.27578	-1.24	1.42098	1.16262		
26	57	0.6882	0.68816	57	0.6796	0.67962	-1.25	0.75702	0.61938		
27	44	0.5312	0.53121	44	0.5246	0.52462	-1.24	0.58432	0.47808		
28	73	0.8813	0.88132	73	0.8704	0.87039	-1.24	0.96943	0.79317		
29	112	1.3522	1.35217	112	1.3354	1.33540	-1.24	1.48742	1.21698		
30	117	1.4125	1.41253	117	1.3950	1.39502	-1.24	1.55375	1.27125		
31	50	0.6036	0.60365	50	0.5962	0.59616	-1.23	0.66396	0.54324		
32	65	0.7847	0.78474	65	0.7750	0.77501	-1.24	0.86317	0.70623		
33	58	0.7002	0.70023	58	0.6915	0.69155	-1.24	0.77022	0.63018		
34	111	1.3401	1.34009	125	1.4904	1.49040	11.22	1.47411	1.20609		
35	78	0.9417	0.94169	78	0.9300	0.93001	-1.24	1.03587	0.84753		
36	80	0.9658	0.96583	80	0.9539	0.95386	-1.23	1.06238	0.86922		
37	57	0.6882	0.68816	67	0.7989	0.79886	16.09	0.75702	0.61938		
38	57	0.6882	0.68816	67	0.7989	0.79886	16.09	0.75702	0.61938		
39	71	0.8572	0.85718	71	0.8465	0.84655	-1.25	0.94292	0.77148		
40	63	0.7606	0.76059	77	0.9181	0.91809	20.71	0.83666	0.68454		
41	80	0.9658	0.96583	108	1.2877	1.28771	33.33	1.06238	0.86922		
42	129	1.5574	1.55741	129	1.5381	1.53809	-1.24	1.71314	1.40166		
43	130	1.5695	1.56948	130	1.5500	1.55002	-1.24	1.72645	1.41255		
44	130	1.5695	1.56948	130	1.5500	1.55002	-1.24	1.72645	1.41255		
45	131	1.5816	1.58155	131	1.5619	1.56194	-1.25	1.73976	1.42344		
46	131	1.5816	1.58155	131	1.5619	1.56194	-1.25	1.73976	1.42344		
47	131	1.5816	1.58155	131	1.5619	1.56194	-1.25	1.73976	1.42344		
48	132	1.5936	1.59363	132	1.5739	1.57386	-1.24	1.75296	1.43424		
49	153	1.8472	1.84716	153	1.8243	1.82425	-1.24	2.03192	1.66248		
50	179	2.1611	2.16105	179	2.1343	2.13426	-1.24	2.37721	1.94499		
51	158	1.9075	1.90752	158	1.8839	1.88387	-1.24	2.09825	1.71675		
52	158	1.9075	1.90752	158	1.8839	1.88387	-1.24	2.09825	1.71675		
53	160	1.9317	1.93167	160	1.9077	1.90771	-1.24	2.12487	1.73853		
54	158	1.9075	1.90752	158	1.8839	1.88387	-1.24	2.09825	1.71675		
55	183	2.2093	2.20934	183	2.1819	2.18195	-1.24	2.43023	1.98837		
56	161	1.9437	1.94374	161	1.9196	1.91964	-1.24	2.13807	1.74933		
57	159	1.9196	1.91959	159	1.8958	1.89579	-1.24	2.11156	1.72764		
58	159	1.9196	1.91959	159	1.8958	1.89579	-1.24	2.11156	1.72764		
59	158	1.9075	1.90752	158	1.8839	1.88387	-1.24	2.09825	1.71675		
60	159	1.9196	1.91959	159	1.8958	1.89579	-1.24	2.11156	1.72764		
61	139	1.6781	1.67814	139	1.6573	1.65733	-1.24	1.84591	1.51029		
62	143	1.7264	1.72643	143	1.7050	1.70502	-1.24	1.89904	1.55376		
63	161	1.9437	1.94374	161	1.9196	1.91964	-1.24	2.13807	1.74933		
64	160	1.9317	1.93167	160	1.9077	1.90771	-1.24	2.12487	1.73853		
65	154	1.8592	1.85923	154	1.8362	1.83618	-1.24	2.04512	1.67328		
66	160	1.9317	1.93167	160	1.9077	1.90771	-1.24	2.12487	1.73853		
67	159	1.9196	1.91959	159	1.8958	1.89579	-1.24	2.11156	1.72764		
68	159	1.9196	1.91959	159	1.8958	1.89579	-1.24	2.11156	1.72764		
69	152	1.8351	1.83508	152	1.8123	1.81233	-1.24	2.01861	1.65159		
70	217	2.6198	2.61982	217	2.5873	2.58734	-1.24	2.88178	2.35782		
71	165	1.9920	1.99203	165	1.9673	1.96733	-1.24	2.1912	1.7928		
72	162	1.9558	1.95581	162	1.9316	1.93156	-1.24	2.15138	1.76022		
73	159	1.9196	1.91959	159	1.8958	1.89579	-1.24	2.11156	1.72764		
74	158	1.9075	1.90752	158	1.8839	1.88387	-1.24	2.09825	1.71675		
75	160	1.9317	1.93167	160	1.9077	1.90771	-1.24	2.12487	1.73853		
76	159	1.9196	1.91959	159	1.8958	1.89579	-1.24	2.11156	1.72764		
8283				8387							

