

HOA GENERAL INFORMATION

HOA Name	
NPC or Common Law	
CIPC No if NPC	
CSOS Reg No	CSOS / REG /
Type of Scheme	Residential / Farming / Commercial / Industrial
Type of Sections	

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CHECKLIST (Part 1 of 3)

Item	Documentation	Yes	No
1.	Developer Present		
2.	Title Deed Conditions		
3.	A Copy of the Local Municipality Approval of the Development Conditions of Establishment		
4.	Record of Decisions (ROD) from the Provincial Department of Agriculture, Conservation and Environment		
5.	Environmental Management Plan for the Development		
6.	Water Use Licenses		
7.	Undeveloped Erven		
8.	Registered SG Plans		
9.	Approved MOI/Constitution		
10.	Approved Building Plans (Note: Must be obtained from Municipality)		
11.	Approved Conduct Rules		
12.	Approved Architectural and Landscaping Guidelines		
13.	Guidelines for Fibre To The Home (FTTH)		

JW Consultants Services

- Accredited Mediator.
- Drafting of Constitutions.
- Drafting of Scheme Rules.
- Trustee Training.
- Chairing AGM's.
- Drafting of CSOS Disputes.
- Drafting of POPI/PAIA Manuals.
- and more....
- CSOS Compliance.
- Drafting of MOI's.



CHECKLIST (Part 2 of 3)

Item	Documentation	Yes	No
14.	Town Planning and Zoning Conditions		
15.	Services (Electricity, Water & Sewerage)		
16.	Bank Account Confirmation Letters <ul style="list-style-type: none"> • Admin Fund Account • Reserve Fund Account (optional) 		
17.	POPIA/PAIA Manuals + Information Officer Name & Details		
18.	Credit Control Policy		
19.	Lift/Electrical Compliance Certificate (if applicable) + Surge Protection on DBs		
20.	Fire Hydrant & Fire Extinguisher Compliance Certificate		
21.	Generator (if applicable)		
22.	List of Bondholders (Note: Will have to do a Deeds Search)		
23.	List of Members (IDs, emails, cell phone numbers)		
24.	List of Tenants (IDs, emails, cell phone numbers)		
25.	Power of Attorney for Juristic Person / Trust and duration		
26.	Levies to be charged: <ul style="list-style-type: none"> • Admin / Reserve / CSOS / Special / Other / Utility Recoveries etc. 		
27.	Approvals in place (Trustees / Directors, Ordinary, Special)		
28.	An Inventory of all Plant, Machinery and other HOA assets.		
29.	Court or Adjudication Orders		
30.	Important notices / correspondence from Managing Agent / Trustees / Directors		
31.	Contracts between HOA and Service Providers		
32.	CSOS Annual Returns Submission		
33.	CSOS Registration Certificate		

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CHECKLIST (Part 3 of 3)

Item	Documentation	Yes	No
14.	Income Tax Returns + Public Officer, Employee details, such as UIF / PAYE / COIDA		
	Contracts Register		
15.	Emergency and Disaster Management Plan		
16.	Procurement Policy		
17.	Access and Egress Control Policy		
18.	Vetting Enrolment Policy		
19.	Wildlife Management Policy (if applicable)		



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 For other valuable information.

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HOA CHECKLIST AFTER AGM

Item	Documentation	Yes	No
1.	Notice of AGM to Owners / Bondholders		
2.	Attendance Register of AGM		
3.	Proxies / Power of Attorney Submitted		
4.	Minutes of AGM		
5.	List of Trustees / Directors		
6.	Trustees/Directors Insurance Policy (if any)		
7.	Insurance Policies + Valuation + Fidelity Cover + any outstanding insurance survey requirements		
8.	Voting Cards		
9.	10-Year Maintenance Plan (not compulsory)		
10.	Notice to Owners – increase Admin/Reserve Fund levy (if any)		
11.	Notice to Owners – interest rate		
12.	Signed Audited Financial Statements (if applicable)		
13.	Trustees/Directors Report		
14.	Delegation of Authority		
15.	Contracts Register		
16.	Emergency and Disaster Management Plan		
17.	Procurement Policy		
18.	Access and Egress Control Policy		
19.	Vetting and Enrolment Policy		
20.	Wildlife Management Policy (if applicable)		



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