

VERSION 2 after SGM 7/2/2015

PALM LAKES HOME OWNER ASSOCIATION

CONDUCT RULES INCLUDING ANNEXURES A – F

1. Use of residential and other erven, sectional title units and/or the Common Property

- 1.1.1 No member or occupier of a residential erf or sectional title unit may, without the prior written consent of the trustee:
- 1.1.2 use the residential erf or sectional title unit for any purpose other than residential purposes, save for those erven designated for commercial use;
- 1.1.3 allow any persons to reside in a residential house for a short duration, except in special circumstances;
- 1.1.4 paint on or affix to any wall, building or structure on the residential erf or sectional title unit any advertisement, name or lettering of any unsightly size, colour or character while no advertisement, name or lettering of any kind shall be painted on or affixed to the roof of any building on the residential erf or sectional title unit, save for any advertising allowed by the trustees for commercial use;
- 1.1.5 erect, store, leave or allow to be erected, kept, stored or left any article or thing on any part of the common property;
- 1.1.6 remove any shrub, tree or plant from the common property;
- 1.1.7 carry on any noisy, injurious or objectionable trade or business of any kind on any residential erf or sectional title unit or commercial component;
- 1.1.8 build any fires of any sort for braaing purposes on the common property;
- 1.1.9 place or do anything on any part of the common property or on the balcony, stoep or patio of any improvement erected on his residential erf or sectional title unit which, in the trustees' opinion, is aesthetically displeasing or undesirable when viewed from outside the building;
- 1.1.10 hang washing outside the designated areas within buildings on residential and other erven;
- 1.1.11 display any flags;
- 1.1.12 deposit, throw or permit or allow to be deposited or thrown on the common property any rubbish, including dust, food, scraps, cigarette butts or any other litter; and
- 1.1.13 carry on a commercial enterprise on a residential erf or sectional title unit.
- 1.1.14 Members shall ensure that their residential erven, sectional title units or property owned by sectional title body corporates are kept in a neat and tidy state at all times to the reasonable satisfaction of the board of trustees.
- 1.1.15 Members shall ensure that the landscaping of their residential erven or common property held by a sectional title body corporate meet the requirements of the design review committee, as laid down from time to time.
- 1.1.16 The exterior of all buildings shall be maintained in good order and condition by the owner thereof, provided that the Association shall be responsible for painting the exterior of all buildings and the member shall not paint the exterior of any building without the prior written approval of the design review committee, which consent shall not be unreasonably withheld.
- 1.1.17 In the event that the design review committee is of the opinion that a building requires maintenance, it may give the owner notice thereof. In the event that the owner refuses and/or fails to attend to the required repairs and maintenance within such period as the design review committee may consider reasonable, the Association may attend to such repairs and maintenance itself and recover the cost thereof from the owner.

2. Damage, Alterations or Additions to an Improvement and Common Property

- 2.1.1 A member or occupier shall not mark, paint, drive nails or screws or the like into or otherwise damage or alter any part of the common property without first obtaining the prior written consent of the trustees.
- 2.1.2 To ensure uniformity of appearance, the prior written consent of the trustees shall be obtained to:
 - 2.1.2.1 install any locking device, safety gate, burglar bars or other safety devices for the protection of an improvement on a residential erf or sectional title unit;
 - 2.1.2.2 install a canopy;
 - 2.1.2.3 install a screen or other device to prevent the entry of animals, insects, etc;

VERSION 2 after SGM 7/2/2015

- 2.1.2.4 install any outside TV aerial, satellite dish or similar installation;
- 2.1.2.5 make any structural, decorative or other alteration or addition to an improvement, externally or internally, to the extent that it can be seen externally, while the member shall endeavor to include the items detailed in this clause 35.2.2 in the initial plans submitted to the design review committee for the proposed improvement of a residential erf or sectional title unit.
- 2.1.3 All building alterations are to be approved by the design review committee. A plan with a refundable deposit, to be determined by the trustees from time to time, shall be submitted for approval prior to commencement of construction. A contractor appointed by a member shall adhere to such code of conduct laid down by the board of trustees from time to time.
- 2.1.4 A member or occupier of a home shall ensure that:
 - 2.1.4.1 any broken window pane is replaced within 3 (three) days of breaking from whatsoever cause; and
 - 2.1.4.2 all curtains or blinds shall be aesthetically acceptable.

3. Behaviour of Members, Occupiers and Guests

- 3.1.1 All members and occupiers shall ensure that their use of their residential erf or sectional title unit and of the common property within the estate and its facilities thereon, shall at all times be conducted in such a manner as not to:
 - 3.1.1.1 cause a nuisance, disturbance or inconvenience or annoyance to any other member or occupier, particularly in the form of loud music, radio or TV or irritable audible sound;
 - 3.1.1.2 detrimentally affect the rights and interests of other members or occupiers.
- 3.1.2 Members and occupiers shall be responsible for the behaviour of their children and guests and shall be liable for any damage caused by them. Any damage caused by such children or guests shall be repaired at the cost of the member or occupier concerned, within 14 (fourteen) days of written notice by the trustees, to the satisfaction of the trustees.
- 3.1.3 No person is permitted to use any common property as may be designated out of bounds by the trustees from time to time.
- 3.1.4 Pedestrians shall have the right of way at all times, but shall only cross at approved crossings.

4. Refuse disposal

- 4.1.1 A member or occupier of a residential erf or sectional title unit shall:
 - 4.1.1.1 maintain in a hygienic and dry condition, such number of receptacles for refuse within his property as may be determined from time to time by the Association;
 - 4.1.1.2 exercise a general responsibility towards maintaining the environment of the estate and, in particular, undertakes to follow such guidelines as may be imposed by the board of trustees from time to time in relation to recycling and disposal of refuse;
 - 4.1.1.3 ensure that before refuse is placed in such receptacle it is securely wrapped, or in the case of tins or other containers, completely drained;
 - 4.1.1.4 for the purpose of having the refuse collected, place the refuse within an area, in a bag and at the times as may be designated by the trustees from time to time; and
 - 4.1.1.5 garbage and/or garden rubble may not be left outside the residential erf or sectional title unit except for collection on the date of collection. It may not be left out overnight.

5. Vehicles

- 5.1.1 No member or occupier shall park or stand any vehicle (for the purposes of this clause 35, the word "vehicle" shall mean any motorized form of conveyance) upon the common property or another member's residential erf or sectional title unit or permit or allow any vehicle to be parked or stood upon the common property or another member's residential erf or sectional title unit without the prior written consent of the trustees. The trustees may cause a vehicle to be removed, towed away or have its wheels clamped at the risk and expense of the owner thereof, should such vehicle be parked, standing or abandoned on the common property without the trustees' written consent.

