



ATT: OWNERS
RIETVLEI RIDGE COUNTRY ESTATE

29 January 2021

RE: RIETVLEI RIDGE APPLICATION FOR A POST BOX

Dear Owner/Resident,

We trust this communication finds you well.

Owners / residents of Rietvlei Ridge Estate are kindly advised that there are currently still post boxes available for rental, to enable owners / residents to have mail delivered directly to the estate. The post boxes will be allocated on a first come first serve basis, with the following to be noted in terms of costs:

- Post Box annual fee: R270.00
- Key Deposit: R120.00 (additional fee applicable to new applicants only)
- Total: R390.00

The costs as detailed above will be added to the levy accounts of applicants.

Interested owners / residents are requested to complete the attached application form, and return to the Estate Manager at estatemanager@rietvleiridge.co.za, where after your post box number will be e-mailed to you for your record and you may collect the post box key from the Estate Manager. This will also enable you to renew your postal address accordingly for the ensuing year.

Residents already hiring a post box and wanting to continue may only send an e-mail to moniquev@pretor.co.za and estatemanager@rietvleiridge.co.za to approve that R270.00 may be added to your levy account. Please take note that the once off rental fee will be debited to your levy account and will be payable with your next monthly levy.

Residents wanting to cancel their post box should inform the Estate Manager before the end of January 2021 and hand in the keys to the Estate Manager by no later than 28 February 2021 in order to receive your key deposit. You may however make use of the post box until the end of February 2021. Failure to cancel your post box rental for 2020 / 2021 will result in the automatic renewal of the post box and the rental fee will be debited to your levy account.

We trust the above is in order.

Kind Regards

Rietvlei Ridge Country Estate HOA Directors