



ESTATE RULES

of the

WATERKLOOF 101 HOME OWNERS ASSOCIATION (NPC)

Registration Number: 1996/004459/08

CONTENTS

	Page
INTRODUCTION AND DEFINITIONS	1
SECTION 1 - GENERAL RULES OF CONDUCT	3
SECTION 2 - BUILDING AND DESIGN RULES	8
SECTION 3 – LANDSCAPING RULES AND GUIDELINES	19
SECTION 4 – ACCESS POLICY AND PROCEDURES FORMS	21

INTRODUCTION AND DEFINITIONS

The Estate Rules have been issued by the Waterkloof 101 Home Owners Association (NPC) (the HOA) in terms of its Memorandum of Incorporation, and seek to establish and maintain harmony, order and security on the Estate.

Owners and residents are not only bound to adhere to the Estate Rules on account of their relationship with the HOA, but are also obliged to ensure that their visitors and every other person entering the Estate at their behest, do so. Transgressions of these rules not only tend to cause inconvenience and friction, but sometimes result in unnecessary legal expenses which then have to be borne by the HOA's members. The Estate Rules make provision for fines and penalties, which will be strictly enforced.

For purposes of these rules the following words shall, unless the context otherwise requires, have the following meanings:

"Aesthetics Committee"	means a committee of the Board, consisting of the Chairman, two Directors and the Estate Architect;
"Board"	means the Board of Directors of the HOA;
"Chairman"	means the chairman of the Board;
"Director"	means a director of the HOA;
"Estate"	means Waterkloof 101 Estate;
"Estate Architect"	means a Professional Architect appointed by the Board for purposes of building plan approval;
"HOA"	means the Waterkloof 101 Home Owners Association (NPC);
"Local Authority"	means the local authority having jurisdiction over the Estate;
"Managing Agent"	means the company or body appointed by the HOA as an independent contractor to undertake any of the functions of the HOA;
"Member"	means a member of the HOA;
"Owner"	means the registered owner of a Unit or erf on the Estate;
"Professional Architect"	means an academically qualified practicing architect who is a member of a recognized body for the regulation of the architectural profession in South Africa;
"Resident"	means any person residing on the Estate, including Owners, tenants, family members, boarders and resident employees;
"Rules"	means the Estate Rules and any other rule made by the Board in terms of the HOA's Memorandum of Incorporation;

"Security Company" means the security service provider to the HOA;

"Unit" means a dwelling or erf on the Estate.

Unless the context otherwise requires, any word importing the singular number shall also include the plural number and vice versa, and words importing any one gender shall include the other gender and vice versa.

SECTION 1 - GENERAL RULES OF CONDUCT

1. USE OF THE STREETS

- 1.1 The speed limit throughout the Estate is 25 km per hour.
- 1.2 Save for the above, usage of the streets is subject to the same rules as applicable to public streets. Special caution is to be taken with regard to stopping at stop streets.
- 1.3 Parking in the streets is prohibited. Residents should ensure that visiting vehicles are parked either inside their property, or otherwise on the sidewalks in such a way that traffic is not impeded.
- 1.4 The use of motorcycles or other vehicles with excessive noisy exhaust systems is prohibited.

2. GOOD NEIGHBOURLINESS

- 2.1 No activity or hobby, which could cause aggravation or excessive nuisance to fellow residents, may be conducted from any property. The use of the squash court is subject to the rules as set out herein, and players should avoid causing undue noise.
- 2.2 The volume of music or electronic instruments, partying and the activities of domestic help should be kept at a level so as not to create a nuisance to neighbours. Partying and the playing of instruments or other music incidental thereto must be stopped at midnight.
- 2.3 The mechanical maintenance and the use of power tools, lawn mowers and the like should only be undertaken on weekdays and Saturdays between the following hours:
 - Weekdays: 07:00 – 17:00
 - Saturdays: 09:00 – 13:00
- 2.4 Refuse and refuse bags may not be placed on the sidewalk. Garden refuse must be removed on the same day.
- 2.5 Advertisements or publicity material may only be exhibited or distributed with the consent of the HOA and subject to such directive as the Board may issue.

3. AESTHETICS

- 3.1 The collective pride of the Estate is dependent upon the contribution of every Owner and resident to create a neat and pleasing streetscape.
- 3.2 Garden fences and/or walls and outbuildings forming part of the streetscape should be regularly maintained and painted when necessary. The HOA has the right to effect repairs at the cost of the Owner should it be considered necessary.

- 3.3 Caravans, trailers, boats, equipment, tools, engine and vehicle parts as well as accommodation for pets, should be located out of view and screened from neighbouring Units and the street.
- 3.4 Building material may not under any circumstances be dumped on sidewalks or streets.
- 3.5 No trees, plants or sidewalk lawns may be removed without the permission of the HOA.
- 3.6 No private planting is allowed on communal property.
- 3.7 Wendy houses or similar structures are not permitted.

4. BUILDING, ALTERATIONS AND IMPROVEMENTS

Building activities on the Estate are strictly controlled in terms of the Building and Design Rules contained in Section 2, which provide, inter alia, for approval of plans to be obtained prior to the commencement of work. The Building and Design Rules also apply to alterations and improvements, including repainting.

5. ENVIRONMENTAL MANAGEMENT

- 5.1 Rubble or refuse shall under no circumstances be dumped or discarded in any public area.
- 5.2 Residents are encouraged to maintain a high standard of garden.
- 5.3 Residents are encouraged to maintain trees, plants and shrubs that have been planted on their sidewalks by the HOA.

6. ACCESS CONTROL AND SECURITY

The Security Company manages the Estate's access control and security functions. The Access Policy and Procedures are set out in Section 4.

7. TENANTS, VISITORS, CONTRACTORS AND EMPLOYEES

- 7.1 Should an Owner let his Unit or part thereof to a tenant or boarder, he shall notify the HOA in advance of occupation of the name of the tenant or boarder and the period of such lease or other arrangement, by submitting a completed Form GR3 or GR4. The Owner shall inform the tenant or boarder of the Estate Rules and shall hand a copy thereof to the tenant or boarder, whose signed acknowledgement of receipt and agreement will form part of his application for an access disc.
- 7.2 The occupants of any Unit within the Estate are responsible for the conduct of their visitors, contractors and employees and must ensure that such parties adhere to the Estate Rules, in addition to being liable for any damage such parties may cause to HOA property.

8. RESELLING OF PROPERTY

The HOA imposes certain restrictions and conditions with regard to the disposal of Units, including the manner in which estate agents may operate on the Estate.

- 8.1 Arrangements with regard to access for accredited estate agents and for putting up a show house must be made with the Estate Manager. Estate agents have to be registered by submitting a completed Form GR2.
- 8.2 The accredited agent and/or Owner must ensure that the buyer is informed of and receives a copy of:
- (1) The MOI, and
 - (2) these Estate Rules, and
 - (3) such other rules as the Board may have issued at the time.
- 8.3 A Member wishing to transfer ownership of a Unit on the Estate must obtain the Company's consent in the form of a clearance certificate. The application for a clearance certificate (Form GR1) must be accompanied by a copy of the title deed to the Member's Unit, as well as a declaration signed by the buyer confirming that the Member has provided him with copies of the MOI and the Rules, that he accepts that he will become a member of the Company on registration of the property into his name, and that he understands the rights and obligations attached to such membership of the Company.
- 8.4 When a Member agrees to the transfer of ownership of a Unit in the Estate, he is advised to set it as a condition of the Agreement of Sale of his Unit that the new owner shall agree to becoming a member of the Company, accepting his obligations towards the Company as a Member, and this condition shall be worded as near as possible in accordance with the following format:

"Further conditions:

Home Owners Association:

(a) The Purchaser acknowledges that he shall become a member of the Waterkloof 101 Home Owners Association (NPC) (hereinafter referred to as "the Company") and confirms and accepts that his ownership of the Unit shall be subject to the Memorandum of Incorporation of the Company and any Rules made by the Company. A copy of the Memorandum of Incorporation of the Company and Rules made thereunder may be obtained from the Seller, the Seller's accredited agent, or the Estate's Managing Agent.

(b) The Purchaser will remain a Member of the Company and be bound to its provisions for as long as he remains the registered owner of the property.

(c) Should the Purchaser sell the property, he will be obliged to inform the new Purchaser of these provisions and the new Purchaser's obligation in terms of these provisions.

(d) The Purchaser shall require the written consent of the Company, in the form of a clearance certificate, to transfer the Unit to a third party, which consent will not unreasonably be withheld.

(e) As from date of transfer, the Purchaser shall be liable for payment to the Company of a levy as determined by the Company and which levy shall be utilised *inter alia* towards maintenance of the common property belonging to the Company, the security fence and systems as well as payment of disbursements relating to security matters and for any such other purposes as the Memorandum of Incorporation of the Company may prescribe."

9. PETS

- 9.1 Residents may not keep more than two domestic animals on the Estate.
- 9.2 Poultry, pigeons, aviaries, wild animals or livestock may not be kept on the Estate.
- 9.3 Pets are not permitted to roam the streets and dogs must be kept on a leash at all times.
- 9.4 Should animal excrement be deposited in a public area, the pet's owner shall be responsible for the immediate removal thereof.
- 9.5 Every dog must have and wear a collar and tag bearing the contact details of the dog's owner. In the event of a dog found roaming the Estate without being attended on a leash, a letter of compliance will be addressed to the dog's owner. Any subsequent offence will carry an immediate fine of R1000.
- 9.6 The sporadic and sometimes incessant barking by dogs, especially at night, not only constitutes a transgression of the Estate Rules, but is also a major source of irritation and unacceptable. Any resident who experiences a recurring problem with barking dog(s) should address a written complaint to the HOA. The Property and Aesthetics Committee will evaluate and verify the complaint, and make a recommendation to the Board. Should the complaint be found to be valid, a letter of compliance will be addressed to the owner of the dog(s). A second valid complaint will result in an immediate fine of R1000, and in the event of a further valid complaint the HOA reserves the right to direct the owner to remove the offending dog(s).
- 9.7 Pets other than dogs that cause a nuisance to other residents will be dealt with on the same basis as applies to dogs.
- 9.8 The HOA reserves the right to request the owner of any pet to remove his pet should it become a nuisance.