VERSION 2 after SGM 7/2/2015

- 5.1.2 A member or occupier hereby indemnifies the board of trustees and/or the Association for any damage that may be sustained to the vehicle or their guest's vehicle as a result of such vehicle's wheels being clamped or such vehicle being towed away.
- 5.1.3 Members and/or occupiers shall ensure that their vehicles and the vehicles of their visitors and guests do not drip oil or brake fluid and/or any other fluid or liquid of whatever nature on the common property or in any other way deface the common property. If dripping occurs, its removal will be for the account of the member or occupier concerned.
- 5.1.4 No member or occupier will be permitted to dismantle or effect major repairs to any vehicle on any portion of the common property, but may be permitted to attend to minor repairs and re-conditioning vehicles in enclosed garages only.
- 5.1.5 Vehicles owned by members or occupiers may not be washed on the common property.
- 5.1.6 Hooters shall not be sounded within the estate other than in emergencies.
- 5.1.7 Vehicles may be parked only on such areas of the estate as are specifically designated or approved by the trustees for that purpose and in such a way that the flow of traffic and access to and egress from driveways is not obstructed.
- 5.1.8 No trucks or other heavy vehicles may be parked within the estate without the prior written consent of management.
- 5.1.9 Vehicles entering the estate and being driven or parked in the estate shall be at the owner's risk and responsibility from the time the vehicle enters the estate and no liability shall attach to the trustees, the Association or its agents or any of their employees for any loss or damage of whatever nature which the owner, or any person claiming through or under him, may suffer in consequence of his vehicle having entered, being driven or parked on the estate.
- 5.1.10 Members or occupiers shall ensure that their visitors park in the correct place and do not cause any obstruction either in relation to garages or otherwise.
- 5.1.11 Bicycles, motor cycles, tricycles, roller skates, skateboards and the like may not be left on any portion of the common property.
- 5.1.12 Members or occupiers shall, when driving vehicles on the estate, observe all the rules of the road and in particular, speed restrictions and road signs.

6. Parking

- 6.1.1 Parking is to be confined to the specified parking area allocated to each member/occupier and members and/or occupiers shall under no circumstances without specific permission of the trustees be allowed to park in the visitors' parking bays.
- 6.1.2 Guests are to use only those bays reserved and specifically demarcated for visitors. A breach of this rule will entitle the trustees to have any offending vehicle towed away from the estate at the risk and at the expense of the owner of the vehicle or alternatively the member concerned.
- 6.1.3 Under no circumstances will parking in front of the fire hydrants be permitted. A breach of this rule will likewise entitle the trustees to have any offending vehicle removed or towed away to a public road or garage at the expense and risk of the owner of the vehicle.
- 6.1.4 The member/occupier indemnifies the Association in the event of his or his guest's vehicle being removed or claimed in the circumstances contemplated herein.

7. Animals, Reptiles and Birds (Domestic Pets) See annexure "A"

8. Insurance

- 8.1 The Association shall have no responsibility whatsoever for the insurance of the contents of or improvement on any particular residential erf, sectional title unit or sectional title common property, which shall at all times be the sole responsibility of the member, sectional title body corporate and occupier in question.
- 8.2 A member or occupier shall not do or permit to be done on his residential erf or sectional title unit or on the common property anything which will or may increase the rate of premium payable by the trustees on any insurance policy or which may tend to vitiate any such insurance policy nor bring onto the estate, premises or building any hazardous substances.

VERSION 2 after SGM 7/2/2015

- 8.3 A member or occupier shall not store or harbour upon the common property or any part thereof or on his residential erf or sectional title unit any goods which may vitiate any fire insurance policy held by the board of trustees or increase the premium payable in respect of such policy.

9. Letting of Units

- 9.1 Members wishing to let residential homes on their erven will be required to obtain the prior written consent of the trustees which consent shall not be unreasonably withheld. Prior to any proposed occupier taking occupation of a residential erf or sectional title unit, the board of trustees shall be advised or such proposed lease and the proposed occupier shall sign a copy of the rules as provided for in this constitution. Such occupiers granted rights of occupation of a residential erf or sectional title unit are obliged to comply with this constitution notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy. management shall be advised of any proposed lease prior to any proposed occupier taking occupation of a residential home on a residential erf or sectional title unit.
- 9.2 No letting for shorter than a 6 (six) month period shall be allowed whatsoever without the prior written consent of management. The member shall be obliged to notify the board of trustees of any short-term occupancy for security purposes prior to occupation.

10 Eradication of Pests

A member shall keep his improvements free of white ants, borer and other wood destroying insects and to this end shall permit the trustees, the managing agent and their duly authorized agents or employees, to enter upon his residential erf or sectional title unit from time to time for the purpose of inspecting the improvements and taking such action as may be reasonably necessary to eradicate any such pests. The costs of inspection, eradicating any such pests as may be found within the improvements, replacement of any woodwork or other material forming part of such improvements which may be damaged by any such pests shall be borne by the member.

11 Activities on Communal Areas

- 11.1 No hobbies or other activities may be conducted on the communal areas if they cause nuisance to other members and/or occupiers.
- 11.2 The board of trustees shall be the final adjudicator resolving complaints of this nature.
- 11.3 No fireworks, firearms or pellet guns may be discharged in the estate whatsoever.
- 11.4 All complaints, violation of the conduct rules contained in this constitution, or any other cause of concern must be in written form, addressed to the Managing Agent of the Association.

12. **FINES**
SEE ANNEXURE "B"

13. **BUILDING STANDARD RULES**
SEE ANNEXURE "C"

14. **LANDSCAPE GUIDELINES**
SEE ANNEXURE "D"

15. **MINI PALM RULES**
SEE ANNEXURE "E"

16. **DRAGON FLY CLUB HOUSE RULES**
SEE ANNEXURE "F"

VERSION 2 after SGM 7/2/2015

PET RULES Annexure "A"

