



Springerbaai

## **SPRINGERBAAI COASTAL ECO ESTATE**



## **MANAGEMENT PLAN**

**February 2022**

### ***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 2022:**

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.

###### **Work planned for 2022:**

- Finalise the 20 Year review document on Springerbaai history.
- Management to review, database of policy and procedure documents.
- Encourage the cooperation and assistance of members through working groups.
- Work on the sustainability of Springerbaai by managing risks and threats.
- Maintain Communication with other Estates and regional entities including FMHC and REVAG.

###### **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.

###### **Work planned for 2022:**

- Quarterly performance appraisals of all staff.
- Purpose Driven Training to be assessed and executed.
- Reviewing of regular major operating procedures.

## 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., Ombudsman.
- Protect Springerbaai against contractors and suppliers that do not meet contractual agreements.

### Work planned for 2022:

- Reviewing the structured procedures for Springerbaai.

### 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.

### Work planned for 2022

- **Blading (grading) of primarily the main access road:** Funds have been allocated to grade the gravel access road twice during 2022.
  - This work has been scheduled to take place in March / April and late November 2022.

- The blading operation will focus primarily on the sections of road where severe corrugations may form due to the amount of construction expected to take place during 2022.
- **Re-juvenating of sections:** No tar sections will be chipped & sprayed. Pothole repairs will be done on the tar sections.
- **Speedbumps:**
  - Filling of “driffies” in phase 1 (Aalwynhoek)
  - Replaced with speedbumps.
- **Re-Gravelling of sections of the main access road:**
  - In accordance with the decisions taken at the previous AGM (December 2018), the next section to be re-graveled will start at the entrance of Boegoebult to the turnoff to Melkhouthoek approximately 425m.
  - This work is scheduled to take place during February / March of 2022.
  - Once this section has been re-gravelled there remains approximately 1 km of the main access road.
  - The last section of the main road will be done and budgeted for in 2023.
  - This implies that in 2024 re-gravelling of the main access road will once again focus on the section of road starting at the Gate House.
  - Internal gravel roads generally carry less traffic at much lower speeds. These roads are inspected regularly and depending on the condition of these roads, maintenance work will be planned and scheduled accordingly.
  - The road in Boegoebult will be extended by 26 meters to supply access to two properties.

Work on the roads planned is re-assessed on a continuous basis through the year as it becomes necessary due to specific situation as is now happening with the increased building activity.

- **Security Fence:** The budget for 2022 has allowed R225,000 for a 2km section to be replaced on the eastern side (Nautilus side) of the estate. The remaining 2km is scheduled for 2023.
- **Boardwalks:** The usual boardwalk maintenance is again scheduled to be done during October / November of 2022.
- **Water**

We have embarked on the monitoring of all water meters to check for differences between water paid to the council and what is measured at houses. To do this, we need to repair certain water meters not working and install new ones at strategic places in the main lines.

- **Sewers and Pump station:** The normal preventative maintenance of the sewers and pump station equipment will routinely be done throughout the year.

## 1.1. Alternative Energy Sources

No further investigation has been done on alternative energy sources.

### 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

### Work planned for 2022:

- Carry on requesting that members complete fire compliance work on gas, electricity, and generators.
- Do the grass burn.
- Train permanent members to work the bakkie sakkies.
- Review and update the Risk management plan.

## 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.

### Work planned for 2022:

- The following proposed plans and building activities to commence: Erf: 85, 50,26,39,119,136,52.
- BAC Inspections on the following building projects: 24, 42, 69, 80, 88, 128, 133, 135.



