

January 24, 2019

Owner/Tenant - House Number  
Devtraco Villas Estates  
Community 18, Baatsonaa  
Tema

Dear DRACET Member:

### **DRACET Information Bulletin – Introducing Lane Representatives**

This is to inform you formally about a couple of important developments in the Devtraco Villas Community that you may not be aware of. This note is to introduce Volunteer Lane Representatives from DRACET to members of their Lanes. Lane Reps will engage you about the developments itemized below and answer any questions you may have.

#### **BACKGROUND**

Since the beginning of January 2018, the former DRACET executive and active residents have explored ways to make changes to maintain/improve upon the:

- general environment, physical condition and appearance; and economic value of structures (houses and infrastructure) in the Estates; and
- safety, security and welfare; and health and well-being of residents of the Estates.

Important developments include:

- development of a new constitution for DRACET, the residents and owners association of the Estates. All residents, by law, are members of the association. Obtain copies by contacting the Security Post.
- creation of a new seven-member DRACET Executive Council in November 2018 to direct future property management, and other estate management initiatives for the Villas community; and development of 24-month Goals and Expected Results for the community
- engagement of JSA Property Management and Services Company, a subsidiary of Devtraco Limited, the original developer of Devtraco Villas Estates to undertake the Property Management Services for the Estates. These services include: security, garbage collection, cleaning and management of the common areas and community infrastructure; and maintenance of the lighting system in the estates. JSA has retained

Asadu Waste Management Services to collect garbage from **all** houses in the Estates.

- A general meeting called for December 23, 2018 concluded that:
  - the monthly estates fees be raised from ***an equivalent basis of 120 to 140 GhC to 200 GhC***
  - special levies be imposed from to cover development costs. A special levy of 300 Ghc for refurbishment of the failed lighting system in the estates, payable by March 31, 2019
  - DRACET Council pursue the issue of a Social Centre and repair of broken infrastructure with Devtraco Limited
  - It was approved that the Council make arrangements (including warning letters and debt collecting agents) to collect arrears of over 100,000 GhC, estimated to the end of December 31, 2018 from residents owning these arrears.
- Also at the December 23, 2018 general meeting DRACET Car stickers were offered to residents of the community to display in their cars to help with security screening at the entrance of the estates. You may sign up for copies of the stickers at the security gate. All residents are encouraged to place these stickers in their car front windows to ease their entrance and exit from the estates.
- DRACET Council also has plans to:
  - effect the enforcement of provisions under the Constitution of the association
  - charge sub-committees under the Council with specific medium term and longer-term tasks (including road surface reconstruction, beautification initiatives, and other development plans) and to return to the Council with options and recommendation for implementation: See attached information on Sub-Committes.

As a start, if you have not yet done so, you are encouraged to join the DRACET-General Community WhatsApp Platform to voice your views about estate issues.

Lane reps are also helping to promote the following list of issues with residents. Ask them about these.

- i. INCOME GENERATION RPOMOTION
  - MONTHLY FEE AND SPECIAL LEVY COLLECTION –PROCESS
  - E-PAYMENT SYSTEM
  - WHO IS RESPONSIBLE FOR ESTATE FEES?
  - COLLECTION OF ARREARS TO DECEMBER 2018
  - PREPS FOR DEBT COLLECTION AGENCY ACTION
- ii. VODAFONE SIGN-UP AND DISCOUNT PACKAGE
- iii. SEPERATION OF OPERATIONAL BANKING AND SINKING FUND ACCOUNTS

- iv. CONTACT INFORMATION, PRINTED INFORMATION DISTRIBUTION; NOTICE BOARDS
- v. CLEARING AND CLEANING OF COMMON AREAS
- vi. DISPUTE RESOLUTION AND COMPLAINTS PROCESS – IN PLACE SOON
- vii. THIRD PARTY COMMUNICATION ON DRACET PLATFORM NOT ALLOWED
- viii. **ENFORCEMENT OF CONSTITUTIONAL PROVISIONS NEW AND IMPORTANT COUNCIL-SPONSORED ACTIVITY**

The DRACET Council's expectation is that within six months, residents will start to notice definite improvements and feel a sense of pride in the estates.

Sincerely

On behalf of DRACET Council