



Moditlo Estate Home Owners Association NPC

Registration Nr: 2002/013524/08

R40 Hoedspruit

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CONTRACTORS' SECURITY RULES, PROCEDURES & PROTOCOL

Revision 2018

1. RESPONSIBLE PERSON:

The registered owners are ultimately responsible for their contractors, employees and visitors and shall see to it that the rules and regulations as set out below are complied with at all times. Residents must also ensure that they comply with all Rules and Regulations, inclusive of the Security Rules and Procedures at all times.

2. REGISTRATION:

- 2.1 All owners must register the start of any building activities at the office of the Moditlo Estate Home Owners Association before any person will be allowed on site.
- 2.2 All owners must ensure that their main contractors complete the contractor registration form and that a copy of the completed form is filed at the Moditlo Estate Home Owners Association.

3. CONTRACTOR (includes their sub-contractors, staff and casual workers):

- 3.1 Contractors will only be allowed into Moditlo Estate during normal building hours being:
SUMMER (1/10 – 30/04) Monday to Friday 06h00 to 18h00.
WINTER (1/05 – 30/09) Monday to Friday 06h30 to 17h30.

Working Hours on site are from 07h00 to 17h00. The remainder of the time is to be used for travelling to and from site. All contractors must travel to, from and between sites in a vehicle. No work on public holidays. A contractor may only transport labourers in his employ, and not employees from other contractors.

- 3.2 All contractors shall enter and exit Moditlo Estate using the contractors' gate situated next to the Main Gate using their access cards as identification. All access cards will be handed in with the guard on duty at the contractors gate upon exiting the Estate for the day.

- 3.3 In the event of an emergency after building hours e.g. a burst pipe, residents must inform Security at the Main Gate that maintenance personnel have been called out to rectify the problem, otherwise access will be denied to maintenance personnel after hours.
- 3.4 All contractor vehicles may be subject to a security search.
- 3.5 All contractors must lodge a deposit of R10 000.00 with the Moditlo Estate Home Owners Association before they will be allowed on site, which deposit will be refunded on completion of the building project once the Operational Manager has inspected the site and found it to be compliant with all Rules and Regulations. This inspection will also include cleanliness of the surrounding bush, anthills and dongas etc.
- 3.6 Owners shall pay a project enrolment fee of 2% (two percent) of the value of the Development on the property, payable to the **Moditlo Estate Home Owners Association**. R10 000-00 (Ten Thousand Rand) shall be payable as a deposit for the enrolment fee, prior to approval of the plans for the development and the balance of the 2 % (two percent) enrolment fee is payable on completion of the project before final site inspection.
- 3.7 A R1000.00 deposit in respect of Electricity and a R300.00 deposit in respect of Water must be paid before collection of approved plans and site hand-over takes place. These payments are to be made to the **Moditlo Estate Home Owners Association**.
- 3.8 Contractors may not remove any plant, animal, rock, wood etc. from Moditlo Estate or use any of the above for building purposes.
- 3.9 Fishing in any of the dams is not allowed by contractors.
- 3.10 Sand may not be removed from the riverbed for building purposes.
- 3.11 No contractors will be allowed into Moditlo Estate after hours. The contractors' gate will be locked according to summer and winter times stipulated above.
- 3.12 Building rubble – contact the Operational Manager for arrangements in terms of the disposal of rubble. If rubble is to be used for erosion sites, it may not contain paper, tins, pipes etc. Rubble not used for erosion purposes must be removed daily by the contractor from Moditlo Estate. Securable containers must be placed on site at all times.
- 3.13 A responsible foreman should be present on site at all times.
- 3.14 No fires are allowed to be made on site.
- 3.15 Approved plans must be kept on site at all times. Deviation from approved plans will not be accepted. Substantial changes on plans during construction have to be approved before building may commence. Such changes would include:

- 3.15.1 Any change that would alter the external envelope of the building i.e. elevations, roofscapes, heights, finishes, external lighting etc.
- 3.15.2 Any change to external works such as swimming pools, decks, carports, lapas, verandas, screen walls, etc.
- 3.16 An approved site number must be displayed at the entrance of the site within one week of site hand-over – height 90 centimetres.
- 3.17 Contractors are to strictly adhere to the initial expected contract period. The contract may not exceed 9 months from commencement.
- 3.18 **All project completion certificates, i.e. termite, electrical, engineering, percolation etc., proof of payment of the remainder of the 2% Enrolment fee and the council's occupation certificate must be submitted at site hand-back. Site hand-back cannot take place without these certificates.**
- 3.19 Request for site hand-back must be submitted in writing to the office of the Moditlo Estate Home Owners Association. Contractors are to ensure that the structure exactly matches the approved plans before site hand-back.
- 3.20 No person may remove any peg, marker and danger tape or beacon stakes without permission from the Operational Manager.
- 3.21 Percolation tests in accordance with the NHBRC must be completed within two weeks of site hand-over.
- 3.22 "Long Drops" may NOT be constructed on site. Only chemical toilets or a properly constructed septic tank and French Drain may be used. At the time of site hand-over, the toilet must be on site. All toilets must be hygienically maintained.
- 3.23 Each contract worker must hand in a copy of his or her ID book so as to be issued with a Moditlo Estate ID card which he/she must carry with them. Contractors will be liable for the cost of the cards @ R20.00 per card which can be made at the Front Office. The cost of replacement cards is R50.00.
- 3.24 Each contractor is responsible for cleaning up their site daily i.e. cement packaging materials etc.
- 3.25 Trees with a diameter of more than 150 mm on the building sites may not be cut down without prior permission from the Operational Manager. No trees or bushes may be cut down before site hand-over. At site hand-over, the layout of the construction must be clearly pegged out and demarcated with danger tape.
- 3.26 Open water and electricity trenches are to be closed up within a maximum period of 1 (one) month. The open trenches are to be animal-friendly with a ramp at every 10 metres.

- 3.27 At site hand-over a stockpiling site will be demarcated.
- 3.28 After hour deliveries will not be allowed. Specifications in regards to delivery vehicles are as follows:
 - 3.28.1 no horse and trailer trucks and interlinks are allowed.
 - 3.28.2 double axle trucks with a maximum weight of 10 tons will be allowed.
 - 3.28.3 maximum allowable height – 3 meters from ground level.
- 3.29 The speed limit on all roads is strictly 30km/hour. A fine structure has been drawn up and will be implemented pending the severity of the offence.
- 3.30 On completion of a building contract, all ID cards must be returned to the security at the Main Gate.
- 3.31 The contractor will be responsible for any damages caused to fauna and flora or fences by delivery vehicles entering Moditlo Estate.
- 3.32 Contractors are responsible for TLB's.
- 3.33 A fine will be implemented for any irregularities. A Schedule of Fines is attached hereto marked Annexure "A".
- 3.34. Temporary entry permits for contractors and sub-contractors will only be issued with an original ID book.

4. **SERVICE/DELIVERY ACCESS:**

- 4.1 All services/ delivery vehicles will be handled as normal contractor access.
- 4.2 Trucks and service/delivery vans will only be issued entry permits on proof of a delivery document clearly stating the site number.
- 4.3 All service/delivery vehicles may be subject to a security search.

5. **GENERAL:**

- 5.1 The guards shall phone the owner should it be necessary. For this purpose only a telephone number of the owner must be left with the security staff. These numbers are to be treated with utmost confidentiality.
- 5.2 No hawkers, vagrants or job seekers will be allowed.
- 5.3 No un-authorized vehicle (buses, taxis, etc.) will be allowed on Moditlo Estate.
- 5.4 On breach of any of these rules and procedures, the owner will be given a written warning. After receiving two written warnings, the Moditlo Estate Home Owners Association reserves the right institute action as determined by them from time to time.

I /We understand and accept the contents of this contract.

RR NO.Modiflo Estate

SIGNED:..... DATE:
(CONTRACTOR)

PRINT NAME:

SIGNED:..... DATE:
(OWNER/MEMBER)

PRINT NAME:

SIGNED:..... DATE:
(EXECUTIVE DIRECTOR)

PRINT NAME: