



Contractors Policy & Procedures

1. BUILDING PROCESS

1.1. BUILDING CONDUCT

- The intention of these rules is to ensure that all building activity at Mooikloof Glen Meander Estate is conducted with the minimum of inconvenience and disruption to residents.
- These rules of conduct is binding on all residents, their contractors and sub-contractors.
- Furthermore, all Owners / Residents are obliged to ensure that their building contractors and sub-contractors are made aware of these rules and that they are strictly complied with. Owners / Residents are accordingly required to include these rules in their entirety in any building contracts concluded in respect of any property on the Estate.
- Such contracts may be required to be submitted to the HOA for prior approval.
- The HOA has the right to suspend any building activity in contravention of any of the conditions and does not accept any losses sustained by a resident or contractor or sub-contractor as a result thereof, or any claims for damages of whatsoever nature.

1.2 CONSTRUCTION PERIOD

Construction must commence within one year of plan approval and the total construction period must be completed in totality within 1 year. The H.O.A. will be entitled to triple levy payments should these conditions not be met.

1.3 SITE PREPARATION

Before any physical construction may commence, the HOA may request, that the property has to be screened on all sides with shade cloth. The owner must carry all costs for the screening. If the property is not screened and construction commences, the HOA can prohibit such a contractor from entering the Estate.

Note: No construction may commence unless:

- Approval has been obtained
- The water connection is installed on site,
- An approved site toilet has been installed in a position as approved by the Estate Manager. (Entrance to the toilet to be screened.)
- The Building Performance Deposit of R 15,000, 00 (Fifteen Thousand Rand) has been paid



- All outstanding levies are paid.
- A builder's board has been erected. (No other boards, e.g. subcontractor boards etc. will be allowed.)
- The contractor has entered into an agreement with the HOA agreeing to comply with the estate rules and regulations.

1.4 BUILDING PERFORMANCE DEPOSIT

- The building performance deposit shall be released, subject to the HOA having issued certificate confirming that the construction is in accordance with the estate design manual and submission to the HOA / Administrator of a Local Authority's Certificate of Completion and Occupancy and shall only be refunded once these documents are correctly completed and submitted.
- The building performance deposit will be used in the event, if there is a breach on non-performance to remove rubble or make good any damage caused by the contractor or his sub-contractors of suppliers, including kerbing, landscaping, community services, roads, irrigation etc. and for any outstanding spot fines.
- The HOA reserve the right to prevent the occupation of any houses if the above is not fully adhered with.

1.5 BUILDING CONTRACTORS AND/OR OWNER BUILDERS ACTIVITY

- Unless otherwise agreed by the HOA or its appointed representative, Owner Builders, Contractors, Sub-Contractors and / or their Workers must enter the Estate the Contractors Gate only.
- A stand is supplied with 3 phase power 40 amps per phase. The receiving distribution board in the development must have a reciprocal 3 phase 40 amps per phase breaker set with a lower "D" curve installed. No person may in any manner or for any reason whatsoever tamper with or bypass the external electrical reticulation of the estate. Such tampering with or bypassing of the power supply is deemed dangerous and will carry a fine of R5 000.00 which will be debited to the owners levy account. Protea Metering, the estate's electrical service provide, can be contacted should access to the system be required. They will dispatch a qualified technician to assist.
- The Residents gate may not be used by Owner builders, Contractors or Sub-contractors for the transport of any workers, building materials, equipment, tools, etc. into the estate
- The Residents gate is reserved for the exclusive use of the Owners



Construction hours are restricted:

- Monday to Friday: 07:00 to 18:00
- Saturdays: No construction activity is to take place
- Public Holidays No construction activity is to take place
- Sundays: No construction activity is to take place
- Deliveries: Mondays to Fridays starting from 7:00 and must be completed at 18:00
- The estate closes for all construction during the Christmas period. The duration will be set at the end of each year by the HOA Board of Directors. The following criteria must be adhered to by all sites under construction:
 - Sites must be clean and free of all refuse
 - Toilets must be emptied or removed from site
 - Vehicles and valuables to be removed from the estate
 - Roads and sidewalks to be clean
 - A transgress of the above could result in a fine being imposed in accordance with Clause 1.6 of Annexure F – List of Defined Offences & Fines.
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Supplies must be scheduled for these official working hours. The driver and any helping workers must be in the possession of a legal valid South African ID Document.

