

# **PRINCE'S GRANT GOLF CLUB AND COUNTRY ESTATE**

## **HOUSE RULES (as amended on 27/09/2009)**

### **INTRODUCTION TO HOUSE RULES**

The authority to make and enforce these rules is obtained in the Memorandum and Articles of Association of Prince's Grant Homeowners' Association.

The relevant sections of the enabling documents giving this authority are contained in Section 6.4 of the Memorandum and sections 8, 8.2, 19, 19.13, 19.13.1, 79.1 and 83 of the Articles of Association.

These sections provide, inter alia, that the Association shall be entitled to make rules and ensure compliance of those rules by way of a system of fines or other penalties and that the provisions of these rules are binding on all members.

### **SECTION A**

#### **TRAFFIC**

- A.1 No person shall drive any vehicle on any road within the estate in excess of 40kph on a tarred road or 40kph on a brick paved road, unless an appropriate sign indicates a higher or lower speed limit.
- A.2 No person shall drive any vehicle at any place within the estate except:-
  - A.2.1 upon the brick paved portions or otherwise constructed portions of the roads as indicated on the general plan of the estate and described in the Town Planning Scheme as lots of use as private roads; or
  - A.2.2 upon any other road or track not referred to in Sections A.2.1 above, specially designated by the association as being for vehicular use on a plan of the estate to be posted in the office of the Association for general information, and by means of appropriate signs.
- A.3 Pedestrians and wild life shall have the right of way at all places and at all times within the estate and vehicles shall be brought to a stop whenever necessary to enable such pedestrians or wild life to enjoy such right of way.
- A.4 No person shall drive or permit to be driven any two, three or four wheeled motor cycle within the estate.
  - A.4.1 No person under the age of 18 years shall drive any motor vehicle, other than a golf cart, within the estate and no person under the age of 18 years shall drive any golf cart on any road within the estate.
  - A.4.2 No person shall drive any vehicle within the estate, with the exception of a golf cart, unless they hold a valid drivers licence referred to in Section 12 of the National Road Traffic Act, No. 93 of 1996.
- A.5.1 No vehicle shall enter or leave the estate at any point except at the vehicle entrance gate at the main gates except in special circumstances and then only with the consent or at the direction of the Association.
- A.5.2 No vehicle shall enter the estate unless admitted thereto by the guard on duty at the said entrance gate, provided however that the Association may issue to its members a device

enabling such members to operate the vehicle entrance gate themselves, in which event such provisions shall not apply.

- A.5.3 No members shall permit the use of such device for operating the said vehicle entrance gate by any person save another member, or the guests or lessees of any member.
- A.5.4 Save where the aforesaid device for operating the entrance gate is employed, no vehicle shall enter the estate except upon the production to the guard on duty at the entrance gate of an identification card or disc issued by the Association as evidence that the occupants of such vehicle are entitled to enter the estate, or alternatively in the event of the occupants of such vehicle wishing to enter the estate as the invitees of the occupant of the estate, upon the said guard having satisfied himself by reference to the person having issued the invitation that the occupants of the said vehicle may be admitted to the estate.
- A.6 No person shall use any road within the estate in such a manner as to constitute a danger or a nuisance to any other person or property within the estate.
- A.7 No person shall use or drive on any road within the estate in such a manner as would if such road were a public road within the Republic of South Africa, constitute a contravention of the Road Traffic Act, No. 29 of 1989.
- A.8 No caravans shall be brought into the estate except with the written consent of and subject to such conditions as may be laid down by the Association.
- A.9 No person shall within the estate park or store any caravan, boat, trailer or truck, except with the consent of and at a place designated for the purpose by the Association.
- A.10 No helicopter or any other means of aerial conveyance may be landed at any place in the estate except on the helipad provided or with the consent of and subject to such conditions as may be laid down by the Association.
- A.11 For purposes of these rules "vehicle" shall mean a vehicle as defined in Section 1 of the Road Traffic Act, 29 of 1989 and shall include petrol or battery driven golf carts.

