

ASTRODON

YOU'RE IN GOOD HANDS

Guide to Trustees
Community Schemes' Meetings

Introduction

We would like to take this opportunity to congratulate you as being elected to the board of trustees of your Sectional Title Scheme. The trend in South Africa has evolved with many persons electing to live in Sectional Title Schemes; thereby enjoying the benefits associated with this community living. We have taken the liberty of compiling a brief Guide to trustees for your review and the responsibilities you are about to embark on will not only affect you, but everyone else in your Sectional Title Scheme, in relation to the recent implementation of the following two Acts, Gazetted and signed by Lindiwe Nonceba Sisulu, MP (Minister of Human Settlements) on the 7th of October 2016.

The contents of this manual has been constructed through numerous years of experience by our Directorate as well as coupled with extensive reference made to the following Acts:

- *Sectional Titles Act 95 of 1986, as amended from time to time - STS*
- *Sectional Titles Schemes Management Act, 2011 (Act No 8 of 2011) - STSM*
- *Community Schemes Ombud Service Act, 2011 (Act No 9 of 2011) - CSOS*
- *Prescribed Management Rules - PMR*

Table of Contents

- 1. General points to consider at ALL meetings** - Page 3-4
- 2. First General Meeting/Inaugural Meeting** - Page 5-8
- 3. Annual General Meetings** - Page 8-10
- 4. Special General Meetings** - Page 10-11
- 5. Trustees Meetings** - Page 12-15
- 6. Trustees** - Page 15-17

General points to consider at ALL meetings of Bodies Corporates:

- Proxies - A person may not act as a proxy for more than two members - STSM Section 6(5) of Act 8 2011.
- Proxies - Must be delivered to the body corporate 48 hours before the time of the meeting, or handed to the chairperson before or at the start of the meeting - PMR20(5)(a)(b).
- Proxy form is to comply with FORM C in the annexures to the Sectional Titles Schemes Management Regulations.
- Voting - A motion at a general meeting (a) does not need to be seconded; and (b) except for a special or unanimous resolution, must be adopted by resolution of the majority of votes, calculated in value, of the members present and voting - PMR20(1)(a)(b).
- Special resolution passed in a general meeting by members holding LESS than 50% of the total value - PMR20(9)(10):
 - (i) The body corporate must NOT take any action to implement that resolution for ONE WEEK after the meeting, unless the trustees resolve that there are reasonable grounds to believe that immediate action is necessary to ensure the SAFETY or PREVENT significant LOSS or DAMAGE to the scheme.
 - (ii) Within 7 days from such resolution, members holding 25% of the total values may, by WRITTEN and SIGNED request, deliver to the body corporate, require that the body corporate hold a special general meeting to reconsider the resolution.

Should the demand be received by the body corporate, the trustees MUST NOT IMPLEMENT the resolution UNLESS:

- (i) It is again passed by special resolution.
 - (ii) A quorum is not present within 30 minutes of the time set for the meeting.
- Voting at a general meeting may proceed despite the lack of notice as required by this rule, if all persons entitled to receive notice in writing waive their right to notice - PMR15(9).
 - When could a member NOT vote, excluding SPECIAL and UNANIMOUS resolutions - PMR 20 (2):
 - (i) Fails to pay the body corporate any amount due after a court or adjudicator has given a judgment or order for payment of that amount.

- (ii) Persists in breach of ANY conduct rules of the scheme after a court or an adjudicator has ordered that member to refrain from breaching such rule.
- (iii) Value of any vote of any section registered in the body corporates name to be excluded.
- (iv) The outcome of each vote, including the number of votes for and against, must be announced by the chairperson and recorded in the minutes of the meeting.
- Ensure that the scheme's rules, the minute books and any other documents relevant to the items of business on the agenda are available at the meeting - PMR18(c).
- No quorum within 30 minutes, the meeting stands adjourned to the same day in the next week at the same place and time. Provided that no quorum is present within 30 minutes of the adjourned meeting, the members entitled to vote and presenter by proxy constitute a quorum - PMR19(4).
- A quorum for a general meeting would be - PMR19:
 - (a) Schemes with less than 4 primary sections, TWO THIRDS of the TOTAL votes in VALUE.
 - (b) Any other scheme, ONE THIRD of the total votes in VALUE.
 - Provided at least TWO persons are present, unless ALL THE SECTIONS IN THE SCHEME are registered in the name of ONE person.
 - Provided that in calculating the value of votes required, the value of votes of the DEVELOPER MUST NOT be taken into account.
 - Any sections registered in the body corporates name, should not be taken into account.
- A body corporate may make arrangements for attendance an annual or special general meeting by TELEPHONE or any other method, if the method - PMR17(10):
 - (a) Is accessible to all members and other persons entitled to attend meeting.
 - (b) Permits all persons participating in the meeting to communicate with each other during the meeting; and

(c) Permits the chairman to confirm, with reasonable certainty, the identity of the participants.

A person who attends a meeting as provided PMR17(10) is considered present in person at the meeting - PMR17(11).

First General Meeting -“Inaugural Meeting of the Body Corporate”

A developer must convene a meeting of the members of the body corporate not more than 60 days after the establishment of the body corporate - STSM 2(8)(a):

- **What information should be included by the developer with the notice of the first general meeting in terms of STSM 2(8) of Act 8**
 - Agenda
 - Documents in terms of STSM 2(8)(c)(i)(ii)(iii)
 - (i) A Copy of the Sectional Title Plan;
 - (ii) A Certificate from the local authority to the effect that all rates due by the developer up to date of the establishment of the body corporate have been paid; and
 - (iii) Proof of revenue and expenditure concerning the management of the scheme from date of the first occupation of any unit until the date of the establishment of the body corporate.
 - A Comprehensive summary of the rights and obligations of the body corporate under the policies and contracts.

- **What should be included on the Agenda and notice period - PRM16(2)(a)(b)(c) Annexure 1**
 - 14 days clear notice to be served to all members
 - A motion to confirm or vary the terms of the policies of insurance effected by the developer or the body corporate;
 - A motion to confirm or vary an itemized estimate of the body corporate’s anticipated income and expenses for its first financial year;
 - A motion to approve, with or without amendment, the developers:
 - (i) Evidence of revenue and expenditure concerning the management of the scheme from date of the first

occupation of any unit until the date of the establishment of the body corporate, as required in terms of STSM 2(8)(c)(iii).

- (ii) Financial statements relating to the management and administration of the scheme from date of establishment of the body corporate to the date of notice of the first general meeting referred to in STSM 1.
 - Subject to STSM 15(2) - “no debt or obligation arising from any agreement between the developer and any other person is enforceable against the body corporate”, a motion to ratify the terms of any contract entered into by the developer on behalf of the body corporate;
 - A motion confirming that the developer has:
 - (i) Furnished the meeting with copies of the documents referred to in STSM 2(9) as per above
 - (ii) Paid over any residue in terms of STSM 2 (9) as per above.
 - A motion appointing an auditor to audit the evidence and financial statements.
 - Motions determining the number of trustees and electing trustees.
 - A motion detailing any restrictions to be imposed or directions to be given in terms of STSM 7(1) - “the functions and powers of the body corporate must, subject to the provisions of this Act, the rules and any restriction imposed or direction given at a general meeting of owners of sections, be performed and exercised by the trustees of the body corporate holding office in terms of the rules.”
- **Its noted that for the purpose of voting on items listed in PMR16(2)(c)(d)(e), ANY vote held or controlled by the DEVELOPER is suspended.**
- **The developer must promptly on demand pay any moneys due in terms of STSM 3(1)(c) to the body corporate, being any/all levy contributions.**
- **The developer ceases to be a member of the body corporate when he or she ceases to have a share in the common property as contemplated in STS 34(2) - “when ownership in every section is held by any person or persons other than the**

developer, the developer shall, subject to the provisions of Section 25(1), cease to have a share or interest in the common property."

- **What documents should the developer hand to the body corporate ON or PRIOR to the first general meeting of the body corporate PMR16(4):**
 - All building plans approved by the local municipality;
 - Any encroachment permit or other document issued by the local municipality in regard to the improvements in the scheme;
 - Plans showing the location of all pipes, wires, cables and ducts referred to in STSM 3(1)(r) - "subject to the rights of the local municipality concerned, to maintain and repair including renewal where reasonably necessary, pipes, wires, cables and ducts existing on the land and capable of being used in connection with the enjoyment of more than one section or of the common property or in favour of one section over the common property;"
 - Names and addresses of all contractors, subcontractors and any other persons whom the developer has employed to render services or supply materials relating to the development of the scheme.
 - All warranties, manuals, schematic drawings, operating instructions, service guides, documents from manufactures and other similar information in respect of the construction, installation, operation, maintenance, repair and servicing of any common property or body corporate assets, occupation certificate, including any guarantee or warranty provided to the developer by a person referred to in STSM 4)(d) - "where practicable, to establish and maintain on the common property suitable lawns, gardens and recreation facilities;"
 - All records the body corporate is required to prepare or retain in terms of PMR27 Annexure 1

