

The
bellbuoy
Group

*Providing solutions for your property needs
since 1996*

Property Management / Rentals / Sales

200 Norvic Drive, Port Elizabeth



thebellbuoygroup



bellbuoygroup

www.bellbuoy.co.za

Introduction to The Bellbuoy Group

The Bellbuoy Group has come a long way since its formation in 1996 by the late Greer Moore-Barnes, Garry McWilliams from Bruce McWilliams Industries and Michael White from Lexicon Attorneys.

These role players established the company with the vision of providing client centered, professional service to assist and guide owners in communal housing schemes.

Operating from a small office in Deal Party with one client, this vision grew to where the company is today: the largest Managing Agent in the Eastern Cape, with a proven track record of providing solutions for all our clients' property needs.

Shannon Moore-Barnes, employed with the Bellbuoy Group since January 1998 and Chantel van Heerden, employed with the Bellbuoy Group since July 2001, are the Executive Directors (with Garry McWilliams and Michael White retaining Non-Executive Director roles).

The Bellbuoy Group is a (Pty) Limited company with a proven history of commitment to excellence, allowing us to confidently claim that we are Leaders in Property Management, dedicated to providing the best service to our clients on a daily basis.

The property management division of **THE BELLBUOY GROUP** offers, inter alia:

- Management of all communal housing developments, such as sectional title, home owners and retirement or life right schemes
- All aspects of the management of commercial developments
- Assistance with the establishment and management of new developments

THE BELLBUOY GROUP also provides property rentals and sales services.

The above services are facilitated by a well-qualified team, including property portfolio managers, financial and system administrators and rental and sales agents, all of whom are well versed in the statutory requirements relating to the latest communal housing legislation.

Please feel free to watch our services offered video [here](#).

To maintain exceptional service levels, we require our portfolio managers to undertake comprehensive training initiatives undertaken by those respected in our profession, which ensures that we continue to remain at the forefront of community housing management in South Africa.

This places Bellbuoy in a strong position to deal with the day to day management of any scheme or business, allowing us to maintain the high standard of professionalism we pride ourselves on.

THE BELLBUOY GROUP's operational programmes and systems are continually assessed to ensure that our administrative and accounting functions keep up with technological advances and business growth. This streamlines all aspects of the business, from the provision of management accounts, the calculation of participation quotas, insurance values and levies, to assistance with drafting of maintenance plans and budgets, as well as the collection or payment of monies via electronic banking.



The Bellbuoy client portal allows clients 24/7 access to scheme documentation and statements reflecting their financial position which portal is accessed through Bellbuoy's website (www.bellbuoy.co.za).

Owing to the size of Bellbuoy's portfolio, clients enjoy the benefit of favourable rates and services from selective service providers.

THE BELLBUOY GROUP offers excellent office facilities with boardrooms available for meetings.

THE BELLBUOY GROUP complies with all statutory regulations pertaining to Managing Agents and is a member of the Property Practitioners Regulatory Authority (PPRA), adhering to the ethics and the Codes of Conduct of this association.

THE BELLBUOY GROUP also complies with the statutory requirement that all Managing Agents collecting arrears must be registered as Debt Collectors in terms of The Debt Collectors Act 114 of 1998.

Greer Moore-Barnes was a founder Member of NAMA (National Association of Managing Agents) and was appointed as a Director of this Association when, with the approval of the then Estate Agency Affairs Board, it was registered as a company in July 2001. In 2015 she stepped down, with Chantel van Heerden taking over her position, maintaining **THE BELLBUOY GROUP's** close relationship with this body. Chantel was National Chairperson of NAMA from September 2017 until November 2021. Shannon Moore-Barnes was chairperson of the Sectional Titles Association (Eastern Cape) from 2014 to 2018, ensuring **THE BELLBUOY GROUP's** close link with community housing, both locally and nationally.

We look forward to providing a quote to assist you with the efficient management of your scheme and business.

