



BDM
PROPERTY
MANAGEMENT

BDM's Fidelity Fund Certificate number is 2021105652 (Ref no: F148205)



064 535 3802



info@bdmpm.co.za



www.bdmpm.co.za



11 Isimini Office Park,
Adj Mauritz Dommisie St
Hillary Drive, Bendor
Polokwane 0699

Trustees/Directors/Owners
Community schemes

Date: 2021

Attention: Sir/Madam

Proposal/Quotation for acting as Executive Managing Agents (EMA)

We refer to our telephonic/e-mail conversation regarding the above-mentioned proposal/quotation and would like to thank you for the opportunity in this regard.

We will manage the community schemes in line with the industry regulations and our package and fees are stated below.

Our comprehensive services include: (The services are dependent on whether there is a Managing Agent[MA])

1. Management of the community schemes

- Clear and crystal communiques amongst owners and relevant stakeholders
- Regular update and transformation regarding relevant laws & regulations to the owners and all relevant stakeholders
- Maintenance administration to arrange quotes, booking contractors and facilitating invoice approval (Where there is no MA)
- Keeping of approved contractors as maintenance partners (Where there is no MA).
- Having a dedicated team that report to the Chartered Accountants and Master Practitioner in Real Estate
- Recruitment of contractors and staff as required by the needs of the Community scheme (Where there is no MA)
- Drafting/Review of conduct rules of the community scheme

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2. Financial management and reporting

- Monthly levy billing and statement distribution supported by progressive credit control procedures
- Payment of and accounting for approved expenses, including salaries and wages (if applicable)
- Arranging for sectional title schemes to ensure appropriate insurance cover at competitive rates.
- Administration and disbursement of claims (Where there is no MA).
- Surplus funds invested in call accounts to maximize interest earnings
- Review of the monthly financial reports approved by Chartered Accountants and Master
- Practitioner in Real Estate
- Completion and submission of statutory returns (CSOS, UIF, PAYE. Income Tax returns), if applicable
- Preparation/Review of the budget and the 10-year maintenance plans for Owners' approval
- Preparation of the Annual Financial Statements using reputable accounting software application
- Annual audit preparation

3. Statutory and advisory services

Attendance of Owners' meetings quarterly meetings (4) as well as the Annual General Meeting (1). Any other meetings will be charged separately.

- Preparation and distribution of notices of meetings, agendas and minutes (Where there is no MA).
- Organization and minuting of the Trustees' meetings and the Annual General Meeting (Where there is no MA).
- Ensuring compliance with the industry regulations (CSOS & STSMA)
- Immediate advisory service regarding provisions of the Sectional Title Scheme Management Act and other relevant legislation
- Submission of the Annual returns (SARS) and quarterly reports to CSOS
- Financial advisory including the cost cutting measures
- Partnering with debt collectors to collect the outstanding levies



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4. Learning and development

- Training of stakeholders regarding the laws and regulations
- Training of POPI Act to all relevant stakeholders

5. Collection of outstanding levies

- We partnered with Nazia Carrim Attorneys to collect outstanding levies not collected from owners.
- The Attorney will render the service at agreed terms, conditions & cost to the community scheme.
- All the legal and administrative costs will be charged to owner handed over
- The handing over of outstanding levies will be in terms of Approved policies and/or written resolutions

6. Site visits

- We will perform site visits or inspections once a quarter (minimum) to ensure compliance by all stakeholders (Visitors, owners, tenants)

7. Accounting and administrative software

- Our accounting system (WeConnect) is integrated with administrative issues (rules, penalties, CSOS compliance etc)
- Our system encourages Transparency - Owners and Trustees will have access to the system, with limited functionality.

8. Other matters

- Our package includes preparation of the financial statements. Therefore, community scheme will save accounting fees



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Our fee

<i>Function</i>	<i>Fees</i>	<i>Fixed/Variable</i>
Communities with Managing Agent	R 170 per unit	Fixed
Communities without Managing Agent	R250 per unit	Fixed

Our fee is negotiable based on affordability of the community schemes/Associations.

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Our executive team

Oupa Baloyi AGA (SA), MPRE – Chief Executive Officer and Principal

- Qualified Master Practitioner in Real Estate and Associate General Accountant
- Woodhill Task Team Advisor
- Registered Tax practitioner and has been audit manager responsible for the audit of Community schemes and homeowner’s association for the past 3 years
- Chairperson of the Malelane Board of Trustees for the past 3 years (35 units)
- Responsible for BDM & client’s compliance, review of monthly reports, Budgets and Annual Financial Statements



Disego Debeila CA (SA) – Chief Operating Officer and Secretary

- Qualified Chartered Accountant, tax practitioner and successfully completed the Independent Regulatory Board of Auditors (IRBA) programme gaining eligibility to be a registered auditor
- Former trustee in Butia Manor Community scheme (18 units), financial advisor and the board member in various non-profit organizations
- Responsible for BDM & client’s operations, legal matters and record keeping for BDM and clients.
- Furthermore, review of monthly reports, budgets and Annual Financial Statements



Ally Moholola CA (SA) – Chief Financial Officer

- Chartered Accountant and Accredited Trainer
- Chairperson of Board of Trustees of Bendor Gardens Community scheme (82 units) for the past 3 years
- Responsible for learning & development through facilitation of client’s trainings on laws and regulations in the industry
- Furthermore, he will be responsible for the preparation of budgets, monthly financial reports, cash flow forecasts, review of levies and annual financial statements.