- **Consequences should a developer fail to comply with the regulations:**
 - If the developer fails to provide the body corporate with any documents referred to in STSM 2(8) or in PMR16(4), the body corporate must do all things reasonably necessary to obtain or

- have the specific document prepared and may recover the reasonable costs incurred in doing so from the developer.
- If the developer fails to call the first general meeting in compliance with the requirements of STSM 2(*), any member or the body corporate may do so and the body corporate must recover from the developer all costs reasonably incurred in ensuring compliance with the developer's obligations.
- A developer who fails to comply with STSM 2(8)(9) is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years or to both such fine and imprisonment. STSM 2(10)

Annual General Meetings of Bodies Corporates

The Annual General Meeting of the body corporate must be held within FOUR (4) months of each financial year. Any, body corporate whom resolved that their financial year end is February annually, MUST have their AGM by 30 June annually - PRM17(1).

- **Notice requirements to members - PMR15(1)**
 - 14 days written notice, specifying the place, date and hour of the meeting.
 - Notice to be served to the following parties: All members, all registered bondholders, all holders of future development rights, and the managing agent.
- **Delivery of notices**

The service address for any legal process or delivery of any other document to a member is the address of the primary section registered in that member's name; provided that a member is entitled by written notice to the body corporate to change that address for the purpose as contemplated in STSM 6(3)(c) - "sent by prepaid registered post to a physical or postal address in the Republic of South Africa that a member has chosen in writing for the purposes of such notice." And STSM 6(4) - "In addition to STSM (3) may also be sent to a member by FAX or EMAIL."
- **Notices must include the following documents:**
 - An agenda detailing all discussion points.

- A copy or a comprehensive summary of any documents that is to be considered or approved by the members present at the meeting.
- Proxy form in terms of the prescribed format.
- A meeting must be held in the local municipal area where the scheme is situated, unless the members have by special resolution decided otherwise - PRM15(4).
- A person who has a right to be notified under this rule may waive that right by notice in writing delivered to the body corporate and may, at any time and in the same way, revoke that waiver; provided that if two or more persons are jointly entitled to exercise a vote, all of them must waive the right to notice and any of them may revoke that waiver - PMR15(2).
- Registered bondholders, holders of future development rights and the managing agent may attend general meetings and may speak on any matter on the agenda, but they are NOT, in those capacities, entitled to propose motion or to vote; provided that such persons are not entitled to attend any part of a general meeting if the members resolve that their presence would unreasonably interfere with the interests of the body corporate or any person's privacy - PMR15((5).
- Shorter notice could be given if this is agreed to in writing by all persons entitled to attend - PMR15(7).
- Failure to give proper notice of a general meeting to a person entitled to receive does NOT INVALIDATE a vote taken at the meeting, as long as the body corporate made a reasonable attempt to give the notice - PMR15(8).
- Voting at a general meeting may proceed despite the lack of notice as required by this rule, if all persons entitled to receive notice in writing waive their right to notice - PMR15(9).
- **Maintenance, Repair and Replacement Plan - PRM22**
 - A Maintenance, repair and replacement plan takes effect on its approval by the members in a general meeting; provided that on approval of such a plan, members may lay down conditions for the payment of money from the reserve fund - PMR22(3).

- The Trustees must report the extent to which the approved maintenance repair and replacement plan has been implemented to each annual general meeting - PMR22(4).
- **Insurance - PMR23**
 - A body corporate must obtain a replacement valuation of all buildings and improvements that it must ensure AT LEAST every 3 YEARS and present such replacement valuation to the annual general meeting - PMR23(3).
 - A body corporate must prepare for each annual general meeting schedules showing estimates of - PMR23(4):
 - (a) The replacement values of the buildings and all improvements to the common property; and
 - (b) The replacement value of each unit, excluding the member's interest in the land included in the scheme, the total of such values of all units being equal to the value referred to in (a).
 - A body corporate must take out public liability insurance to cover the risk of any liability it may incur to pay compensation in respect of - PMR23(6).
 - (a) Any bodily injury to or death or illness of a person on or in connection with the common property; and
 - (b) Any damage to or loss of property that is sustained as a result of any occurrence with the common property,
For an amount determined by the members in a general meeting, but not less than 10 million rand or such higher amount as may be prescribed by the Minister in any one claim and in total for any one period of insurance.
 - A body corporate must take out insurance for an amount determined by the members in a general meeting to cover the risks of LOSS OF FUNDS belonging to the body corporate or for which it is responsible, sustained as a result of any act of fraud or dishonesty committed by a trustee, managing agent, employee or other agent of the body corporate - PMR23(7).