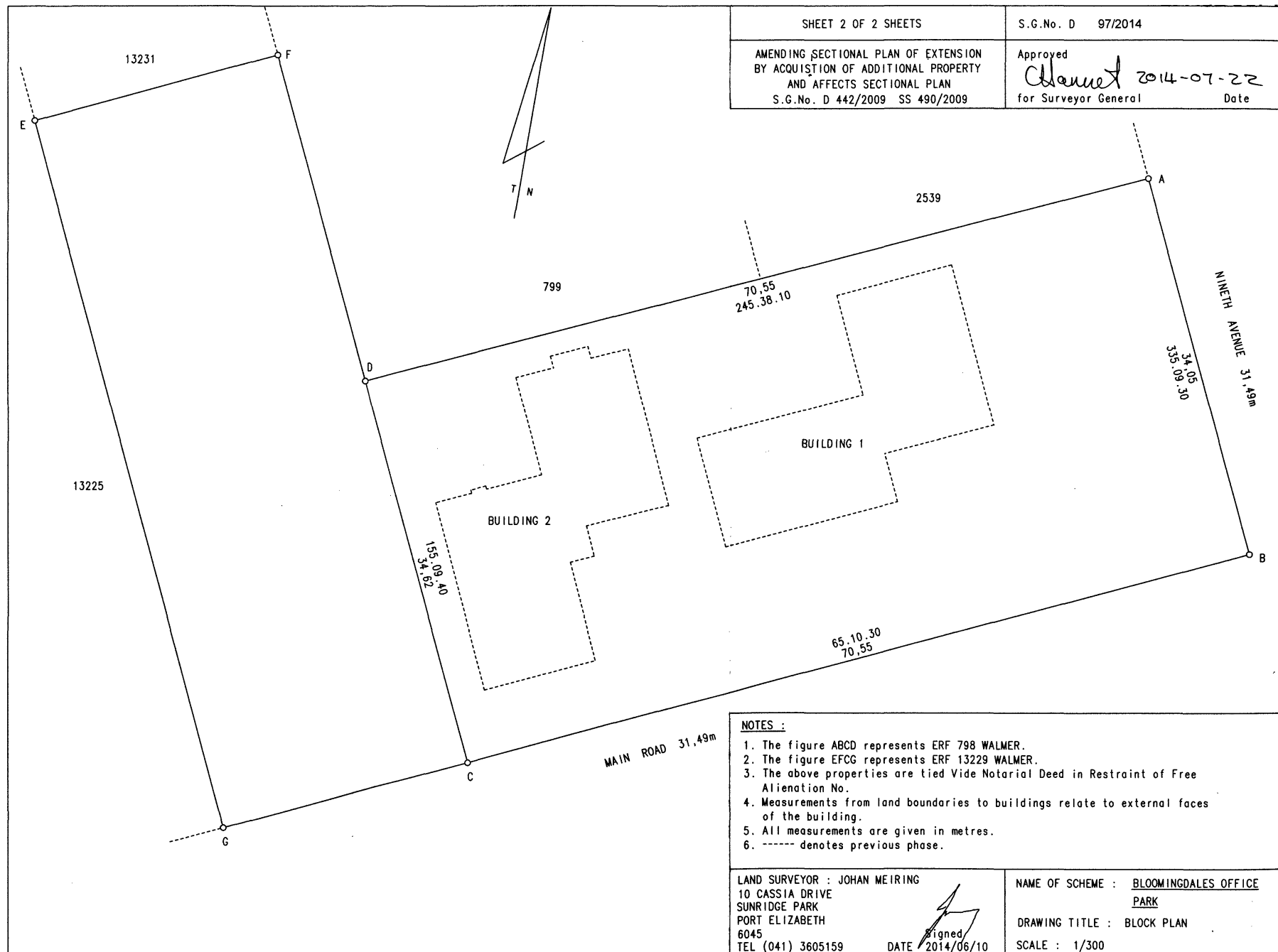


**III. CONSOLIDATION AND SUBDIVISION OF SECTIONS**

**IV. ACQUISITION OF COMMON PROPERTY**

**V. DESTRUCTION OF SECTIONS**

SECTIONAL PLAN No.SS	SHEET 1	S.G. No.D 97/2014
Registered at CAPE TOWN	OF	Approved
Registrar of Deeds	2 SHEETS	<i>Chamnet</i>
Date:		for Surveyor – General Date: 2014-07-22
AMENDING SECTIONAL PLAN OF EXTENSION OF SCHEME BY ACQUISITION OF ADDITIONAL PROPERTY IN TERMS OF SECTION 26 AND AFFECTS SECTIONAL PLAN S.G.No.D 442/2009 SS 490/2009		
<p><u>NAME OF SCHEME :</u> BLOOMINGDALES OFFICE PARK</p> <p><u>DESCRIPTION OF LAND ACCORDING TO DIAGRAM :</u> ERF 798 WALMER</p> <p>1. ERF 798 WALMER – in extent 2422 (two four two two) square metres.</p> <p>2. ERF 13229 WALMER – in extent 1412 (one four one two) square metres.</p> <p>Both situate in the Nelson Mandela Bay Metropolitan Municipality. Administrative District of Port Elizabeth. Province of Eastern Cape.</p> <p><u>DIAGRAM No.:</u></p> <p>1. S.G.No. 5543/1938</p> <p>2. S.G.No. 580/2014</p> <p><u>NAME OF LOCAL AUTHORITY:</u> NELSON MANDELA BAY METROPOLITAN MUNICIPALITY</p> <p><u>DESCRIPTION OF BUILDINGS :</u> 2 Buildings namely</p> <p>1. Buildings 1 and 2 as shown on Sheet 1 of Sectional Plan S.G.No. D 442/2009 SS 490/2009 and subsequent phases.</p> <p><u>ENCROACHMENTS ON THE LAND :</u> Nil</p> <p><u>CAVEAT IN RESPECT OF EXTENSION OF SCHEME:</u> The Developer reserves the right in terms of Section 25 to erect further buildings</p> <p><u>CERTIFICATE :</u></p> <p>I, Johan Meiring, hereby certify that I have prepared sheets 1 to 2 inclusive of this sectional plan from survey in accordance with the provisions of the Sectional Titles Act 95 of 1986 and the regulations framed thereunder</p> <p>Date : 2011/10/31 Signed <i>J</i> Land Surveyor</p> <p>Registration Number PLS 0393 – D J.MEIRING</p> <p>Address : 10 CASSIA DRIVE , SUNRIDGE PARK , PORT ELIZABETH , 6045</p>		
Survey Records No. 230/2014	Compilations : BO-8CC/Y41 (2066)	Gen. Plan



