



PEZULA GOLF ESTATE HOME OWNERS ASSOCIATION

P.O. Box 3343 Knysna, 6570
Tel 27-44-3025305

Email: heinrich@pezulagolfestate.com

REGISTRATION AND ACCESS PROCEDURES FOR CONTRACTORS

All building contractors, sub-contractors, landscapers and maintenance contractors must comply with the following Pezula Golf Estate Homeowners Association (PGEHOA) procedures:

1. All of the above-mentioned contract workers must register with the PGEHOA office. (Contact person: Heinrich Albrecht at 078 667 0173; heinrich@pezulagolfestate.com).
2. Registration times are **STRICTLY** weekdays: 07h30 to 10h00 and 14h00 to 15h00.
3. Access PGEHOA access cards will be issued to ALL workers, including supervisors (foremen, etc.) **at a fee of R60 per card**. Cards will ONLY be issued against a valid ID document. Non-South Africans MUST have a valid work permit. Cards will be valid from January to December each year; renewal of cards will be done at a fee of **R30**. Access cards for homeowner's domestic workers are issued at no cost.
4. On arrival at Pezula Golf Estate, contractors will report to the relevant manned security gate where all workers and supervisors will hand their individual PGEHOA access cards to the security staff, who will positively identify such worker/supervisor before entrance to the estate will be granted. Contractors doing work in areas where there is no permanent security presence at the entrance gate (i.e. Dunnage, Knightshead, Sheerline, Sextant and Forecastle), shall report to the main security gate where they will hand in their access cards and then use the intercom at the unmanned gate for access. Any person or worker without an access card, will **NOT** be allowed to wait, linger or "hang around" at the gates, waiting for the contractor who have entered the estate – these workers must be left in town (George Rex Drive).
5. Domestic workers employed by homeowners/tenants are normally excluded from registration and should be transported to and from their workplace to the main security gate by the homeowner or tenant. Should such a worker use his/her own transport, taxi, lift club, walk on the estate, etc., he/she should register for a domestic worker's entrance permit. These domestic workers must hand their cards in at the nearest manned security gate and collected whenever they leave the estate.
6. At the end of the working day, all cards must be personally collected from the security office by the individual. Access cards left at the security office after 17h30 will be taken up with the contractor, who may be fined and/or refused future entry to the estate.
7. It is the responsibility of the contractor to ensure that all workers on site have been granted proper access at all times.
8. Provision will be made for casual workers or workers without PGEHOA access cards, to gain access by issuing temporary access cards at the PGEHOA office. The Fee for a temporary card is R10 per card. These temporary cards will ONLY be issued against official ID documents (SA ID, passport, driver's license). A maximum of one day will be allowed on temporary access.
9. A fee of R30 will be charged to replace lost PGEHOA ID cards.
10. Should contractors breach any of the above-mentioned rules or procedures, a minimum fine of R500 per incident will apply. (In terms with paragraphs 2.6 and 3.2 of the Builder's Code of Conduct Contract).
11. Please note: Working hours for contractors are strictly, **Mondays to Fridays, 07h30 to 17h30**.



PEZULA

GOLF ESTATE

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P O Box 3343 Knysna 6570

Tel 27-44-302 5305

E-mail: heinrich@pezulagolfestate.com

Office hours Monday to Friday, 8h30hrs –16h30h

PEZULA GOLF ESTATE CONTRACTOR: SUPERVISOR'S INDUCTION

The following rules and guidelines must be followed. Supervisors are responsible that all workers under their supervision adhere to it. If you are uncertain, please ask the PGEHOA management for clarification.

1. Pezula Golf Estate Rules:

- Copies of the Estate rules are available from the PGEHOA Administrative Officer.
- Access is controlled and all contractors / sub-contractors should adhere to the procedures as applied by security staff.
- Speed limit on all Estate roads is 40 km/h max.
- Non-licensed vehicles (e.g. "off-road" motorised vehicles) are not permitted to be used on the Estate roads.
- Parking of vehicles should always be done in a responsible way, off road if possible onto cut pavements, but NEVER in any fynbos areas (including open un-built erven).
- Noise. Excessive and unnecessary noise during construction should be avoided. This includes noise from individuals, music systems, etc.
- No littering on the estate is allowed, in particular on sites adjacent to construction sites. Food leftovers should be taken off-site daily (i.e. at the end of the working day).
- Smoking is allowed in safe designated areas only. Supervisors are responsible to assign these areas.