## **SECTION B**

### **OPEN SPACE**

- B.1 No person shall anywhere in the estate disturb, harm, destroy or permit to be disturbed, harmed or destroyed any wild animal, insect, reptile or bird.
- B.2.1 No person shall anywhere in the estate disturb, damage, destroy or collect any plant material, whether living or dead, save with the consent or on the instructions of the Association. The provisions of this para shall not apply to any area allotted to such person as an area of exclusive use and enjoyment for garden purposes.
- B.2.2 Only plants approved by the landscapers and the Homeowners' Association may be planted anywhere within the estate.
- B.3.1 No fires shall be lit anywhere in the estate except at such place as may be designated for the purpose by the Association, and in a properly constructed and approved fireplace.
- B.3.2 No camping or picnicking shall be permitted except at a place which has been specially designated for the purpose by the Association.

- B.4 No person shall discard any litter or any item of any nature whatsoever at any place in the estate except in such receptacles and in such places as may be set aside for the purpose and designated as such by the Association.
- B.5 No person shall use any open space within the estate in any manner which may unreasonably interfere with the use and enjoyment thereof by other persons in the estate.
- B.6 No person shall use, or conduct himself upon any open space within the estate in such manner as may in the opinion of the Association detrimentally affect the open space or any of the amenities contained thereon.
- B.7 The Association shall be entitled to prohibit access to any part of the open space if it deems it desirable so to do for the preservation of the natural flora and fauna, or for any other reason whatsoever, and no person shall enter any such area without the consent of the Association. Such areas shall be demarcated by the General Manager by suitable stakes and signage.
- B.8 No trail or path in the open space shall be used except by pedestrians unless specially designated for some other use by the Association.
- B.9 Where the Association has entered into any agreement with any member granting that member the exclusive use and occupation of any area in the estate, no person shall in any manner whatsoever disturb or interfere with such member in the enjoyment of such rights of exclusive use and occupation.
- B.10 For purposes of Sections B.1 to B.2 above, "open space" shall mean any area in the estate not covered by a building or representing an exclusive use area.
- B.11 No person shall anywhere in the estate discharge any fireworks or firearm, machine rifle, machine gun as defined in terms of the Arms and Ammunitions Act, No. 75 of 1969, or any dangerous weapon, as defined in terms of the Dangerous Weapons Act, No. 71 of 1968, except in self-defence, or where specifically approved by the Association.
- B.12 No person shall enter the beach from the estate except by way of a path so designated by the Association and no access to the beach by any vehicle whatsoever will be permitted.

## **SECTION C**

### **LAGOON, LAKES AND RIVERS**

- C.1 No person shall launch upon the lagoon or any lake or river in the estate any craft of any description powered by a motor of any nature, save such craft as may be required in connection with any work to be carried out on the instructions of or in connection with the affairs of the Association, provided further that such craft shall have been approved by the Association.
- C.2 No person shall without the consent of the Association launch upon the lagoon or any lake or river any craft of any description other than boats owned by the Association; provided however that the Association in its discretion may permit the launching of any other craft either generally or in relation to a specific craft, subject to such conditions as the Association may deem fit to impose.
- C.3 No person using any boat upon the lagoon or any lake or river may embark thereon or disembark there from except at such points as may be designated by the Association for the purpose, or at a jetty provided by the Association.

- C.4 No person shall take any fish, live bait or crustaceans from the lagoon or from any lake or river within the estate unless in possession of a permit issued by the General Manager. A maximum of 6 such permits shall be issued per day.
- C.5 No person shall pollute or permit the pollution of the lagoon or any lake or river within the estate by any substance which may in any manner be injurious to any plant or animal or which may in any way be unsightly.
- C.6 No person shall discard any litter or any article of any nature whatsoever in the lagoon or any lake or river in the estate.