Advertorial in the EP Herald regarding the celebration of the company's 20th Anniversary
(18 February 2016)

ADVERTISING FEATURE



The Bellbuoy Group turns 20

The Bellbuoy Group has come a long way since its establishment in 1996 through the leadership of the late Greer Moore-Barnes, chairman of the Bellbuoy Group. Greer started the company with Garry McWilliams, from Bruce McWilliams Industries, and Michael White, from Lexicon

'Providing solutions for your property needs since 1996'

Attorneys. The trio recognised the need for professional management services for communal property developments. Starting with just one client in 1996, under Greer's guidance, Bellbuoy grew to a client base exceeding 100 schemes by 2006 and has more than 235 schemes to date. Greer became a shareholder and Managing Member of Bellbuoy at the 10-year anniversary celebration. In 2012, Bellbuoy was converted to a (Pty) Limited company, with a proven history of commitment to excellence. Chantel van Heerden, who has been employed with the Bellbuoy Group since 2001, and Shannon Moore-Barnes, who has worked for the Bellbuoy Group since

1998, became directors in February 2012 and shareholders in 2013. The Bellbuoy Group deals with all aspects of the management of both communal and privately owned properties. The property management division of The Bellbuoy Group offers:

- Management of all communal housing developments, such as sectional title, home owners and retirement or life right schemes;
- All aspects of the management of commercial developments;
- Assistance with the establishment and management of new developments.

A well-qualified team comprising

of 37 employees includes property portfolio managers, financial and system administrators, rental and sales agents, all of whom are trained in the statutory requirements relating to the latest legislation. Bellbuoy's 20th celebrations will look back over the years to determine the journey thus far, and will serve as an opportunity to socialise with, and thank clients, staff and service providers who have established relationships and added to the company's success. Bellbuoy has always encouraged the motto that we really care and we do our best to engender positive outcomes to ensure a happy client base. To achieve this, we empower our employees with technological advances, strong support structures, qualifications and a knowledge base, to remain leaders in the property management field, Moore-Barnes said.



WINNING TEAM: The Bellbuoy Group employees

Key Housing
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www.keyhousing.co.za
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Fax: 0865 092677 e-mail: cl@keyhousing.co.za
Congratulations to the Bellbuoy Group on your 20th Anniversary. We are proud to be associated with PE's leading Management Agency

Lexicon
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Web: www.lexicon.co.za
Facebook: www.facebook.com/LexiconAttorneys
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Congratulations to **BELLBUOY** on their 20th Anniversary.

We would like to congratulate Bellbuoy on 20 years of success.

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We are proud to be associated with The Bellbuoy Group and wish them all the best on their 20th Anniversary

HDP AUDIT
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62 Cape Road Greenacres
Port Elizabeth Port Elizabeth 6057
6001
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We are proud to be associated with **The Bellbuoy Group** and congratulate them on their 20th Anniversary

