



MOSEL BAY GOLF ESTATE HOME OWNERS ASSOCIATION

Association incorporated under section 21 of the Companies Act 1973 (as amended)

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SECURITY RULES

13 November 2019

The rules (including instructions for daily operation) must be adhered to by all owners/tenants/contractors/visitors/workers. The owner/tenant will be held responsible for the behaviour of his or her contractor/visitor/worker while they are on the Estate. Any swearing or threatening behaviour towards security officers will be considered as a serious breach.

1. Right of admission to the Estate is reserved.
2. Security officers are not allowed to open gates for residents or visitors except for an emergency.

The following cases shall be classified as an emergency:

- 2.1. Fire – Fire Brigade.
- 2.2. Death/Illness/ Injuries/Accidents – Doctors, Ambulances, Police, Hearses.
- 2.3. Criminal Offences – Police.
- 2.4. Gates/Booms – Faulty gates/booms, if there are no other way to enter/exit.
- 2.5. Blocked drains, pipe bursts and or electricity problems on main line/s - Municipality (Contractor's Gate at Church Street only).

N.B. All emergencies must be reported to response to investigate, report to Management (if necessary) and make a detailed entry in the OB.

In case of an emergency, the red box glass must be broken and the card used. A proper and detailed explanation must be noted in the OB.

3. Tenants may only use cell to gate to enter / exit the Estate.
4. Owners may use their access cards / cell to gate / e-tags to enter / exit the Estate.
5. Friends or Family members of owners are only allowed to enter via cell to gate. The owner MUST open the gates with cell to gate or apply in writing via Status – Mark in town for cell to gate for family members.

N.B. Access cards are not transferable. Only two access cards per erf are allowed. Loss of access cards must be reported to Status Mark **as soon as possible**. Change of ownership of vehicles with e-tags, damages and replacements of windscreens with e-tags on, must be reported to Status Mark. Status Mark will cancel these cards or e-tags.

6. Visitors:

Visitors to the Estate are not allowed through the Golf Club gate. Visitors are not allowed to bring any animal, bird, reptile, life fish, etc. into the Estate. Motor Vehicles of visitors may be randomly searched.

6.1 Pedestrians – After confirmation was received, the visitor can be allowed through the pedestrian gate and the resident to be visited must accompany the visitor in and out of the Estate.

6.2 On bicycle – After confirmation was received, the visitor can be allowed through the contractor's gate and the resident to be visited must accompany the visitor in and out of the Estate.

6.3 By Motor Vehicle – After confirmation was received, the resident must open the resident gate (Church Street) and the visitors gate (Schoeman Street) via cell to gate.

N.B. – No confirmation, No access. No Visitor and or Friend are not allowed to make use of owner's access cards/e-tags.

6.4 Strangers – No strangers shall enter to take a drive or walk through the Estate.

6.5 Golf Lodge – Unit no. 153 – Extension number 2398 – Anybody who is staying at the Golf Lodge must phone the Golf Lodge on 044 691 3498 / 082 888 9215 and request them to open the gate via cell to gate. New visitors to the Golf Lodge – Security must phone 2398, provide the details (Name / Surname) and request them to open the gate via cell to gate. In a case where the Golf Lodge is fully booked inform the visitors and deny access.

N.B. – Security officers are not allowed to open gates for Golf Lodge visitors. The Golf Lodge must make prior access arrangements with their visitors.

7. Domestic Workers/ Gardeners – Domestic workers/ Gardeners must supply prove of a clean Criminal Record to Management before access can be allowed. Thereafter an Estate ID- card can be obtained on the prescribed manner. From 1 October 2019 Estate ID-cards are only valid for two (2) years. After two years it must be handed in at security/management and new cards must be obtained on the prescribed manner. Residents are responsible to control and hand in workers ID-cards when workers were dismissed, resigned or on AWOL. Application for new cards must be made by Management on the prescribed manner.

7.1. They shall enter/exit through pedestrian gates of the Estate. In cases where Domestic workers/ Gardeners entering/exit by motor vehicle driven by a resident, the resident must stop and allow the worker to sign in/sign out their Estate ID-cards.

N.B. No entrance/exit through Golf Club gates.