Special General Meetings

All general meetings other than the Annual General Meeting are Special General Meetings in terms of PMR17(3) of the regulation.

- **Who may call for a Special General Meeting**
 - The trustees, by resolution - PMR17(4);
 - Members entitled to 25 percent of the total quotas of all sections - PMR17(4)(a);
 - The holder of mortgage bonds over not less than 25 per cent in number of all primary sections - PMR17(4)(b).

In terms of PMR17(a)(b) such request should be delivered to the body corporate in writing and signed requesting the special general meeting.
- **Should trustees fail to call the Special General Meeting in terms of PMR17(4)(a)(b)**
 - If the trustees fail to call such meeting within 14 days of delivery of the request, the members or bondholder concerned are entitled to call the meeting.
- **Apart from the requirements in PMR17(5)(6), the trustees may determine the agenda for the Special General Meeting, but the agenda MUST contain:**
 - A description of the general nature of all business;
 - A description of all matters to be voted on at the meeting including the proposed wording of any special or unanimous resolutions.
- The body corporate does not have to hold a special general meeting to consider a resolution if all members waive the right to the meeting and consent to the resolution in writing; provided that if two or more persons are jointly entitled to exercise a vote, all of them must waive the right to the meeting and consent to the resolution in writing - PMR17(9).
- **Special General Meetings - Unanimous Resolution requirements**
 - 30 days notice to all members entitled to receive such notices in the prescribed manner.
 - Notices MUST either be delivered by hand to the member, or sent by registered post to the address of a member's section,

or to an alternative physical or postal address as chosen by the member for such purpose - STSM6(3).

- Such notices MAY also be sent to a member by fax or email - STSM6(4).

Trustee Meetings

- **Requirements to call a trustee meeting - PMR11:**

- A trustee may at ANY TIME call a meeting of trustees by giving ALL other trustees NOT LESS than SEVEN days WRITTEN notice of the time and place of the meeting and by send out an agenda for the meeting - PMR11(1).
- In cases of urgency a trustee may give such shorter notice as is reasonable in circumstances - PMR11(1)(a).
- Notice is not required to any trustee who is absent from the Republic, but must be given to any REPLACEMENT trustee appointed for that Trustee - PMR11(1)(b).
- Trustees may by written resolution set the dates of and a standard agenda for their future meetings and delivery of a copy of this resolution is considered adequate notice of all such future meetings - PMR11(2).

- **Who may attend trustee meetings and what is their rights at the meeting - PMR11(3):**

- Members, Registered Bond holders, holders of future development rights and the managing agent.
- They may SPEAK on ANY matter on the agenda.
- They are not entitled to PROPOSE any motion or to VOTE.
- They are not entitled to attend any parts of the meeting dealing with:
 - (a) Discussions of contravention of the Act or Rules.
 - (b) Any other matters in respect of which the trustees resolve that the presence of any such persons would unreasonably interfere with the interest of the body corporate or any person's privacy.
- If a member, registered mortgagee or the holder of a future development right in WRITING requests notice of trustees meetings, the trustees MUST deliver to that person a copy of the notices of trustees meetings. The body corporate MAY recover

the costs of delivery of such documents from such person - PMR11(4).

- **Arrangements may be made for attendance of trustees meetings by telephone or any other method provided - PMR11(5):**

- (a) It is accessible to ALL trustees, or persons entitled to attend.
- (b) Permits all persons participating in the meeting to communicate with each other during the meeting.
- (c) Permits the chairperson to confirm, with reasonable certainty, the identity of the participants.

A person who attends a meeting as per above, is considered PRESENT in person at the meeting.