SHEET 7 OF 7 SHEETS		S.G.No. D 296/2000
AMENDING SECTIONAL PLAN OF CANCELLATION OF SECTION 4 AND AFFECTS SECTIONAL PLAN S.G.No. D 290/1993 SS 311/1993		Approved <i>T. L. M. M.</i> 2000.09.05 for Surveyor General Date
SECTION No.	FLOOR AREA ( Square metres )	PARTICIPATION QUOTA PERCENTAGE
1	183	14, 2857
2	177	13, 8174
3	183	14, 2857
5	186	14, 5199
6	183	14, 2857
7	183	14, 2857
8	186	14, 5199
TOTAL	1281	100, 0000
<p><u>CERTIFICATE :</u>          I, Johan Meiring, hereby certify that I have prepared sheet 7          inclusive of this sectional plan from survey in accordance with the          provisions of the Sectional Titles Act , 1986 , and the regulations framed          thereunder</p> <p>Date : 2000/08/10 Signed <i>[Signature]</i> Land Surveyor          Registration Number PLS 0393 - D</p>		
<p><u>NOTES :</u>          1. Floor area measured to the median line of the boundary walls of each section to          the nearest square metre</p>		
LAND SURVEYOR : JOHAN MEIRING 11 CASSIA DRIVE SUNRIDGE PARK PORT ELIZABETH 6045 TEL 3605159		NAME OF SCHEME : <u>THE BREAKERS</u> DRAWING TITLE : PARTICIPATION QUOTA SCHEDULE

## CONCLUSION:

- I once read a piece about management guru Peter Drucker, who is frequently quoted as saying “you can’t manage, what you can’t measure”. I hope that we have given you a very small glimpse of the actual process involved in the measurement of sectional title schemes. The key however, in my opinion is the challenge to accurately and clearly reflect those measurements in an easily understandable manner, to interpret the certainties and limits of those measurements, and finally, to apply such data to the sustainable and effective management of assets and people.





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# Hennie van Eck

**EQUITY DIRECTOR & HEAD OF LITIGATION  
- JOUBERT GALPINSEARLE ATTORNEYS**



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# LEGAL ASPECTS -SECTIONAL TITLE INSURANCE

Hennie van Eck



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# INTRODUCTION

- Community schemes have become popular over the years, particularly sectional title schemes
- Sectional schemes appoint managing agents and their duties include arranging insurance
- Some relevant legal aspects i.r.o. such insurance are highlighted



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# THE LAW

- Legislation

- Sectional Titles Act 95 of 1986 (STA)
- Sectional Titles Schemes Management Act 8 of 2011 (STSMA)
- Community Schemes Ombud Service Act, 9 of 2011 (CSOS)

- Rulings by Ombudsman

- Community Scheme Ombud Service (CSOS)
- Ombudsman for Short Term Insurance (OSTI)



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# LEGAL ASPECTS

- Body corporates
  - Maintain all buildings and common property
  - Insure all buildings and common property
  - Collect insurance contributions from home owners and pays premiums to Insurer
- Home owners
  - Repair and maintain their section and exclusive use areas
  - Notwithstanding body corporate insurance may take additional insurance to cover a higher replacement value and/or risks not insured by the body corporate



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# LEGAL ASPECTS CONT.

- Annually at the AGM
  - Schedule of insurance replacement values (buildings, units and improvements to common property) and
  - Determination of extent of insurance by body corporate
- Tri-annually
  - Body corporate must obtain a replacement valuation
- Copies
  - Body corporate (agent on its behalf) must keep records of all insurance policies as well as premiums paid



# RISKS TO INSURE



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RISK	LEGISLATION
Buildings for replacement value against fire and other prescribed risks	Section 3(1)(h) STSMA
Such other risks as the owners may determine by special resolution	Section 3(1)(i) and MR23(1)(a)(iii) STSMA
Risks that holders of registered 1 <sup>st</sup> mortgage bonds over not less than 25 % in number of primary sections by written notice to the body corporate may require to be covered by insurance	MR23(1)(a)(ii) STSMA
Fidelity Insurance, includes managing agents	Regulation 15 of CSOS and MR23(7) STSMA
Public Liability Insurance	MR23(6) STSMA
Lightning, explosion and smoke	Regulation 3(a) STSMA
Riot, civil commotion, strikes, lock-outs, labour disturbances or malicious persons acting o.b.o. or in connection with any political organisation	Regulation 3(b) STSMA
Storm, tempest, windstorm, hail and flood	Regulation 3(c) STSMA
Earthquake and subsidence	Regulation 3(d) STSMA
Water escape, including bursting & overflowing of water tanks, apparatus or pipes	Regulation 3(e) STSMA
Impact by aircraft and vehicles	Regulation 3(f) STSMA



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# THE INSURANCE POLICY MUST SHOW

REQUIREMENT	LEGISLATION
Specify a replacement value for each unit and exclusive use area	MR23(1)(b) STSMA
Restrict the application of any "average" clause to individual units and exclusive use areas, so that no such clause applies to buildings as a whole	MR23(1)(c) STSMA
A clause i.t.o. which the policy is valid and enforceable by any holder of a registered mortgage bond over a section or exclusive use area against the insurer notwithstanding circumstances which would otherwise entitle the insurer to refuse payment of the amount insured, unless the insurer terminates the insurance on at least 30 days' notice to the bondholder	MR23(1)(d) STSMA
May include provision for "excess" amounts to be paid by the member/home owner	MR23(1)(e)