1. Animals, Reptiles and Birds (Domestic Pets)

- 1.1 The KwaDukuza Municipal by-laws relating to pets must be complied with where applicable (i.e. licensing/rabies, inoculations, etc.)
- 1.2 Prior to bringing any pet onto the Estate, and when a pet is replaced, the following conditions must be met. No pet is to be brought onto the Estate unless all Palm Lakes Homeowners Associations' (PLHOA) requirements have been met and permission has been granted in writing by PLHOA.
 - 1.2.1 Written permission must be obtained from the Palm Lakes Homeowners Association by completing the Estate's prescribed application form available from the PLHOA Administration. Permission is granted solely at the discretion of PLHOA.
 - 1.2.2 A total of two pets (dogs and/or cats) are permitted per household, (i.e. two dogs or two cats or one of each).
 - 1.2.3 All cats and dogs must be spayed or neutered. A veterinary certificate of compliance must be produced along with the application form – no breeding of any pets is permitted on the Estate.
 - 1.2.4 All cats and dogs and any other pet (where possible) must at all times wear a collar with a name tag indicating the owner's Erf No, name and contact telephone number. In addition, cats are required to wear a bell on their collar.
 - 1.2.5 Caged birds will be allowed subject to not more than two birds. (Written permission is still required). Avaries are not permitted.
 - 1.2.6 Pigeons, peacocks, wild animals, and livestock are not allowed to be kept on the Estate; prior permission for any other type of pet must be obtained from Palm Lakes Homeowners Association in writing. Special conditions may apply to the keeping of pets, if granted.
 - 1.2.7 Dogs must be kept in adequately contained area within the owner's property and, when outside the owner's property, must at all times be on a short leash under the control of a responsible person.
 - 1.2.8 When considering a dog or dogs, owners need to bear in mind the size of their properties and regulations regarding the maximum area of fencing allowed by the Estate.
 - 1.2.9 Fouling by pets on property belonging to the Estate, or to other home owners, must be removed immediately by the responsible pet owner. (For this purpose owners are advised to carry a scoop or plastic bags whenever walking their pets outside their own property or purchase marking flags from the PLHOA offices and place a collection is required).
 - 1.2.10 A special request for the keeping of any pet, other than a dog or cat, may be made to PLHOA
- 1.3 No pets are allowed to become a nuisance or cause a disturbance or annoyance to other home owners or residents through barking, howling, squawking, etc. or, in the case of cats, straying into other persons' properties or houses.
- 1.4 Any animal, bird or reptile present on the Estate in contravention of these rules shall be removed forthwith on notice of the PLHOA. Any costs incurred will be for the account of the pet/property owner and a fine may be imposed by PLHOA.
 - 1.4.1 The owner of any pet found to have been responsible for injuring or threatening any humans or wild life on the Estate will be held accountable for any costs or claims arising there from, and the owner will be obliged to remove such pet from the Estate immediately on instructions from PLHOA.
 - 1.4.2 The PLHOA reserves the right to ban any breed of dog considered to be a threat or a danger to persons or wild life.
 - 1.4.3 Pitbulls, Rottweilers, Boerboels, and Doberman Pinchers are not permitted on the Estate.
- 1.5 Pets may not be left overnight unattended in a residence, and suitable arrangements of engaging a friend or pet sitter must be made, alternatively the pets must be taken to a kennel off the Estate.
 - 1.5.1 The PLHOA reserves the right to call the SPCA to inspect the condition of any pet on the Estate and both PLHOA and SPCA staff will be given access to property and homes to do such inspections.
- 1.6 Any pet found out of its owner's property not on a leash and without a collar and name tag, will be taken to the security office or PLHOA office and may be taken to the SPCA if the owner is not identified. A fine will be payable to PLHOA and any SPCA costs will be payable by the owner and any fine will be deemed to form part of the owners levy account. Any subsequent offence will attract a further fine. In addition to a further fine, the pet owner may be instructed to remove the pet for the third or subsequent offence.
 - 1.6.1 If any dog with a collar and name tag is found out of its owner's property not on a short leash, a fine will be levied against the owner by PLHOA. Any subsequent offences of the same nature will attract a further fine payable to PLHOA.
- 1.7 Under no circumstances are dogs permitted to chase or bark at the water fowl, birds or any other wild life.

VERSION 2 after SGM 7/2/2015

- 1.8 In view of the sensitive nature of the environmental areas that accommodate natural wildlife, no dogs or other pets are permitted in the natural coastal forest unless on a leash and under the control of the owner.
- 1.9 Visitors are not permitted to bring any pet onto the Estate, unless they have complied with the rules governing pets through obtaining prior written permission from the PLHOA on the same basis as that of permanent residents.
- 1.10 The PLHOA reserves the right to insist that the owner of the pet that becomes a nuisance or, if any of the above rules are not adhered to, immediately remove the offending pet from the Estate at the owners cost.
- 1.11 It should be noted that Sectional Title developments (Body Corporates) may, in their own rules, ban the keeping of dogs, cats or other pets within their Body Corporate area. They may not allow more than the number permitted by the PLHOA or have rules that are less onerous than those of the PLHOA.
- 1.12 The PLHOA retains the right to ask owners/residents to produce veterinary certificates, and proof of registration with the PLHOA in respect of any pets found on their premises.
- 1.13 The PLHOA has the right to impose a fine on any owner who is in contravention of these rules. Further fines may be imposed until the contravention is remedied.
- 1.14 Certain Erfs have been designated as “NO PETS” sites. It is recognized that there may be individual circumstances where this requirement may be relaxed, subject to the additional specific written consent of the immediate neighbours.
- 1.14.1 An application for a pet on a property designated as a “NO PET” site must, in addition to the application, obtain the written consent of neighbours who are also on “NO PET” sites, as well as written permission from the Environmental Committee and PLHOA.
- 1.15 The PLHOA reserves the right to introduce an electronic ID chip system and to insist that pets have the ID chip implant at the expense of the home owner/resident.

FINE GUIDELINES Annexure “B”

OFFENCE DETAILS	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
HOMES/ESTATE:			
Interfering with wildlife	R 1,000	R 5,000	R 10,000
Public disturbance	R 500	R 750	R 1,000
Playing loud music from a motor vehicle in car park areas.	R 500	R 750	R 1,000
Drinking or braaing in undesignated areas.	R 500	R 750	R 1,000
Home in disrepair / not maintained to standards	R 1,000	R 2,000	R 5,000
Overcrowding of home – per day	R 1,000	R 1,500	R 2,000
Hanging washing outside designated wash line area	R 250	R 500	R 750
Misuse of fire hose reels/hydrants	R 1000	R 2,000	R 5,000
External lighting not compliant with Building Guidelines	R 500	R 1,000	R 2,000
Any person, other than the authorized holder, using an access card/remote or misuse thereof.	R 500	R 1,000	R 2,000
Failing to register any worker brought on site to do any work on the Estate (e.g. Household cleaner, gardener or household repairs and upgrades).	R 500	R 1,000	R 2,000
PETS:			
Bringing any pet on the estate without authority or registration with HOA - per day.	R 1,000	R 2,000	R 5,000
A pet found outside of its property without a collar, name tag or leash. Taken to SPCA	R 500	R 1,500	R 2,000

Signed : _____ Date : _____

VERSION 2 after SGM 7/2/2015

Pets found that were too young to be sterilized when registering but still found not be sterilized at correct age.	R 1,000	Banned	-
Dogs not on lead when outside their property	R 500	R 1,000	R 2,000
Pets causing a disturbance or annoyance	R 500	R 1,000	Banned
Owners failing to pick up fouling by pets	R 500	R 1,000	R 2,000
SECURITY :			
Tailgating at any access control point.	R 1,000	R 2,000	R 5,000
Intimidation or threatening of Security Officers	R 500	R 1,000	R 2,000
Giving Personal Access Control Card to any other person for use at Palm Lakes estates to gain access or egress	R 500	R 1,000	R 2,000
Verbal abuse or assault on a Security officer for any reason. (Subject to prosecution).	R 1,000	R 2,000	R 5,000

PLEASE NOTE:

- Where any costs are incurred to effect repairs due to the above offences, the person who caused the damage will be invoiced for such repairs.
- H.O.A. reserves the right to revise the fines guideline from time to time without notice.
- The above list is not exhaustive, and any breaches of any Protocols not listed will be dealt with in accordance with the Constitution of the Estate.

CONTRACTOR'S RULES AND PROCEDURES Annexure "C"

1.0 INTRODUCTION

A potential home owner must request the Palm Lakes Architectural Guidelines from the Home Owners Association.

Plans can then be submitted to the Architectural Design Committee for review.

The Palm Lakes Estate Home Owners Association will be responsible for the approval of all building and or development plans prior to the submission of such plans to the Municipality.

When the plans have been accepted and signed off by the municipality a copy of the signed plans plus a copy of the letter from the municipality giving permission to start construction must be lodged with the Estate Manager.

When a builder has been appointed a current copy of the builders NHBC registration certificate plus proof of registration for the home with the NHRBC must be lodged with the Estate Manager.

The builder and owner/developer will need to meet with the Estate Manager to sign a copy of the Contractors Rules & Procedures Protocol.