## **SECTION D**

### **DOMESTIC REFUSE**

- D.1 The removal of domestic and other refuse shall be under the control of the Association who may, in exercising their functions in this regard from time to time by notice in writing to all persons concerned:
- D.1.1 lay down the type and sizes of refuse containers to be obtained or used;
- D.1.2 give directions in regard to the placing of such refuse for collection;
- D.1.3 require the payment of a reasonable charge for the provision of such containers.
- D.2 It shall be the duty of every owner or occupier of a unit to ensure that such directions given by the Association are fully observed and implemented.
- D.3 No person shall keep any refuse within or outside his unit except in the containers aforesaid.
- D.4 Containers shall not be kept in any place outside any unit except such places as may be specifically set aside therefore or as may be approved by the Association from time to time.
- D.5 Where in the opinion of the Association any item of refuse is of such a size or nature that it cannot be conveniently removed by the Refuse Removal Services provided or arranged by the Association, the Association may give the person wishing to dispose of such refuse such directions for its disposal as it may deem fit.
- D.6 In the event of any person having to dispose of any animal carcass he shall notify the Association. The disposal of any animal carcass shall be arranged by the Association who shall dispose of same in such manner as it may deem fit.

## **SECTION E**

### **DOMESTIC ANIMALS**

- E.1 No dogs or cats shall be permitted in the estate save for guard dogs kept by the Association for security purposes. Small pets, for example caged birds, may be introduced with the specific consent of the Association.
- E.2 In the event of any domestic animal being introduced into the estate, the Association may call upon the owner thereof immediately to remove such animal, and in the event of the owner failing to so do, the Association may at its discretion destroy such animal or impound it and facilitate its removal from the estate by such means as it may deem fit, and recover the costs incurred by them in doing so from the member concerned without prejudice to its right to recover any penalty imposed in terms of these House Rules.

**SECTION F****GENERAL**

- F.1 No garments, household linen or washing of any nature may be hung out or placed anywhere to dry except in a drying yard or such other area designated for the purpose. Any such items placed in any other place may be impounded by the Association and may be reclaimed by the owner from the Association.
- F.2 No person shall keep anywhere in the estate any inflammable substances, provided however that this rule shall not apply to the keeping of such substances and in such quantities as may reasonably be required for normal domestic use.
- F.3 Homeowners shall ensure that their external lights do not cause a nuisance to other homeowners and shall keep such lights switched off when not in residence.

**F.4 OVER-POPULATION OF VILLAS**

The General Manager shall be empowered to make such rules and regulations relating to the overpopulation of villas as he and the Homeowners' Association may determine from time to time. As a general guideline no homeowner shall accommodate or allow to be accommodated more than the numbers of persons reflected below in such villa:

Viz.	Bedsitter	-	2 adults + 1 child (under 12)
	Bedroom x 1	-	2 adults + 1 child (under 12)
	Bedroom x 2	-	4 adults + 2 children (under 12)
	Bedroom x 3	-	6 adults + 3 children (under 12)
	Bedroom x 4	-	8 adults + 4 children (under 12)
	Bedroom x 5	-	10 adults + 4 children (under 12)
	Bedroom x 6	-	12 adults + 4 children (under 12)

- F.4.1 For the purpose of this Section "accommodate" shall mean any person remaining in the estate for a period of 24 hours or more who is not accommodated in another unit or the hotel, or who is in the estate at 00:30.
- F.4.2 Any member who concluded a formal lease agreement with the Association to lease a Servants Quarters may increase the number of occupants referred to in F.4 by 2 persons.
- F.4.3 Notwithstanding F.3 or F.3.3 the Association may after written application allow more than the maximum number of persons to be accommodated in such villa or access to the estate.
- F.4.4 Any hotel resident will only be allowed visitors by making such request to the Hotel Reception. The Hotel Reception, after approving such request, will inform security but may not approve more than the number of persons set out hereunder on the estate:-

Hotel Room	-	2 persons for every hotel guest
Bedsitter	-	2 persons
Bedroom x 1	-	4 persons
Bedroom x 2	-	6 persons
Bedroom x 3	-	9 persons
Bedroom x 4	-	12 persons

- F.5 No person shall cause a nuisance of any nature in the estate and lagoon and shall at all times observe the provisions of the environmental policy determined for the estate.

