



Springerbaai

SPRINGERBAAI COASTAL ECO ESTATE



MANAGEMENT PLAN

February 2021

PURPOSE OF THE DOCUMENT

- Provides a background and description of the estate.
- Explain the legal environment of the Estate and Homeowners,
- Lists the Key documents that should ensure transparency and continuity amongst trustees and management,
- To provide consistency and guidance in the management of the estate

ETHOS OF THE ESTATE

The Homeowners of the Estate are people that have a love for the natural beauty of the environment and in general want to create an eco-friendly existence amongst fauna and flora.

The estate:

- is eco-friendly.
- has an unspoilt beach.
- has indigenous vegetation, valleys, plains, and dams.
- has large and small animals and birds.
- conserves the flora and fauna.
- has secure remote-control access outside business hours.
- does not have tarred roads or streetlights.
- does not have an electric power grid, but relies exclusively on solar energy, gas and other eco energy sources with silenced generators for back-up purposes.
- has its own solar powered eco-friendly sewage system.
- is limited to 117 residential erven and
- offers peace and tranquillity to man and beast.

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1 VISION

The vision of Springerbaai is to sustain a secure and protected estate for peaceful, healthy and safe co-existence of human, animal and nature by living in a harmonious environment where the needs of each are balanced.

The vision supports the unique Ethos of Springerbaai by conserving the indigenous fauna and flora, maintaining the aesthetic architecture, using friendly, sustainable energy sources and limiting disturbance to the natural environment whilst allowing for enjoyment of the property by the owners and appreciation of their investment.

2 BACKGROUND & LEGAL ENVIRONMENT

Springerbaai Eco-Estate is a private estate, approved *inter alia* by Cape Nature Conservation. The estate was managed jointly by the Developer (until the date of transfer of the last erf in the estate) and is now managed by the Springerbaai Homeowners' Association ("HOA"). The Association is a non-profit organisation which is governed by its constitution which has been approved by SARS.

The main business of the HOA is the general management and administration of the estate. The HOA has a Constitution which regulates the Powers of the Trustees and describes the functioning of Meetings of Trustees and Homeowners.

A board of Trustees of the HOA are legally responsible for the Affairs of the estate. According to the Constitution, the Trustees have broad powers subject to specific decisions taken at General Meetings of the HOA. The Trustees are entitled to issue Regulations and Procedures governing the operations and finances of the Estate.

An Estate Manager & Superintendent with other staff manage the estate under the guidance of the Trustees.

3 MAIN OBJECTIVES OF HOMEOWNERS ASSOCIATION AND TRUSTEES

The main management objectives of the Trustees are the:

- Preservation of the eco-friendly environment on the estate
- Maintenance of the public infrastructure and
- Protection and securing of the Estate's public assets and wildlife.

This is achieved by:

- Enforcing the rules and regulations as stipulated in the Constitution.
- Applying the various Policies and Procedures as developed
- Regular Trustee meetings in which detailed objectives and ongoing actions are created and implemented.

4 DETAILED OBJECTIVES FOR 2020:

The following portfolios and detailed objectives were developed by Trustees over the years and are reviewed regularly or at least once per annum.

4.1 GENERAL MANAGEMENT & HUMAN RESOURCES

4.1.1 Objectives for General Management:

- Trustees and Management to work well together for the aim of achieving the estate's vision.
- Ensure the sustainability of Springerbaai.
- Provision of clarity of roles in terms of clear objectives and agreed procedures.
- Management & Trustees to provide continuity in estate affairs.

4.1.2 Objectives for Human Resources:

- Ensure the right skills are employed to meet all the objectives of the estate.
- Fair treatment of staff and limit staff turnover through fair management practices.
- Reward excellent performance through fair salary increases and bonuses.
- Develop staff through training opportunities and by creating an environment of taking responsibility and ownership.

4.2 LEGAL, FINANCE & INSURANCE

4.2.1 Objectives for Legal Matters:

- To apply the Springerbaai Constitution and regulations objectively and appropriately.
- Be fair, respectful towards all owners should disputes arise.
- Create awareness of conflict resolution channels available to the estate e.g., Ombud.
- Protect Springerbaai against contractors and suppliers that do not meet contractual agreements.

4.2.2 Objectives for Finances:

- Through sound and transparent financial management, match annual levies with the necessary expenses which are required to maintain our assets.
- Keep annual levies at an affordable and acceptable level whilst maintaining adequate capital reserves.
- Improve transparency and involvement with finances.

- Avoid unnecessary and wasteful costs like legal, fraud and accidents by improving internal control.
- Sound investment and procurement decisions through improved contracting and assessment.

4.3 **INFRASTRUCTURE, ENERGY & RISK**

4.3.1 **Objectives for Infrastructure:**

- Maintain our Assets to achieve maximum economic life.
- Optimize spending on infrastructure to minimize the effect on future levies.
- Supply infrastructure as required to obtain the homeowner's expectations.
- Investigate new developments to enhance homeowner's lifestyle within economically viable parameters and as required by homeowners.
- Management to develop and update procedures to achieve above objective.

4.3.2 **Objectives of Risk Management:**

- Adequate risk management, protection of human life and our assets
- Minimise risk, protect our lives and assets through the implementation of an adequate and appropriate risk management plan.
- Detect threats and propose appropriate and timeous reactions

4.4 **AESTHETICS & BUILDING**

4.4.1 **Objectives for Aesthetics and Building:**

- Endeavour to maintain a unique and tranquil estate and ensure that fauna & flora are well looked after.
- Maintain the current 'Architectural style' and building aesthetic but continue to review & revise A&B Regulations as & when deemed necessary to improve our lifestyle and sustainability.
- Review measures that improve sustainability by keeping up with technological advances in Energy efficiency (solar & wind power generation) & exploration of water resources on the Estate.
- Ensure all existing buildings and infrastructure are regularly maintained at a high standard.
- Improve public areas & Management facilities on the estate.
- Ensure disputes and complaints are fairly investigated by the BAC and Trustees.

4.5 **ENVIRONMENT**

4.5.1 **Objectives for Environment Management**

- Maintain and protect the natural environment (fauna & flora).

- Introduce sufficient natural disaster precautions and planning e.g., Fire breaks & reaction.
- Take actions against large-scale development in region (REVAG).
- Improve the use of green alternative resources and reduce waste and pollution.
- Encourage the saving of water as well as rainwater harvesting and storage.
- Reduce unnecessary driving on the estate.
- Protect fauna and flora.

4.6 SECURITY

Objectives for Security Management

- To involve neighbouring estates/farms proactively in increasing visibility of security measures especially around peak holiday times,
- To increase awareness amongst owners to remain vigilant and take ownership of their security.
- To sustain a secure and protected estate for a peaceful, tranquil and safe lifestyle by maintaining current security measures (beach gates, cameras, patrols, electric fences and computerised access systems).
- **Guiding Principles:**
 - o Security breach/incident reports to be kept up to date and reviewed monthly by Security Trustee and Estate Manager and presented at Trustee meetings.
 - o Breaches to be fully investigated and improvement plans developed as and when deemed necessary.

4.7 GAME

4.7.1 Objectives of Game Management

- The sustainable use of wildlife is recognised as a sound form of conservation and will add value to estate and to the enjoyment of the property by the owners.
- The game to be managed and grazing carrying capacity will determine game numbers. This will be guided by the Game Management Operational procedures

4.8 COMMUNICATION & MARKET VALUE

4.8.1 Objectives for Communication:

- To maintain and improve open communication and relationships with and between Homeowners by making use of the following channels:

An electronic Newsletter at least 3 times per annum

A website, Facebook Group and other media such as WhatsApp

- To maintain transparency on the following:
 - Estate financial matters & input in budgets.
 - Major decisions made by Trustees.
 - Progress on actions taken by Trustees regarding the management and maintenance of the Estate.
 - Suggestions and comments from Homeowners
- Create a tranquil and peaceful environment on the Estate by:
 - Communication of the regulations and the Constitution
 - Ensuring the compliance of regulations/Constitution to prevent disputes.

4.8.2 Objectives for Market Value:

- To promote the value and sales of properties by creating awareness via public social media channels and journal articles Fostering a greater sense of community by:
- Encouraging holiday activities
- Sharing of mutual interest stories (i.e., resident photos, local wildlife happenings, notable events).

5 DETAILED MANAGEMENT PLANS - 2020

The following are separate documents of the plan.

5.1 Infrastructure and Maintenance Plan

5.2 Environmental Plan

5.3 Game management Plan

6 POLICY AND PROCEDURE DOCUMENTS

The purpose of policy and procedure documents are to ensure that:

- the objectives of the HOA are recorded and achieved,
- continuity is established and sound management principles are applied.

The following documents were developed by Trustees and are published on the website:

6.1 Constitution

- [Springerbaai Constitution](#)

6.2 General Regulations & Procedures

- [Regulations – Homeowners](#)
- [Springerbaai House Rules](#)
- [Rental and visitor procedure document](#)
- [Roles and Authority](#)
- **Duties of Trustees**
- [Conflict of interest policy and procedures](#)
- **Duties of Estate Manager**
- [Recruitment and Staff Appointment Procedure](#)

6.3 Architectural Regulations

- [Architectural Regulations](#)
- [Rainwater Harvesting](#)
- [Aluminium Proposal](#)

6.4 Infrastructure

- [Infrastructure procedure](#)

6.5 Environment

- [ANNEXURE A – Ecological Burn proposal for 2019](#)
- [ANNEXURE B – Ecological Burn Procedure](#)
- [Ecological burn procedure](#)
- [Rooikrans & Suurvy removal procedure](#)
- [Weeds Eradication procedure](#)

6.6 Game

- [ANNEXURE C – Game Management proposal 2019](#)
- [ANNEXURE D – Game Management Procedure](#)

6.7 Risk & Security

- [Gate control procedure](#)
- [Fire Risk Strategy](#)
- [HO Fire Risk Information](#)
- [Fire Risk Poster \(A2\)](#)
- [Springerbaai Fire Readiness Operational Plan](#)
- [Fire, Gas, fuel, electrical & ash procedure](#)
- [Fire Readiness Operational Plan](#)

6.8 General Procedures & Documents

- [HOA 5-year Plan](#)
- [Facebook procedure](#)
- [Service provider list](#)
- **Finance & Insurance**