The building fee must be paid to the Home Owners Association before work can commence.

The contractor can then cut and fence the site and erect the builder's board.

The builder needs to work with both the NHRBC and the Municipal inspectors as laid down in their rules.

The owner needs to meet with the Palm Lakes Landscape manager to discuss and sign a landscape plan.

On completion of the home the Building Inspector will do his final inspection.

The Estate Manger will then do his final inspection and issue a "happy" letter to the building inspector.

The owner/builder/agent can then apply to the municipality for an Occupation certificate.

Under no circumstances will occupation be allowed unless all the required criteria have been met.

2.0 CONSTRUCTION PERIOD

Construction of any house once commenced shall be completed within 13 months.

3.0 INTRODUCTION

3.1 The definition of a contractor includes: building contractors, installers of internal building fittings, landscapers, suppliers, service & tender providers, repairs, minor works and other items associated with garden installations, suppliers and consultants to the building trades and architects; and their equipment. The definition also includes any Estate contracted landscaping service.

3.2 Definitions: PLHOA – Palm Lakes Home Owners Association.

3.3 The builder / site foreman is responsible for the behaviour of his workers, contractors and sub-contractors. This includes ensuring that all workers, contractors and sub-contractors are off site before he leaves site. A system of fines has been provided for by the Home Owners Association. Fines for any transgressions by sub-contractors and/or any other related person on site will remain the responsibility of the main contractor.

4.0 WORK HOURS

4.1 Unless otherwise approved by PLHOA Management, construction work shall be strictly limited to the time between 06h45 to 17h30 from Mondays through Fridays

4.1.1 Saturdays will be strictly from 06h45 to 12h00, and then leave the estate by 13h00.

4.1.2 No heavy deliveries e.g. bulk cement deliveries, steel deliveries, roof sheeting deliveries & concrete ready mix trucks will be allowed on Saturdays.

Please note: *The times specified is the actual time from when contractors will be allowed onto the Estate in the morning and the time the contractors must be off the Estate.*

4.2 **No** deliveries will be permitted outside the working hours specified, and on any Saturday, Sunday, or Public Holiday, except furniture deliveries if previously arranged with PLHOA. No work will be permitted on Sunday and/or Public Holidays unless authorized by PLHOA.

4.3 No Contractor or employee of such Contractor shall be entitled to be on site other than during the hours provided, and no contractor or employee of such contractor will be permitted to stay overnight and sleep on any site unless the prior written consent of the PLHOA Management is given.

4.4 A responsible person with a 24 hour Emergency contact number must be appointed by the Building Contractor in the case of any emergency on site. This person's name and number must appear on the Professional Notice Board, and this person must be available at all hours to respond immediately when contacted.

4.5 Deliveries to any site are only permitted between 06h45 & 16h00 Monday to Friday. The driver must have a delivery note stating Erf and owner or delivery site.

4.6 For deliveries between 06h45 and 17h00 Monday to Friday, the Principal Building Contractor or his Site Designated Foreman must be on site to accept the delivery and ensure that the material delivered is placed correctly on site.

4.7 If any Principal Building Contractor or designated Site Foreman has made arrangements with a sub-contractor or a lift club to transport staff or labour to and from the site, then the Principal Building Contractor or his designated Site Foreman must be on site to ensure these persons arrive at an open site.

4.8 All building work is suspended during the December shutdown period as decided annually by PLHOA

4.9 The only exceptions to this are the accredited garden maintenance services, and other contractors approved by the Estate Management on presentation of a valid reason, for emergency repairs only.

5.0 ACCESS POINTS

Access and egress to enter the estate is through Contractors gate only. Labourers must use the turnstiles.

VERSION 2 after SGM 7/2/2015

6.0 ACCESS CARDS

- 6.1 Permanent contractors must obtain access cards for each individual that will be entering the Estate from the Palm Lakes Access Control Office @ Contractors Gate from 07h30 to 1600.
- 6.1 Only accredited building contractors are authorized to appoint a sub-contractor to work permanently on the Estate.
- 6.1 The Access Card Control Officer will approve the issue of, alterations to or the re-issue of all access cards.
- 6.1 Companies who do not work permanently on the Estate may be issued with access cards, which will only be validated for the periods they are working on the Estate, on production of up-to-date proof of such from accredited principal building contractor.
- 6.1 All contractors must obtain a non-refundable access card from PLHOA. The cost of an access card is R100.00 [non-refundable]
- 6.1 An access card is issued to an individual only. The swapping of access cards between persons is not permitted.
- 6.1 Use of an access card by any person other than the owner of such card is prohibited. Misuse will lead to suspension and barring from the Estate. Cards will only be re-opened on the payment of R500.00.
- 6.1 All passengers in possession of access cards on all vehicles [other than confirmed visitors to residents] must alight from their vehicles to enter or leave the Estate via the turnstiles.
- 6.1 The recruiting of casual labour at the contractors gate is strictly forbidden. All employees are to be properly employed, and registered with the Estate Security Management. Recruiting will be carried out at the parking area down by the main tar road of the access road.
- 6.1 The loss of any access card must be reported to Security Access Card Control Office immediately.
- 5.12 It is imperative that on the cessation of employment of a staff member, the Security Access Control Office must be advised of such cessation immediately.
- 5.13 The Principal Building Contractor must submit a list of names, identity numbers and contact details of all staff members, labourers, sub-contractors and service providers working on his/her site before the end of each month to renew access to the site for those employees still on site.
- 5.14 All Foreign Nationals must have a valid passport, work permit or asylum documents to present to the Access Card Control Office. There will be no exceptions due to labour legislation.

7.0 ONE DAY ONLY [TEMPORARY PASS]

- 7.1 These rules are applicable to contractors performing minor repairs, alterations and/or deliveries
- 7.2 Contractors entering the estate for less than one day will be confirmed by the contractor or owner.
- 7.3 Contractors entering the estate for one day only will be confirmed with the contractor or owner if no prior arrangements has been made with the control centre or access control office. An original ID document or drivers license will be needed by security before permitting access.
- 7.4 In the case of contractors making deliveries the driver must have a driver's license and an identifiable delivery note, clearly indicating the address and the person the delivery is for. If there is no delivery note or the guard is unsure of anything confirmation will be made with the Security Control Room or the Access Control Office. If no confirmation is made access will be denied.

