



## Anton van Wyk, Chairperson Welcome Note

It gives me great pleasure to welcome you as a new homeowner to Arabella, our beautiful, tranquil estate and most importantly, your new home.

### Introduction

The Home Owners Association of the Arabella Country Estate is a “non-profit company with members” governed by a Board of Directors. The Board functions within the rules set by the Companies Act and Memorandum of Incorporation, and with the powers and authority as set out therein. A process involving of sub-committees was introduced to provide, an opportunity for a larger number of Home Owners to participate in the affairs of the Estate and assist the Board in making decisions that affect the running of the Estate.

In addition to our Board and Committee structures, we have a small dedicated and highly professional team of employees who support the day-to-day activities of the estate. This team of Michelle Wood (Communications and Environmental Officer), Lida Louw (Accounts) and Riaan de Lange (Security Manager) is led by Lawrence Manser. Lawrence also manages, by Service Level Agreements, our service providers that cover landscaping, infrastructure and security.

The board comprises a minimum of six directors, who are elected in compliance with the MOI, in summary being:

- The Residential Owners are entitled to nominate 2 Homeowner Directors. The current Homeowner Directors are Anton van Wyk (Chairperson of the HOA Board) and Charl Louw.
- Southern Sun is entitled to nominate 3 directors and they are Samantha Clingham (Director of Operations), Melanie Brenner (Financial Manager) and Rosa van Onselen (Company Secretary)
- The manager, Lawrence Manser is an ex officio Director as contemplated in section 66(4) of the Act (*See the HO Documents for the Organisational Chart and the MOI*).

The appointment of alternate directors assists in succession planning whereby directors can be appointed with experience as an Alternate or being extensively involved in committee structures.

### Committees:

In accordance with the MOI, the board has standing committees, namely the Aesthetics, Security, Fauna and Flora, Marketing, Engagement and the Audit & Risk Management Committees. We also have the Arabella Homeowner Community Trust which was established in 2020. Each committee has formal terms of reference/charter as approved by the board. We distribute a quarterly report to all homeowners to share information and update homeowners on what has been achieved over the past 3 months by the various committees.

The **Audit and Risk Management Committee** is tasked with providing appropriate recommendations to the Board of Directors of the HOA on all matters regarding Finance, Audit and Risk and serves as the primary resource of the Board in this regard. It is a committee appointed by the board of directors of the HOA for the duties assigned to it by the Board subject to the MOI. Its purpose is to assist the Board in fulfilling its oversight responsibilities relating to Risks, Audit and Finance of the Estate.

The **Aesthetics Committee** is tasked with providing appropriate recommendations to the Board of Directors of the HOA on all matters regarding Aesthetics and serves as the primary resource of the Board in this regard. This Committee has the specific delegation of the Board to make decisions based on the Estate’s Architectural and Building guidelines inclusive of approving or rejecting building/alteration plans. An independent professional consultant advises the members of this Committee to ensure the consistent implementation and continuous improvement of the Aesthetic and Building Guidelines. This Committee meets at least every second month.

The **Security Committee** is tasked with providing appropriate recommendations to the Board of Directors of the HOA on all matters regarding Security and serves as the primary resource of the Board in this regard. Their key objective are to retain the high levels of safety and security at Arabella Country Estate and assist the Estate Manager in pursuing a Secure Estate.

The **Marketing Committee** is tasked with providing appropriate recommendations to the Board of Directors of the HOA on all matters regarding Marketing and serves as the primary resource of the Board in this regard. The key objective are to enhance the Arabella (Country Estate) Brand. Reach a clearly defined audience and Influence its purchasing behaviour. Create and maintain relationships with prospective buyers and other relevant external audiences

The **Fauna and Flora Committee** is tasked with providing appropriate recommendations to the Board of Directors of the HOA on all matters regarding Fauna and Flora and serves as the primary resource of the Board in this regard. The key objectives are to enhance Fauna & Flora on Arabella Country Estate and to assist the Board in decision-making regarding Fauna & Flora management on the Estate.

The **Engagement Committee** is tasked with providing appropriate recommendations to the Board of Directors of the HOA on all matters regarding internal (to the Estate) Engagement and communication and serves as the primary resource of the Board in this regard. The key objectives entail social engagement, accountability and responsiveness through mutual inclusivity to create a sense of community amongst all stakeholders at Arabella Country Estate.

The **Arabella Homeowners Community Trust** was formally established in 20210 The Trust operates independently of the HOA but is required to provide reports regarding its activity to the Board. The key criteria for the Trust is to strike a balance between meeting basic needs for food and shelter supporting interventions aimed at empowering community residents, and enhancing educational and related needs.

The committees and the board meet quarterly with an AGM at the end of each year.

Anton van Wyk

Chairperson HOA Board of Directors