Congrats Bellbuoy on your 20 years

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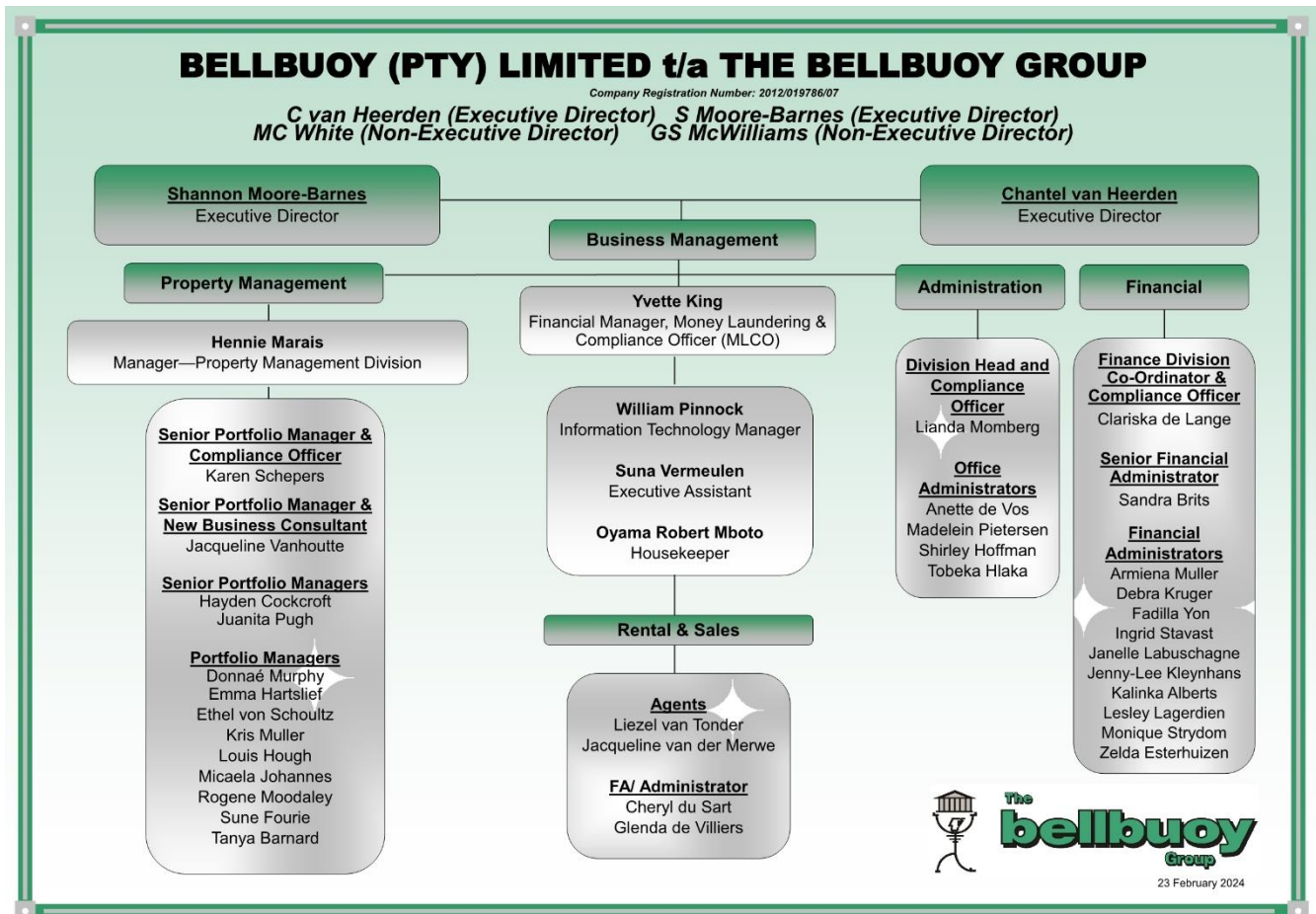
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The Herald
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Management and Staff would like to congratulate **The Bellbuoy Group** on their 20th Anniversary and wish them many more years of success.

Please click on the link to view a video about our [20th Anniversary](#)

THE BELLBUOY GROUP's Organogram



The Property Management Packages

Comprehensive Package

The comprehensive package is crafted to be exactly that: an all-inclusive package that takes the requirements of many aspects of daily communal housing living into account. The package attempts to provide clients with the most coverage with the least hassle.

Charges on this package are primarily disbursement related, i.e. recoveries. The day-to-day requirements of letters to owners in breach, correspondence directed to service providers, collating of quotations, all fall under the ambit of the package.

