Fuzio — Vereeniging Trustee Checklist

Quick reference for trustee meetings, levy recovery and scheme health

Version: 1.0 — Vereeniging
Purpose: Provide trustees with a repeatable, region-independent checklist covering governance, administration, arrears control, maintenance and compliance.

1. Meeting preparation (Before the meeting)

• Confirm meeting date, time and venue (or online link) and circulate a notice at least the minimum legally required period under STSMA/PMRs.
• Send agenda and supporting documents (financials, arrears report, proposed motions, contractor quotes) at least 7 days before the meeting.
• Attach a clear ratification motion if urgent remedial work was done without prior approval. Include timeline, costs and recommended vote.
• Circulate minutes of previous meeting and a short action-status tracker.

2. Financial snapshot (Essential documents)

• Current month-to-date financial statement (income, expenses, cash on hand).
• Arrears report listing owners in arrears, amounts, and days outstanding. Highlight legal action status per account.
• Reserve fund balance and summary of committed reserve projects.
• Recent bank reconciliations and a list of outstanding supplier invoices.

3. Levy recovery & arrears protocol

• Confirm whether a formal demand letter list has been issued (dates and courier/email proof).
• Confirm which accounts have payment plans (terms and compliance status).
• Agree on accounts to escalate to legal steps or CSOS (and who signs off).
• If urgent recovery started, include ratification motion and legal risk summary.

4. Contracts & contractors

• Present any contractor appointments made without formal approval with: contract copy, scope of work, invoice, and reason for emergency hire.
• Recommend ratify/challenge decision with legal advice summary if value > delegated authority.
• Confirm that current major service contracts (security, landscaping, lifts) have renewal dates and performance records.

5. Maintenance & 10-year plan

• Present an up-to-date 10-year maintenance plan or at minimum a 3-year priority schedule.
• Flag imminent high-cost items and proposed funding source (reserve vs special levy).
• Confirm that routine compliance items (fire, lifts, electrical certificates) are current.

6. Insurance & underinsurance check

- Provide last replacement value assessment and current insurance policy summary (insured value, excess, exclusions).
- Confirm policy renewal date and whether any claims were filed in last 12 months.
- If replacement value is older than 2 years, schedule a reassessment.

7. Governance & compliance

- Ensure trustees have a written register of duties, conflicts of interest and a signed code of conduct.
- Confirm PMRs and rules are up to date and note any proposed updates.
- If CSOS disputes exist, attach case numbers, hearing dates and recommended tactical approach.

8. Reporting & communication

- Agree a standard monthly pack: one-page dashboard, full financials, arrears detail, and an owner update paragraph.
- Assign a communications lead and a schedule for owner updates (monthly or after key milestones).
- Approve template owner communication for any special levies, urgent repairs or legal action.

9. Quick decisions (for urgent items)

- Ratification threshold: confirm the monetary threshold for trustees to act urgently without prior general meeting approval.
- Emergency procurement: confirm a three-quote minimum for non-emergency procurements and delegated authority for emergency repairs.
- Legal spend cap: set a cap above which trustees must obtain a legal-cost estimate before proceeding.

10. Post-meeting actions (within 7 days)

- Publish minutes and the ratification motion outcome to owners.
- Update arrears action tracker and notify legal/collection teams of new instructions.
- Create an assigned owner for each follow-up action with deadline and a short status update.

Quick two-line owner update template

Dear owners — At the recent trustees' meeting, several actions were approved to improve the financial and operational stability of the scheme. Key steps include updated arrears controls, prioritised maintenance, and enhanced reporting. A full summary will follow within 15 business days.