8.0 BUILDING SITE

- 8.1 A deposit of R5,000-00 shall be payable with respect to a freehold site, and R25000-00 with respect to a Medium Density Site. This deposit shall be paid by the contractor. In the event that the financial sum required to remedy any damage caused by the contractor is greater than the relevant deposit paid then such additional sum will be claimed and recovered from the contractor. Failure to pay this deposit prior to commencement of construction will result

VERSION 2 after SGM 7/2/2015

- in a fine of R5000, payable by the owner and a further fine of R5000, payable by the contractor. (Bank details on last page).
- 8.2 Construction work may only commence once plans have been approved by the DRC and the Municipality have issued a building commencement document.
 - 8.3 The site is to be totally enclosed with an 80% factor dark green shade cloth. The shade cloth to be supported by wooden poles 1,8m high (100-150mm) with 3 strands of support wires onto which the bonox fencing or weld mesh will be affixed. A proper framed gate must be fitted and secured with a chain and lock. Shade cloth may not be removed without consent from Estate Manager.
 - 8.4 Building site must be fully enclosed at night, i.e. gates closed/locked at the end of each working day.
 - 8.5 Contractors are to provide suitable portable on-site toilet facilities, which must be placed so as to minimize offence to the owners of surrounding properties and checked against leaks/mismanagement.
 - 8.6 No person is permitted to urinate or defecate anywhere on sites or on the Estate other than in the toilet facilities provided.
 - 8.7 No employee, sub-contractor, or construction staff may leave the building site they are working on at any time, and only then by vehicle and not on foot.
 - 8.8 All employees/sub-contractors must wear identifiable clothing whilst working on site.
 - 8.9 Building site must be under supervision during working hours.
 - 8.10 On-Site Storm Water Management System must be constructed immediately. It must be retained on each individual stand and is to be disposed of into a water feature or soak pit and not to be discharged onto adjacent properties in accordance with the Palm Lakes Storm Water Management Plan.
 - 8.11 Failure to implement sufficient measures which result in soil erosion on site shall be subject to a fine by the Home Owners Association and the contractor shall be liable to carry out all repair and rehabilitation
 - 8.12 All contractors are to ensure adequate control of solid waste, litter, debris and plastic matter that may be generated on site. The contractors are to supply sufficient litter bins and shall arrange for a collection point within the screened area for all such solid waste and rubbish. This shall be removed from site at regular intervals.
 - 8.13 Contractors must ensure proper handling of hazardous substances e.g. paints, concrete etc.
 - 8.14 Strictly no burial or burning of any material is permitted on site.
 - 8.15 No clothing to be hung on trees and fencing.
 - 8.16 No littering or pollution allowed.
 - 8.17 Any plants/vegetation outside of the construction area that are damaged or removed will be subject to a fine.
 - 8.18 Strictly no interfering, poaching and/or snaring of wildlife in the Estate.
 - 8.19 The contractor is responsible to correctly identify the boundary beacons of the property, and the building foot-print, thereby ensuring building does not encroach over building lines/servitudes/boundaries/wetlands.
 - 8.20 Under no circumstance may any person tamper with neighbouring properties or the Estates services e.g. electrical kiosks.
 - 8.21 All construction activity is to occur within the site as fenced which shall include the storage of all equipment and building materials. The placement of building materials on adjacent sites must have the Estate Management and land owner's written permission.
 - 8.22 No illegal dumping on adjacent sites or anywhere on the estate.
 - 8.23 Landscaping of gardens is to be strictly in accordance with the approved Landscape Guidelines which needs to be discussed and signed off with the Landscape Manager.
 - 8.24 No illegal advertising and signage to be erected on the building site.
 - 8.25 At the conclusion of the construction work, the Contractor shall restore all streetways, ditches, drainage ways, including fine grading and seeding, assure positive drainage with no standing water, clean the entire site of all construction debris and remove all temporary fencing facilities, equipment and unused materials and then call for a completion inspection to be done.

Signed : _____ Date : _____

VERSION 2 after SGM 7/2/2015

8.26 No building will be permitted until the contractor confirms the appointment of a Health & Safety Officer for the site.

9.0 VEHICLES

- 9.1 All vehicles used on the estate must be in a safe and roadworthy condition, in terms of the Road Traffic Act and Regulations.
- 9.2 All vehicles being driven on the estate must conform to the 40kph speed limit and not drive recklessly or negligently to the detriment or danger of pedestrian and passenger traffic.
- 9.3 Construction vehicles shall not be parked in any area other than on the building site, or on the verge bordering the site. Vehicles parked on the verge shall be parked with due consideration for users of the street.
- 9.4 Vehicles must not be overloaded with goods or passengers over and above their permitted carrying capacity in terms of the Road Traffic Regulations.
- 9.5 Workers are not permitted to sit on the sides of vehicle, and will only be allowed to stand if a protective cage is fitted.
- 9.6 Drivers of vehicles must be in possession of a valid driving license for the class of vehicle which they are driving and this must be presented to the Access Card Control Office and at the gates on entrance to the estate.
- 9.7 Every vehicle entering or leaving the Estate must stop at the contractor gate or heavy duty gate and either swipe out or sign out. No tailgating of other vehicles will be tolerated.
- 9.8 Security has the right to stop and search any person or vehicle that they deem necessary.
- 9.9 No rude and abusive language or behavior to access control security staff will be tolerated.

10. OTHER

- 10.1 No litter of any kind is to be dropped or spread on any Estate property.
- 10.2 Should any of the estate property or Road edging /verges, Telkom and electricity manholes, sewer connections, irrigations coupling valves, water meters and pipes, fire hydrants, any other services or trees on the property on the property or verge be damaged by any Contractor, Supplier, Service Provider, Sub-Contractor, Staff Member or Labourer under the Principal Building Contractor's control, then the Principal Building Contractor shall be responsible for repairing such damage immediately at his/her own cost. Precautionary measures must be taken at the outset to prevent any such damage.
- 10.3 Possession or consumption of drugs or alcohol on the estate is forbidden (Individual persons).
- 10.4 Possession of stolen property is a criminal offence and any person suspected of such will be suspended until notice or the outcome of enquiry is known. Zero tolerance. Cases will be opened with SAPS
- 10.5 Failure to comply with verbal or written instruction given in terms of these protocols will be regarded as an offence in itself.
- 10.6 Contractor staff are not permitted to congregate outside any of the estate gates waiting for their employer or supervisor. All staff are to be picked up away from the estate and brought by vehicle to the Contractors Gate where they will alight and enter the estate via the security turnstiles, and then be taken by vehicle to the site they are working on.

GUIDELINES OF FINES

In the event of any Contractor, Service Provider, Sub-Contractor, or any of their employees, being in breach of any Obligations, Rules or Protocols as set out by Palm Lakes Home Owners Association, PLHOA shall be entitled to one or more of the following remedies:

- i) Give written notification to the Contractor, Service Provider, Sub-Contractor, or individual employee, to remedy the breach within 24 hours.
- ii) Close the Contractor's access to the site until the breaches have been remedied. Any contractual delay claims will be at the Contractor's expense.

Signed : _____ Date : _____

Page

VERSION 2 after SGM 7/2/2015

- iii) Insist on rectification of the breach at the cost to the Contractor, Service Provider, Sub-Contractor, or employee.
- iv) Issue a written warning.
- v) Imposing of a fine as indicated in the Guideline of Fines in this document, or as decided by the Palm Lakes Home Owners Association Rules committee.
- vi) Banning the Contractor, Service Provider, Sub-Contractor, or employee from the Estate for a certain period of time.