10. RULES FOR THE SQUASH COURT

- 10.1 Users of the Court should book timeously and for not more than 2 sessions per week per Unit in order to accommodate other players.

- 10.2 Since incorrect shoes damage the flooring, only the following types of shoes will be allowed onto the Court:

- (1) Clear sole shoes
- (2) Gum rubber shoes
- (3) White soles
- (4) Specific squash shoes

- 10.3 Every time the court is used, the user(s) are required to complete the "KEY AND COURT CONTROL FORM" which is available from the Estate Manager. This includes a signed declaration that the user(s) will adhere to the rules as set out above and will accept that permission will not be given to enter or play on the Court if they are non-compliant.

11. TRANSGRESSIONS AND FINES

Except to the extent otherwise provided in any of the Estate Rules, the following procedure shall apply in the event of a transgression of the Estate Rules:

- (1) A letter of compliance will be presented to the transgressor, stating the nature of the transgression, the remedial action required, and the timeframe for such remedial action; or
- (2) In the event of a transgression deemed to be of a lesser nature by the Board, a written warning will be presented to the transgressor, where after an immediate fine of R500 will be imposed for every subsequent transgression of the same rule.

12. INDEMNITY

- 12.1 All persons, including Owners, Residents, visitors, employees, building and maintenance contractors and their workers, and service providers, make use of the facilities within the Estate at their own risk.
- 12.2 No liability of any nature whatsoever shall be attached to the HOA, its Directors or members of its committees, for any loss, cost, damage, expenses, injuries or death that may be sustained or suffered by any person from whatever cause, conduct, negligence, fault, act of omission, should such loss, cost, damage, expenses, injuries or death be caused or arise within the Estate.
- 12.3 All vehicles entering the Estate shall be driven and/or parked at the driver's sole risk and responsibility.

13. GENERAL

No nuisance value business shall be conducted on the Estate without the prior written consent of the Board. In determining consent the Board will review the effect on security, noise and harmonious living at the Estate.

SECTION 2 – BUILDING AND DESIGN RULES**CONTENTS**

1. INTRODUCTION
2. PURPOSE OF RULES
3. PHASE 1 – DESIGN RULES
 - 3.1 Height of buildings
 - 3.2 Building lines
 - 3.3 Coverage and density
 - 3.4 Services and storm water
 - 3.5 Aesthetic rules
 - 3.5.1 Building characteristics
 - 3.5.2 Elements
 - 3.5.3 Roofs
 - 3.5.4 Walls
 - 3.5.5 Internal boundary walls
 - 3.5.6 Doors, windows and shutters
 - 3.5.7 Patios, pergolas and covered areas
 - 3.5.8 Balustrades
 - 3.5.9 Driveways, paving and parking
 - 3.5.10 Retaining walls
 - 3.5.11 Lighting
 - 3.5.12 Landscaping
 - 3.5.13 Water and conservancy tanks
 - 3.5.14 Solar Heating Panels, Solar Power Installations & Integrated Geysers
 - 3.5.15 Heat Pumps
4. PHASE 2 – PLAN APPROVAL – DOCUMENTATION AND PROCEDURES
 - 4.1 Building plan approval
 - 4.2 Plan submission
 - 4.3 Application fees
 - 4.4 Plan re-submission and costs

- 4.5 Approval
- 4.6 Further changes
- 4.7 Dispute
- 5. PHASE 3 – THE BUILDING PROCESS
 - 5.1 Deposit, insurance and building permit
 - 5.2 Verification of boundary pegs
 - 5.3 Height certificates
 - 5.4 Building hours
 - 5.5 Permitted vehicles
 - 5.6 Ablution facilities and rubbish disposal
 - 5.7 Site cleanliness
 - 5.8 Site office and temporary structures
 - 5.9 Building boards
 - 5.10 Damage to property
 - 5.11 Transgression
 - 5.12 General
- 6. PHASE 4 – FINAL COMPLETION
 - 6.1 Inspection
 - 6.2 Time limit
 - 6.3 Penalty levy
 - 6.4 Services
 - 6.5 Access control

SECTION 2 – BUILDING AND DESIGN RULES

1. INTRODUCTION

The Waterkloof 101 Estate is situated on the northern slope of Waterkloof Ridge and the view from the ridge is the most important aspect that will be protected through these Building and Design Rules.

The development consists of 64 individual residential erven varying in size between 500 m² and 1350 m², together with common Waterkloof 101 Estate property.

2. PURPOSE OF RULES

The main purpose of these rules is:

- to establish and define the architectural rules;
- to formulate the architectural character of the development;
- to set the standards for the development and all buildings to be constructed on the Estate, which include both new construction and alterations to existing developments;
- to ensure that all developments comply with Local Authority regulations.

3. PHASE 1 – DESIGN RULES

3.1 Height of buildings

Two storeys are allowed, but the maximum height of the structure must, at all points, fall within a height restriction of 7,5 meters above the surveyed natural ground level (a copy of the surveyed natural ground level is available from the HOA). This is in order to protect an unobstructed view for all the houses. Due to inaccuracies, the original Waterkloof 101 Site Development contour map may not be used.

3.2 Building lines

Internal road boundaries	-	3 m
Side boundaries	-	2, 5 m
Back boundaries	-	3 m
Stands facing the reserve (northern boundary)	-	10 m

3.3 Coverage and density

Only one unit is allowed on an individual residential erf.

Coverage must comply with "Annexure B" of the Local Authority's Regulations.

3.4 Services and storm water

Electrical, water, sewer and telephone connections are supplied to the boundaries of every individual stand.

Storm water must be disposed of in accordance with a professional engineer's specifications. The road structure serves as the conduit for storm water flow.

3.5 Aesthetic rules

These rules only apply to the exterior aesthetics of the buildings, and the internal design will be left entirely to the Owner's architect.

The development will be enriched by the variety of designs, but must still be seen as an entity. This will be accomplished by prescribing certain architectural styles, building elements, materials and colour schemes.

3.5.1 Building characteristics

The general character of the development will be classical, i.e.:

- Classic Renaissance
- Italian (Tuscan and Palladian)

3.5.2 Elements

3.5.2.1 Antennas, satellite dishes and solar heating systems

All such elements must be positioned in order not to have a negative aesthetic influence on the neighbouring Units and developments.

Satellite dishes must be concealed and not visible from surrounding areas.

3.5.2.2 Skylights

All skylights must be concealed and not visible from surrounding areas.

3.5.2.3 Swimming pools

All swimming pools must be sunken, i.e. the structure may not protrude above the adjacent area on all sides.

3.5.3 Roofs

3.5.3.1 Roof pitches are to vary between 17,5° and 30°.

3.5.3.2 A maximum of 20% of the roof is allowed to be flat, including patios and flat roof concrete structures.

3.5.3.3 Only clay or concrete roof tiles are allowed, i.e.

- Double Roman
- Monarch
- Briti Tiles

3.5.3.4 The basic roof colour for the Estate is terracotta, but could also include:

- Standard and antique terracotta
- Amber
- Standard and antique amber

3.5.4 Walls

3.5.4.1 The following finishes are allowed:

- Plastered and painted
- River sand plaster
- Bag wash
- Combinations of the above.

3.5.4.2 The overall colour tone of the Estate should consist of ambers, terracotta and beiges, or combinations thereof.

Proposed colour choices should be presented at the time of Plan Approval Application, as well as when an existing Unit is to be re-painted. Thereafter the colour choice will be subject to approval on a sample basis at the time of painting to ensure conformance with the colour tone of the Estate. This approval is at the discretion of the Estate Architect in consultation with the Owner.

3.5.4.3 The following rules apply to face-brick detailing:

- Detailing of plinths allowed to a maximum height of 1 000 mm.
- Detailing permitted to plaster bands, corbelling, architraves surrounding openings, arches, keystones, cornices and chimneys.

3.5.4.4 Untreated concrete is allowed in combination with plastered walls.

3.5.5 Internal boundary walls

Boundary walls are to be similar to, or compatible with the aesthetics of the main structure and limited to a maximum height of 1,8 m. Palisade fencing is allowed.

Kitchen yards are to be screened from neighbouring erven and streets.

All boundary walls are to be plastered in accordance with paragraph 3.5.4.1.

3.5.6 Doors, windows and shutters

The following finishes are allowed:

- Natural wood
- Bronze anodised aluminium
- No primary, white or bright colours.

3.5.7 Patios, pergolas and covered areas

Patios and wooden pergolas are subject to HOA approval and therefore plans are required for submission to the HOA, in order to ensure that said components comply with the aesthetic values as set out herein. A pergola is exempted from City of Tshwane Approval under the NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT NO. 103 OF 1977.

A pergola is defined as a structure consisting of brick, stone, wood or steel pillars supporting an arbour formed of horizontal trelliswork, over which vines or other plants are trained. The horizontal beams may be constructed from the following materials:

- Painted or stained wood treated with preservatives for outdoor use.
- Aluminium or painted steel.
- Composite timber beams.

3.5.8 Balustrades

The following styles are allowed:

- Plastered walls
- Pre-cast concrete
- Natural wood
- Steel

3.5.9 Driveways, paving and parking

The width of the driveway / street interface is limited to the overall width of the structure's garage entrances, i.e. a structure with 3 garages will have a maximum driveway width to the street of approx. 7,2 m (3 X 2,4 m).

Paving should be selected so as to be aesthetically compatible with the main roadway covering. No "concrete imprint" paving is allowed. Furthermore, paving should be laid right up to the roadway edge, i.e. cut into the sidewalk paving.

Each Unit should provide for two off-roadway parking bays so as to accommodate visitors.

3.5.10 Retaining walls

In order to soften the appearance of the retaining walls in the development, the following rules apply:

Loffelstein: Constructed with a maximum incline angle of 70°, where after the pockets should be planted with a suitable plant material.

Brick / concrete: The wall should be "stepped" in a manner so as to result in a maximum incline of 70°. Each "step" should be constructed to form a planter box, where after each box should be planted with a suitable plant material to soften the wall panel.

Notwithstanding these rules, any retaining wall should be constructed in strict accordance with a professional engineer's design.

3.5.11 Lighting

The installation of exterior lighting that may be visible from the street or adjoining Units is subject to approval by the Aesthetics Committee.

3.5.12 Landscaping

All landscaping is to be indicated on the plans submitted to the Aesthetics Committee, and must comply with the Landscaping Rules and Guidelines contained in Section 3.

3.5.13 Water and conservancy tanks

Rainwater tanks may be installed with the following provisions:

- The tanks must be suitably clad to complement the architecture of the building it serves or screened from the street and neighbours according to paragraph 3.5.5.
- No bright colours are allowed. The tanks must be ordered in earthy colours, i.e:
 - Jojo Colours: Khaki Brown, Wintergrass, Stormy Sky.
 - Jojo Marble Finish: Sandstone, Evening Shadow.

3.5.14 Solar Heating Panels, Solar Power Installations & Integrated Geysers

Solar panel installations will be considered by the Architectural Committee to comply with the following provisos:

- the effect of the said installation on the desired ambience of the complex;
- not to obscure or negatively impact the view of neighbouring properties;
- to be exposed to direct sunlight throughout the day.

3.5.15 Heat Pumps

Heat pumps must not be visible from the street and should be screened in an aesthetically pleasing manner approved by the Aesthetics Committee according to paragraph 3.5.5.

4. PHASE 2 – PLAN APPROVAL – DOCUMENTATION AND PROCEDURES

4.1 Building plan approval

The Aesthetics Committee, on the advice of the Estate Architect, conducts approval of building plans.

4.2 Plan submission

The Architect appointed by the Owner must submit to the Estate Architect, documentation comprising the following:

- (1) Completed Plan Approval Application (Form BR1).
- (2) Site plan graduated in 500 mm contour intervals and certified by a registered land surveyor. This contour plan must be referenced to the Estate's benchmark located at the fountain: height = 1517,494 m AMSL.
- (3) Three (3) sets of Municipal Submission Drawings comprising:
 - Floor layout plans
 - Elevations and sections with height offset indicating conformance with the height restriction. This section should pass through the highest point of the structure above natural ground level.
 - Door and window schedules
 - Landscaping drawings.

Scales are as follows:	Site layout	1: 200
	Floor plans	1: 100
	Elevations and sections	1: 100

- (4) Colour rendered sketch plans indicating materials, finishes and colours.

All changes to the plans or design as requested by the Estate Architect must be done before the plans are submitted to the Aesthetics Committee. The Committee will be entitled to charge a minimal inspection fee before approving the plans, which can then be submitted to the Local Authority. One (sepia) copy of the approved plans must be submitted to the Aesthetics Committee for safekeeping.

4.3 Application fees

An application fee, which is for the Owner's account, will be determined by the Estate Architect depending on the time spent to evaluate and approve the plans. In addition a set fee, as determined by the HOA, will be debited against the building deposit.

4.4 Plan re-submission and costs

The application fee as stated in paragraph 4.3 covers the initial submission and assessment by the Estate Architect as well as a further one re-submission in the event of requested amendments. Thereafter, further submissions will be additionally charged for. All costs relating to the above will depend upon the scope, size and extent of the Estate Architect's time spent thereon.

4.5 Approval

Once all requested changes to the plans have been made, all documentation required by the Local Authority must be submitted to the Board for final approval and stamping.

The plans may then be submitted to the Local Authority for approval, upon which one copy of the Local Authority approved plans must be submitted to the Aesthetics Committee for reference purpose and final approval.

4.6 Further Changes

If the Local Authority stipulates any further changes, such changes should be brought specifically to the attention of the Aesthetic Committee, in writing, at this time. The Committee then reserves the right to adjudicate whether or not these alterations comply with the Building and Design Rules.

Additionally, if alterations to the plans are made during the building process, these changes have to be submitted to the Aesthetic Committee for additional approval.

4.7 Dispute

The HOA's Memorandum of Incorporation makes provision for mediation and arbitration in the event of a dispute.

5. PHASE 3 - THE BUILDING PROCESS

5.1 Deposit, insurance and building permit

A deposit, as determined by the HOA, is payable before commencement of the building process. The Owner must, in addition, provide confirmation that an appropriate Builder's Risk Insurance Policy will cover the building operation. Upon

receipt of a Building Permit Application (Form BR2) a building permit, signed by a Director, will be issued to the Owner.

The building deposit will only be refunded if the building operations did not damage any of the Estate's property or the neighbours' properties, and a certificate of occupation issued by the Local Authority has been submitted to the Estate Manager.

5.2 Verification of boundary pegs

Although the Owner would have purchased the property with a full set of surveyed boundary pegs, it is nevertheless the responsibility of the Owner to re-verify the peg positions prior to commencement of the building process.

5.3 Height certificates

Since adherence to the height restriction of 7,5 meters is vital in ensuring a view from each stand, the Owner must provide the Board with the following certificates during the building process:

- (1) A certificate issued by a registered land surveyor indicating the height, with reference to the site contour map and development benchmark, of the prepared ground floor level prior to casting of the ground floor slab. Only once this certificate is received and the height level verified by the Board may the building operation proceed.
- (2) A similar certificate is required prior to the casting of each subsequent slab so as to allow verification of the "as built" levels in comparison to the approved plans.

5.4 Building hours

The building hours are as follows: 07h00 – 17h00 on weekdays

No building is permitted on weekends and public holidays.

No contractor personnel are permitted on site outside of these hours. Any personnel on site after these hours will be deemed to be trespassing and will be removed from site by the Security Company's personnel.

Deliveries to and removals from the site should be scheduled during the abovementioned building times only.

5.5 Permitted vehicles

- Articulated vehicles or vehicles exceeding 5 tons are not allowed.
- Road Ordinance axle mass not to be exceeded.
- Due to the steep inclines within the Estate, it should be ensured that any vehicle entering the Estate is in a roadworthy condition.
- The HOA reserves the right to withhold access to the Estate if the vehicle size, condition or loads are deemed to be a possible danger to the Estate.

All vehicles must strictly adhere to the speed limit of 25 km/h.

5.6 Ablution facilities and rubbish disposal

The contractor shall provide ablution facilities, in terms of Local Authority regulations, as well as facilities for rubbish disposal on site. Said rubbish shall be disposed of weekly and may not be burnt or disposed of within the perimeter of the Estate.

5.7 Site cleanliness

The site and its surrounds shall be kept neat at all times. Building material and rubble must be stored or dumped within the site boundary and it is the contractor/Owner's responsibility to clear the site of said rubble on a weekly basis. The same applies to sand and rubble that is washed or moved over the boundary edge during building operations.

No workers are allowed to loiter in the Estate.

The site should be fenced off with green shade net.

5.8 Site office and temporary structures

All temporary structures erected on site (builder's sheds, site offices, toilets, etc.) should be of an aesthetically acceptable standard. The HOA reserves the right to request the removal of sub-standard temporary structures.

5.9 Building boards

No contractor boards may be erected.

5.10 Damage to property

The Owner shall be held responsible for any damage to kerbing, meter boxes, roads, lampposts, Estate property or private property within the Estate that may occur during and as a result of the Owner's building process.

In such an event, the Board will notify the Owner of said damage, the repair cost of which will be deducted from the Owner's building deposit, or invoiced if the deposit is insufficient.

5.11 Transgression

Should the HOA have any reservations with regard the conduct of the contractor and/or subcontractors, or in the event of a transgression of these Rules by the contractor and/or subcontractors, the HOA will notify the Owner in writing of such reservation or transgression and set a time limit for rectification.

If the issue is not satisfactorily resolved by the end of this time limit, the HOA then reserves the right to withdraw the Owner's building permit and suspend building operations until such time as such conduct or transgression is rectified.

5.12 General

It is the responsibility of the Owner to distribute a copy of these rules, as set out in the document titled Contractor's Building Rules, to his contractor and/or sub-contractors.

6. PHASE 4 - FINAL COMPLETION**6.1 Inspection**

Prior to occupation, a final inspection should be arranged with the Estate Architect to ensure compliance with these Rules as well as conformance with the approved set of plans.

6.2 Time limit for completion of building projects

Owners are required to complete home alterations/building operations within a reasonable period of time, namely:

- (1) For small minor alterations a time limit of 6 month from commencement of building.
- (2) For medium sized alterations a time limit of not more than 12 months from commencement of building.
- (3) For extensive alterations or new dwellings a time limit of no more than 24 months from commencement.

On approval of the plans, the HOA and the Owner will, by agreement, determine the scope/size of the project.

6.3 Penalty levy

In the event of the time limit stipulated in paragraph 6.2 above being transgressed, the Owner shall, with effect from the month following the lapse of such time limit, be liable for a penalty levy in addition to his normal levy, calculated at a rate of two times the normal levy.

6.4 Services

Impact Meter Services provide the following services to the Estate:

- Receipt of water and electricity deposits from each Owner.
- Monthly metering and billing of water and electricity.