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# NON-COMPLIANCE

- Failure to take out insurance/increase insurance/submit a claim
  - Owners can make Application to court
  - For an order requiring the association to
    - take out insurance
    - to increase the amount of insurance
    - take action i.t.o. a policy to recover an amount
  - “association” includes any structure that is responsible for the administration of a community scheme



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# CSOS OMBUD RULINGS

- Negligence must be proved
- **MAHARAJ v THE TRUSTEES OF MORNINGSIDE RIDGE BC**
  - Body Corporate gate closed and damaged claimant's vehicle
  - CIA Insurance refused the claim
    - No evidence of negligence by body corporate as per policy
    - Also body corporate contracted out of liability i.e. disclaimer notice
  - Gate beams were thereafter replaced
  - CSOS ruling
    - As beams were replaced it indicates they were faulty
    - However body corporate was not negligent
    - Claim is not covered i.t.o. policy
    - Disclaimer & Indemnity notice not a valid defence i.e. *"no one would expect a gate to randomly close on one's car"*
    - MR 23(6) i.e. Public Liability Insurance not applicable as no negligence by body corporate proved



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## CSOS RULINGS CONT.

- Insurance of buildings and common property excludes illegal structures
- *JORDAAN v TRUSTEES OF MAXI MEWS BODY CORPORATE*
  - Tiles fell on owner's awning and damaged owner's awning
  - Insurer found the awning was illegal i.t.o. the schedule of insured buildings and improvements
  - CSOS ruling
    - Damage was caused by a *vis major* to the owners section
    - The owner must take insurance for damage caused by *vis major* to owner's section
    - Damage to awning excluded from body corporate insurance as it was an illegal structure



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# CSOS RULINGS CONT.

- Body corporate must maintain common property
- *OPPERMAN v TRUSTEES OF PEARL GARDENS BC*
  - Owner claims damage to ceiling, cornice & walls of his garage
  - Damage due to failure to maintain roof which is part of common property
  - Insurer rejected similar claims and owners repaired own roofs. A precedent was set i.e. owners liable for own roof repairs
  - Owner claims body corporate must repair the roof
  - CSOS ruling
    - Body corporate had to repair & maintain common property
    - Body corporate must insure the common property
    - Insurer rejected claim due to lack of maintenance
    - Insurer's rejection upheld. Lack of maintenance is excluded
    - Body corporate must repair damage at its cost to owner's garage



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# OSTI OMBUD RULINGS

- Insurance only covers sudden and unforeseen risk
- ***WATER DAMAGE***
  - In July '12 new owner saw damp in kitchen & painted over it
  - Damp reappeared in Jan '13 & owner claimed
  - Damp caused by leak, which damaged cupboards & floors
  - Insurer rejected the claim. Damage over long period, was not sudden or unforeseen as per the policy wording
  - Leak wasn't disclosed to new owner on occupation in July '12
  - OSTI ruling
    - Damage occurred prior to new owner's occupation
    - However insurance does not cover damage left unattended, caused over long period, which was pre-existing and not sudden or unforeseen
    - Insurer's rejection upheld



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## OSTI RULINGS CONT.

- Insurance covers loss to property, not consequential damage
- **UNLAWFUL USE OF SIM CARD**
  - Body corporate's intercom & SIM card for intercom stolen
  - Thieves incurred illegal costs of R30k on stolen SIM card
  - Body corporate claimed R30K loss on the SIM card
  - Insurers rejected the claim. Is consequential loss, excluded from the policy, which only covers loss to property
  - OSTI ruling
    - Policy wording excludes consequential loss
    - R30k illegal SIM card costs not covered
    - Upheld insurer's rejection of claim



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# OSTI RULINGS CONT.

- Fair wear and tear excluded
- **WEAR AND TEAR**
  - Owner claimed for water damage to cupboards, tiles & electrical plug due to the unit above flooding
  - Insurer rejected the claim. Flood caused by pipe which burst due to gradual wear and tear
  - Policy wording excludes damage caused by wear and tear, gradual deterioration etc
  - OSTI ruling
    - Policy excludes gradual wear and tear
    - Upheld insurer's rejection of claim



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# CONCLUSIONS

- Insurance compliance is vital
- Managing agents are encouraged to understand and strictly comply with what is required
- The use of experienced, reputable and specialist insurance brokers and insurers are recommended
- Failure to comply can result in criminal charges and/or civil claims



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- Hennie van Eck & Lauren Cunningham
- T 041 396 9220
- E hve@jgs.co.za

# THANK YOU



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# Fausto Di Palma

DIRECTOR – SECTIONAL TITLE SOLUTIONS



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# Breakaway Session 7 – Venue D1

Compiled by Fausto Di Palma,  
Sectional Title Solutions



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## Topics for this Breakaway Session

### **1. Sectional Title Scheme Resolutions**

- 1.1. Unanimous Resolutions
- 1.2. Special Resolutions
- 1.3. Ordinary Resolutions
- 1.4. Trustees' Resolutions
- 1.5. Round Robin Resolutions

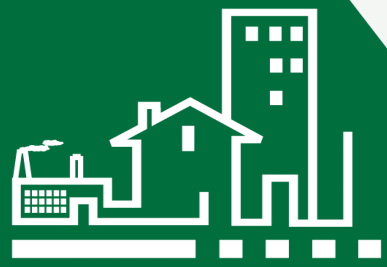
### **2. The Appointment of a Managing Agent versus an Executive Managing Agent**

### **3. Developer deviation from original approved SDA**

### **4. Cession of developer's right to extend the scheme**







# WHAT ARE THE RESOLUTIONS?

## Unanimous Resolutions

- All members at the meeting; or
- All members in writing

## Special Resolutions

- 75% of those present at the meeting; or
- 75% of all members in writing.

