



**SUMMARY OF GAMTOOS MOUTH HOMEOWNERS ASSOCIATION MANAGEMENT
STRUCTURE WITH EFFECT FROM JUNE 2021.**

JUNE 2021

1. INTRODUCTION

The Board of GAMHOA has resolved to update and clarify the management structure of GAMHOA with effect from June 2021.

The purpose of this document is to briefly summarise the various levels and components of the Management structure of GAMHOA.

It is important to note that management structures can change from time to time but until such time as the Board resolves otherwise, the management structure of GAMHOA with effect from June 2021 can be summarised as follows:

- 1.1 The Board of Directors.
- 1.2 The Executive Committee.
- 1.3 The Architectural Committee.
- 1.4 The Managing Agents
- 1.5 Gamtoos Office.

2. COMPOSITION AND ROLES

2.1 Board of Directors

The Board comprises of 3 elected homeowner Directors and 2 Directors appointed by the developer. The Board may co-opt additional homeowner Directors.

The Board is legally responsible for the overall management of the affairs of GAMHOA subject to the MOI and applicable laws and legislation. The Board is required to act in the best interests of GAMHOA and its members.

2.2 Executive Committee

The Executive Committee is a sub-committee of the board appointed in terms of paragraph 18.1 of the MOI to assist with the management of GAMHOA. Exco was established in response to the reasonable request by the majority of members that residents and members should have a closer and more active involvement in the management of Gamtoos. Although Exco is always subject to the authority of the Board (as legally required), it enjoys relative autonomy and decision making powers in various areas (as delegated and governed by board).

Potential Exco candidates will be suggested or proposed by homeowners, identified by the Board and/or may make themselves available. Once the potential members have been identified as aforesaid, Exco and its members will be appointed by the Board. Directors and the Operations Manager will not be Exco members. Members must be in good standing with GAMHOA and serve on the Exco for a period of 1 year from the 1 January to the 31 December of each year. The Exco may invite the Operations Manager to attend Exco meetings and the Board may invite the Exco Chairperson to attend Board meetings.

Exco consists of a Chairperson, Vice Chairperson and members with or without specific or general portfolios. Some of the potential portfolios are described in more detail below.

Exco members are volunteers and do not receive remuneration (but may be compensated for agreed expenses incurred in the performance of their duties).

Exco meetings normally take place monthly on the last Thursday morning of each month.

Role:

To assist management and facilitate the smooth running of essential activities and operations of the resort under direction of the Board of Directors. To act in the best interests of GAMHOA and its members.

It is important to note that the allocation or delegation of duties to Exco in no way derogates from the collective responsibility of the Board for all affairs of GAMHOA. This allocation and delegation is intended to strengthen the efficient operations and management of GAMHOA. (See bottom of page 3 for Portfolio descriptions).

2.3 Architectural Committee

The Arch Com is a sub-committee appointed by the Board in terms of paragraph 18.2 of the MOI. This committee consists of an Architect, a Director, at least 1 other Draughtsperson member and the Building Inspector. The Director member currently serves as the secretary of the committee and is the person who carries out the secretarial and administrative work of the committee. The Draughtsperson member assesses the plans and writes reports. These are discussed with the Secretary before distribution.

Arch Com meetings normally take place monthly on the last Thursday afternoon of each month or as close as possible thereto.

In order to assist with correct building and compliance to plans, etc, GAMHOA and the Arch Com make use of a building inspector (either an employee or a third party service provider). He is also a member of the Arch Com.

Role of Secretary to Arch Com - Plans.

To communicate and interact with Homeowners wanting to build or renovate and their Architects. To attend to plan submission requirements. To ensure compliance with the Building Code and other legal requirements, considering departures and strategic direction related to the interpretation and application of the Building Code to draw a line between the roles of GAMHOA and that of Kouga. To see to the allocation of plans. To peruse the draughtpersons reports, to alter if necessary and to send them to the Homeowner and Architect. To do a final review of draft plans after any re-submissions. To finally arrange the required stamping and signing exercise, once the plans are correct and approved by Arch Com.

Role of Draughtsperson.

To review and discuss the plans allocated to them. To do onsite inspections in relation to such plans and report on these draft plans to the monthly meeting. To compile reports in the required format on such draft plans.

Role of the Building Inspectorate - Compliance:

To monitor all planned and operational building activities. To do onsite inspections and monitor and give brief advice on questions from Homeowners regarding building activities. To complete and keep a written report of these activities. To ensure compliance with the Building Code and Site Instructions. To see to it that Homeowners comply with the all rules and regulations. To ensure that builders and workers comply with GAMHOA's applicable security requirements.

It is important to note that GAMHOA and GAMHOA's Building Inspector do not do any quality control in relation to building. Quality control remains the responsibility of the owner and the owner's professionals and is also overseen/managed by Kouga Town Planning Building Inspectorate.

2.4 Managing Agents

The Managing Agents are appointed by the board in terms of paragraph 18.1 of the MOI to assist with the management of GAMHOA.

GAMHOA'S current managing agent is the Bellbuoy Group who remain contracted on the basis of a Comprehensive Management Contract. Bellbuoy undertake all possible Accounting, Administrative and Legal Compliance functions as a full traditional managing agent.

Examples of Bellbuoy functions:

Full Financial and Accounting function, Debtors and debt collection; Budget preparation (with continued input from the Board and management and member suggestions), various communications, Consents and Clearance Certificates; Minutes of AGM and Board meetings, Despatch of notices; Homeowners register, Records, Matters of legal governance and communication, etc.

2.5 Gamtoos Office

The local Gamtoos Office is made up of employees of GAMHOA and was established in response to the reasonable request by the majority of members that a local office would assist with the more effective management of Gamtoos and would better serve members.