7.2. They shall sign out their Estate ID- cards when they enter the Estate.

7.3. They shall sign in their Estate ID- card when they exit the Estate.

7.4. They shall wear Estate ID- cards visible on their clothing while walking in the streets of the Estate.

- 7.5. Domestic workers/Gardeners are to remain at the unit where they work and are not allowed to walk around on the Estate.
 - 7.6. Domestic workers/Gardeners must provide a letter from the resident authorizing him/her to take food or any items out of the Estate otherwise security will be obligated to phone the resident to get confirmation. No confirmation, items shall be confiscated till confirmation received.
 - 7.7. Domestic workers/Gardeners shall be searched randomly.
 - 7.8. Gardeners and domestic workers must be out of the Estate by 17:00.
 - 7.9. Au-Pairs, medical caretakers, etc. must apply on the prescribe manner to stay - in on the Estate. If necessary, owners can apply, by motivated applications, for cell to gate functions.
 - 7.10. Workers are not allowed to make use of owner's access cards/e-tags.
8. Residents are not allowed to give any instructions to security officers. Any requests or proposals must be done through Management.
9. Contractors:
- 9.1. All contractors which include furniture removals, Freight, Deliveries, Quotations, etc. shall enter through Church Street Contractors gate and workers shall enter through the turn style gate.
 - 9.2. No contractors designated for the Golf Estate are allowed to enter/exit through resident's gates at Schoeman and Church Street or the Golf Club gate. Residents are not allowed to open gates for contractors. Only contractors or delivery vehicles with a height more than 2,9m and designated to Pardew and Myrica Drives may enter/exit through Schoeman Street gate. Prior arrangements for this must be made with the Estate Manager.
 - 9.3. Residents who are also contractors may enter/exit at any gates with access cards/cell to gate but if there are authorized workers with them they must enter/exit through Church Street Contractor's gate.
 - 9.4. All contractors and their workers must supply Management with prove of a clean criminal record. Thereafter Estate ID- cards could be obtained on the prescribed manner.
 - 9.5. Contractor vehicles, contractors and their workers should be searched randomly.
 - 9.6. Contractors and their workers are only allowed to move around on the site where they are working. They are not allowed to wander away from their site, loiter and or do marketing on the Estate. No contractor or worker is (for any reason) allowed on foot in the streets of the Estate. A contractor/driver/supervisor must transport them to their workplace and back during the prescribed working hours on a suitable vehicle with the relevant signages on both sides.

9.7. Deliveries of materials related to building are to be made between 07:00 and 17:00 on working weekdays only. Deliveries of house- hold appliances/furniture and courier services shall be allowed over week-ends and public holidays between 07:00 and 17:00. Special arrangements, through the Estate Manager, must be made for deliveries of furniture for people moving on or off the Estate.

9.8. Contractors activity will only be permitted between the hours of 07:00 and 17:00 Mondays to Fridays. Activity outside of these hours or public holidays shall not be allowed, except for emergency cases such as:

- Geyser / Pipe Bursts
- Electrical Problems
- Faulty TV/DSTV – No new installations
- Broken Windows/Sliding doors/ Garage Doors
- Sewerage / Blocked Drains
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N.B. In cases of these emergencies, Confirmation also needs to be done, if No Answer, alert response to escort the vehicle to get confirmation.

9.9. All contractor vehicles used on site shall bear signage on both sides of the vehicle. Signage's should clearly indicate the name and contact number of the contractor. No vehicle without signage or authorization by the Estate Manager will be allowed on site.

9.10. Contractors are to house their staff/labourers off site and they must be off site by 17:00.

9.11. Contractors and their workers are not allowed to make fires on sites, sit, sleep and or eat on sidewalks.

9.12. Contractors are liable for any damage caused by him or his workers.

9.13. Contractors must not use surrounding properties, pavements, common areas and or no go areas for any whatsoever without written approval by the owner or Home Owners Association.

9.14. Main contractors are responsible for actions/misbehaving/damages caused by his sub-contractor/s.

9.15. Nobody is allowed to park vehicles on common ground, in roads or part of roads on the Estate.

9.16. Nobody is allowed to leave material onto pavements or roadways after closing time (17:00).

9.17. Speed for all motorcycles/passenger vehicles/light delivery vehicles are 25 km per hour and for heavy delivery trucks 20 km per hour.

9.18. Delivery vehicles of sand/gravel must be covered with canvasses or shade cloths.

9.19. Nobody is allowed to disturb or kill any animal or reptile.

9.20. Contractors are not allowed to establish or work on site unless a brief safety and procedural discussion were held with the Estate Manager.

