

DIGTEBY

E S T A T E

HOME OWNERS' ASSOCIATION

ACCESS CONTROL SYSTEM

The following is a summary of the main Rules governing access to the Digteby Estate. A copy of the actual Rules may be obtained from the Estate Manager of the Estate. In the event of a discrepancy between this summary and the actual Rules, the latter will prevail.

1. GENERAL

Persons entering the Digteby Estate must comply with the systems and procedures relating to access control and other security related measures from time to time implemented by the Executive Committee of the Digteby Homeowners' Association [DHOA]. They must heed the security directives of the Estate Security Personnel and treat them in a co-operative and respectful manner.

Access to the Estate is gained by means of an access card or an access permit. The card or permit is issued by the Estate Manager on completion of the prescribed form and payment of the applicable fee.

The loss of an access card or access permit must immediately be reported to the Security Personnel or the Estate Manager so that it may be cancelled to prevent unauthorized access.

Access cards and access permits issued for the purposes of a particular person are issued at her or his sole risk.

2. BUILDING CONTRACTORS

A building contractor must register with the Estate Manager by completing a *Registration of Building Contractor* form. This form must be completed even if the contractor is the registered owner of an erf on the Estate.

A contractor is issued with *Permits* for his employees, at a cost of R30 each. A clear copy of the applicant's identity document must be attached to an application for a *Contractor or Worker Permit*. If a clear copy of his ID cannot be provided – copies can be made in the office at the same cost as the above.

The prescribed builder's deposit must be paid before any *Contractor Permits* or *Worker Permits* will be issued.

A contractor must provide the Security Personnel with the names of employees of other service providers to be engaged on site on a particular day. The register must be completed before arrival at the Main Gate.

The contractors must complete the *Access Control Register*, where after he will be allowed to enter the Estate. If a service provider will be working on the Estate for more than one day he/she should also apply for *permits* for himself and his workers.

Contractors and employees will not be allowed onto the Estate without their permits. The permits allow the holders access only to the site where they are engaged. **They may not roam the Estate.**

These permits will be kept at the Entrance gate and will be handed back to the Contractor when exiting the Estate.

Contractor Permits and *Worker Permits* are valid for six months, after which new permits will be issued on demand. Sub-contractors or service provider's permits will only be valid for 2 months at a time. In the event of the permit expiring, new applications should be handed in by our Estate Office @ the same costs as above mentioned.

A Service Providers and workers may only be present on the Estate only during the following normal working hours:

- Monday to Thursday = 07:00 to 17:00
- Friday = 07:00 to 15:00
- No Saturday or Sunday / Public Holidays

Contractors and employees will not be allowed to enter the Estate without the appointed supervisor / building project manager, employed by the main contractor, is on site. Please note that this is non-negotiable. If you have been contracted by the owner himself/herself, he/she should arrange to be on site to receive you or inform the above mentioned person of your appointment.

3. CASUAL ENGAGEMENTS

A resident who wishes to employ a person in the Estate for a single engagement or a limited number of engagements, must accompany that person to and from the Main Gate and must complete the *Access Control Register* in respect of each such engagement.

If the resident is unable to accompany such person, he must inform the Security Personnel of the intended engagement and provide them with sufficient information to enable them to recognize the person concerned. Such person must provide acceptable proof of identity and complete the *Access Control Register*.

4. VEHICLES

Vehicles must be operated with care on the Estate and may only operated on the streets. A speed limit of 30km/h applies. All normal statutory traffic laws apply.

Vehicles that are not roadworthy or produce excessive noise, are prohibited. Unlicensed vehicles and unlicensed drivers, may not use the Estate's roads and will be refused entry to Digteby.

Vehicles may not be parked in such a manner that they impede the flow of traffic. Vehicles may not be parked in or on a common facility other than in a demarcated parking bay. The person responsible for a vehicle must ensure that it does not waste fluid onto a street or communal facility or in any other way damages or defaces Digteby property.

5. PENALTIES

A person who breaches the Rules, may be subject to:

- Imposition of a fine
- Cancellation of his access permit
- Refusal of access to, or removal from, the Estate.