It is strongly advised that Impact Meter Services be called upon to point out the position of the various services prior to the commencement of building operations. This will prevent a costly and complicated search for the various connections at the end of the building phase.

Their address is:

Silver Well Retail and Office Park
Graeme Road
Pretoria East

Telephone number 086 022 2677

6.5 Access control

The HOA reserves the right to withhold access to all or any contractor, sub-contractor or service provider, if any of the Estate Rules is not adhered to.

SECTION 3 – LANDSCAPING RULES AND GUIDELINES

1. INTRODUCTION

Planting in private gardens should harmonise well with the overall theme of the Estate and therefore garden design should:

- be classic and formal; and
- incorporate a variety of mostly indigenous trees and shrubs to encourage local bird life.

The magnificent view from the Estate is one of the main attractions of this development. Owners should ensure that the view of neighbouring properties is not obscured. Trees should be sensitively placed according to the window positions of surrounding houses.

2. LANDSCAPING

All landscaping is to be indicated on the plans submitted to the Aesthetics Committee.

3. TREES

The Estate is situated on the northern slope of Klapperkop, adjacent to a natural green belt, which is visible from the northern parts of Pretoria. The site is therefore considered sensitive and indigenous trees are preferred.

A complete list of trees recommended for planting on the Estate is provided as **Appendix 1**. This list was compiled to provide a variety of trees that are suitable for the specific micro climate and shaly soil conditions of the site.

The use of a variety of these indigenous trees will ensure a diverse and interesting bird life on the Estate.

In order to ensure an unobstructed view from all houses, trees selected for planting should not, at expected full grown height, exceed the lower of 6 meters and the height of the roof. In the event that this height restriction is exceeded and the Owner fails to comply with a request by an affected Resident in this regard and with a subsequent Letter of Compliance submitted to the Owner by the Board, the Board will appoint a contractor to trim the offending tree(s), the cost of which will be for the Owner's account.

4. SHRUBS, GROUND COVERS AND GRASS

The use of indigenous shrubs and ground covers is recommended. A list of recommended indigenous shrubs, ground covers, etc. is provided as **Appendix 2**.

5. INVASIVE PLANTS

Properties should be kept free of invasive plants, for example *Acacia Mearnsii* (Black Wattle). No invasive plants (which can cause a threat to the adjacent natural green belt) will be permitted. A list of prohibited plants is provided as **Appendix 3**.

6. UPKEEP OF COMMUNAL GARDENS

Each Owner is responsible for the upkeep of any communal planting along his/her erf boundary.

7. LEGACY ISSUES

The Board is aware of numerous instances of planting in existing gardens in violation of these rules and guidelines. This unfortunate situation came about as a result of the rules and guidelines not being strictly enforced in the past.

While the Board is reluctant to force Owners to undo errors of the past, it encourages Owners to replace unwanted plants over time.

LIST OF RECOMMENDED TREES

- Acacia Borleae*
Acacia Caffra (Hook Thorn)
Acacia Burkei (Black Monkey Thorn)
Acacia Galpinii (Monkey Thorn)
Acacia Nilotica (Scented Thorn)
Acacia Karroo (Sweet Thorn)
Acacia Robusta (Robust Thorn)
Acokanthera Oppositifolia (Bushman's poison)
Alberta Magna (Natal Flame Bush)
Aloe Barberae (previously *Aloe Bainsii*)
Apodytes Dimidiata (White Pear)
- Bauhinia Bowkery*
Berchemia Zeyheri (Red Ivory)
Bolusanthus Speciosa (Tree Wisteria)
Bowkeria Citrina
Bowkeria Verticillata (Natal Shell-Flower Bush)
Brachyleana Discolor (Coast Silverleaf)
Brachylaena Rotundata
- Calodendrum Capense* (Cape Chestnut)
Cassine Aethiopica (Karoo Berry)
Celtis Africana (White Stinkwood)
Clerodendrum Glabrum (Verbena Tree)
Combretum Collinum
Combretum Hereroense (Russet Bushwillow)
Combretum Molle (Velvet Bushwillow)
Combretum Woodii
Cryptocarya Woodii
Curtisia Dentata (Assegai)
Cussonia Paniculata (Highveld Cabbage Tree)
Cussonia Spicata (Cabbage Tree)
Cussonia Transvaalensis (Tvl Cabbage Tree)
- Dias Cotinfolia* (Pom-Pom Tree)
Dichrostachys Cinerea (Sickle Bush)
Diospyros Whyteana (Bladder Nut)
Dombeya Rotundifolia (Wild Pear)
Dovyalis Zeyheri (Wild Apricot)
- Ekebergia Capensis* (Cape Ash)
Erythrina Latissima (Broad Leafed Coral Tree)
Erythrina Lysistemon (Transvaal Coral Tree)
Euclea Crispa (Blue Guarri)
Euclea Divinorum (Magic Guarri)
Euclea Natalensis (Large Leafed Guarri)
Euclea Racemosa spp. Zuluense
- Ficus Abutilifolia* (Large Leafed Rock Fig)
Ficus Ingens (Red Leafed Rock Fig)
Ficus Sur (Wild Fig)
- Galpinia Transvaalica* (Wild Cape Myrtle)
Gonioma Kamassi (Kamassi)
Greyia Sutherlandii (Natal Bottlebrush)
- Halleria Lucida* (Tree Honeysuckle)
Harpephyllum Caffrum (Wild Plum)
Heteropyxis Natalensis (Lavender Thorn)
- Ilex Mitis* (Cape Holly)
- Kiggelaria Africana* (Wild Peach)
Kirkia Acuminata (White Syringa)
Kirkia Wilmsii (Mountain Syringa)
- Leucosidea Sericea* ("Ouhout")
Loxostylis Alata (Wild Pepper Tree)
- Maerua Caffra* (Bush Cherry)
Millettia Grandis (Umkimbeet)
Mimusops caffra (Coast Red Milkwood)
Mimusops Zeyheri (Transvaal Red Milkwood)
- Noltia Africana*
Nuxia Congesta (Brittlewood)
Nuxia Floribunda (Wild Elder)
Nuxia Oppositifolia
- Ochna Pulchra* (Flaky Bark Plane Tree)
Ocotea Bullata (Black Stinkwood)
Olea Europeae spp. *Africana* (Wild Olive)
Osyris Lanceolata
Ozoroa Paniculosa
- Pappea Capensis* (Wild Plum)
Peltophorum Africanum (Weeping Boer-Boon)
Pittosporum Viridiflorum (Kasuur)
Podocarpus Elongatus
Podocarpus Falcatus (Outeniqua Yellowwood)
Podocarpus Henkelii (Henkel's Yellowwood)
Podocarpus Latifolius (Real Yellowwood)
Protorhus Longifolia (Cape Beech)
Prunus Africana (Red Stinkwood)
Ptaeroxylon Obliquum (Sneezewood)
Pterocarpus Rotundifolius (Round Leaved Kiaat)
Putterlickia Pyracantha
- Rapanea Melanophloeos* (Cape Beech)
Rhigozum Zambesiaceum (Transvaal Gold)
Rhus Chirindensis (Red Currant)
Rhus Dentata (Nana Berry)
Rhus Discolor
Rhus Lancea (Karee)
Rhus Leptodictya (Mountain Karee)
Rhus Pyroides (Common Wild Currant)
Rhus Undulata (Kuni Bush)
Rhus Viminalis (White Karee)
Rhus Zeyheri ("Blou Taaibos")
Rothmannia Capensis (Wild Gardenia)
- Schotia Brachypetala* (Weeping Boer-Boon)
Schrebera Alata (Wild Jasmine)
Sirdeoxylon Inerme (White Milkwood)
Strelitzia Nicolai (Wild Banana)
Strychnos Pungens
Syzygium Cordatum (Water Berry)
- Tarchonanthus Camphoratus* (Camphor Bush)
Trichilia Dregeana (Natal Mahogany)
Trichilia Emetica
- Virgilia Oroboides* (Fragrant Bloom Tree)
Vite Rehmanni
Vanqueria Infauta (Wild Mediar)
- Ziziphus Mucronata* (Buffalo Thorn)

LIST OF RECOMMENDED SHRUBS, ETC.