## Ordinary Resolutions

- Majority of the votes – calculated in value, of those present at the meeting.

## Trustees Resolutions

- Majority of the trustees voting – 50% plus 1



# WRITTEN CONSENT OF A MEMBER OR ALL MEMBERS

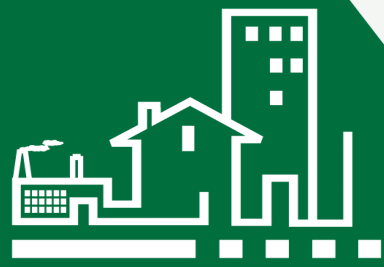
From any Unit Owner who is adversely affected by a unanimous or special resolution

From all members waiving their right to a meeting, if the BC wishes to take resolution without holding SGM

Sell a right or extension of a scheme to a third party

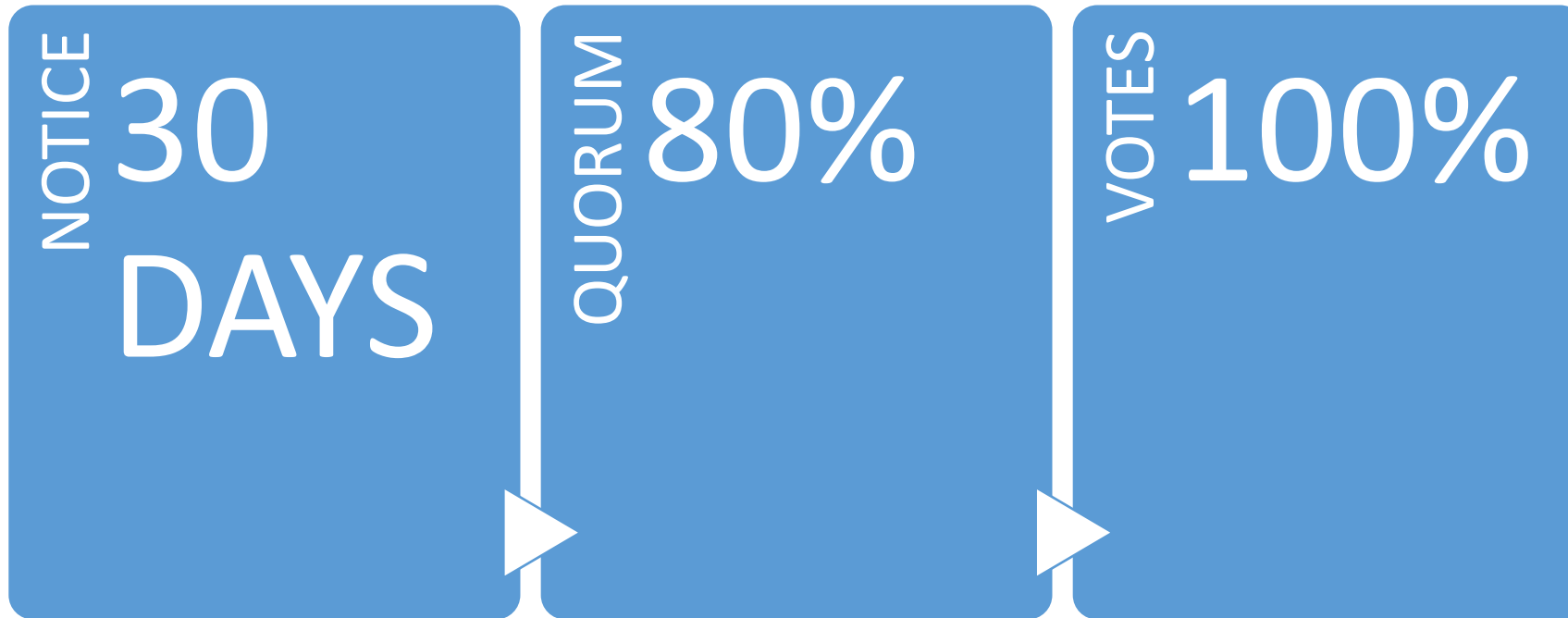
Consent to the use of a section or EUA other than for the purpose for which it was built





# PRE-REQUISITES FOR TAKING A UNANIMOUS RESOLUTION

**UNANIMOUS RESOLUTIONS**





# WHEN ARE UNANIMOUS RESOLUTIONS REQUIRED?

Sell any part of the CP

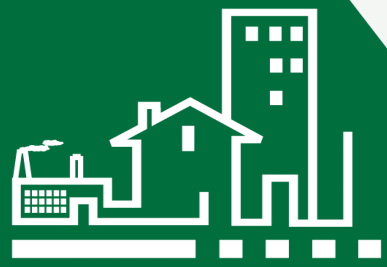
Rent land outside of the scheme



Effect improvements not reasonably necessary

To create a registered exclusive use right





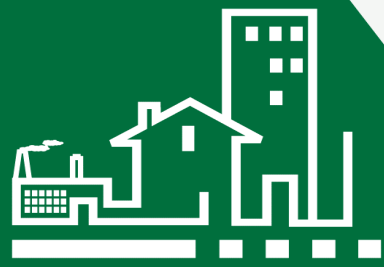
# WHEN ARE UNANIMOUS RESOLUTIONS REQUIRED?

