

A background image showing two people, one in a blue shirt and one in a white shirt, pulling on a thick rope. The image is slightly blurred, focusing on the hands and the rope.

WELCOME TO UNLIMITED TOWNHOUSES

Sectional Title Specialists,
Body Corporate and
Community Scheme
Management,
Guidance on Community
Scheme Living



YOUR ASSET OUR PASSION



UNLIMITED TOWNHOUSES have been involved in Sectional Title management since 1982.

UNLIMITED TOWNHOUSES is a Management Agency that specialises purely in residential and commercial Sectional Title Management, Share Block and Homeowners Association management and administration, thereby avoiding any possible conflict of interests that could arise if involved in other activities such as property sales and rentals.



UNLIMITED WEBSITE BENEFITS FOR OWNERS

Our members area has been developed (2003) for the benefit of owners in sectional title schemes administered by UTH.

Each owner can register by using his or her complex name and personal details.

The members' area allows owners direct access to a vast database of Sectional Title and Community Scheme information.



Each complex managed by UTH has its own confidential News and Information area.

Convenient, secure, online access to newsletters, notices, minutes of meetings, rules, insurance policies, monthly reports, levy ledgers etc. etc. keeps our clients updated with the latest information pertaining to their complex.

www.uth.co.za



GUIDANCE FOR TRUSTEES AND OWNERS

All the latest legislation i.e. STSMA and CSOSA is available to owners in the www.uth.co.za members area of each scheme along with the applicable management and conduct rules.

Seminars are conducted by arrangement in workshop form to keep trustees updated on case studies and matters of practical interest.



ENFORCEMENTS OF RULES

There will always be instances where action needs to be taken against individuals who blatantly ignore the rules of the body corporate and in such instances **UNLIMITED TOWNHOUSES** under direction from the trustees deals firmly and swiftly with the registered owner to ensure that he or his tenant abides by the rules.

We do not recommend that trustees become involved in these issues, which could lead to confrontation and unpleasantness within the complex.



MONTHLY REPORTS

In order for trustees to make good business decisions, they need to be informed and up to date on the financial standing of the Body Corporate.

The monthly reports are given to the trustees by **UNLIMITED TOWNHOUSES** between the 10th and the 15th of each month



INSURANCE

Arranging for the insurance of buildings and improvements and any other insurance the body corporate may require in consultation with an insurance broker appointed by the Body Corporate.

Handling insurance claims on behalf of the body corporate in regard to the common property.



CREDIT CONTROL

A very strict credit control policy is recommended to the trustees and once approved, is rigidly enforced by **UNLIMITED TOWNHOUSES**. A healthy cash flow for the body corporate ensures efficient management and prompt attention to all maintenance issues.

The policy recommended includes a punitive interest charge on late payments and arrear levies and if reminders are ignored either an application to the CSOS for an order to recover arrears or legal process through the courts i.e. issue of a summons followed by attachment of movables, rentals, garnishee orders on salaries and, in severe cases, the sale of the property or the sequestration of the estate of the defaulter.

ANNUAL LEVY BUDGETS

Particular attention is paid to the preparation of the annual budget which is presented to the trustees for their approval after the beginning of the financial year.

In preparing the budget to be tabled at the AGM for approval a Body Corporate will have to prepare two budgets being:

- a) The operational budget to meet monthly expenses, and
- b) The Capital Maintenance Budget (10 year plan)

This requires a more detailed approach in preparing budgets as there will be huge financial impacts on the budgets and in particular the levies to be paid by the owners in meeting the requirements of the STSMA.



MAINTENANCE OF BUILDINGS

Although it is the responsibility of the trustees to ensure that the buildings and grounds are adequately maintained, Unlimited Townhouses makes a point of advising on maintenance issues and strongly recommend that the trustees utilize UTH Services Department(UTHSD)





Thank you for your time,
should you require any further
information please do not
hesitate to contact UTH via
email: info@uth.co.za



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