



ESTATE REGULATIONS

**MADE IN TERMS OF THE
ESTATE RULES
OF THE**

HARBOUR ISLAND MASTER HOMEOWNERS ASSOCIATION NPC

(Reg.No.1993/001682/08)

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A. SECURITY

1. The secondary gate will be locked from 19h00 till 06h30.
2. The pedestrian gate will be opened from 05h00 till 21h00.
3. Pedestrians are required to use access discs when entering or exiting.
4. Residents are required to use their own discs to enter or exit Harbour Island. Discs not corresponding with the owner as displayed on the computer at the time, will be cancelled.
5. Discs should be carefully looked after and only be used in the prescribed way.
6. Access discs may not be used by third parties unless special permission was obtained beforehand from The Chief Operating Manager. Permission will only be considered in special circumstances.

B. COMMUNICATION BETWEEN MAIN ENTRANCE AND RESIDENTS

1. Residents shall register one contact number (per property) at the Estate Office in order for access and security to contact residents. If this contact number changes, it is the residents' responsibility to notify the Estate Office in writing.
2. The direct contact telephone number for security is (021) 856-3027 or 063 230 1598. Senior Security Officers are on duty 24 hours at this number. They can be contacted in case of an emergency or any other matter relating to security.

C. ISSUE OF ACCESS DISCS

1. Each resident of Harbour Island is issued with his / her own personal Access Disc/Remote to allow him / her access to the Estate. Discs will not be issued to persons of 12 years or younger.
2. Loss of a disk shall be reported to the Estate office immediately and an application must be made for a replacement disc. A charge will be levied for replacement discs.
3. Discs are issued during office hours at the Management office.
4. A new owner or tenant information form must be submitted together with a copy of the identification document of the user of the disc. A disc/remote will be issued on submission of this documentation together with payment.
5. Tenants to submit a copy of their rental agreement.
6. Residents who relocate within Harbour Island, shall submit a new owner or tenant information form to be programmed and registered to the new property.
7. Security may not open the gates for Residents in the absence of access discs unless they sign the resident's book. Access will not be allowed through the secondary gate.
8. Discs/remotes are not transferable to other residents.
9. Pedestrians are required to use access discs when entering or exiting and to only use the pedestrian access at main gates.
10. Discs not corresponding with the owner as displayed on the system will immediately be cancelled without any notification.

D. VISITORS

1. Residents should advise Security staff of expected visitors. Upon arrival, security staff will contact the Resident concerned via the pre-programmed speed dial to identify the visitor and confirm admittance. If there is no answer, entry will be denied.
2. The visitor will follow the standard registration process to obtain access.
3. A visitor will only be allowed entry into the Estate without contacting the owner if the resident has made prior arrangement with security staff that he/she is expecting the person (name of visitor must correspond with name given by resident). Resident are encouraged to notify security beforehand in order to speed up the process.

E. DOMESTIC WORKERS AND LABOURERS (STAFF)

1. Staff must report to security personnel when entering and exiting the Estate.
2. Staff will not be allowed access to the Estate if they are not registered.
3. Staff must register at the Estate Office per property and worktimes as they will only be allowed access based on this permission granted by the resident for that specific time, week day and address.
4. Staff may only enter or exit Harbour Island at the main gate when they come to work or leave to go home.
5. Security will check staff in and be issued with their workers card in Harbour Island.
6. When Staff leave Harbour Island, they are to hand in their workers card and check out.
7. Staff are to wear/display the workers card at all times while in the Estate.
8. Staff found on Common Property without displaying the workers card will be removed from the Estate.
9. Residents will be charged for lost cards.
10. Whenever a cleaner or gardener wants to exit Harbour Island during their working day via the secondary entrance, they need to report to the security officer at the gate and must hand in their card. The card will be handed back to them on their return. Please note that this entrance can only be used during the day and only if the person is exiting and entering Harbour Island during the same working day.
11. Any domestics to perform duties out of normal working hours, must obtain permission beforehand from the Estate Office. Permission will only be granted under special conditions and provided there is no impact on neighbouring properties.

F. CONTRACTORS / DELIVERIES / REMOVALS

1. Contractors and their staff will be issued with an identification card when entering the Estate. These must be carried on them at all times.
2. Contractors and staff found without the identification card, will be removed from the Estate.
3. Contractors will pay a replacement fee as determined by Management for lost cards.
4. Every time that a contractor leaves Harbour Island, they must hand in their identification card and receive another one when they enter again.
5. Contractors must stay on site at all times.