1. LIST OF RECOMMENDED SHRUBS

<i>Agathosma Obovata</i>	<i>Leonotus Album</i>
<i>Aloe Arborescens</i>	<i>Leonotus Leonurus</i> (Wild Dagga)
<i>Aloe Ciliaris</i>	<i>Leonotus Microphylla</i>
<i>Aloe Fero</i>	<i>Leucosidea Sericea</i> ("Ouhout")
<i>Aloe Marlothii</i>	<i>Loxostylis Alata</i> ("Tierhout")
<i>Aloe Mutabilis</i>	<i>Mackaya Bella</i> (Mackaya)
<i>Anisodonta Scabrosa</i>	<i>Maerua Angolensis</i> (Bead Bean)
<i>Barleria Obusta</i>	<i>Maerua Caffra</i> (Bush Cherry)
<i>Barleria Pretoriensis</i>	<i>Maytenus Bachmannii</i>
<i>Barleria Rotundifolia</i>	<i>Maytenus Heterophylla</i> (Spike Thorn)
<i>Bauhinia Bowkerii</i>	<i>Maytenus Tenuispina</i>
<i>Bauhinia Galpinii</i> (Pride of De Kaap)	<i>Melianthus Major</i> (Melianthus)
<i>Bauhinia Natalensis</i> (White Neat's Foot)	<i>Melianthus Minor</i>
<i>Bauhinia Tomentosa</i> (Yellow Neat's Foot)	<i>Metalasia Muricara</i>
<i>Brachylaena Glabra</i>	<i>Mundulea Sericea</i> (Cork Bush)
<i>Buddleja Auriculata</i> (Weeping Sage)	<i>Myrica Serrata</i> (Lance Leaf Waxberry)
<i>Buddleja Saligna</i> ("Witolienhout")	<i>Myrsine Africana</i> (Cape Myrtle)
<i>Buddleja Salviifolia</i> (Sagewood)	<i>Nuxia Congesta</i>
<i>Burchellia Bubalina</i> (Wild Pomegranate)	<i>Nymanina Capensis</i>
<i>Calpurnia Alba</i>	<i>Ochna Pretoriensis</i>
<i>Calpurnia Aurea Sylvatica</i> (Wild Laburnum)	<i>Ochna Pulchra</i> (Flakey Bark Plane Tree)
<i>Carissa Macrocarpa</i> (Amatungulu)	<i>Ochna Serrulata</i> (Carnival Bush)
<i>Chrysanthemoides Monilifera</i> (Bush Tick Berry)	<i>Otosiphon Labiatus</i>
<i>Clematis Brachiata</i>	<i>Pavetta Gardeniifolia</i>
<i>Coleonema Alba</i> (White Confetti Bush)	<i>Pavetta Lanceolata</i> (Forest Bride's Bush)
<i>Coleonema Pulchellum</i> (Pink Confetti Bush)	<i>Pavetta</i> spp.
<i>Crassula Ovata</i>	<i>Pavetta Tristis</i>
<i>Croton Gratissimus</i> (Lavender Croton)	<i>Pelargonium</i> spp. (Geraniums)
<i>Cyclopia</i> spp.	<i>Plectranthus</i> spp.
<i>Dichrostachys Cinerea</i> (Sickle Bush)	<i>Plumbago</i> Bsp.
<i>Diospyros Lycioies</i> ("Bloubos")	<i>Polygala Myrtifolia</i> (September Bush)
<i>Dissotis Soecies</i>	<i>Portulacaria Afra</i> (Elephant Bush)
<i>Dodonaea Viscosa</i>	<i>Pouzolzia Mixta</i>
<i>Dombeya Burgessiae</i> (Pink Dombeya)	<i>Psychotria Capensis</i> (Cream Psychotria)
<i>Duvernoia Adhatodoides</i> (Pistol Bush)	<i>Pteronia Incanum</i>
<i>Elegia Capensis</i>	<i>Pycnostachys Reticulata</i>
<i>Eriocephalus Africana</i> ("Kapokbos")	<i>Raspalia Hypocrateriformis</i>
<i>Erythrina Humeana</i> (Dwarf Coral Tree)	<i>Rhamnus Prinoides</i> (Dogwood)
<i>Eugenia Verdoorniae</i>	<i>Rhigozum</i>
<i>Euonymus</i> spp. (Wild Daisy Bush)	<i>Rhus Crenata</i>
<i>Euryops Pectinata</i> (Wild Daisy Bush)	<i>Rhus Zeyheriana</i>
<i>Euryops Virgineus</i> (Wild Daisy Bush)	<i>Rothmannia</i> spp.
<i>Euphorbia Cooperi</i> (Lesser Candelabra)	<i>Ruttyraspalia</i>
<i>Euphorbia Ingens</i> ("Naboom")	<i>Salvia Africana - Lutea</i>
<i>Euphorbia Turicalli</i> (Rubber Hedge)	<i>Salvia Chamaeleagnea</i>
<i>Freylinia Tropica</i>	<i>Salvia</i> spp.
<i>Gardenia</i> spp.	<i>Senna Petersiana</i>
<i>Gomphostigma Virgatum</i> ("Otterbossie")	<i>Strelitzia Reginae</i> (Crane Flower)
<i>Grewia Flava</i> (Brandy Bush)	<i>Syzygium Verdoorniae</i>
<i>Grewia Monticola</i> (Silver Raisin)	<i>Tarchonanthus Camphoratus</i> (Camphor Bush)
<i>Grewia Occidentalis</i> ("Kruisbessie")	<i>Tecomaria Capensis</i>
<i>Greyia Sutherlandii</i> (Natal bottlebrush)	<i>Tinnea Barbata</i> (Purple Tinnea)
<i>Gunnera Perperna</i>	<i>Turraea Obtusifolia</i> (Small Honeysuckle Tree)
<i>Halleria Lucida</i> (Tree Fuschia)	<i>Vernonia Myriantha</i>
<i>Helichrysum</i> spp.	<i>Vernonia</i> spp. (e.g. <i>Vernonia Colorata</i>)
<i>Heteropyxis Natalensis</i> (Lavender Tree)	<i>Virgilia Oroboides</i> ("Keurboom")
<i>Heteromorpha Trifoliata</i> (Parsley Tree)	<i>Ximenia Caffra</i> (Large Sour Plum)
<i>Hypericum Revolutum</i> (Curry Bush)	

2. LIST OF RECOMMENDED GROUND COVERS

Agapanthus Africanus
Agapanthus Inapertus
Agapanthus Praecox
Ammocharis spp.
Aptenia Cordifolia
Aptenia Cordifolia Varieated
Arctotis spp.
Aristea spp.
Aristea Africana
Aristea Ecklonii
Asparagus Densiflorus (Meyeri)
Asparagus Densiflorus (Sprengeri)
Asystacia Gangerica

Barleria Repens (Purple)
Barleria Repens (Rosea)
Begonia spp.
Brunsvigia spp.
Bulbine Angustifolia
Bulbine Frutescens
Bulbine spp.
Carissa Macrocarpa
Carpobrotus spp.
Chasmanthe Floribunda
Chlorophytum spp.
Chrysanthemoides Monilifera
Clivia Nobilis
Clivia Miniata
Crassula spp.
Crinum spp.
Cyranthus spp.

Diasca Barberae
Dietes Grandiflora
Drosanthemum spp.
Dymondia Margaretae
Eumorphia Prostrata
Felicia spp.
Gazania Hybrids
Gazania spp.
Geranium Incanum

Gerbera spp.
Gladiolus spp.
Haemanthus spp.
Helichrysum spp.
Hypoestis Aristata
Hypoestis Verticillaris
Hypoxis spp.
Impatiens
Jasminum Angulare
Jasminum Stenolobium
Kalanchoe spp.
Kniphofia spp.
Mesembryanthemaceae ("Vygie")
Othonna Capensis
Oxalis spp.
Pelargonium spp.
Plecthranthus Madagascariensis
Plecthranthus spp.
Portulaca Oleoracea
Portulacaria Affra
Rhus Magalismsontana
Salvia Africana - lutea
Sansevieria spp.
Scabiosa Africana
Scadoxus spp.
Scilla Natalensis
Senecio Tamoides
Sutera Knyssanthus
Sutera Pauciflora
Sutera spp.
Tulbaghia Fragrans
Tulbaghia Violacea
Veltheimia spp.
Viola Hederacea
Walafrida Densiflora
Watsonia spp.
Zaluzianskya spp.

3. LIST OF RECOMMENDED ANNUALS

Arctotis
Castralis
Dianthus Mooiensis
Dimorphotheca
Gazanea
Ursinae

4. LIST OF RECOMMENDED BULBS

Ammocharis
Anomathieca

Brunsvigia
Boophane
Clivia
Crinum
Freesia
Gladiolus
Haemanthus
Ixia
Scadoxus
Schizostylis
Sparaxis
Tritonia

5. RECOMMENDED GRASS

Cynodon - Hybrid (L.M. Grass)

INVASIVE PLANTS

(These plants are prohibited on the Estate)

Acacia Cyclops (Red Eye)
Acacia Dealbata (Silver Wattle)
Acacia Malanoxylon (Australian Blackwood)
Acacia Longifolia ("Goue Wattle", "Langblaarwattle")
Acacia Meamsii (Black Wattle)
Acacia Saligna (Port Jackson Willow)
Agavaceae
Aranjia Sericifera (Moth Catcher)

Bidens Formosa (Cosmos)

Cactaceae
Cassia Didimobotrya (Wild Senna)
Ceasalpinia Decapetaia (Mauritius Thorn)
Cereus Paruvianus (Queen of the Night)
Cestrum Aurantiacum (Yellow Cestrum)
Cestrum Laevigatum (Inkberry)
Cestrum Parqui (Chilean Cestrum)
Cestrum species
Chromolaena Odorata (Triffid Weed)
Cirsium Vulgare (Spear Thistle)
Crotalaria Agatiflora (Bird Flower)
Cuscuta Campestris (Common Dodder)

Datura Ferox (Large Thorn Apple)
Datura Stramonium (Thorn Apple)

Egeria Densa (Water Weed)
**Eichhornia Crassipes* (Nile Lily)
Eupatorium Macrocephalum

Hakea Gibbossa (Hairy Needle Bush)
Hakea Sericea (Silky Hakea, Needle Bush)
Hakea Suaveolens (Sweet Hakea)
Hakea species
Harrisia Martinii (Moon Cactus)
Heliotropium Amplexicaule
Hypericum Perforatum (St. John's Wort Tipton Weed)

Jacaranda

Lantana Camara (Lantana, Tickberry)
**Lemna Gibba* (Duckweed)
Leptospermum Laevigatum (Australian Myrtle)

Melia Asedarach
Mirabilis Jalapa (Four o'Clocks)
Myriophyllum Aquaticum (Parrots Feather)

Opuntia Aurantiaca (Jointed Cactus)
Opuntia Dillenii (Pipestem Prickly Pear)
Opuntia Exalta (Long Spine Cactus)
Opuntia Ficus Indica (Sweet Prickly Pear)
Opuntia Imbricata (Imbricate Cactus)
Opuntia Lindheimeri (Small Round-Leaved Prickly Pear)
Opuntia Rosea (Rosea Cactus)
Opuntia species

