

All Owners
Lake Stead Body Corporate
Goedehoop Street
IRENE



7 July 2018

Dear Owner,

LAKE STEAD BODY CORPORATE – SPECIAL RESOLUTION RATIFIED // APPOINTMENT OF EXECUTIVE MANAGING AGENT

We refer to the above Special Resolution taken at the adjourned Special General Meeting, and our correspondence of 28 June 2018.

We wish to advise that as per the correspondence, no signed written objection from 25% of the owners of Lake Stead Body Corporate has been received, the special resolution taken at the adjourned Special General Meeting is therefore deemed to have been passed.

Pretor Group has been appointed as the Executive Managing Agent for Lake Stead Body Corporate with effect of today's date, 06 July 2018.

The functions of the executive managing agent do not equate to a caretaker function, but in terms of Section 28 (3) of the Act, serves to replace the functions and exercise the powers otherwise performed by the Trustees.

Pretor will allocate a Maintenance Supervisor to the site whose duties and responsibilities will include:

- A site inspection of the premises at least on a monthly basis;
- Overseeing the appointment of contractors for any maintenance and repairs to the property;
- Being available to address emergency after hour calls in respect of electrical Faults, burst water pipes, security etc;
- Supervision of workers on site such as cleaners, gardeners and security officers;
- Providing, prior to the AGM, an annual inspection report to owners together with supporting photographs detailing the physical condition of the property and proposed maintenance to take place
- must arrange for the inspection of the common property at least every six months;
- must report at least every four months to every member of the Body Corporate on the administration of the scheme.

A formal hand over process will be arranged on site with the assistance of the former Trustees of the Body Corporate. An inspection of the Body Corporate buildings and common areas will be conducted and a report compiled.

Contact Persons

During office hours the contact persons for Lake Stead Body Corporate are as follows:

Portfolio Manager - Caroline Less 012 001 9054 or carolinel@pretor.co.za
Portfolio Assistant - Jolene Janse van Rensburg 012 001 9119 or jolenej@pretor.co.za
Pretor main line - 012 001 9000

For afterhours **emergency** calls, please contact Michiel Nel on 082 469 4002.

Fees

In addition to the usual fee charged in terms of the existing Management Agreement, the fees payable in respect of the services as Executive Managing Agent will be debited to the August levy accounts as of the 01 August 2018, the shortfall in respect of July will be raised on the August levy statements.

Please see attached schedule denoting the levies payable by each unit. Please make the necessary adjustment with your next levy payment.

Maintenance – sliding door/s

With regards to the project of maintenance to the sliding doors, if your sliding door has still not been attended to, please send an email in this regard to the writer hereof.

Assuring you of our best attention all times.

Yours faithfully



CAROLINE LESS
PORTFOLIO MANAGER