

Dear Residents

## We Are Nearly There!



A big thank you to all of the residents that have completed their re-enrolment. There have been long queues at times, but you have displayed patience and humour. The staff really appreciate it! For those residents who have not as yet completed their re-enrolment, remember you only have **2 days left!** Please visit the Estate office without delay. All old cards will be deactivated at midnight on the 31<sup>st</sup> January 2012, and those residents who have not re-enrolled will have to pre-clear themselves until they have their new cards.

## Domestics/Gardeners/Long Term Visitors Re-enrolment Procedures

The re-enrolment for the Domestics, Gardeners and Long Term Visitors will run from the **6<sup>th</sup> February-29<sup>th</sup> February 2012**. The R40 card fee/s will be charged to residents levy account.

The following procedure needs to be followed:

- Download the relevant application form off the website
- Please complete the form and **print a hardcopy and sign it**
- Do not save the form – click the “submit by email” button on the form
- Your Domestic/Gardener must then come to the Estate office with:
  - the signed hardcopy of the form
  - original identity document
- Your Long Term Visitors must come to the Estate office with:
  - the signed hardcopy of the form (which the resident has completed on behalf of their Long Term Visitor)
  - original identity document
  - original drivers license.

## Tips for Completing the Application Forms

- Do not complete in CAPS – if you do we will have to keep you waiting while we retype the application
- If a field is not applicable, please use the following format “N/A”
- When entering the postal address, do not use full stops - please follow this format “P O Box 175, Kyalami Estates”
- Do not worry if it opens as a PDF – this is correct – you can still click the “submit by email” button
- If the form is not submitted when you have done all of this, please check the highlighted fields for accuracy – if there are any omitted fields or errors the form will not be sent

*Please remember the staff at the office are happy to assist you if you are having any problems.*



## Farewell Martin!

We are very sad to say goodbye to Martin Ludick, our Maintenance Manager, who leaves us on the 3<sup>rd</sup> February 2012. Martin has been with the Estate for ten months and will be sorely missed by the team! We wish him the very best with his new endeavours.

Dave Grant, our Architectural and Maintenance Director, will be overseeing the maintenance operations in the Estate in the interim.



## Message from the office...

This amazing photograph was taken by one of our residents in Flemington Street. It is fantastic to see our owl population thriving.

Warm Regards

*Gail Kruger*