6. Contractors can only leave per contractor's vehicle.
7. Removal companies/contractors will only be allowed access during normal working hours and until 13:00 on Saturdays. No entry will be allowed on public holidays and Sundays.
8. Large removal trucks (trucks with a horse) must park outside the perimeter of Harbour Island and must make use of shuttles.
9. Removal companies/contractors will only be allowed access if prior arrangements were made via the Estate Office. Security will be informed in writing via the Estate Office beforehand.
10. Security must be informed, timeously, via the Estate Office if tradesmen, technicians, guests, etc need to gain access to properties.

G. GUIDELINES FOR KEEPING PETS

1. No member may keep more than two (2) pets on a property.
2. All cats and dogs must be spayed or neutered.
3. Permission will not be granted for any Pet that is measured to be taller than 60cm in height (measured from the ground to the top of the front shoulder blade).
4. A bird in a cage requires the prior written consent of Management.
5. Vicious animals of any nature may not be kept in any section, exclusive use area or on the common property. A vicious animal shall be regarded as such if it prima facie appears to be vicious – it will not be a defence that it had not yet caused injury and / or damage to any person or property.
6. Additional requirements for Sectional Title Schemes
 - 6.1 Only one pet per unit is allowed.
 - 6.2 Dogs may only be kept in ground floor units where a suitable enclosure prevents animals straying off their owners' property.
 - 6.3 Permission will not be granted for a pet that is measured to be taller than 30cm in height measured from the ground to the top of the front shoulder blade.

H. HOURS

1. Normal working hours are:

Monday to Friday excluding public holidays	7:00 to 17:30
Saturdays	8:00 to 13:00
Sundays and Public Holidays	None
2. Cutting lawns hours are:

Monday to Saturday excluding public holidays	7:00 to 18:00
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3. Contractor working hours

Monday to Friday excluding public holidays	7:00 to 17:30
Saturdays	8:00 to 13:00
Sundays and Public Holidays	None

Builders holidays i.e. annual shutdown	Notification sent out annually
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I. BUILDING – CONTRACTORS

1. The Contractor is responsible for the actions of their employees and sub-contractors and their employees whilst on the Estate.
2. Legislated Health and Safety regulations shall be adhered to by the Contractor, its employees and sub-contractors.
3. The personal protective equipment required in any designated area must at all times be worn by all personnel and visitors when inside such designated areas.

It is the Contractor's responsibility to supply its personnel and visitors with the personal protective equipment required to perform their work safely and to comply with notices and signboards as well as with the Act.

4. All welding sets are to be accompanied by fully charged SABS approved 4.5 kg dry chemical powder fire extinguishers filled with multipurpose powder.
5. All gas cylinders must be kept in a vertical position on wheeled trolleys specifically designed for cylinder transportation. Cylinder valve keys must be fixed to each trolley by a light chain.
6. No damaged or leaking cylinders, pressure gauges, regulators, hoses or gas-using equipment may be brought onto the premises. All oxygen/acetylene sets must be fitted with approved flame arrestors and only approved hose connectors may be used.
7. No cylinders may be left inside any building outside of working hours.
8. Before welding, oxy-acetylene cutting of metals, burning of paint and the laying of asphalt on floors or roofs is undertaken, a contractor or a contractor's supervisory personnel shall familiarize themselves with the position of fire-fighting equipment.
9. A contractor:
 - 9.1. shall ensure that appropriate fire-fighting equipment in good working order is clearly indicated and accessible on-site;
 - 9.2. shall not store or allow to be stored any flammable liquid in any structures on the premises not designed for that purpose;
 - 9.3. who handles or uses any flammable liquids on the premises and shall not cause or allow any act that is likely to result in a fire or explosion;
 - 9.4. shall not cause or allow flammable liquid to enter sewers, inlets or surface-water drains;
 - 9.5. shall keep every container, whether full or empty, closed in order to prevent the spreading of flammable vapour;
 - 9.6. The Contractor shall be liable for and hereby indemnifies HIMHOA in respect of loss of or damage to property and the death of or injury to any person and any consequential loss or damage sustained, and against all actions, claims, demands, costs, charges and expenses arising from the negligence, breach of statutory duty or default of the Contractor or the Contractor's employees.
 - 9.7. The Contractor or any of a contractor's employees or sub-contractors shall not be allowed to bring any firearms or traditional weapons onto the premises.

J. FORMS

All forms can be obtained from the website – www.harbourisland.org.za or Estate Office.

Security

Residents Registration Form

Employee Registration Form

Levies

Debit Order Form

Pet Application Form

Archcom

New Plans / Additions / Changes Application Form

Contractor Detail Form, Rules and Regulations

Letting / Selling

Registration Form for Estate Agencies and Letting Agents

Purchase Agreement Addendum

Standard Mooring Cession Agreement

Information Sheet

Waterways

Registration Form for Mooring Owners / Tenants

Sizes of Moorings