The employees of GAMHOA at the Gamtoos Office will be the following:

- Operations Manager
- Assistant Operations Manager
- Receptionist/Admin Assistant (Half day)
- Foreman and 3 Labourers

Gamtoos Office information and staff:

The Gamtoos Office is only open for members or other parties to visit from 08h00 to 12h00 Monday to Friday. Services will continue to include general liaison, accepting receipt of communications, general enquiries, boat permits, remotes, admin information, id tags, etc.

Any urgent queries or issues outside of these times can be directed to the Operations Manager on 083 789 7079 or the Assistant Operations Manager on 076 072 4751 or after hours and weekends on 076 072 4751.

The Operations Manager and the Assistant Operations Manager's positions are full time positions.

The Office Reception/Admin assistant position is a half day position (4 hours per day, 5 days per week).

The Foreman and Labourers positions are full time positions.

Each employee is appointed with fully detailed and general job descriptions for their position. These are reviewed as required.

The Gamtoos Office is headed and managed by the Operations Manager and all other staff report to him/her. The Operations Manager reports to the Board and Exco Chairperson, will attend Board meetings ex officio and will attend Exco meetings if invited by the Exco Chairperson.

After retirement of the current Operations Manager, the current Board is of the view that the serving Operations Manager should not be a director and should preferably not be a member of Gamhoa.

3. EXCO PORTFOLIO DESCRIPTIONS

Decisions of Exco will be taken by Exco at their meetings or by round robin resolution. In order to assist Exco (and ultimately the Board) in specific areas, Exco members may or will be given specific portfolios to concentrate on and to check. This will enable Exco (and the board) to be fully informed and briefed when making or considering decisions.

The functions and portfolio descriptions of Exco may change and develop from time to time, but set out below are brief descriptions (not intended to be exhaustive) of some of the portfolios envisaged.

3.1 The Exco Chairperson:

The Exco Chairperson will perform his/her duties under direction of the Board, will serve as the liaison between the Board and Exco and will attend Board meetings at the invitation of the Board.

Role:

To arrange and conduct monthly and other Exco meetings. To assist and direct the Operations Manager through the Chairman of the Board. To assist with the resolving of complaints and general liaison with members (in conjunction with other Directors or Exco members and the Managing Agent). To oversee the general affairs and operations of GAMHOA at Gamtoos. To perform duties and the role incidental to the Chairperson of Exco and the operation of Exco. To assist the board generally with financial oversight.

3.2 The Exco Vice Chairperson:

The Exco Vice Chairperson will assume the powers of the Chairperson in the absence or incapacity of the Chairperson and will generally assist the Chairperson and perform such duties assigned to him/her from time to time.

3.3 Security portfolio:

To assist the Exco to assess security at Gamtoos and generally assist the Exco and the Operations Manager (and the Board) in matters relating to security at Gamtoos. To ensure close co-operation with the Operations Manager and any local Neighbourhood Watch to ensure security matters are being attended to. Specific areas include or may include:

- To assess whether existing security measures are fully operational and to suggest remedial measures.
- To attend Community Police Forum meetings.

- To assist Exco and the Operations Manager in preparing/proposing security expenditure and annual budgets to present to the Board.
- To ensure communication with any Neighbourhood Watch, if there is one. In addition, to ensure that any agreed rosters for volunteers to do periodic gate access control inspections, camera monitoring and patrols are implemented.
- To ensure that maintenance or faulty security equipment issues are communicated to the Operations Manager for remedy.

3.4 PRO/website/communications portfolio:

To research, recommend changes and to ensure that the GAMHOA Website is kept updated. To assist in raising awareness of our website to Homeowners for reference and communication purposes.

To recommend general public relation matters of GAMHOA.

To assist in creating a positive image and strong relationship with members.

To assist with communication and information sharing with Homeowners through internal notices, notice boards etc.

3.5 Environmental portfolio:

To assess, advise on and recommend an Invader Eradication program, for staff to attend to.

To monitor the overall condition/status and landscaping of the Resort.

To monitor and advise on all environmental matters including recycling and refuse collection.

To monitor and advise on all environmental matters regarding the estuary, wetlands, trails and the slipway road.

3.6 Maintenance and engineering portfolio:

To monitor the general maintenance and engineering processes within the Resort. These include the water reticulation and the electrical reticulation systems. To monitor all the equipment maintenance and building maintenance. These buildings include the public ablution block, the boat houses, offices, substation and the Community Centre area (in conjunction with the head of the Community Centre Portfolio). Fencing, gates and grids are also included. To ensure resolved maintenance and other matters are attended to.

To check and report on the general condition of the roads and verges within the resort. Also to check on the general conditions of the District road 434 and its verges (in the vicinity of Gamtoos Mouth). Also to assist with communications with the National Roads Department thereon.

3.7 Slipway portfolio:

To assist in promoting and protecting this valued pristine facility and surrounds belonging to all Homeowners. To encourage Homeowners to abide by the Slipway Rules. To oversee general access regulations, use of boats, rules for visitors and the Slipway launching site protocol.

To report on the general appearance and maintenance of the Slipway area, roads, ablutions, braai facilities and picnic spots, etc.

3.8 Fire safety awareness portfolio:

To create fire safety awareness within the community. To encourage Homeowners to be involved as fire-fighting volunteers. To work closely with our in-house Fire officer and operations staff with regards to training of the volunteers. To arrange fire-fighting drills. To draw up a fire evacuation procedure. To assess the replacement or upgrading of the equipment. To ensure functionality of the equipment is checked and the valves are serviced.

3.9 Community Centre Portfolio:

To plan the development and operation of the Community Centre, including any Craft and Farmers Market. Final proposals are subject to Board approval. A sub committee will be formed to assist with this portfolio.

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