- Continue to ensure optimal rainwater 'capture' & storage at the various Springerbaai facilities & structures are introduced.
- Continuous review of Building regulations & aesthetics

## 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.

#### Work planned for 2022:

- **Suurvy:** Having caught up on most the area gropped in 2020, we plan to use a part of the budget to use the gropper again, and right behind it make use of casual labourers to hand pull smaller pieces/seedlings out. We will try follow up in areas that may need a second removal treatment. Reseeding cleared area with grass seeds should continue.
- **Rooikrantz:** Continued cutting of the rooikrantz belt closer to houses on the estate to push the belt back down the dune slowly, thus lowering the fire risk near the houses. Selling wood to owners as firewood. Monitor the regrowth of seedlings in cleared areas and remove them, slowly allowing the natural bush to come back.
- **Weed Control:** Weeds Along the fence line and roadways will continue to be sprayed as is needed (rainfall dependent). Exotic and problem weeds in the veld will be dealt with as best as possible as they pop up, preferably before they make seeds.
- **Nursery:** Carry on adding plants to the nursery and creating a larger variety of plants available to owners and management for planting. Maintenance on some of the infrastructure will need to be started.
- **Controlled burns:** Prepare all precautions before any planned burns (Fire breaks etc). The second section of renosterveld is scheduled for April/May 2022. Monitoring will be vital and must carry on, this will help us set up a burning cycle that suits the needs of the estate and allow for a set long-term plan. **Seclusion plots:** This project will be continued into 2022 and beyond. It is an innovative way at upcycling after a human disturbance to the environment. Monitoring will be vital to measure the project's success.
- **Beach Cleans:** Regular organised beach cleans can be organised in busier holiday periods. Participation in the International Coastal Clean-up by the estate in 2022 should continue for the foreseeable future. Friday beach patrols will continue.

- **Bird hide:** With water in the borehole near the bird hide, a wetland can be planned and created. More trees and bushes can be planted as well creating an inviting space for birds and other animals.

## 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.

### Work planned for 2022:

- Regular fence patrols and inspections as well as daily Management inspections to continue.
- Management to arrange another security meeting at Springerbaai with neighbouring estates.
- Continued active gate control and recording of entries & incidents.
- Continued engagement with surrounding estates regarding local security matters.
- Continue with Matomane doing visible night patrols.
- Maintaining the electric game fence sections.
- Replacing a 2km stretch of fence on the Eastern side of the estate.

## 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

## Work planned for 2022:

- Do 2 Game counts.
- Continued patrols and monitoring of game species.
- Continue with and revise the use of mineral licks and supplements added to drinking water.
- Additional feed if circumstances require.
- Create and revise a long-term genetic management plan for the larger game species found on the estate.
- Obtain input from an Environmental consultant to assist with revising various management plans and overall guidance.
- Culling of Springbok & Zebra. Possibility of selling Zebra alive. Spread out over more than one event.
- Repair section of Eastern fence to hold game & improve security.
- Continue to sow grass seeds to improve grazing quality.
- Assess carrying capacity of veld to introduce Red Hartebeest.
- Review procedures involving game and update where necessary.
- Update data lists and species lists of smaller species of animals found on the estate.
- Clean drinking troughs regularly.
- Continue placing camera traps out with the conservancy to monitor the lessor seen game species.

## 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).

#### Work planned for 2022:

- The website will be updated with policy and procedure documents review, photos, and other relevant information during the year.
- Investigation into a new survey platform has begun to create another communication forum where members can participate in opinion surveys current affairs and launch topics through the correct channels to be published. The platform in our trial process currently is Opinion stage.
- We are investigating Telegram as an additional communication tool for members that discontinued WhatsApp.
- To increase market value of properties at Springerbaai by improving our image by engaging in community projects such as tree planting days, beach cleanups, environmental education to preserve fauna and flora.
- To promote a sense of community between Springerbaai owners and members through sharing of photos and interesting stories via social media and the newsletter. Encouraging participation between all members. Organizing social gatherings where possible.
- Finalizing Trial Camera investigation. Implement and ongoing reporting.
- Organizing activities over the holidays such as funruns, beach volleyball, beach cleanups, game nights, etc.

## 5 DETAILED MANAGEMENT PLANS - 2022

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**