Paraserianthes Lophantha (Australian Albhizea)
Pereskia Aculeata (Lemon Vine)
Pereskia Grandiflora (Large-Leaved Barbados Gooseberry)
**Pistia Stratiotes* (Water Lettuce)
Pinus Pinaster (Pine)
Prosopis Glandulosa ("Muskietboom", "Suidwesdoring")
Robinia Pseudoacacia
Rubus Cuneifolius (American Bramble)
Rubus species

**Salvinia Molesta* (Kariba Weed)
Sesbania Punicea Pennisetum Setaceum (Fountain Grass)
(Rattlepod, Coffee Weed, Brazilian Glory Pea)

Solanum elaeagnifolium (Bitter Apple)
Solanum Mauritianum (Bugtree)
Solanum Sisymbriifolium (Wild Tomato)
Solanum species

Verbena Bonariensis (Wild Verbena)
Verbena Brasiliensis

Zanthium Strumarium (Cocklebur)
Zanthium species

Water plants

SECTION 4 – ACCESS POLICY AND PROCEDURES

CONTENTS

1. INTRODUCTION
2. DEFINITIONS
3. IDENTIFICATION
4. COMMUNICATION WITH DUTY OFFICER
5. ACCESS CONTROL PROCEDURES
 - 5.1 Residents
 - 5.2 Special permission non-residents
 - 5.3 Individual visitors by appointment
 - 5.4 Visitor groups
 - 5.5 Unannounced visitors
 - 5.6 Resident and non-resident employees
 - 5.7 Visitors of employees
 - 5.8 Building and maintenance contractors
 - 5.9 Regular suppliers
 - 5.10 Estate agents
 - 5.11 Delivery vehicles
 - 5.12 Vehicles on official or emergency business
 - 5.13 Visitors on HOA business
 - 5.14 Other persons and vehicles
 - 5.15 Vehicle access barcode tags
6. RETENTION AND SEARCH
7. FEES
8. COMPLIANCE

1. INTRODUCTION

This Section sets out the general policies and procedures with regard to entry and exit applicable to Residents, Owners, their visitors and other persons who require access to the Estate.

2. DEFINITIONS

For purposes of this Section the following words shall, unless the context otherwise requires, have the following meanings:

"Biometric System"	means the system of biometric recognition used for access control, including recognition of Access Cards. An Access Card will be issued to any person who, for physical reasons, cannot be recognised biometrically;
"Duty Officer"	means an officer of the Security Company on duty on the Estate;
"OB"	means the occurrence book maintained by the Duty Officers and Security Manager;
"Security Committee"	means the sub committee of the Board responsible for security arrangements on the Estate;
"Security Manager"	means the manager of the Security Company on duty on the Estate.

3. IDENTIFICATION

The principle of access control on the Estate is that some form of identification issued or required by the HOA must identify each entry, and similarly identify each exit.

The HOA reserves the right to ask for positive identification from any person entering the Estate. However, a distinction is made between Residents, their relatives, guests, bona fide visitors and employees on the one hand, where such identification would not be insisted upon in the normal course, and other persons such as contractors, workers, suppliers and service providers, where an acceptable form of identification will be required as set out herein.

Except in the case of Residents registered on the Estate's Biometric System, every vehicle wishing to enter the Estate will be subject to scanning and verification of its license disc as well as of the driver's license.

4. COMMUNICATION WITH DUTY OFFICER

In order to ensure that the process of providing access to third parties, such as visitors and service providers, is managed smoothly and effectively, Residents are urged to make prior arrangements with the Duty Officer as provided for herein.

Residents are requested to use the notice forms described herein for this purpose. Alternatively, a telephone call to the Duty Officer prior to the arrival of the third party not only alerts the security staff but also saves the cost of one or more calls to the Resident concerned.

Residents are encouraged to keep the Duty Officer informed of special circumstances, in particular of periods of absence from the Estate. Form AP4 should be used for this purpose.

5. ACCESS CONTROL PROCEDURES

5.1 Residents

Residents' access to, and exit from the Estate are controlled by means of the Biometric System. Application for registration on the Biometric System should be made using the following forms:

Resident Owner and family members: Form AP6

Tenant and Boarder Form AP7

A Resident wishing to enter or leave the Estate without biometric or access card authentication for whatever reason, will be made aware that this is a requirement before being let through the gate. An OB entry will be made and reported, and a repeat offender will be considered to be in breach of the Estate Rules.

Children under the age of 16 will not be registered on the Biometric System, but will be accommodated by letting them through the gate. However, parent(s) will be contacted before such child will be allowed to exit the Estate. Should a resident's child be brought back to the Estate in an unfamiliar vehicle, the Duty Officer will contact the Resident and confirm the identity of the driver. In the case of an organised transport arrangement or club, details of the participating parents and their vehicles should be provided to the Estate Manager so that the access and exit procedure may be streamlined.

Should a Resident assist in the unauthorised entry of a person onto the Estate by means of transporting such person into the Estate or otherwise, the Resident will be considered to be in breach of the Estate Rules. Such unauthorised person will be removed immediately and blacklisted from the Estate. An OB entry will be made and reported.

5.2 Special permission non-residents

An Owner who is not a resident will be treated as a visitor via the visitor lane, and access will only be granted upon positive verification against the list of registered property owners. Where required and upon proper motivation, a non-resident Owner may apply for registration on the Biometric System using Form AP8.

A Resident who receives non-resident family members on a regular basis may apply for the registration of such family members on the Biometric System using Form AP8.

5.3 Individual visitors by appointment

A Resident expecting a visitor should make arrangements with the Duty Officer for access to be granted. The following procedure applies:

- Notice of the visit should preferably be given to the Duty Officer by submitting Form AP1.
- Alternatively, the Duty Officer is called on one of the numbers 012 460 7778 / 012 460 3991, stating the name, unit number and telephone number of the Resident, the visitor's name and expected time of arrival.
- The Duty Officer will enter this information on the visitor's book, and in the case of a telephonic notification will verify the Resident's telephone number via the "IdentiCall" facility.

5.4 Visitor groups

A Resident expecting a group of visitors is required to make arrangements with the Duty Officer for access to be granted. The following procedure applies:

- The Resident submits Form AP1 containing details of the visitors and submits it to the Duty Officer. Should fewer than 5 vehicles be expected such information may also be provided telephonically.
- Should the Resident fail to make such prior arrangement, he or she will be contacted in each instance, and under no circumstances will a blanket instruction be accepted by the Duty Officer.

5.5 Unannounced visitors

The following procedure applies in the event of a visitor arriving at the gate without an appointment:

- The visitor must state the name and unit number of the Resident to be visited, and his or her relationship to such Resident. The Duty Officer may, at his discretion, require positive identification.
- The Duty Officer will contact the Resident and confirm this information.
- Once the Resident has confirmed acceptance of the visitor, the Duty officer will enter the visitor's information on the visitor's book before granting access.

5.6 Resident and non-resident employees

The following procedure applies to a domestic worker or gardener employed by a Resident or Owner:

- The employer of such person must complete a registration form (Form AP3) and submit it to the Duty Officer. The form must be accompanied by:
 - (1) a photocopy of the employee's ID document, including the employer's name and signature on the back of the copy, and
 - (2) a recent colour photograph of the employee.

On approval the employee will be registered on the Biometric System.

- On termination of employment it is the responsibility of the employer to notify the Estate Manager.

In the event of a breach of the Estate Rules both the employer of the employee will be considered to be in breach.

5.7 Visitors of employees

The procedures set out in paragraphs 5.4 and 5.5 also apply in the case of visitors to employees, subject to the proviso that the Resident concerned, i.e. the employer of such employee, must either make the prior appointment as set out in paragraph 5.4, or authorise access as set out in paragraph 5.5.

Under no circumstances will any visitor be granted access without the knowledge of the employer.

5.8 Building and maintenance contractors

Building and maintenance contractors and their workers will be granted access to the Estate in accordance with the following procedure:

- A Resident or Owner that requires the services of a contractor on the Estate must submit the notice Form AP2 to the Duty Officer.
- On arrival at the gate the contractor must sign the permit sheet and submit a valid South African ID document or driver's license, and a copy thereof. A non-South African passport will be accepted provided a valid working permit accompanies it. A sub-contractor will be handled in the same way as the contractor on condition that he provides proof that he is sub-contracting to the contractor.
- A contract worker accompanying the contractor must present a valid South African ID document or driver's license. A non-South African passport will be accepted provided a valid working permit accompanies it. The documents referred to herein must be relinquished on arrival at the gate and will be handed back on exit.
- Normal building and maintenance activities are only allowed during weekdays from 07h00 to 17h00, except in the case of emergency plumbing or electrical maintenance. No building activities are allowed on Saturdays, Sundays and public holidays. Should the Building Committee approve an application for a relaxation of this rule, the Duty Officer must ensure that the nature and time constraints of such approved activities are adhered to.
- Contractors, workers and their vehicles must exit the Estate by 17h00. Uninterrupted operations, such as the casting of concrete slabs, must therefore commence timeously, which starting time shall be at the discretion of the Duty Officer.
- Contract workers may only enter or leave the Estate by vehicle, accompanied by the contractor. No contract worker may walk around on the Estate other

than on his or her designated site. Should movement of contract workers be necessary, their contractor must transport such workers.

- Contractors must schedule deliveries from suppliers within the designated contracting hours, namely weekdays from 07h00 to 17h00.

5.9 Regular suppliers

Regular suppliers, including service providers such as for pool cleaning or gardening, are subject to the procedure applicable to building and maintenance contractors as set out in paragraph 5.8.

Should a Resident make use of the services of an individual person on a contractual and regular basis, such person may be registered by submitting a registration Form AP5 to the Estate Manager.

5.10 Estate agents

Residents and Owners may arrange access for approved estate agents and their clients between the hours of 07h00 and 17h00 daily, in accordance with the procedures applicable to visitors. Approval may be obtained by submitting Form GR2.