GUIDELINES:

OFFENCE DETAILS	1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE
Building:			
Failure to comply with shade cloth fencing requirements	R 500	R 1,000	R 3,000
Failure to secure the site with the gate closed and locked at the end of each working day	R 500	R 1,000	R 2,000
Removal of shade cloth fencing or safety barriers without consent	R 5,000	R 10,000	R 20,000
Illegal advertising and signage erected on site	R 500	R 2,500	R 5,000
Failure to provide any, or adequate number of refuse bins	R 500	R 1,000	R 2,000
Cut banks not vegetated immediately on earthwork completion	R 1,000	R 2,000	R 3,000
Working outside normal working hours without consent	R 1,000	R 2,500	R 5,000
Failure to submit a name list and identity numbers of all persons working on site	No Access	No access	No access
Failure to wear identifiable clothing on site	R 500	R 1,000	R 1,500
No site supervision during working hours	R 1,000	R 1,500	R 2,000
Failure to call for completion inspection on completion	R 2,500	R 5,000	R 10,000
Storage of materials outside the site without consent	R 1,000	R 2,000	R 3,000
Urinating or washing in public view on any building site	R 500	R 1,000	R 2,000
Failure to screen-off site toilets	R 500	R 2,500	R 5,000
Failure to provide any, or adequate number of portable site toilets - fine per day	R 500	R 2,500	R 5,000
Failure to provide any or adequate washing and changing facilities on site - fine per day	R 500	R 2,500	R 5,000

Signed : _____ Date : _____

VERSION 2 after SGM 7/2/2015

Hanging of clothing etc on trees and fencing	R 500	R 1,000	R 1,500
Encroachment of any structure over building lines/servitude/boundaries without written consent	R 5,000	R 20,000	R 50,000
Encroachment of any work onto wetland areas	R 10,000	R 25,000	R 50,000

OFFENCE DETAILS	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
Building:			
Tampering with neighboring or any Estate services	R 1,000	R 5,000	R 10,000
Commencement of any work prior to an official site handover	R 10,000	R 25,000	R 50,000
Deviation from HOA and Local Authority approved plans without written consent	R 10,000	R 25,000	R 50,000
Failure to comply with written/verbal instructions	R 1,000	R 2,000	R 4,000
Failure to clean up or carry out remedial work on site immediately following written request	R 1,000	R 2,500	R 5,000
Improper handling of hazardous substances (paints, concrete etc.)	R 1,000	R 2,000	R 5,000
Inadequate storm water controls leading to erosion	R 1,000	R 5,000	R 10,000
Leaking/mismanaged ablution facilities and taps	R 1,000	R 2,000	R 5,000
Removal/damage of any vegetation / driving over common/private land	R 500	R 5,000	R 10,000
Pollution (mismanagement of)	R 2,500	R 5,000	R 10,000
Interfering with wildlife	R 5,000	R 10,000	Banned
Failure to rehabilitate on completion of works	R 2,000	R 5,000	R 10,000
Burning/creating fires – without permission (incl. cooking, braais, etc)	R 1,000	R 2,500	Banned
Deviating from final Landscape plan	R 2,000	R 5,000	R10,000
Working without an approved final detailed landscape plan	R 2,000	R 2,000	Banned
Altering the landscape without prior approval from HOA	R 2,000	R 5,000	Banned
Any person, other than the authorized holder, using an access card/remote or misuse thereof.	R 500	R 1,000	Banned

Signed : _____ Date : _____

Page

VERSION 2 after SGM 7/2/2015

Rude & abusive language/behavior to Access Control & Security Staff will not be tolerated	R 1,000	R 2,000	R 5,000
Failure to complete construction of house within 13 months	3 x Monthly Estate Levy per month		
Failure to update workers list e.g. inform Security of any works that have been dismissed	R 1,000	R 2,000	R 5,000

PLEASE NOTE:

- **All individual offences will result in that individual being suspended until such time as the fine is paid.**
- **Where any costs are incurred to effect repairs due to the above offences, the Contractor or person who caused the damage will be invoiced for such repairs.**
- **H.O.A. reserves the right to revise the fines guideline from time to time without notice.**
- **The above list is not exhaustive, and any breaches of any Protocols not listed will be dealt with in accordance with the Constitution of the Estate.**

I acknowledge reading through the above and agree to abide by these conditions.

OWNER

CONTRACTOR

ERF NUMBER

DATE

Bank Details for Building Deposit of R5000.00:

Account Name : Palm Lakes Home Owners Association
 Bank : Nedbank Corporate
 Branch Code : 145405
 Account No : 1454083786
 Reference No : Erf Number

CONTRACTOR'S BOARD DETAILS FOR ERF _____ (please complete)

PRINCIPAL AGENT:	[NAME] [CELL NO]
ARCHITECT:	[NAME] [CELL NO]
ENGINEER:	[NAME] [CELL NO]
PRINCIPAL CONTRACTOR:	[NAME] [CELL NO]
LAND SURVEYOR:	[NAME] [CELL NO]
EMERGENCY CONTACT NUMBER (24 HOURS)	[NAME] [CELL NO]

Signed : _____ Date : _____

Page

VERSION 2 after SGM 7/2/2015

COMPLETION COMPLIANCE CERTIFICATE:

Items Required	PL Action	Contractor	✓
Landscaping Design approved by Committee	Y/N	•	
Lawn and beds demarcated, including verge		•	
Stormwater disposal complete		•	
Driveway		•	
"As Built Plans"		•	
Local Authority's Occupation Certificate	•	•	
Report by architect/homeowner on the building contractor's performance		•	
External lighting compliant		•	
Contractor's Evaluation Form		•	

Signed at Palm Lakes Estate on ____ day of _____ 20__

Home Owner

Contractor

Owner' Agent for this project

(registered Architect, Engineer or Project Manager)

For the Palm Lakes Home Owners Association

Signed : _____ Date : _____

Page

**LANDSCAPE GUIDELINES
Annexure "D"**

1. OBJECTIVES

2. RESPONSIBILITIES:

- 2.1 The Developer
- 2.2 The Royal Palm Estate (RPE) Homeowners Association
- 2.3 Owners

3. DESIGN PHILOSOPHY

4. LANDSCAPING OF PRIVATE GARDENS

5. PESTICIDES

6. GARDEN ORNAMENTS / SECONDARY ELEMENTS

7. EXTERNAL BUILT ELEMENTS

8. PAVING

9. EXTERNAL LIGHTING

1. OBJECTIVES

The objective of these guidelines is to describe a method whereby the design and rehabilitation of private open spaces, commercial development and residential erven will enhance the design philosophy and environment of Palm Lake Estate.

2. RESPONSIBILITIES

The responsibilities of the Developer; the Palm Lakes Estate Design Review Committee (PLDRC) and owners towards achieving this objective are set out herein. A joint commitment by the Developer, PLDRC and individual owners is required to ensure the final result portrays a picture of balance, diversity and consistency.

2.1 The Developer

Is committed to these guidelines and has undertaken the responsibility of landscaping common areas in the HOA including all road reserves.

2.2 Palm Lakes Home Owners Association (PLHOA)

Will be committed to the on-going maintenance of landscaped public areas once handed over by the Developer. As gardening maintenance is included in owners monthly levies, only established areas will be accepted for hand-over by the Palm Lakes Home Owners Association (PLHOA).

2.3 Owners

Owners are responsible for developing a private landscape to fit in with the Landscape Design Philosophy, to compliment and enhance the overall visuals and imagery of Palm Lakes Estate Village and surrounding coastal sub-tropical landscape.