The fundamentals of the comprehensive packages are listed below:

- Dedicated property portfolio manager, financial administrator and support staff
- Five meetings (including procedural trustee meeting) plus preparation of the agendas and minutes
- Legislative guidance
- Circulars / letters / quotations
- Maintenance administration
- Scheme and governing body resolutions
- Financial and systems administration (including preparation of budgets, payment of invoices, collection of levies, debt collection, property transfers, etc.)
- Monthly management packages (providing detailed financial reporting which includes details on cash flow movement, variance according to budget, age analysis, copies of bank statements, etc.)
- Budget preparation and financial reporting
- CSOS returns

Limited Package

The limited package is crafted for the scheme that requires less day-to-day management requirements. As a consequence, governing body members are required to undertake a larger percentage of communications and intra-scheme affairs. The scheme's financial administrative needs are fully covered under this package, but there are costs applicable for additional services. The fundamentals of the limited packages appear below:

- Dedicated property portfolio manager, financial administrator and support staff
- Two meetings (including procedural trustee meeting) plus preparation of the minutes
- Financial and systems administration including [preparation of budgets, payment of invoices, collection of levies, debt collection, property transfers etc)
- Monthly management packages
- Budget preparation and financial reporting

A final word regarding packages ...

We like to think that both our packages are structured in such a way that they offer a competitively priced, no compromise service for schemes on either option. We take pride in the great lengths we go to in order to offer the highest levels of training to our staff, which extends to the quality of service that all our clients receive.

Of course we would like to ensure that all our clients choose to go with our comprehensive package, but we do ensure that we have the right package to suit all our clients needs.

Rentals and Sales

The Bellbuoy Group also offers solutions with regard to renting or selling your property. We offer a wide range of services to cater for the professional management of your property, ensuring the best for your investment.

With regard to assisting with the rental of your property, we offer:

- Advertising of properties on our website, as well as on other competitive market platforms such as Property 24 and Private Property, as well as relevant social media platforms
- Comprehensive screening of all prospective tenants (including FICA requirements)
- Bellbuoy is affiliated with the TPN Credit Bureau, where payment profiles and behaviour are recorded in terms of the National Credit Act Drawing up and processing of a lease agreement
- Prompt collection of monthly rental monies and the transfer, upon receipt thereof, into owner's account
- Taking of damages deposit which is invested on the tenant's behalf in an interest bearing account
- Payment of levy and/or municipal rates form the monthly rental on behalf of the owner, if required.
- General administration of the property is undertaken in terms of the mandate approved by the owner; other maintenance undertaken subsequent to owner approval of quotations obtained
- Inspection of premises

If you have any properties you are interested in renting, please contact us on realty@bellbuoy.co.za. We do offer negotiable rates where an owner gives us a mandate for three or more properties.

On the sales side, our specialised sales staff are happy to assist and guide you through the process of selling your property.

- Professional advice from qualified agents on real estate practices, regulations and procedures
- Provision of a comparative market analysis to determine a realistic marketing price and the development of a pricing strategy that suits your specifications

- Tailoring a marketing and advertising schedule for your property and provision of advice on how to gain the most benefit from the presentation of your home
- Preparation of promotional brochures and photographs of your property, placement of local media advertisements (where agreed) and ensuring your property is displayed on our website
- Sharing of information on your property with colleagues to assist in marketing and the introduction of qualified buyers with the correct profile to the property; Arranging and coordinating mutually suitable viewing times
- Providing feedback on the progress of the sale of your property and establishing a professional negotiating platform between buyer and seller
- Monitoring the transfer of your property through the presentation of written offers to purchase and the conclusion of a sale
- Sensitivity and care with regard to after sales matters.

If you have any properties you are interested in selling, please contact us on realty@bellbuoy.co.za, and we do offer negotiable rates by mutual agreement.

Facilities

The Bellbuoy Group is centrally located in the Greenacres area in Port Elizabeth at 1st floor 200 Norvic Drive. Parking is available for general and governing body meetings. Our ample boardrooms are fully equipped and may be booked for client usage.

Current archives are retained at our offices, while older records are stored off-site.

Contact Details

For Property Management queries: gm@bellbuoy.co.za

For Business Accounting queries: fm@bellbuoy.co.za

For Rental and/or Sales queries: realty@bellbuoy.co.za



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