- Only single unit delivery trucks up to a maximum weight of 30 tons may come into the Estate. No articulated trucks will be allowed to deliver any material on the site. In the unlikely instance where longer/bigger trucks need to come onto site, (e.g. long roof trusses) special arrangements must be made with the Estate Manager.
- The Main-Contractor / Owner Builder shall provide facilities for rubbish disposal and ensure that the workers use the facility provided. Rubbish and / rubble shall be removed weekly and not burnt or disposed of on the Estate. No rubble dumping on adjacent stands or pavement is permitted.
- The contract site is to be kept clean and properly screened as prescribed. If the contractor fails to keep the site clean and tidy, (within reason), such a contractor may be prohibited from entering the Estate until such a time that the site is properly cleaned.
- Materials off-loaded by a supplier which encroach onto the sidewalk or roadway, must be moved onto the site by the Contractor / Owner Builder. Material and / or rubble must not be allowed to remain on the roadway or sidewalk and it is the Contractors and Owners responsibility to clear these areas of all such materials and / or rubble daily.
- Building boards are to be erected on the site not on sidewalks. Sub-Contractor's boards are not permitted. All boards must be removed after completion of construction.



- Fines can be levied by the HOA for Contractors / Owner Builder and Delivery vehicles, which spill material en-route, damage roadways, kerbs, plants, sidewalks and /or private or estate property, stain tarmac or paving and generally create nuisance within the estate and / or not adhering to any of the rules as prescribed by the HOA.
- Should the HOA have any reservations with regard to the conduct of the Contractor / Owner Builder and / or sub-contractor, the HOA reserves the right to suspend all building activity until such conduct is rectified, which it may do at any time and without notice, and free of recourse from the owners and / or contractor.

General

- Dust must be kept to the minimum.
- No Goods can be removed from the Estate before 8:00 or after 17:00 hours.
- Speed limit is 40 km/h in the Estate.
- No open fires are allowed on the building site.
- This document must be fully understood and accepted by the Contractor / Owner and / or any sub-contractor and they must undertake to comply with these rules, in addition to any further rules and regulations which may be introduced by the HOA from time to time.
- The HOA has the right to introduce and enforce payment of fines against Home Owners, their contractors and / or sub-contractors with respect to any contravention of the any of the rules and regulations contained in this document or its annexure or amendments.
- All prescriptions not adhered to, whether indicated as carrying a fine or not, will be subject to a fine of at least R 500.00.
- The Home Owners are finally responsible to the HOA to pay the Contractors fines on their behalf. All fines have to be paid together with the next month's levy. It is up to the Owner to recoup these amounts from the contractor. If these fines are not paid timeously, the HOA has the right to refuse the contractor and his workers entry to the estate.
- All contractors shall be obliged to sign the Standard Code of Conduct applicable to the Estate. A signed copy of this sheet has to be handed to the Estate Managers Office.

Breach of rules

- Any contractor found to be in breach of these rules will be permanently banned from entering the estate.
- Contractors are liable for the conduct of their employees. In this regard if a contractor's employee is found to be in breach of these rules, the said employee will be permanently banned from the estate and the contractor fined R500-00 per incident further to which the



contractor will be denied access to the estate until such time that the fine has been settled. Fines are to be paid at the office for which a receipt will be issued and the incident recorded.

- Should the contractor incur three fines, within a period of two consecutive calendar months, the contractor will be permanently banned from the estate.

Enforcing the rules:

- The Estate Manager is authorised by the board of Directors to enforce the rules of the estate. His decision will be binding on all contractors and or their employees.
- The Estate Manager will not be required to issue written warnings and according to the Estate Manager's Discretion certain warnings and or requests may be issued verbally.
- Should a contractor or one of his/her employees argue the estate manager's decision, he/she will immediately be escorted from the estate, however should the contractor believe that he/she has been unfairly treated by the estate manager, then the contractor may make direct representation to either the Chairman or Vice
- Chairman of the board, alternatively to the board of directors who convene a meeting once monthly. The board of directors will not convene specially to hear grievances. The board of director's decision will be final.
- The estate manager is assisted by the security personnel employed by the HOA.