- F.6 All members are required to timeously request security in writing (telex, fax or letter) to admit any person, including the member of his family, to the estate.
- F.6.1 Such request shall contain:
- (i) the name of the person to be admitted;
  - (ii) the number of persons;
  - (iii) the registration number of the vehicle, if known;
  - (iv) the date and approximate time of arrival;
  - (v) confirmation that any keys and cards in possession of Security may be handed over.
- F.7 Any occupant wishing access for anyone while in the estate shall do so by completing the prescribed form at security at the main gate.
- F.8 No person will be admitted at the beach gate unless such person had also left the estate through the beach gate.
- F.9.1. No person shall be permitted to appoint and/or use the services of any estate agent, in connection with the sale of, letting or for any other purpose, of any property on the estate, unless such estate agent has been appointed as an accredited estate agent of the Association by concluding an Accreditation Agreement with the Association.
- F.9.2 In the event that any person contracts with or uses the services of any estate agent, in respect of property on the estate, who is not an estate agent that has been accredited by the Association, the member shall be in breach of the House Rules and the Association shall be entitled to refuse to consent to the transfer or letting of the said property.
- F.10 No delivery vehicles carrying furniture, household appliances, building material, etc shall be allowed on Saturdays, Sundays, Public Holidays and after 17h00 Monday to Fridays.
- F.11 No construction/maintenance work shall be allowed during weekends and after 18h00 Mondays to Fridays, save with the written consent from the Estate Manager.
- F.12 Security procedures – refer to “Annexure B”.

## **SECTION G**

### **SPORTING & RECREATION FACILITIES**

- G.1 The rules for golf shall be determined by the Golf Club from time to time and the use of all other sporting facilities shall be regulated by rules imposed by the Homeowners' Association from time to time.

#### **G.1.1 GOLF CART RULES FOR RESIDENTS & RENTALS**

The estate is committed to ensuring your safety as well as the safety of all on the estate.  
Rules for driving golf carts on the estate:

- Golf carts may only be driven on the estate if the driver has a valid code 08 license or a special license permit has been issued by the golf director for drivers between thirteen and eighteen years old.

- Golf carts must be driven on the cart path provided, and only proceed onto the fairway or the semi rough where there is no cart path.
- Golf carts may not pass the white boundary line at the front of the greens.
- All homeowners' carts to have front and rear lights fitted for night usage.
- Golf carts may not be driven through bunkers, over tees, greens or fairway areas surrounding the greens.
- Golf carts may not be driven on severe slopes where they are likely to damage the vegetation.
- In wet weather, where play is permissible, the starter may request the "90°" rule to be applied. In this case carts should be driven in the semi rough and proceed onto the fairway at 90° to where the ball is.
- Golf carts may only be driven on the estate when all permits have been granted and are fully displayed. Cart numbers must be displayed at the front of the cart and on the driver's side.
  - Yearly trail and insurance fee sticker will be displayed under the number sticker on the driver's side.
  - The golf cart usage rules will be placed inside the roof or on the steering wheel.
- Rules of the road must be obeyed at all times.
- Breaking the rules will attract the following fines.

<b>Behavior</b>	<b>Event</b>	<b>Fine</b>
Illegal Driving	<ul style="list-style-type: none"> <li>• Driving a cart without a valid permit</li> </ul>	<ul style="list-style-type: none"> <li>• Cart confiscation</li> <li>• R500 for release of the cart</li> </ul>
No permit	<ul style="list-style-type: none"> <li>• Driving a cart without the necessary trial/insurance fee being paid</li> </ul>	<ul style="list-style-type: none"> <li>• R250</li> <li>• Second offence: R500</li> </ul>
Permits not displayed	<ul style="list-style-type: none"> <li>• Not displaying trial/insurance fee and rules stickers</li> </ul>	<ul style="list-style-type: none"> <li>• R100</li> <li>• Second offence: R200</li> </ul>
Tenant permit	<ul style="list-style-type: none"> <li>• Tenants not subscribing to the permit rule</li> <li>• Second offence: cart confiscated and released to homeowners</li> </ul>	<ul style="list-style-type: none"> <li>• Tenant fine: R500</li> <li>• Homeowners fine: R500</li> <li>• R1000</li> </ul>
Transgression by special permit holders	<ul style="list-style-type: none"> <li>• Breaking any rule</li> <li>• Third transgression in 1 year: will result in the cancellation of the permit for the remainder of the year</li> </ul>	<ul style="list-style-type: none"> <li>• R100</li> <li>• Second offence: R200</li> <li>• Third offence: R400</li> </ul>
Transgression by valid learner/drivers license holders	<ul style="list-style-type: none"> <li>• First transgression</li> <li>• Second transgression</li> <li>• Third transgression</li> </ul>	<ul style="list-style-type: none"> <li>• R300</li> <li>• R500</li> <li>• R1000</li> </ul>
Hooliganism	<ul style="list-style-type: none"> <li>• Severe damage to the golf course or property</li> <li>• Illegal parking</li> </ul>	<ul style="list-style-type: none"> <li>• R3000 (minimum)</li> <li>• R200</li> </ul>