Only agents that have been authorised in writing by Pretor, having applied and paid the required fee, will be allowed on the Estate for purposes of putting up a "show house" on a Sunday between the hours of 14h00 and 17h00. Such agent must inform the Duty Officer of his or her intention by the preceding Thursday. The Security Company will provide an escort officer for the Sunday in question.

5.11 Delivery vehicles

The following procedure applies to delivery vehicles:

- Deliveries will be dealt with in the same way as visitors, and prior arrangement must be made with the Duty Officer or the Resident must be contacted on the vehicle's arrival at the gate.
- The Duty Officer must ensure that the driver is familiar with the route and location of the delivery address, after which the driver must be instructed to proceed through the gate slowly.
- On exit the Duty Officer must check that all delivery staff that entered the Estate are exiting, and check the contents of the vehicle before it leaves the gate.
- Fast food delivered to the Estate must be collected from the gate.

5.12 Vehicles on official or emergency business

This section applies to Telkom, SAPS, an ambulance, a fire department vehicle, an armed response vehicle, or any other vehicle approaching the gate on what is purported to be official or emergency service duty.

Where circumstances allow, a Resident expecting the arrival of a vehicle as envisaged above should notify the Duty Officer of such pending arrival.

In the absence of prior notification the following procedure applies:

- **Telkom:** The Resident must be contacted on the vehicle's arrival at the gate. Should the Resident not respond, access will be denied.
- **SAPS:** The Resident must be contacted on the vehicle's arrival at the gate. Should the Resident not respond, the Duty Officer will verify that the driver is in possession of a valid warrant or summons and that all occupants are in possession of valid SAPS ID documents. The vehicle must then be escorted to the indicated unit.
- **Ambulance, fire department or armed response vehicle:** The Resident must be contacted on the vehicle's arrival at the gate. Should the Resident not respond, the Duty Officer will verify the number of occupants. The vehicle must then be escorted to the indicated unit.

5.13 Visitors on HOA business

Representatives of Pretor, Weslie International and Impact Meter Services are granted access to the Estate in accordance with arrangements made with the Security Committee.

5.14 Other persons or vehicles

No person or vehicle, other than those provided for above, will be granted access to the Estate, unless so authorised by the chairperson of the Board or a member of the Security Committee.

5.15 Vehicle access barcode tags

Residents registered on the Biometric System may apply for a barcode tag for each of his or her vehicles, using Form AP9 and subject to the provisions of paragraph 7. A barcode tag will trigger the automatic opening of the Residents' entrance gate on approach of the vehicle.

6. RETENTION AND SEARCH

Should a Resident suspect that an attempt is being made to remove stolen property from the Estate, the Duty Officer may be instructed to retain the suspect at the gate until the Resident arrives. However, security staff will not be involved in any search of the person or of any articles in his or her possession, and Residents are advised to summon the SAPS in such event.

For the protection of Residents, security personnel have been mandated to inspect the contents of any vehicle entering or exiting the Estate, at their discretion.

7. FEES

A maximum of two Vehicle Access Barcode Tags will be provided free of charge per Unit. A fee of R100,00 per tag or card will be levied for additional tags or replacement Access Cards.

8. COMPLIANCE

Residents, Owners and visitors are expected to comply with the above policy and procedures, and not to request or demand exceptions to be made by security personnel.

Breaches of the above policy and procedures by security personnel should be reported to the Security Committee and not taken up with security personnel or the Security Manager.

FORMS

The following forms are prescribed for the use of Owners and Residents. The enclosed specimens may be used to make copies. Additional copies may be obtained from the Estate Manager.

- AP1 VISITOR NOTICE**
- AP2 CONTRACTOR/SUPPLIER/SERVICE PROVIDER NOTICE**
- AP3 EMPLOYEE REGISTRATION**
- AP4 HOLIDAY ABSENCE NOTICE**
- AP5 REGULAR SUPPLIER REGISTRATION**
- AP6 BIOMETRIC SYSTEM REGISTRATION – RESIDENT OWNER**
- AP7 BIOMETRIC SYSTEM REGISTRATION – TENANT AND BOARDER**
- AP8 BIOMETRIC SYSTEM REGISTRATION – SPECIAL PERMISSION
NON-RESIDENT**
- AP9 VEHICLE ACCESS BARCODE TAG APPLICATION**
- BR1 PLAN APPROVAL APPLICATION**
- BR2 BUILDING PERMIT APPLICATION**
- GR1 CLEARANCE CERTIFICATE APPLICATION**
- GR2 APPLICATION FOR ESTATE AGENT APPROVAL**
- GR3 TENANT REGISTRATION**
- GR4 BOARDER REGISTRATION**
- HO1 APPLICATION FOR MEMBERSHIP**



FORM AP1

VISITOR NOTICE

Name of Resident _____ Unit no _____

Contact no _____

Notice is hereby given to the Security Officer on duty at Waterkloof 101 Estate that the Visitor(s) stated below are expected to visit the above Unit on legitimate business and should be granted access to the Estate subject to the HOA's Access Policy and Procedures.

Signed by Resident _____ Date _____

Details of Visitor(s)

Name of Visitor	Number of persons in vehicle	Date of arrival	Estimated time of arrival

Received by Security Officer (name) _____

Signature _____ Date _____ Time _____



FORM AP2

CONTRACTOR/SUPPLIER/SERVICE PROVIDER NOTICE

Name of Resident _____ Unit no _____

Contact no _____

Notice is hereby given to the Security Officer on duty at Waterkloof 101 Estate that the Contractor(s), Supplier(s) and/or Service Provider(s) stated below are expected to visit the above Unit on legitimate business and should be granted access to the Estate subject to the HOA's Access Policy and Procedures.

Details of Contractor, Supplier and/or Service Provider

Name of company or person	Date of arrival	Estimated time of arrival	Estimated completion date

Signed by Resident _____ Date _____

Received by Security Officer (name) _____

Signature _____ Date _____ Time _____



FORM AP3

EMPLOYEE REGISTRATION

Name of Resident _____ Unit no _____

Contact no _____

Application is hereby made to the Waterkloof 101 HOA (the HOA) for the registration of the person identified below as an Employee for purposes of the Estate Rules, and for access to be granted subject to the HOA's Access Policy and Procedures.

Details of Employee

Full name _____

ID number _____

Nature of employment: Full time ☐ Or Part time ☐

If Part time, state days of the week employed (e.g. Mondays, Wednesdays and Fridays)

Employee lives in - Yes ☐ Or No ☐

Visitors are allowed - Yes ☐ Or No ☐

Names of regular visitors to be granted access subject to the HOA's Access Policy and Procedures:

Indicate maximum number of visitors to be allowed at one time: _____

Signed by Resident _____ Date _____

For HOA use

Copy of ID certified by Resident and photograph received ☐

Biometric registered: No _____ Access card issued (if applicable): No _____

Signed by Estate Manager _____ Date _____

**FORM AP4****HOLIDAY ABSENCE NOTICE**

Name of Resident _____ Unit no _____

Contact no _____

Notice is hereby given to the Security Officer on duty at Waterkloof 101 Estate that the above Unit will be unoccupied or partly occupied for the period stated below. The Visitor(s), Contractor(s), Supplier(s) and/or Service Provider(s) stated below are expected to visit the Unit on legitimate business in my absence and should be granted access to the Estate subject to the HOA's Access Policy and Procedures.

Expected period of absence _____ until _____**Key** to the Unit available from _____ Contact no _____**Persons expected to be on the premises during my absence** (tick where applicable):Domestic worker(s) ☐ Visitor(s) to be allowed ☐Gardener(s) ☐ Visitor(s) to be allowed ☐Family member(s) ☐ Visitor(s) to be allowed ☐**Details of Visitor, Contractor, Supplier and/or Service Provider** to be given access during my absence:

Name of company or person	Date of arrival	Estimated time of arrival	Additional information

Special instructions

Signed by Resident _____ Date _____

Received by Security Officer (name) _____

Signature _____ Date _____ Time _____



FORM AP5

REGULAR SUPPLIER REGISTRATION

Name of Resident _____ Unit no _____

Contact no _____

Application is hereby made to the Waterkloof 101 HOA (the HOA) for the registration of the person(s) identified below as Regular Suppliers for purposes of the Estate Rules, and for access to be granted subject to the HOA's Access Policy and Procedures.

Signed by Resident _____ Date _____

Details of Regular Supplier personnel

Name _____ ID no _____

Name _____ ID no _____

Name _____ ID no _____

Name _____ ID no _____

Type of vehicle _____ Registration no _____

Days and time of visits to Unit _____

(e.g. Weekly between 10:00 and 15:00)



FORM AP6

BIOMETRIC SYSTEM REGISTRATION – RESIDENT OWNER

Name of Owner _____ Unit no _____

Contact no _____

Application is hereby made to the Waterkloof 101 HOA (the HOA) for the registration on the Biometric System of me as Owner and each of the persons identified below, being permanent residents at the above Unit:

Name	ID no	Relationship to Owner

I accept that the use of the Biometric System is and will at all times be subject to the HOA's Access Policy and Procedures.

Signed by Owner _____ Date _____

For HOA use

Biometric registered:

1.Name _____ No _____ 2. Name _____ No _____

3.Name _____ No _____ 4. Name _____ No _____

5.Name _____ No _____

Access card(s) issued (if applicable):

1.Name _____ No _____ 2. Name _____ No _____

3.Name _____ No _____ 4. Name _____ No _____

5.Name _____ No _____

Signed by Estate Manager _____ Date _____



FORM AP7

BIOMETRIC SYSTEM REGISTRATION – TENANT AND BOARDER

Indicate status of Applicant - Tenant

☐

Or Boarder

☐

Name of Applicant _____ Unit no _____

Contact no _____

Application is hereby made to the Waterkloof 101 HOA (the HOA) for registration on the Biometric System. In the case of an application by a Tenant, application is also made for the registration on the Biometric System of each of the persons identified below, being permanent residents at the above Unit:

Name	ID no	Relationship to Tenant

I accept that the use of the Biometric System is and will at all times be subject to the HOA's Access Policy and Procedures. I also confirm that the Owner of the above Unit has provided me with a copy of the Estate Rules, and that I and the persons listed above are familiar with the contents thereof.