Our accountants and administrators

Meet our two energetic and friendly accountants and administrators

Jane Rankoe – Accountant and administrator

- Diploma in Financial Management
- Experience in accounting and administration
- Responsible for processing accounting transactions and administrative matters for clients

Thresho Masingi – Accountant and administrator

- Diploma in Financial Management
- Experience in accounting and administration
- Responsible for processing accounting transactions and administrative matters for clients

Compliance with EAAB

As a compulsory requirement for all Managing Agents who are Real Estate Agents by definition, we are compliant with the Estate Agency Affairs Board (EAAB)

BDM has been approved by CSOS as part of the Executive Managing Agents Panelist for the next 3 years. Refer to business profile and website (www.bdmpm.co.za) for more details about executive team's qualifications and experience including company service.

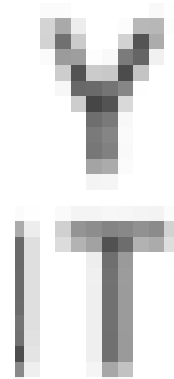
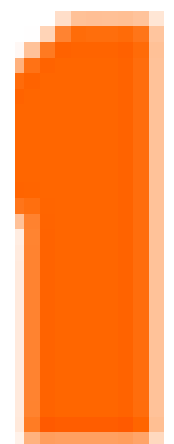




References

Clients database

<i>Client Names</i>	<i>Location</i>	<i>Representative</i>	<i>Contact</i>
1. Penina Ext 2 Home Owners Association	Polokwane - Penina Park	Chairperson: Mr M Mkhathshwa	074 610 1419
2. Glen Tana Body Corporate	Polokwane - Ladanna	Chairperson: Prof Sello Sithole	082 200 5109
3. Butia Manor Body Corporate	Polokwane - Ladanna	Chairperson: Mr Mamorobela	081 401 1782
4. Shaluka Plains Body Corporate	Polokwane - Penina Park	Chairperson: Mr M Mkhathshwa	074 610 1419
5. Ismini 11 office park - Commercial	Polokwane - Bendor	Chairperson: Mrs Janique Bothma	083 296 9259
6. Bendor Reach Body Corporate	Polokwane - Bendor	Chairperson: Ms M Rapetsoa	082 436 1281
7. Irene's Place Body Corporate	Johannesburg - Randburg	Chairperson: Ms C Mahlangu	074 491 4726
8. La Toscana Body Corporate	Polokwane - Hoog Street	Chairperson: Ms L Muneri	072 336 1853

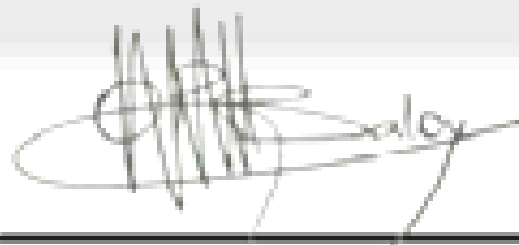


External Parties

<i>Associate Name</i>	<i>Representative</i>
1. Nazia Carrim Attorneys	See attached testimonials
2. F Morathi Inc - Auditors and Chartered Accountants	See attached testimonials

Please do not hesitate to contact me for further clarity.

Yours sincerely,



Oupa Baloyi AGA (SA)
Chief Executive Officer
Email: info@bdmpm.co.za
Contact: 072 125 0182



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

FIDELITY FUND CERTIFICATE

VALID FROM DATE OF ISSUE TO 31 DECEMBER
OF THE UNDERMENTIONED YEAR

BDM PROPERTY MANAGEMENT AGENCY (PTY)LTD

2021

26 THABO MBEKI STREET, OFFICE 10 A SMIT BUILDING
POLOKWANE
POLOKWANE
LIMPOPO
0700

Date of Issue

01/01/2021

Capacity

FIRM

Certificate Number

2021105652

Full Names

Name of firm/Company/Close Corporation

BDM PROPERTY MANAGEMENT AGENCY (PTY)LTD

Endorsement

NIL

This is to certify that subject to the provisions of act 112 of 1976
the entity whose name appears on this certificate has complied with
the provisions of section 16 of act 112 of 1976 and the regulations
promulgated in terms of the said section



FOR AND ON BEHALF OF THE
ESTATE AGENCY AFFAIRS BOARD



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

V1105141

08/07/2020

Annual Levy: R 0.00

BDM PROPERTY MANAGEMENT AGENCY (PTY)LTD
TOTAL:

R 0.00

63 WIERDA ROAD EAST, WIERDA VALLEY, SANDTON, PRIVATE BAG X10, BENMORE 2010
TEL: 011 285 2222 FAX: (011) 880 9831



BDM PROPERTY MANAGEMENT

Ref. No. F148205

No. 2021105652

IS THE HOLDER OF
FIDELITY FUND CERTIFICATE

Valid until: 31/12/2021



RESTRICTIONS
ESTATE AGENTS FIDELITY FUND CERTIFICATE



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