2. Builder's Guidelines and Code of Conduct.

- A copy of the Builder's Code of Conduct is available from the PGEHOA Administrative Officer or from the Pezula Golf Estate's web site (www.pezulagolfestate.com).
- Builders Code of Conduct to be signed by main Contractor and Owner of the Property.
- Set of preconditions to be completed before building operations may commence, including, *inter alia*, the following:
 - Pavement deposit to be paid.
 - Set of documents to be handed in to PGEHOA Office (e.g. approved design drawings).
 - Vegetation search and rescue.
 - Protection of surrounding fynbos and privacy of neighbours. (Screen fence!).
 - Signboards (no advertisements!)

- Main Contractors are AT ALL TIMES responsible for employees AND sub-contractors.
- An appointed and PGEHOA certified supervisor or responsible person will always be on site and in charge during construction activities.
- The contractor/sub-contractor and employees will adhere at all times to instructions from Security personnel.
- Limits of building activities. All activities relating to the construction MUST be confined within the boundaries of the erf.
- Material MAY NOT be stored on surrounding areas or road surfaces, unless prior permission by the General Manager or BCO has been obtained in writing.
- Storage sheds/huts should be used. The position of the container must be approved by the BCO.
- Personnel are to be transported to and from the Estate entrance or between areas in vehicles. They are not permitted to walk from one area to another.
- Hours of work must be adhered to: **07h30 – 17h30 Mondays to Fridays. No work will be allowed on Saturdays, Sundays or public holidays.**
- No temporary accommodation allowed on site.
- Ablution facilities MUST be kept tidy, out of sight or screened with multiple layers of 90% green shade cloth to prevent transparency and properly anchored.
- Environmental controls should be adhered to at ALL times.
- Concrete deliveries. Roads and surrounding areas should be kept clean. Wastes shall be removed / washed clean immediately. No concrete mixing is permitted on any road surface.
- Litter and Waste. The building site is to be kept free of rubble etc. by removing it on a regular basis. The Contractor is expected to keep the appearance of his building site neat and tidy at all times (good house-keeping).
- No fires – whether open or in a drum – will be allowed on any part of the Estate including the building site.
- The contractor shall be held responsible for protection against wash away and erosion damage throughout the duration of the building operation and shall take whatever measures are necessary to provide storm water control.
- General Control: Contractors must ensure that the road in front of their building site is AT ALL TIMES swept clean. This is to minimise the damage and protect the road surface. Contractors must ensure that kerbs and sidewalks in front of their building site are adequately protected from damage by building operations. Scaffolding materials must be stored in an orderly fashion, within the bounds of the site.
- The building contractor must ensure that a copy of the signed approved building plan is available on site at all times for inspection by the PGEHOA representative.
- In the event of any breaches of the Building Contractors Code of Conduct the contractor or owner employer may be subject to a fine as determined by the HOA but no less than R500 per offence committed or such other sanction as the PGEHOA sees fit to impose. Such other sanctions may include, but shall not be limited, to building stop orders.

3. Renovations, Additions and Alterations to Existing Homes

- Renovations, Additions and Alterations to existing homes may require approval from the Pezula Golf Estate's Architectural Design Review Committee and Local Authority as per Pezula Golf Estate's Articles of Association and Architectural Design Manual. **ALL RENOVATIONS, ADDITIONS AND ALTERATION PROJECTS MUST BE REGISTERED WITH THE PGEHOA BEFORE ANY WORK MAY COMMENCE.** Contractors that contravene this rule may be banned from any future work on the estate.
- A **site meeting** between the Contractor/Sub Contractor and representative of PGEHOA ***MUST*** take place at least two days prior to commencement of building/alteration or amendment work.