- **Chairperson - PMR12/18:**

- If a body corporate consists of only TWO members, these rules would not apply, thus there would be NO Chairperson - PMR(12)(1).
- From date of Establishment of the body corporate until the end of the FIRST GENERAL MEETING/Inaugural meeting, the DEVELOPER or the developer's nominee is the chairperson of the TRUSTEES - PMR12(2).
- At the COMMENCEMENT of the FIRST meeting of trustees AFTER the annual general meeting at which trustees have been elected and whenever else necessary, the TRUSTEES MUST by MAYORITY VOTE elect a chairperson from among their number.
- The chairperson holds office until the END of the next annual general meeting - PMR12(4).
- The chairperson of the trustees MUST preside as chairperson at EVERY general meeting, unless otherwise resolved by the MEMBERS at the meeting - PMR18(1).
- If there's no chairperson present 15 minutes after the appointed time for the meeting, or is unwilling or unable to act as chairperson, the MEMBERS present must elect a chairperson for such meeting - PMR18(2).

- **Functions of the Chairperson - PMR18(3):**

- (a) Maintain order, regulate orderly expression of views and guide the members through the business of the meeting.

- (b) Ensure that all motions and amendments proposed are within the scope of the NOTICE and powers of the meeting.
 - (c) Act fairly, impartially and courteously to all members.
 - (d) Adjourn the meeting, when it is not able to continue or complete.
 - (e) Make decisions on points of procedure.
 - (f) Must NOT attempt to influence member's views on any item of business.
 - (g) Disclose in advance of a vote how the chairperson intends to vote on any item of business.
- **Removal of a Chairperson from office:**
 - (a) The trustees at the trustees meeting
 - (b) The Members at a general meeting.
Provided that if the notice of the meeting contains a clear statement of the proposed removal; provided that such removal does not AUTOMATICALLY remove the chairperson from the office of TRUSTEE - PMR12(5).
 - (c) Should the chairperson be removed or ceases to hold office as a trustee, the remaining trustees MUST elect a replacement from among their number who holds office as chairperson for the remainder of the period, and would have the same voting rights as a chairperson - PMR12(6).
 - (d) If the chairperson vacates the chair during a trustees meeting, not present or unable to or unwilling to preside, the trustees present MUST choose another chairperson from among their number and such chairperson would have all the powers and functions of a chairperson while acting as such - PMR12(7).
 - **Quorum at Trustees meetings - PMR13:**
 - 50% of the trustees by number, but not less than TWO, to be present within 30 minutes of the appointed time of the meeting - PMR13(1)(3).
 - **What if there's no quorum present at a trustees meeting:**
 - (a) The trustees present, but not less than TWO, must adopt INTERIM resolutions in respect of each item on the agenda.
 - (b) The INTERIM resolution does NOT take effect unless it is:

- (i) Confirmed at the next trustees meeting at which a quorum is present; or.
 - (ii) By written resolution signed by ALL the trustees.
- **What if number of trustees falls below the required quorum number:**
 - (a) The remaining trustee or trustees may continue to act, but only to - PMR13(2):
 - (i) Appoint replacement trustees to make a quorum;
 - (ii) Call a general meeting.
- **Voting at trustee meetings - PMR14:**
 - **A Motion:**
 - (a) Does not have to be seconded; and
 - (b) Must be determined by RESOLUTION adopted by the MAYORITY of the trustees present and voting.
 - Each trustee only has ONE (1) vote. In a TIED situation, the chairperson would have a casting vote, UNLESS there are only two trustees.
 - **Trustee disqualified from voting:**
 - (a) Any proposed or current contract or dispute with the body corporate to which the trustee is a party to.
 - (b) Any other matter in which the trustee has any direct or indirect personal interest.

Trustees - PMR5:

- **Who are the trustees and when are they elected:**
 - All members are trustees from the establishment of the body corporate until the END of the First General Meeting/Inaugural Meeting - PMR5(1).
 - Scheme's consisting of less than 4 members who are owners of primary sections, each member, or his or her representative, recognized by law is considered to be a trustee WITHOUT election to office - PMR5(2).
 - Scheme's consisting of 4 or more members who are owners of primary sections, MUST from time to time determine the number of trustees to be elected in terms of the rules - PMR5(3).

- **Who may be elected as a trustee of a body corporate and who NOT - PMR6:**
 - Need NOT be a member or legally recognized representative of a member who is a juristic person.
 - **The following persons may NOT be elected as a trustee, UNLESS that person is a member -**
 - (i) The managing agent;
 - (ii) An employee of the managing agent;
 - (iii) An employee of the body corporate.
 - **When does a trustee cease to hold office**
 - (a) Written notice to the body corporate, resigns from office;
 - (b) Declared by a court of unsound mind;
 - (c) Becomes insolvent and the insolvency results in the sequestration of that trustee's estate;
 - (d) Convicted or has been convicted of theft, fraud, forgery, perjury or any other offence involving dishonesty.
 - (e) Sentenced to imprisonment without the option of a fine.
 - (f) Removed from an office of TRUST on account of misconduct in respect of FRAUD or the misappropriation of money.
 - (g) Removed from office by an ORDINARY resolution at a general meeting, provided that the notice specified such action.
 - (h) Is or becomes disqualified to hold office as a director of a company in terms of the Companies Act, 2008 (Act no. 71 of 2008).
 - (i) Fails or refuses to pay the body corporate any amount due by that trustee after a court or adjudicator has given judgment or order for payment of that amount.
- **Requirements for nomination of trustee, election and replacement - PMR7:**
 - Nominations MUST be in WRITING, accompanied by written consent of the person nominated and delivered to the body corporate service address at least 48 hours BEFORE the annual general meeting is due to start.
 - If an insufficient number of nominations are received as determined by the meeting, further nominations may be called for

at the annual general meeting with the consent of the persons NOMINATED.

- If trustees cease to hold office, either the remaining trustees or the members at a general meeting may appoint replacement trustees.

- **Could trustees be paid - PMR8:**
 - Trustees MUST be reimbursed for all disbursements and expenses actually and reasonably incurred by them in carrying out their duties and exercising their powers.
 - Unless determined by SPECIAL RESOLUTION, trustees who are members are NOT entitled to ANY REWARD, whether MONETARY or otherwise, for their services.
 - Trustees who are NOT members MAY be rewarded for their services, provided that ANY reward, whether MONETARY or otherwise, must be approved by a RESOLUTION of the body corporate as part of the BUDGET for the scheme's administrative fund.
 - The body corporate MUST indemnify a trustee who is not a MANAGING AGENT against all costs, losses and expenses arising as a result of any official act that is not in breach of the trustee's fiduciary obligations to the body corporate.

- **What is the trustees duties and powers - PMR9:**
 - Apply the body corporate's funds in accordance with BUDGETS approved by members in general meetings.
 - Appoint any agent or employee in terms of section 4(a) of the act in terms of a duly SIGNED written contract.
 - Compile minutes of EACH trustee meeting and general meeting, and distribute them to the persons entitled to notice of the meeting concerned as soon as reasonably possible, but not later than 7 days after the date of the meeting.

- **Signing of documents and validity:**
 - NO document signed on behalf of the body corporate is VALID and BINDING unless it is signed on the authority of a trustee RESOLUTION by:

- (a) Two trustees OR the managing agent, if it's a Levy clearance certificate in terms of Section 15B(3)(i)(aa) of the Sectional Titles Act;
 - (b) Two trustees OR one trustee and the managing agent, in the case of any other document.
- A resolution adopted or other act performed by the trustees REMAINS valid and effective notwithstanding the later discovery of some defect in the appointment of a trustee or the disqualification of a trustee.

A YOU'RE IN GOOD HANDS STRODON

Introduction

Astrodon is a specialised property services company that focuses on effective asset management of community schemes and increased property yields.

We believe in empowering our team of professionals and applying “Best People Practices” throughout the organisation. All team members are stakeholders in the company and are committed to service excellence, are well trained in facets relating to the property industry and we ensure that the required training and qualifications are indeed complied with.

Astrodon are dedicated to creating an environment that value and respects the dignity of its people, whilst developing a culture that is non-discriminatory in all facets of our operation.

With over 25 year’s management experience with the Property Management industry, we have developed a sound operating platform in which to correctly service sectional and home owner schemes within the South African market. We have fine tuned our service delivery through an effective management approach whilst utilising cutting edge technology in the performance of our management services. We have secured affiliations with other service providers namely: **Guarding, Cleaning, Grounds Maintenance and Insurance fields**, thus providing a comprehensive, cost effective and complete property solution to our clientele.

Astrodon is a registered service provider with the Estate Agents Affairs Board and holds the necessary Fidelity Fund certificate.

15 Vermooten Street Brackenhurst,
Alberton 1449
P O Box 11058
Randhart, Alberton 1457

Tel: 011 867 3183
Fax: 011 867 3163
Email: info@astrodon.co.za

www.astrodon.co.za