9.21. Contractors, contractor workers, delivery vehicles or any other vehicle are not allowed to turn or park on private driveways and or common areas.

9.22. Residents are not allowed to house contract workers and pretend they are friends/family. They shall enter/exit the Estate on the prescribed manner and within the prescribed hours even if they are family or friends.

9.23. Contractors must limit noise on sites and on vehicles when transporting workers. No extreme noises shall be allowed.

9.24. All contractor vehicles that enter the Estate must be roadworthy. Vehicles that are leaking oil, smoking excessively, make extreme noises, etc. shall not be allowed.

9.25. Contractors/owners must ensure toilets are available for workers on working sites. Only these toilets must be used and **not bushes on open erven/community property/ Golf Club property.**

9.26. Owners of businesses must take full control over Estate ID-cards of their workers. Contractors must, after completion of contract on the Estate, hand in all their Estate ID-cards at security/management for safe keeping. From 1 October 2019 Estate ID-cards are only valid for two (2) years. After the expiry date, cards must be handed in at security/management. ID-cards must be handed in for workers who are dismissed, resigned or on AWOL. Application for new ID-cards must be made at Management on the prescribed manner.

N.B. Builders/Contractors/Workers deposits shall be withheld until all Estate ID-cards are handed in.

9.27. Building sites shall be visited and inspected by response officials during and after working hours. Sites must be clean and neat at all times. No workers are allowed on sites before or after prescribed time.

9.28. Workers of businesses who do deliveries on the Estate must be in possession of a RSA ID-document/valid passport and valid working permit.

10. Hawkers – Hawkers are not allowed on the Estate. No tickets shall be sold or money/food collected by anyone.

11. Architects, Engineers, Building Inspectors, National Home Builders Registration Council (NHBRC), Municipal workers, Telkom workers, Open Serve workers, and the Sherriff of Court shall be treated as if they are in possession of ID- cards of the Estate. Security to sign them in and out, as quickly as possible. Visits to community areas, building sites, etc. - No Confirmation. Visits to residents – Confirmation. Visits by the Sherriff of Court - No confirmation required.

N.B. Telkom and Open Serve workers must identify themselves by means of Telkom and Open Serve ID- cards/letters. Contractors for Telkom, Open Serve and/or Municipality must be shown appointment letters from each authority and referred to Management/Site

office before access are given to them. They are not allowed to walk from house to house for any reason and must have appointments with residents.

12. Residents must report all complaints, crime cases, attempts of crime, suspicious persons, etc. immediately to Response (cell number 081 777 5338) and or Management (tel. 044 691 2539). Complaints to be referred to the Board of Mossel Bay Golf HOA for decision and or further action must be in writing.

13. Access by non-residents to Mossel bay Golf Estate through Mossel Bay Golf Club gate is not allowed. Gate is only for members of the Golf Club.

14. Tailgating of any vehicle at any entrance/exit gate/boom is strictly prohibited.

15. If a resident's access card, cell to gate and/or e-tag is misused, it will be cancelled / put on hold immediately.

16. When residents move from the Estate, they must inform Status Mark to cancel their access cards, cell to gate and/or e-tag. No access instrument is transferable even to a new resident and/or property agent.

17. Property Agents

17.1. Security officers are not allowed to open gates for property agents.

17.2. None registered or first visit property agents who are invited by an owner to market his/her property must be handled as a visitor to the owner. Confirmation must be done and owner requested to open gate by cell to gate function.

17.3. All property agents who market property on the Estate must register and apply for cell to gate function, on the prescribed manner, at Status Mark.

17.4. Property agents must escort their potential buyers at all times and are responsible for their behaviour. All of them should leave the Estate together.

17.5. Property agents are not allowed to walk from door to door to market property or to hand out business cards/pamphlets.

17.6. Property agents are not allowed to enter the Estate and drive or walk with family or friends. Access to them is strictly for business purposes.

18. Funseekers/RCI

18.1. Visitors of Funseekers/RCI are only allowed to enter/exit the estate at Church Street gates.

18.2. Vistors of Funseekers/RCI may only enter/exit by cell to gate function that must be arranged beforehand through the offices of Funseekers/RCI and Status Mark. No access cards/e-tags may be used by visitors.

