Mandate of Trustee Sub-committees

1.0 Introduction

1.1 An Estate Manager has been appointed to manage Dolphin Beach. He/she has the mandate to manage all aspects from maintenance to sub-contractors such as Security within the allocated budget and direction from the Trustees. His/her delegation of duty places him/her at a single point of responsibility to execute his assigned duties and instructions from the Trustees.

1.2 The Trustees are managed within a Board of Trustees. The duties and responsibilities of the Board of Trustees are set-out in the Sectional Title Management Act, dated 7 October 2016.

1.3 At Dolphin Beach each Trustee is appointed a portfolio to manage as a sub-committee on behalf of the Board of Trustees. These sub-committees will function within a mandate given by the Board of Trustees.

1.4 This House Rule describe the general mandate of the Trustee functioning in a sub-committee as well as the specific mandate of sub-committee.

1.0 General Mandate of Trustees within a Sub-committee

1.1 Trustees are placed in a position of oversight and is not responsible for the day to day running of the portfolio. Oversight is divided into two aspects namely, giving direction as directed by the Board of Trustees, and control that the normal as well as directed tasks are done.

1.2 Direction. The applicable Trustee must give direction on the portfolio to the Estate Manager and or sub-contractor. The Trustee must clear the initial direction and any changes in direction with the Board of Trustees.

1.3 Control. The Trustee must monitor his/her portfolio at least monthly and report to the Board of Trustees on the success of the portfolio.

1.4 Normally these instructions are given at a sub-committee meeting and the minutes of the meeting serves as record of decisions. These meetings are normally attended by the relevant Trustee, the Estate Manager, relevant Trustee from Dolphin Four, the sub-contractor, any resident who wish to contribute, and maybe a specialist in the field.

1.5 Trustees must refrain from giving instructions to workers or staff members. The Estate Manager will give instructions to the staffs and direction to contractors will normally be given at the sub-committee meeting.

1.6 Contracts. It is advisable that contracts with contractors be revised every year and re-negotiated with at least two additional contractors not later than every 5 years.

1.7 Budget. The budget for the portfolio will be concluded in July of each year. The relevant Trustee is responsible to ensure that the correct budget is tabled for the portfolio. It is advisable that the budget is drawn up in co-operation with the contractor, Estate Manager, and Managing agent.

1.8 Expenditure. The relevant Trustee must monitor the expenditure against the approved budget. The Trustee will be held responsible for under or over expenditure. In general, the portfolio may expend within the guideline as authorised by the budget.

1.9 Very Urgent or Safety Maintenance. When a very urgent matter such as tiles blown off the roof, or a safety matter such as a lift emergency occurs the Estate Manager may use his discretion to attend to the emergency without prior approval. The Estate Manager should then inform the relevant Trustee as soon as possible.

1.10 Guideline to Expend as Authorised.

1.10.1 The Estate Manager may authorise expenditure within budget up to R 5000.

1.10.2 A relevant Trustee must authorise expenditure within the budget up to R 10 000. The signature of the Trustee must accompany the order and invoice.

1.10.3 The Board of Trustees must approve expenditure within budget above R 10 000. The Chairman's signature must accompany the order and invoice.

1.10.4 All out of budget expenses must be approved by the Board of Trustees. The Chairman's and relevant Trustee's signature must accompany the order and invoice.

1.10.5 Reports. The Trustee must table a report at each Trustee meeting giving insight into his/her oversight role.

2.0 Mandate for Each Portfolio

2.1 Garden

- The portfolio must be managed in co-operation with Dolphin Four Trustees.
- The contractor is governed by a contract and any changes to the contract or alternate contracts must be approved at a Trustee meeting.
- The scope of work includes aspects such as the aesthetic appearance and neatness of the garden and pathways, functionality of the irrigation system, and the management of the dunes within regulations.
- The overall appearance and discipline of staffs.

2.2 Cleaning

- The portfolio must be managed in co-operation with Dolphin Four Trustees.
- The contractor is governed by a contract and any changes to the contract or alternate contracts must be approved at a Trustee meeting.
- The scope of work includes aspects such as the cleaning of common areas such as foyers and passages, cleaning of common windows, and cleaning of the parking garages. Special attention must be given to the storage and removal of rubble.
- The overall appearance and discipline of staffs.

2.3 Security

- The portfolio must be managed in co-operation with Dolphin Four Trustees.

- The contractor is governed by a contract and any changes to the contract or alternate contracts must be approved at a Trustee meeting.
- The scope of work includes aspects such as the general safety of the residents and their property. Specific functions include the effectiveness of the CCTV system, the effectiveness of patrolling, the effectiveness and appearance of the entrance control, and the ability to conduct investigations into incidents.
- Controlling the conduct of residents according to the rules.
- Overall appearance and discipline of staffs.

2.4 Design Review Committee (DRC)

- The DRC must consider aspects relevant to both Dolphin Beach and Dolphin Four as instructed by the Design Guide Rules.
- The DRC must consider all applications for renovations and alterations and approve if it is within the guidelines.
- The DRC may appoint an architect or specialist to assist in determining if an alteration may proceed.
- Control of contractors dealing with alterations.
- Control of noise during alterations.
- The Chairman will report back on all approved plans and progress on implementation.

2.5 Building and Common Property Maintenance

- The building maintenance relates to all regular and abnormal building maintenance issues. This includes maintaining the common property.
- Specific and urgent attention must be given to water leaks in and between apartments to reduce serious damage. Common property leaks must be resolve urgently.
- Special attention must be given to maintaining the lifts according to regulation.
- Contractors may be used for electrical and plumbing work.
- All work must be done according to the Health and Safety act.
- Effectivity of maintenance staff to conduct their work.
- Specific attention must be given to all gas installations to ensure a safe environment.
- Ensuring that the maintenance budget is adhered to.

2.6 Pets

- Monitor that the pet applications have been done according to the rules.
- Put programmes in place to limit damage caused by pigeons.

2.7 Personnel

- The personnel are appointed on behalf of Dolphin Beach and Dolphin Four. The appointed Trustee of Dolphin Beach manages the personnel on behalf of both Bodies Corporate.
- The focus is to manage the Estate Manager and that he/she manages the staff appointed to him/her.
- The Estate Manager is governed by a signed contract with a detail standard operating procedure.
- Evaluation of the Estate Manager is done twice annually.
- The performance of the Estate Manager is evaluated annually, and his/her performance appraisal is determined by this evaluation.

- The administration of the office and personnel is regulated by means of a House Rule Personnel Procedure.

2.8 Finances

- The finances govern all financial oversight concerning budgeting and expenditure as well as oversight over the process of compiling final financial statements prepared by the auditors for the Body Corporate.
- Weekly check on Petty cash. Monthly check on Debit card expenses
- Confirmation of process with correct approving signatures from quote - orders - invoice – bookkeeping.
- Monthly oversight of expenditure compared to the budget.
- Oversight over asset register