3. LANDSCAPE DESIGN PHILOSOPHY

- 3.1 The sites topography is very dramatic, with steep slopes & well defined water courses. This has led to large conservation open space areas. To reduce high intensity maintenance and to comply with the EMP, the majority of these large open space areas will be rehabilitated back to either 100% indigenous Coastal forests or grasslands or coastal palm velds. These new rehabilitated areas will form important environmental corridors.
- 3.2 The overall road articulation is a combination of formal and informal links, thereby encouraging a combination of formal and informal landscape planting. Trees and palms will be planted along the roads either in boulevard formation or in clusters, to strengthen the developer's vision of creating a botanical garden estate. The trees planting within the road reserves is critical to softening the overall built environment and roof-scape.
- 3.3 The tree and palm choices for these roads have been separated into neighbourhoods, thereby enhancing the feeling of seasonal changes within the landscape.
- 3.4 Road islands and intersections will be given Flora identities, by massing of plant species, and the use of large out of ground specimen.
- 3.5 Several man-made lakes will be created to enhance the value of the estate and the function of the open space system. The water bodies will attract wildlife to the estate.
- 3.6 All main arrival entrances will be landscaped intensely to reflect an information resort-style, thereby creating a strong identity and sense of place.
- 3.7 No alien or invasive plant species will be permitted onto the estate.
- 3.8 The overall character will typically be Sub-Tropical Coastal with fast areas of indigenous coastal rehabilitation. This combination will enhance and add value to the existing bio-diversity of the area, which is largely a mono-culture of sugar cane.
- 3.9 The overall urban lighting for the development will be very subtle, with no light source being evident. All lighting is to be reflective. Low energy demand/ lighting will be encouraged for directional lighting and signage.
- 3.10 Private landscapes to conform to a plant palette of 70% indigenous and 30% non-indigenous.

VERSION 2 after SGM 7/2/2015

4. LANDSCAPING OF PRIVATE GARDENS

All private gardens must conform to the design philosophy of the Village in general. The planning of the landscape must take into account:

- 4.1 *Plant palette can at a ratio of 70% indigenous and 30% non-indigenous.*
- 4.2 All earthworks within the site to be integrated with the surrounding sites and open spaces to ensure no erosion or unsightly cut platforms. All engineered platforms are to be softened with final shaping.
- 4.3 Hard landscaping including paving, gravel and exterior tiles are all to conform to the architectural colour palette.
- 4.4 *Any extension of private garden onto public open space (POS), subject to approval by the Landscape Sub-committee of the DRC and on the basis of continuing maintenance becoming the responsibility of the erf owner as well as any other conditions that may be imposed. Where a private erf neighbours a green servitude, the owner is responsible for planting a 1.5m wide strip of this area for the length of their erf. The owner is to take their design and plant choice direction from existing neighbours planting, so that the green servitudes are harmonious and well balanced.*
- 4.5 The home owner is responsible for irrigation and maintenance of the verge directly in front of their property.
- 4.6 Garden installation and or service contractors engaged by Homeowners must receive written authorization from PLHOA to work on the estate. This ensures that no security is compromised.
- 4.7 *All owners are responsible for planting up to 7 indigenous trees on their erven as per the landscape plan submitted and approved. All trees to be a minimum size of 20 litres.*
- 4.8 *Landscape designs are to encourage screen planting between sites, thereby reducing walls and fences.*
- 4.9 Within closed courtyards, Owners retain the rights for alternative landscape options.
- 4.10 Shrubs – 50% of total border line at a spacing of 2 per m²
- 4.11 Ground Cover – 10 ground covers per shrub.
- 4.12 Other essential items are: topsoil, fertilizer and lawn.

5. PESTICIDES

- 5.1 The use of pesticides, ground poisons and traps is strictly prohibited anywhere in the estate, including within Private Dwellings. A level of tolerance is required in order to encourage diversity of species and to protect sensitive habitats such as wetlands.
- 5.2 *ONLY approved environmentally safe pesticides are permitted, alternative safe ways of dealing with pests is greatly encouraged (safe for children, pets and wildlife).*
 - 5.2.1 **Small Pests:** Aphids, White Fly, Scale Insects, Australian Bug, Mealy Bug, Red Spider Mite and Ants. *Mix 1 tsp Bicarbonate of Soda + 1 tsp Sunlight liquid in 1 litre Water (Do not use detergent). Shake well, place in bottle with spray nozzle. Spray onto pests. After spray, feed the plant.*
 - 5.2.2 **Ants:** Alternative to above: *Mix equal parts Castor Sugar and Borax, sprinkle near ant nest and around house.*
 - 5.2.3 **Snails:** Sprinkle salt on them. Layer of ash around plant base also discourages snails and slugs.

6. GARDEN ORNAMENTS / SECONDARY ELEMENTS

Garden furniture shall be chosen to reflect the character and architecture of the estate.

- 6.1 **Pots:** All pots visible to the public to be approved by PLDRRC
- 6.2 **Trellis:** The dimensions and colour of trelliswork should match the house; plaster bands and reflect strong vertical lines. All to be approved by the PLDRRC.

Signed : _____ Date : _____

Page

- 6.3 **Parasols / Awnings:** All to be approved by the PLDRC
- 6.4 **Braais:** Braai areas must be screened from public view. Under no circumstances will open fires be permitted anywhere on the estate. Consider neighbours with regards to smoke patterns.

7. EXTERNAL BUILT ELEMENTS

7.1 Walls and Fences

- 7.1.1 Preferably no fencing, however scenarios will be accommodated if they don't impact on the public open space. *Fences to be disguised with planting.*
- 7.1.2 Landscape screens / hedges are encouraged instead of walls and fences.
- 7.1.3 The omission of fencing and walls assists with enhancing the overall country philosophy.
- 7.1.4 All fencing / walls options are to be approved by the PLDRC.

7.2 Retaining Walls, Steps and Ramps

- 7.2.1 External changes in level shall be addressed by creating terraces using:
- * Built walls with a permanent finish e.g. Stone cladding; Concrete
 - * Planted slopes / banks;
 - * Concrete block walls eg: Terraforce, while not encouraged, may however be used in special situations. Where block walls are used they may not exceed 1200mm in height and the angle may not appear steeper than 70 to allow for planting of retaining blocks. *Planting is essential and growth of plants will be insisted upon.*
- 7.2.2 *All retaining structures of whatever nature are subject to approval by the PLDRC, and to comply with the architectural guidelines.*

7.3 Pergolas

- 7.3.1 Pergolas may be used to create external passageways and to define courtyards. Materials should match building materials eg: Columns to match building and Timber / Metal work to express the Architectural Language.
- 7.3.2 *All pergolas and shade structures are subject to approval by the PLDRC and must be covered by plants or creeper*

7.4 Swimming Pools and Water Features

- 7.4.1 **Swimming Pools:** The design and construction of swimming pools and surrounding fencing must conform to the Architectural guidelines in the first instance, and to the National Building Regulations.
- 7.4.2 Backwash to discharge into the Sewer.
- 7.4.3 **Water Features:** Simple water features or fountains may be used to link internal and external elements such as in courtyard and verandas. All water features need to be kept active or must be removed.
- 7.4.4 **All water features are subject to approval by PLDRC.**

7.5 Gazebos and Lapas

- 7.5.1. Gazebos and Lapas are permitted in the estate if designed by an Architect or Landscape Architect and are to comply with the Architectural Language.