Extend  
developer  
building  
timeframes

Add to, amend,  
or repeal  
management  
rules

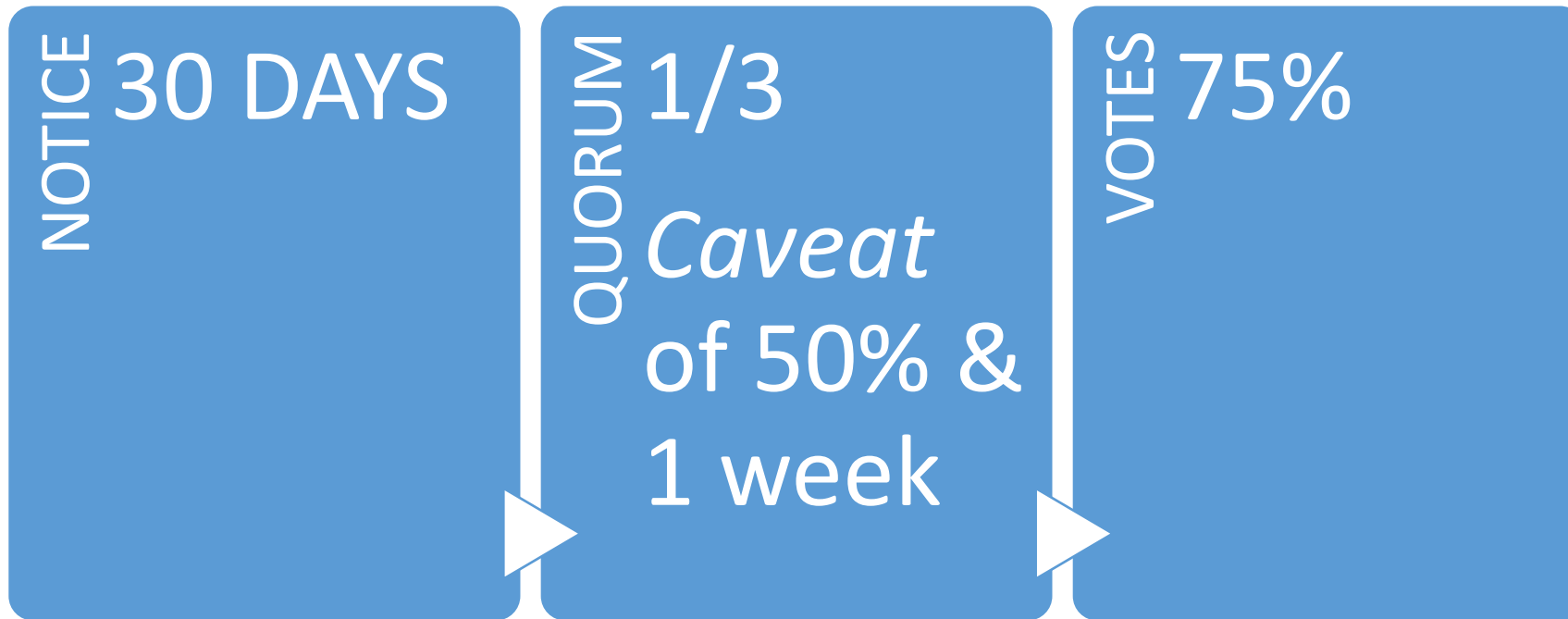
To deem  
destroy the  
scheme



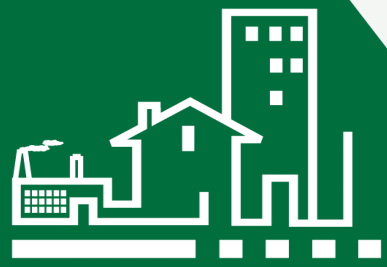


# PRE-REQUISITES FOR TAKING A SPECIAL RESOLUTION

## SPECIAL RESOLUTIONS







# WHEN ARE SPECIAL RESOLUTIONS REQUIRED?

Cancellation of  
an EUA

Insurance  
Against Certain  
Risks



Suing the  
Developer

Purchase, Sell,  
Hire or Let Units



# WHEN ARE SPECIAL RESOLUTIONS REQUIRED?

Borrow Money

Lease a Portion  
of CP

Create and  
Accept  
Servitudes

Extend the  
Floor Area of a  
Section

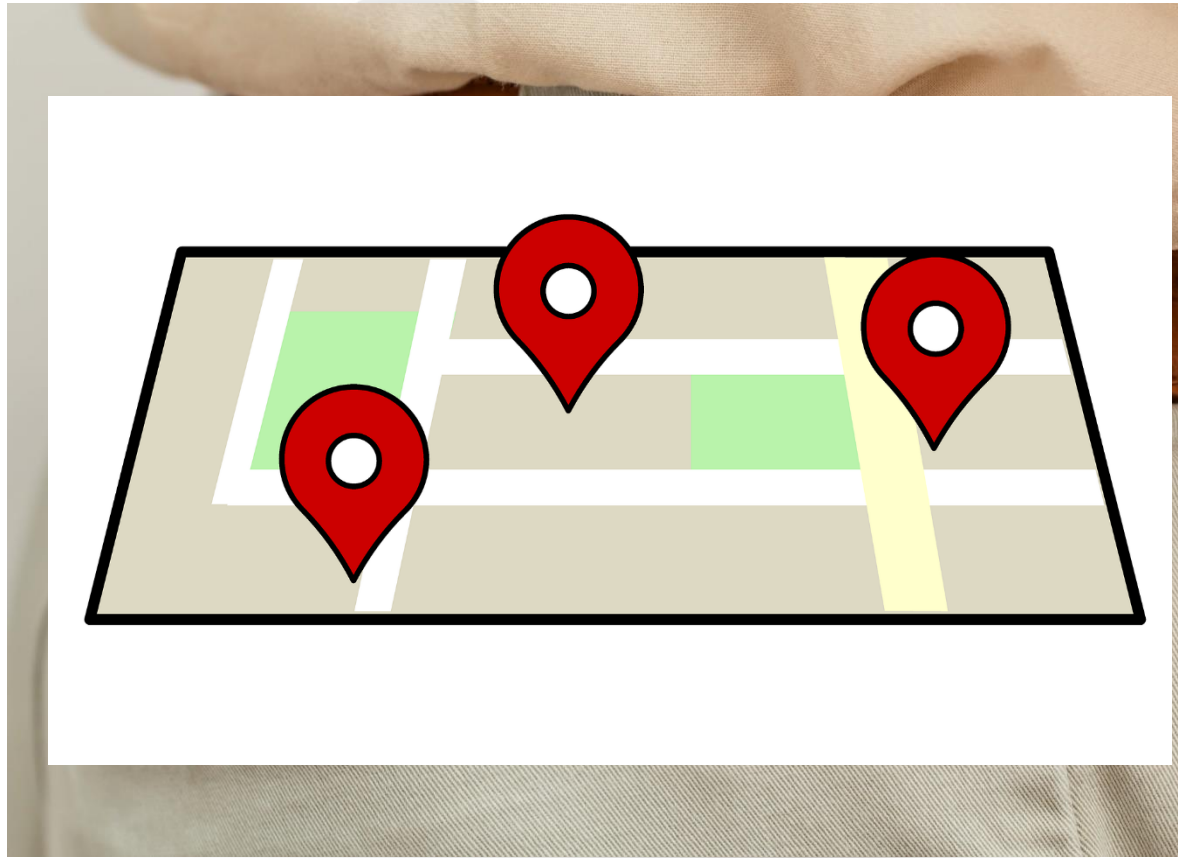




# WHEN ARE SPECIAL RESOLUTIONS REQUIRED?

Amend the  