Signed by Applicant _____ Date _____

For HOA use

Form GR3 on file - Tenant

☐

Form GR4 on file - Boarder

☐

Biometric registered:

1. Name _____ No _____ 2. Name _____ No _____

3. Name _____ No _____ 4. Name _____ No _____

Access card(s) issued (if applicable):

1. Name _____ No _____ 2. Name _____ No _____

3. Name _____ No _____ 4. Name _____ No _____

Signed by Estate Manager _____ Date _____



FORM AP8

BIOMETRIC SYSTEM APPLICATION – SPECIAL PERMISSION NON-RESIDENT

Indicate status of Applicant - Non-Resident Owner

☐

Or Non-Resident

☐

Name of Applicant _____ Unit no _____

Contact no _____

Application is hereby made to the Waterkloof 101 HOA (the HOA) for the registration on the Biometric System of myself (where the Applicant is a Non-Resident Owner), or of the Non-Resident identified below. My motivation for this application is the following:

I accept that the use of the Biometric System is and will at all times be subject to the HOA's Access Policy and Procedures.

Signed by Applicant _____ Date _____

To be completed where the Applicant is a Non-Resident:

Full name of Non-Resident _____

Relationship to Resident _____

ID no _____ Contact no _____

Email address _____

I accept that the use of the Biometric System is and will at all times be subject to the HOA's Access Policy and Procedures.

Signed by Non-Resident _____ Date _____

For HOA use

Biometric registered: No _____ Access card issued (if applicable): No _____

Signed by Estate Manager _____ Date _____

**FORM AP9****VEHICLE ACCESS BARCODE TAG APPLICATION**

Name of Resident _____ Unit no _____

Contact no _____

Notice is hereby made to the Waterkloof 101 HOA (the HOA) for the issuing of a Vehicle Access Barcode Tag to me as Resident and, where applicable, to each of the vehicles identified below, being used by persons residing at the above Unit:

1) Name	ID no	Relationship to Owner
Vehicle make & model	Vehicle Registration no	Vehicle color

2) Name	ID no	Relationship to Owner
Vehicle make & model	Vehicle Registration no	Vehicle color

3) Name	ID no	Relationship to Owner
Vehicle make & model	Vehicle Registration no	Vehicle color

I accept that the Vehicle Access Barcode Tag is for the use by the vehicle identified above and by the owner thereof only, and that the issuing and use thereof is and will at all times be subject to the HOA's Access Policy and Procedures.

Signed by Applicant _____ Date _____

For HOA use

Vehicle access barcode tags issued:

1. Name _____ No _____

2. Name _____ No _____

3. Name _____ No _____

Fee to be levied R _____

Signed by Estate Manager _____ Date _____



FORM BR1

PLAN APPROVAL APPLICATION

Name of Owner _____ Unit/erf no _____

Name of Owner's architect _____ Contact no _____

Nature and brief description of building work to be undertaken:

Documents attached (tick where applicable):

Site Plan	<input type="checkbox"/>	Floor layout plans	<input type="checkbox"/>
Elevations and sections	<input type="checkbox"/>	Door and window schedules	<input type="checkbox"/>
Sketch with materials/finishes/colours	<input type="checkbox"/>	Landscaping drawings	<input type="checkbox"/>
Engineer's specifications (storm water)	<input type="checkbox"/>	Engineer's certificate (retaining walls)	<input type="checkbox"/>

Additional requirements attached (tick where applicable):

Neighbours' consent	<input type="checkbox"/>	Other	<input type="checkbox"/>
---------------------	--------------------------	-------	--------------------------

Application is hereby made to the Waterkloof 101 HOA (the HOA) for the approval of the attached plans in accordance with the HOA's Building and Design Rules.

Signed by Owner _____ Date _____

For HOA use

Date submitted to Estate Architect _____



FORM BR1 - continued

For HOA use

Date received from Estate Architect _____

Comments, recommendations and signature of Estate Architect (attached)

Comments and recommendations of Aesthetics Committee

Plan approval control :

Estate Architect's approval ☐

Estate Architect's fee paid by Owner ☐

Approval by Aesthetics Committee:

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Finalisation:

Owner instructed to submit plans to Council for approval ☐

Council approved plans received by Aesthetics Committee ☐

Final approval by Aesthetics Committee ☐

Owner informed of building deposit and building permit requirements ☐



FORM BR2

BUILDING PERMIT APPLICATION

Name of Owner _____ Unit/erf no _____

Name of Contractor _____

Contact person _____ Contact no _____

Names of appointed Subcontractors:

Name _____ Contact person _____

Name _____ Contact person _____

Name _____ Contact person _____

Name _____ Contact person _____

Estimated date of commencement of building operations _____

Estimated date of completion _____ Contract value R _____

Application

I, the undersigned _____ Owner of the above Unit, hereby apply for a building permit. I confirm that a copy of the Contractor's Building Rules has been provided to the Contractor and will be provided to every Subcontractor, and that I, the Contractor and every Subcontractor agree to comply with the said rules at all times.

Signed _____ Date _____

For HOA use

Control :

Plans approved ☐

Building deposit paid by Owner ☐

Builder's Risk Insurance Policy checked ☐

Permit approved by Director:

Name _____ Signature _____ Date _____



FORM GR1

CLEARANCE CERTIFICATE APPLICATION

Name of Owner _____ Unit/erf no _____

Name of New Owner _____

Representative of New Owner (if legal entity) _____

Contact no of New Owner/Representative _____

Application is hereby made to the Waterkloof 101 HOA (the HOA) for a clearance certificate as required for the transfer of the above property to the New Owner.

Signed by Owner _____ Date _____

Declaration by or on behalf of New Owner:

I, the undersigned _____ hereby confirm that the Owner has provided the New Owner with copies of the Memorandum of Incorporation and Rules of the HOA. The New Owner accepts that he/she/it will become a member of the HOA on registration of the property in his/her/its name. The New Owner confirms that he/she/it understands and accepts the rights and obligations attached to membership of the HOA.

Signed _____ Date _____

Capacity (New Owner / Representative) _____

For HOA use

Control :

Copy of title deed attached ☐

Levy account payments up to date ☐

Clearance Certificate approved by Director:

Name _____ Signature _____ Date _____



FORM GR2

APPLICATION FOR ESTATE AGENT APPROVAL

Name of Owner _____ Unit no _____

Contact no _____

Application is hereby made to the Waterkloof 101 HOA (the HOA) for the approval of the Estate Agent(s) identified below for purposes of the marketing of the above Unit.

Details

Name of Estate Agent/Company _____

Person(s) marketing the Unit _____

Days and times allowed at the Unit _____

Duration of mandate _____ until _____

Sunday show house

In order to arrange a Sunday show house, Pretor must issue a Registration Approval Form. The Owner should make the necessary arrangements, such as additional guarding, with the Estate Manager.

Signed by Owner _____ Date _____



FORM GR3

TENANT REGISTRATION

Name of Owner _____ Unit no _____

Contact no _____

Notice is hereby given to the Waterkloof 101 HOA (the HOA) that the above Unit will be let to the Tenant identified below, for the period as indicated, and that the Tenant has been provided with copies of the HOA's Memorandum of Incorporation (the MOI) and Estate Rules.

Full name of Tenant _____

ID no _____ Contact no _____

Email address _____

Date of occupation _____ Date of termination _____

Persons residing at the Unit with the Tenant

Name	ID no	Relationship with Tenant

Agreement in terms of Article 1.5(5)(c) of the MOI

We, the undersigned Owner and Tenant, hereby agree that the Tenant shall be bound by all the terms and conditions of the MOI, the Estate Rules and any other rule or regulation made by the HOA.

Signed by Owner _____ Date _____

Signed by Tenant _____ Date _____

For HOA use



FORM GR4

BOARDER REGISTRATION

Name of Owner _____ Unit no _____

Contact no _____

Notice is hereby given to the Waterkloof 101 HOA (the HOA) that the Boarder identified below will be residing at the above Unit, for the period as indicated. I undertake to provide the Boarder with a copy of the Estate Rules.

Full name of Boarder _____

ID no _____ Contact no _____

Email address _____

Date of occupation _____

Date of termination _____

Signed by Owner _____ Date _____

For HOA use



FORM HO1

APPLICATION FOR MEMBERSHIP

Indicate if Owner of the Unit/erf is a natural person

YES

NO

If NO, state name of Owner _____ and Reg no _____
and state the details of the authorised representative of the Owner below.

Details of Owner/Representative

Title and full name _____ ID no _____

Postal address _____

_____ Postal code _____

Telephone number(s) _____

Email address _____ Marital status _____

Unit/erf no _____

Declaration and Application by or on behalf of Owner:

I, the undersigned _____ hereby confirm that I am the Owner/Representative of the Owner of the above Unit/erf and that I have been provided with copies of the Memorandum of Incorporation and Rules of the Waterkloof 101 HOA (the HOA). I confirm that I understand and accept the rights and obligations attached to membership of the HOA, and hereby apply for membership of the HOA.

Signed _____ Date _____

Capacity (Owner / Representative) _____

For HOA use

Control :

Copy of title deed attached ☐

Details on Clearance Certificate confirmed ☐

Membership approved by Director:

Name _____ Signature _____ Date _____