G.2 No person may entertain more than ten people, including children, in any public area of the estate without prior written authority from the General Manager.

G.3 No access is allowed from homes directly onto the golf course eg. Cart paths, foot paths, walkway, etc.

**SECTION H****DELEGATION AND INTERPRETATION**

- H.1 In these House Rules unless it appears to the contrary either expressly or by necessary implication:-
- “Association” means Prince’s Grant Homeowners’ Association;  
 “estate” means the estate of Prince’s Grant.
- H.2.1 The Association may delegate any of its own powers in terms of these House Rules to the General Manager upon such terms and conditions as it may deem fit.
- H.2.2 The General Manager may delegate any of the powers so delegated to him to any person nominated by him for the purpose and upon such terms and conditions as he may deem fit.
- H.2.3 The powers delegated in terms of H.2.1 and H.2.2 may at any time be withdrawn or amended.
- H.2.4 Notwithstanding anything contained in these House Rules, any consent to be obtained must be in writing.
- H.2.5. In the event of there being any conflict between these rules and the rules imposed by the Architectural and Urban Code then the Architectural and Urban Code rules shall apply.

**SECTION J****FINES – SEE “ANNEXURE A”**

- J.1 Any person who contravenes or fails to comply with any provision of these House Rules, or any condition or direction given in terms thereof, shall be deemed to have breached these House Rules and will be liable to a penalty not exceeding R10 000,00 (TEN THOUSAND RAND) which penalty shall be decided upon by a fining committee consisting of the General Manager of the Homeowners’ Association together with two other members appointed by the Homeowners’ Association from time to time.
- J.2 In the event of a continuing offence, any person who contravenes or fails to comply with any provision of these House Rules, or any condition or direction given in terms thereof, shall be deemed to be guilty of a separate offence for every 24 hours or part of such period during which such offence continues and shall be liable as set out in J.1 in respect of each such offence.

In the event of a member failing to pay a fine imposed within the period stipulated by the fining committee then the member shall be refused access to the estate and no transfer of the member’s property shall be registered until such time as the fine has been paid.

**SECTION K****INDEMNITY**

All persons entering this estate or making use of its facilities do so entirely at their own risk. The Prince’s Grant Homeowners’ Association, its employees and agents, the Homeowners and any

persons occupying premises will not be liable to compensate any person for any loss or damage howsoever suffered as a result of any act or omission occurring anywhere on this estate.

## **SECTION L**

### **ESTATE AGENTS**

The Members of the PGHOA have passed a resolution in terms of Article 88.2 whereby any Estate Agent who has failed to register as an accredited estate agent may not sell property at Prince's Grant. The members of the PGHOA Board have passed a resolution that the accreditation of Estate agents will be considered at the following times:

Submission of applications by 25 March for approval and implementation on 1 April

Submission of applications by 25 September for approval and implementation on 1 October

Applications will not be considered at any other time of the year and any Estate Agent who has not complied timeously will not be considered for accreditation until the next submission date. All accreditation agreements between the PGHOA and the Estate Agents are valid for one year.

"Annexure A" - As Approved at AGM - 27 September 2009

PRINCE'S GRANT  
Fines and Penalties

**Transgression**

**Homes**

- Bringing a pet on the estate, feeding or being in possession of a pet - per day
- Occupation before occupation certificate is issued - per day
- Illegal signage
- Public disturbance
- Home in disrepair/not maintained to standard
- Refuse left visible to public/on verge
- Air conditioning units visible to neighbours/public
- Parking illegally / obstructing traffic flow/ parking on golf course
- Overcrowding of home - per day
- External lighting not compliant with Building Code or House Rules – per day
- Non-compliance with the Landscaping Code – per day

**Building**

- Speeding
- Overloading
- Illegal Dumping
- Unauthorised removal of trees or vegetation
- Untidy Building site
- Building Site left open (Shade cloth)
- Working after hours without authorization
- Noise
- Staff wandering off site
- Littering
- Burning of building rubble
- Deviation from approved building plans
- Bad safety procedures
- Damage to roads and verges
- Building incomplete by due date - per month
- Other:.....

**Estate**

- Damage to PG property
- Obstructing traffic
- Verbal abuse of PGHOA or security staff
- Feeding of Monkeys
- Cutting down Milkwood Trees/ Shrubs

**Golf Carts**

- Driving golf carts without driving license or golf cart driving permit
- Driving golf carts without the necessary trail fee being paid
- Overloading of golf carts
- Tenants not subscribing to the permit rule (**Tenant - R500**)
- Golf Cart will be impounded & a fee will be charged to release it
- Breaking any rule (Special permit holders) - 3<sup>rd</sup> offence in 1 year will result in cancellation of permit for the remainder of the year
- Breaking any rule (Valid learner/ drivers license holders)
- Damage to the golf course (minimum)
- Reckless driving
- Driving on slopes

**Golf Course**

- Practicing on the golf course
- Playing rounds without paying

<u>First Offence</u>	<u>Second Offence</u> Non compliance SA Rand	<u>Third Offence</u>
1000	2000	5000
1000	1500	2000
500	750	1000
500	1000	2000
1000	1500	2000
250	500	1000
750	1000	1500
500	750	1000
1000	1500	2000
200	200	200
200	200	200
500	1000	2000
500	1000	2000
1000	2000	Banned
1000	2000	Banned
500	1000	2000
500	1000	2000
750	1500	Banned
500	1000	1500
500	1000	2000
300	500	1000
1000	Banned	-
1500	5000	Banned
500	1000	2000
500	1000	Banned
Triple levy	Triple levy	Triple levy
500	1000	2000
Full Cost +15%		
200	500	750
500	1000	2000
1000	1500	2000
10000	-	-
250	500	1000
250	500	
250	500	1000
500	1000	
100	200	400
300	500	1000
3000		
500	1000	Banned
100	200	300
250	500	750
300	500	1000

**“ANNEXURE B”****TO ALL HOMEOWNERS/ CONTRACTORS/ SERVICE PROVIDERS/ VISITORS/ LODGE**

Further to our notice dated 4 September 2007 to all contractors at Prince's Grant, we wish to hereby give notice of a more comprehensive set of procedures that will be followed in future at the Prince's Grant gate.

The purpose for these additional measures is two fold:

1. We wish to know who is on the estate at any given time during the day and night; and
2. We wish to know the background of those people working on the estate at any given time.

To achieve the above goals we, in consultation with our security service provider, have drawn up a number of categories of people entering and exiting Prince's Grant on a daily basis. These categories are:

1. *Contractors and their workers for whom Prince's Grant is their principal place of employment.*
2. *Contract workers who do specific contract work and is in most cases are sub- contracting for other contractors. These would include: roofing specialists, tiling specialists, providers of kitchen units, plumbers, carpenters, etc.*
3. *Casual workers who are employed by a contractor or sub- contractor or any other person at Prince's Grant who enter the estate to do some casual work on a particular site. Casual workers will be classified as people working at Prince's Grant for less than 5 days per month.*
4. *Domestic Workers – these are self explanatory*
5. *Prince's Grant Staff and well as staff from our security and garden service providers and the Prince's Grant Lodge.*
6. *Deliveries and visitors to specific homes at Prince's Grant*
7. *Golfers and visitors to the lodge*

Each of the above categories will be dealt with as follows:

**1. CONTRACTORS**

- a) All contractors and their workers will be issued with a permanent access card, which card will include a picture of the individual and will have to be swiped at an access control point to register electronically that, the bearer of the card is in the estate or has left the estate.
- b) All contractors and contract workers will complete a detailed background information form which will include the taking of finger prints as well as a copy of their identity documents. This information will be supplied to our security company who will do a comprehensive background check on each person to establish whether any individual has a prior criminal record. The cost of the above access cards will be R100-00 each.
- c) All contract workers will wear specific clothing indicating the company they are working for.