conduct rules

Remunerate  
member  
trustees



Adjust weight of  
votes and levy  
contributions

Locality of a  
general meeting



# WHEN ARE SPECIAL RESOLUTIONS REQUIRED?

Appoint an  
Executive  
Managing Agent



Cancel a  
Management  
Agreement

Reasonably  
Necessary  
Improvements\*

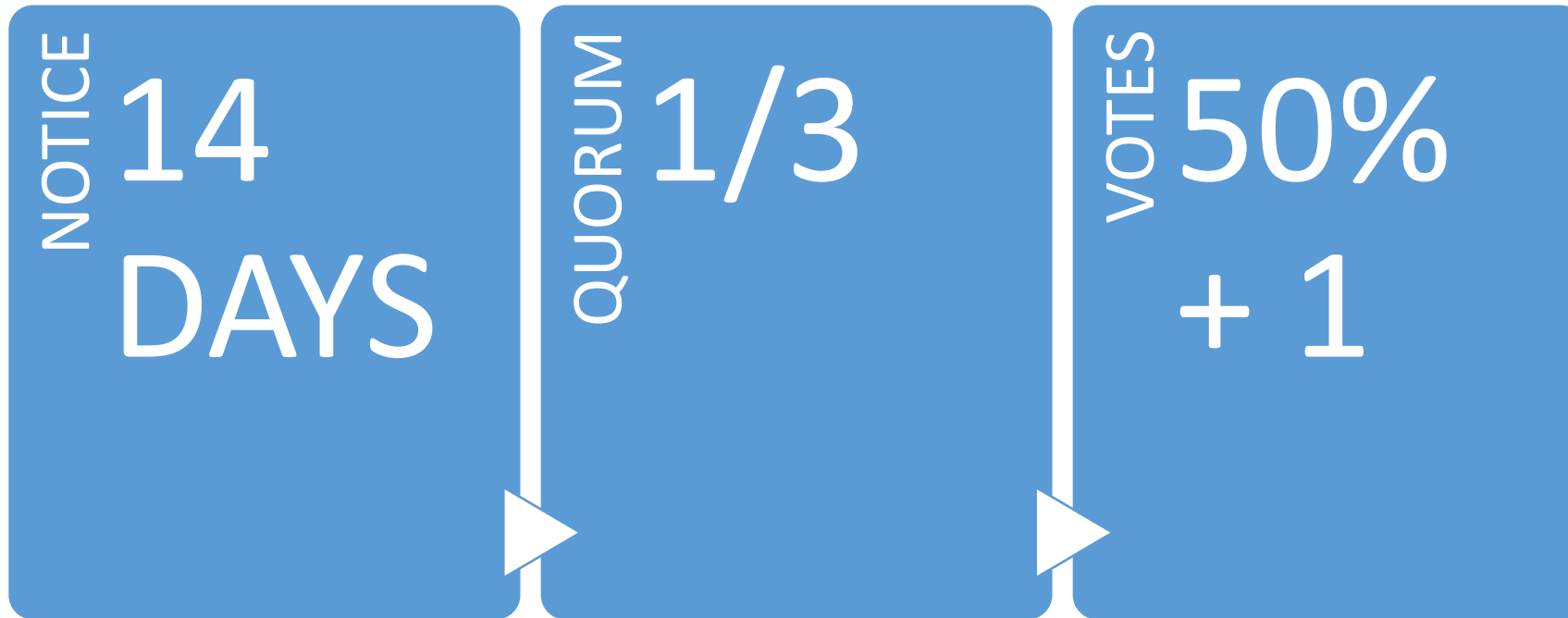


Install Pre-paid  
Meters\*\*



# PRE-REQUISITES FOR TAKING AN ORDINARY RESOLUTION

## ORDINARY RESOLUTIONS





# WHEN ARE ORDINARY RESOLUTIONS REQUIRED?

Install separate meters

To appoint a managing agent

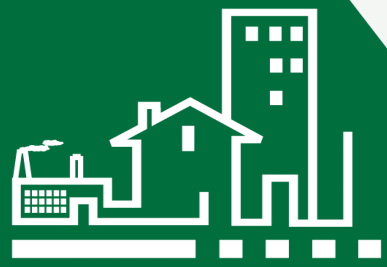
A close-up photograph of a hand with the index finger pointing towards the word "YOU". The background is a clear blue sky.