18.3. A name list of weekly/weekend visitors must be provided to Management before visitors arrived.

18.4. Funseekers/RCI is responsible for the behaviour and or damages of property by their visitors on the Estate.

18.5. Security Officers are not allowed to open gates for visitors from Funseekers/RCI except in cases of emergency/signal problems. During mentioned cases security officers are only allowed to open contractor's gate and he must make an entry in the OB. Before security officers open the gate, the people who want to enter must identify themselves and he must ensure their names are on visitors list.

18.6. Funseekers/RCI workers/caretakers are workers and must apply for Estate ID-cards on the prescribed manner.

19. "Swallows"

19.1. Swallows are visitors to the Estate for a period longer than normal holiday periods. They can only enter/exit the Estate with a cell to gate function and security officers are not allowed to open gates for them. They are not allowed to enter/exit with an access card/e-tag.

19.2. Owners who are rented their houses to "swallows" are responsible to make sure they are in possession of suitable cell phones and that the cell phones are registered with Status Mark for the visiting period before they arrived at the Estate.

19.3. Owners who are rented their houses to "swallows" are responsible for their behaviour and or damages of property on the Estate.

20. Bed and Breakfast Visitors

20.1. Owners who registered their house/part of their house for rent (Bed and Breakfast) are responsible for the behaviour and or damages to property on the Estate by their visitors.

20.2. Visitors are not allowed to use Estate access cards/e-tags to enter/exit the Estate. Owners must open gates for their visitors by cell to gate function or may in certain cases arrange with Status Mark for cell to gate function for their visitors.

21. Drones

21.1. Legally the flying of drones is not allowed within a radius of 10 kilometers from an airport and therefore as well as other security reasons the flying of drones on the Estate are prohibited.

22. Fishermen

22.1. Fishermen are contractually allowed to enter/exit through the Estate to the fishermen's parking in the Nature Reserve. Before access is giving, a fisherman must comply with the following:

22.1.1. Must be a member of the Mossel Bay Angling Club with a valid membership card.

22.1.2. Must be in possession of a valid Angling License.

22.1.3. Must complete prescribed form at guard room after checking the validity of the licenses.

22.2. Fishermen are only allowed to enter at 07:00 and must be out of the Estate not later than 17:00 at Church Street Contractors Gate.

22.3. Response must be informed of fishermen entering the Estate and escort them to the entrance into the Nature Reserve. He must unlock the chain and show them to the fishermen's parking. Fishermen are not allowed to drive around on the Estate.

23. Caddies/Workers/Ball Seekers of the Golf Club

23.1. They are not allowed to walk/drive in the streets of the Estate. They must only walk/drive over a street (shortest way) from one golf course to the other if necessary.

23.2. They are not allowed to enter/walk on private property.

23.3. Caddies are not allowed to enter the Golf Club earlier than 6:30 and must be out of the Golf Club premisses by latest 18:00.

23.4. Caddies are issued with Golf Club ID-cards and must wear it visible on their clothing. No cards to be signed out and left at the gate.

23.5. Caddies do not have access to the Maintenance and Golf car storage gates.

23.6. Caddies and or any other person are not allowed to sleep in the Golf Club premisses.

23.7 Caddies smelling of alcohol must be denied access.

23.8. Maintenance workers of the Golf Club are issued with clothing to identify them and must wear it at all times.

N.B. If caddies/workers/ball seekers are in breached of any of mentioned rules, they must be removed from that point and taken to the Golf Club Management. A proper and detailed entry must be made in the OB.

24. Delivery of Food

24.1. Residents are not allowed to open gates for pizza/food deliveries.

24.2. Vehicles used for pizza and or food deliveries must only enter/exit at the contractor's gate at Church Street. After 17:00 response to be notified of food deliveries and escort them to the adres and back to the gate.

24.3. Security will do confirmation with residents and where residents have no access to an internal telephone line; residents must inform security at Church Street by telephone 044

691 1400 or other number/s that may be communicated beforehand. **No confirmation, no delivery.**

25. Delivery of Newspapers

25.1. Residents are not allowed to open gates for newspaper deliveries.

25.2. Deliveries of newspapers are only allowed after 06:30 or after break of daylight and through Church Street Contractors gate.

26. Delivery of Mail

26.1. Residents are not allowed to open gates for mail delivery.

26.2. No delivery of mail is allowed.

26.3. Residents must apply for mailboxes at the Post Office/Post-Net of their choice.