2. **SUB-CONTRACTORS (those who do specific jobs such as roofing, tiling, etc. on the estate)**

- a) All people who will work for a specific period only at Prince's Grant, could obtain a temporary monthly access card for themselves and their employees which card will be at a cost of R20-00 each. The card will have similar information as that of a permanent access card and we will also do a background check on these people and their personnel.
- b) All sub- contractors, as they enter the estate, will be issued with a coloured "bib" which they will wear whilst working at a specific place and which "bib" will be returned as they leave the estate.

The hire cost of such bib is R10 per day per bib. This will not apply if the sub contractor is clothed in his company uniform.

3. **CASUAL WORKERS**

- a) Any contractor who wishes to contract casual workers including the Homeowners' Association and the Lodge will be issued with the required number of "casual worker disks" which will be issued in the morning and returned on exiting the estate.
- b) All casual workers will be issued with a coloured "bib" to be worn at all times whilst on the estate. The hire cost of such bib is R10 per day per bib.

4. **DOMESTIC SERVANTS**

All domestic servants will have to replace their existing cards with electronically activated cards similar to these of the contractors and a full background information check will be done on all domestic workers as well.

Domestic workers will be issued with a coloured bib to be worn whilst walking on the estate. They do not have to wear this attire while working but as soon as they walk from their respective homes to the gate or *vice versa* they will have to have a bib on to indicate that they are working on the estate as a domestic worker.

5. **STAFF OF THE HOA, OUR SERVICE PROVIDERS AS WELL AS THE LODGE STAFF**

- a) All permanent staff will be issued with an access card that will be swiped on access and egress of the estate and will wear an identifiable uniform.
- b) All casual staff who is employed on a casual basis will be issued with a coloured bib that will be worn at all times during the time that they work on the estate. All casual staff will be issued with a "casual card" to ensure that we record when they have entered or left the estate.

6. **DELIVERIES AND VISITORS TO INDIVIDUAL HOMEOWNERS**

This category of persons will be required to sign in on access and sign out when they leave the estate. Any delivery must have a confirmed destination. The procedure in this regard would be that should a homeowner expect a delivery such homeowner will inform the gate that the

delivery is to be expected and the address at which the delivery must be made. In the event of no confirmation being received by the gate, the security personnel at the gate will attempt once only to contact the respective homeowner and/ or destination and confirm the delivery. In the event of no confirmation being possible, such delivery and/ or visitor will not be permitted to access Prince's Grant.

## **7. GOLFERS**

- a) Golfers and visitors to the Lodge will be signed in when entering the estate and sign out when exiting.
- b) The security will ensure that these people only get to the parking area behind the Lodge.

## **8. OTHER ISSUES**

There will be a lost card fee of R100-00 that will apply in respect of every access card lost or stolen.

## **DEADLINES**

- a) The deadline for completing and submitting all forms to the HOA is 14/09/2007. The details of these forms will have to be captured on a computer data base and the estate manager will ensure that a specific time is booked for every contractor. The deadline for domestic servants will be 21/09/2007 and the security personnel will indicate when domestic servants must visit our offices to ensure the necessary forms are completed and the new access cards are issued.
- b) The deadline for all workers that require uniforms is 21/09/2007. All contractors must ensure that their personnel will wear a uniform that is identifiable with their company/ operation. In the event of people not having uniforms from the 21/09/2007 such staff will not be allowed to access Prince's Grant. Mary, at the Homeowners' Association offices, will provide you with the necessary assistance in respect of details for screen printers, etc.

We appreciate that the above measures will cause some irritation and frustration during the process of being implemented and beyond. We request all contractors to co- operate with our offices during this period and we will undertake to ensure the service is provided as smoothly as possible.

The complexity of efficient security on an estate like Prince's Grant demands a vigilant and comprehensive approach and the above measure is one of many that will be implemented in the months to come to ensure our security remains uncompromised.

We thank you for your co-operation in this regard.