**YOU**  
**are fired!**

Remunerate a trustee who is not a member

To remove a Trustee or Chairperson





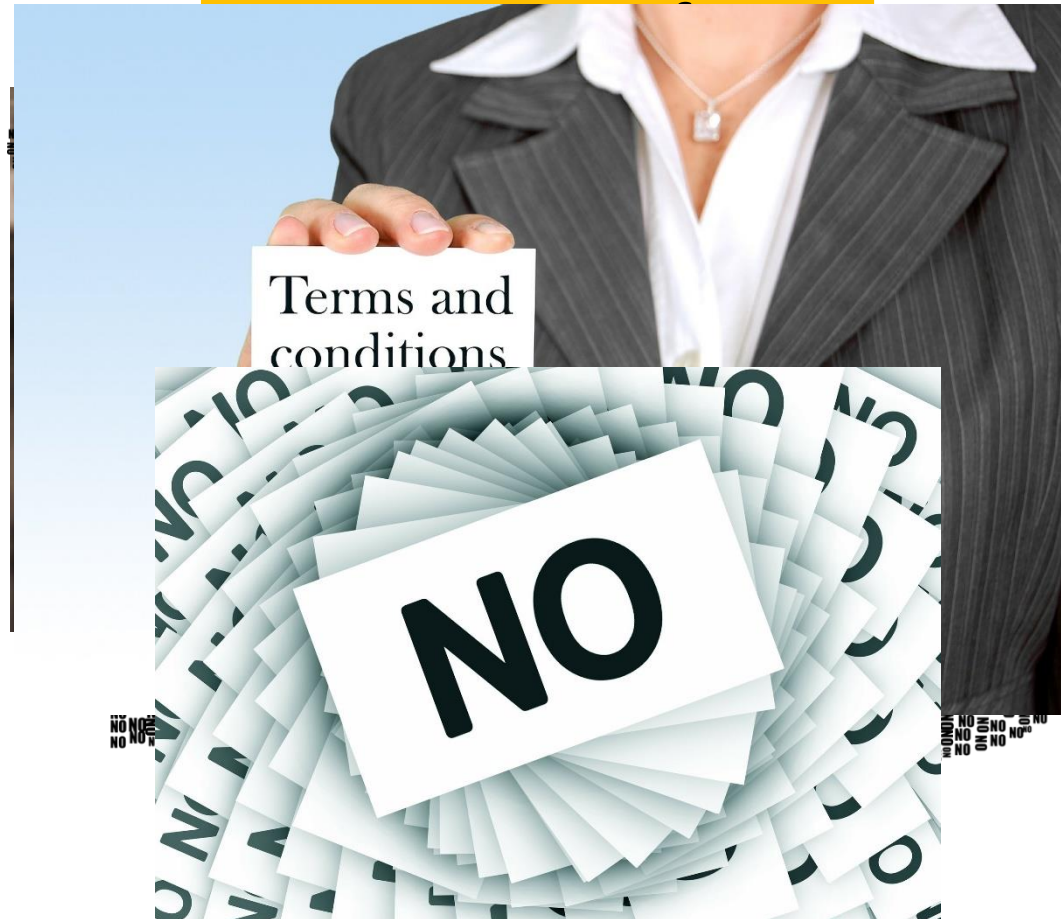
# WHEN ARE ORDINARY RESOLUTIONS REQUIRED?

Cancel  
management  
agreement in  
terms thereof

Withdraw

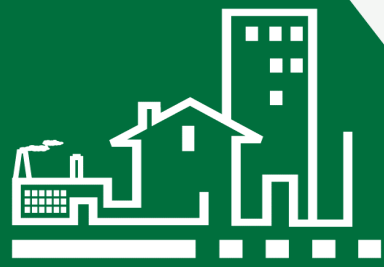
Refuse to renew  
the management  
agreement when  
expired

Give consent for  
building  
improvement on  
EUA



Prescribe  
reasonable  
conditions for use  
or appearance of  
building





# HOW CAN CSOS GET INVOLVED?

Declare that resolution was void or invalid

Give effect to a proposed resolution.





# PRE-REQUISITES FOR TAKING A TRUSTEE RESOLUTION

## TRUSTEES RESOLUTIONS

NOTICE 7 DAYS

QUORUM 50%, but  
not less  
than 2  
trustees

VOTES 50% + 1



# WHEN IS A TRUSTEE RESOLUTION REQUIRED?

Raise levies  
(normal and  
special) and  
increase them

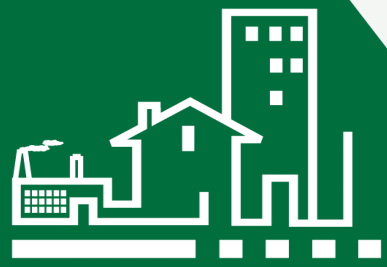
Authorise  
payments out  
of the funds



Charge interest  
on overdue  
amounts







# WHEN IS A TRUSTEE RESOLUTION REQUIRED?

Subscribe to services and join organisations

Set dates and agendas for future trustee meetings





# WHEN IS A TRUSTEE RESOLUTION REQUIRED?



Approach the  
CSOS

Resolve for  
short notice of  
a general  
meeting, and  
call one



ROUND ROBIN  
RESOLUTIONS





*more than  
one way*



DEVELOPER  
DEVIATION  
FROM THE  
ORIGINAL  
APPROVED SITE  
DEVELOPMENT  
PLAN







**CESSION OF THE DEVELOPER'S RIGHT TO EXTEND THE SCHEME**

*Thank You!*







# Questions