VERSION 2 after SGM 7/2/2015

8. PAVING

- 8.1 Paving materials must be selected from an appropriate list of materials in keeping with the overall character of the Estate. Gravel, approved brick, cobbles, stone and slate are examples of appropriate materials, all product colours to comply with the architectural guidelines.
- 8.2 Permeable paving is required where large areas of paving cannot be avoided particularly for areas of over flow parking.
- 8.3 *All paving and paving materials are subject to approval by PLDRC.*

9. EXTERNAL LIGHTING

- 9.1 External lighting must be kept to a minimum in order to promote a subtle night lighting.
- 9.2 All lighting armatures must comply with the architectural guidelines.
- 9.3 Under no circumstances will security or spot lighting be permitted to shine into public areas.
- 9.4 Landscape lighting will be permitted if tastefully applied and with the approval of the PLDRC, and consent from neighbours is obtained.
- 9.5 Lights afflicting neighbours will require block-out screening.
- 9.6 No light pollution will be tolerated.
- 9.7 All external lighting is subject to approval by the PLDRC.

MINI PALM RULES Annexure "E"

The Mini Palm Club House facility is for all residents of Palm Lakes to enjoy in a responsible manner, i.e. by respecting the environment in which it is set and by being considerate to other residents who are using the facility at the same time, as well as those living near-by.

It is primarily a kiddies' venue where our children are able to play and swim in a safe and tranquil environment whilst in the company of parents or a responsible minder. This facility is not intended as an adult's entertainment zone.

All residents are deemed members of the Club House; resignation is not permitted whilst the member is a resident or an owner on the Estate.

The following rules shall apply to the use of the Club House and grounds whether during regular business hours or not.

- The Club House facility is for the use of residents and a limited number of their guests.
- Residents are responsible for the conduct of their guests and shall accompany their guests at all times. Guests shall comply with the same rules that govern the resident. The number of guests allowed by any one resident on any one occasion is limited to no more than ten (10) persons only, including children.
- Private use of the Club House facility by non-residents is not permitted.
- No Club House furniture or equipment is to be removed from the facility.
- No loud music is to be played at any time, and all music is to stop by 17h00 the latest. No music is to be played out of motor cars.
- No alcohol is allowed at the venue.
- No smoking is allowed at the venue.
- No surfboards, cold drink cans, glass or hard objects are allowed around the pool or lap pool area.
- Except for Seeing Eye dogs, no pets or animals are permitted in or around the Club House whether restrained or not.
- No pool cleaning equipment, pumps etc. may be used or moved or tampered with by residents.
- Home Owners Association Management reserves the right to sanction any gathering should it be considered that any of the rules are breached in such a way as to cause a disturbance to other Estate residents, or if complaints are received from other residents.
- In the case of damage to or removal of Club House property, the responsible resident/s will be held liable for the cost of replacement or repair.

Additional Rules for the Lap Pool:

Signed : _____ Date : _____

VERSION 2 after SGM 7/2/2015

- Swimming in the lap pool will be allowed only between 05h00 and 21h00 each day.
- Swimmers are required to share lanes with other swimmers if all the open lanes are taken.
- Children under the age of 10 years must be accompanied by an adult that can swim.
- No music may be played around the lap pool area.
- Lap pool furniture must not be removed from the facility.
- The lap pool must be used in such a way as to not create a disturbance to other residents or interfere unreasonably with other persons using the lap pool facility.

Additional rules for Private Functions:

- A resident arranging a private function will be the sponsoring resident. He/She will need to book through the Home Owners Association. (Wilma Prinsloo will assist residents via email: wilma@plhoa.co.za.)
- A detailed list of all invited guests including their first names and surnames must be submitted to the Home Owners Association office at least one (1) week prior to the function to facilitate access into the Estate. If any guests name does not appear on the list access will be denied.
- A small booking fee is payable to the Home Owners Association. This fee may be changed from time to time by the Trustees and the amount will be communicated to the resident upon booking through the Home Owners Association.
- Jumping castles are allowed, please include the delivery thereof on your guest list for security.
- Exclusive use of the Club House is not permitted, however we you can request permission to reserve tables for a private function.
- Any special consideration or request must have the written approval of the Estate Manager.
- The maximum number of persons for any private function is thirty (30) people of which two thirds (20) must be children.
- The Club House must be clean and tidy and the private function guests must have left by 18h00.
- Persons using the facility are responsible for clearing away all rubbish and leaving the area in a clean and tidy condition. The sponsoring resident will be liable for the cost of any additional cleaning deemed necessary by the Estate Manager.
- In the case of damage to or removal of Club House property, the sponsoring resident will be held liable for the cost of replacement or repair.
- Home Owners Association Management reserves the right to stop any function should it be considered that any of the rules are breached in such a way as to cause a disturbance to other Estate residents, or if complaints are received from other residents.

DRAGONFLY CLUBHOUSE Annexure "F"

All home owners are deemed members of the Club House and all residents are allowed to make use of the club house. The following rules shall apply to the use of the Club House and grounds whether during regular business hours or not.

The Club House facility is for the use of residents and a limited number of their guests. Residents are responsible for the conduct of their guests and shall accompany their guests at all times. Guests shall comply with the same rules that govern the resident. The number of guests allowed by any one resident on any one occasion is ten (10) persons only, including children.

Private use of the Club House facility by non-residents is not permitted.

No food or drinks may be brought into the Club House or pool fenced area, only food and drinks bought from the Club House restaurant may be consumed on the premises.

No Club House furniture or equipment is to be removed from the facility

Music may only be played in the lounge – no sound systems or speakers may be used outside the lounge or on verandahs. No loud music is to be played, and all music is to stop by 0h00 (midnight) at the latest.

All functions must end and the Club House be locked up by 1a.m.

Private Functions:

Bookings need to be made through the Home Owners Association (Cell: 0788011569) for a resident arranging a special party or for organized group usage which will be sponsored by a resident.

A detailed list of all invited guests including their first names and surnames must be submitted to the Home Owners Association office 24 hours prior to the function to facilitate access into the Estate (email: wilma@plhoa.co.za). If a person's name does not appear on the list **access will be denied**.

Exclusive use of the Club House is not permitted until after 19h00. Any special consideration must have the approval of the Estate Manager, Chris Mathews.

Signed : _____ Date : _____

VERSION 2 after SGM 7/2/2015

Maximum number of persons for any private function is **eighty (80)** people.

Persons using the facility are responsible for clearing away all litter and are to leave the place in a clean and tidy condition, as they would like to find it. Any additional cleaning required will be for the account of the owner/resident.

Residents shall be liable for the value of all clubhouse property damaged or removed by them or by their guests.

Management reserves the right to stop any function should it be considered that any of the rules are breached in such a way as to cause a disturbance to other Estate residents, or if complaints are received from other residents.

Swimming Pool:

- Swimming will be allowed only between 05h30 and 21h00 each day.
- Children under the age of 10 years must be accompanied by an adult.
- Except for Seeing-Eye dogs, no pets or animals are permitted in or around the clubhouse whether restrained or not.
- Radios and music players may not be used around the pool.
- Pool furniture must not be removed from the facility.
- The pool must be used in such a way as to not create a disturbance to other residents or interfere unreasonably with other persons using the facility.
- Wet swimming suits are not permitted in the clubhouse.
- No pool cleaning equipment, pumps etc. may be used or moved by residents.
- Surfboards, cold drink cans, glass and hard objects of any sort are prohibited in the pool.