

CONDUCT RULES

OF

HONEYDEW HOMEOWNERS’ ASSOCIATION

v2.0

A statutory Homeowners’ Association established in terms of Section 29 of the Land Use Planning Ordinance, 15 of 1985.

CSOS REGISTRATION NUMBER: 2024/9/284048



TABLE OF CONTENTS

1. INTRODUCTION.....	4
2. PURPOSES OF THE CODE OF CONDUCT	5
3. MEMBER REGISTRATION AND COMMUNICATION	6
4. DEFINITIONS AND INTERPRETATIONS.....	6
5. ANIMALS, REPTILES AND BIRDS	12
6. BUSINESS PRACTICES	15
7. CHILDREN.....	15
8. GARDENS AND PRIVATE SWIMMING POOLS	16
9. LAUNDRY	17
10. COMMUNAL SWIMMING POOL.....	17
11. CHILDREN PLAY AREAS AND SOCCER FIELD	18
12. COMMUNAL DOG PARK.....	18
13. BOREHOLE ACCESS.....	19
14. DAMAGE TO THE COMMON PROPERTY.....	19
15. GENERATORS.....	19
16. SOLAR INSTALLATIONS.....	20
17. DOMESTICS AND CONTRACT WORKERS	22
18. DUTIES OF RESIDENTS	22
19. PAYMENT OF LEVIES.....	24
20. FIRE PROTECTION	25
21. INDEMNITY	26
22. LETTING OF PROPERTY	26
23. NOISE AND DISTURBANCE	27
24. DOMESTIC REFUSE REMOVAL	27
25. SECURITY	28
26. ACCESS CONTROL	29
27. VISITORS	30
28. VEHICLES.....	30
29. GAS INSTALLATIONS.....	32
30. ARCHITECTURAL DESIGN GUIDELINES.....	32
31. CONDITIONS REGARDING BUILDING CONTRACTOR ACTIVITY.....	33
32. SELLING OF A PROPERTY BY PROPERTY OWNERS	34
33. DISPUTE RESOLUTION.....	35
34. CONTRAVENTION OF THE CONDUCT RULES AND IMPOSITION OF PENALTIES	36
ANNEXURE "B1": FINE AND PENALTY TRANSGRESSION CHART.....	38
ANNEXURE "B2": PET APPLICATION	41
ANNEXURE "B3": STAFF REGISTRATION	43
ANNEXURE "B4": RESIDENT REGISTRATION	44
ANNEXURE "B5": MY ESTATE LIFE IMPLEMENTATION GUIDE.....	45
ANNEXURE "B6": ARCHITECTURAL DESIGN GUIDELINES.....	54

DOCUMENT CHANGE AND VERSION CONTROL

VERSION NAME	DATE	AUTHOR/REVIEWER	DESCRIPTION OF CHANGE
Update 27.08.2020	2020-08-27		Creation of document.
Update 07-08-2024	07-08-2024		Amended rules as voted AGM 2024.
v2.00	Apr – Aug 2025	• J W Wasserman • H Scholtz • G Oelrich • N Haasbroek • C Marais	Complete redraft to align with CSOS conventions and to consolidate existing rules and regulations. Implemented semantic versioning.

APPROVAL

NAME	DESIGNATION	DATE	SIGNATURE
G Oelrich	Chairperson	16 Sep 2025	
L Haasbroek	Vice-Chairperson	16 Sep 2025	



**As approved by majority resolution by the HONEYDEW COUNTRY ESTATE
HOMEOWNERS' ASSOCIATION at the ANNUAL GENERAL MEETING held: 15
SEPTEMBER 2025**



HOMEOWNERS' ASSOCIATION CONDUCT RULES

The provisions of these **CONDUCT RULES** are binding on the **Trustees** of the **HONEYDEW Homeowners' Association, Body Corporate, Owners** and their **Tenants**, and where applicable, on the **Managing Agents**.

Therefore, we are all encouraged to always cooperate and, more importantly, to respect and adhere to the **CONDUCT RULES** of the **HONEYDEW Homeowners Association**. This is crucial in promoting good neighbourliness, maintaining the integrity of our community together and the aesthetic appearance and value of the properties within **HONEYDEW COUNTRY ESTATE**.



1. INTRODUCTION

- 1.1 **HONEYDEW HOMEOWNERS' ASSOCIATION**, hereinafter referred to as **HONEYDEW**, is a phased development which will comprise a homeowner's association as well as Body Corporate's.
- 1.2 The homeowners' association's **CONSTITUTION** and **CONDUCT RULES** apply to all Body Corporate's within the homeowner's association and all members of the Body Corporates are bound by the provisions of the **CONSTITUTION** and the **CONDUCT RULES**. Where there is a difference between these rules and rules incorporated by a Body Corporate and such rules are not sanctioned in terms of a specific Act, Ordinance or By-Law, these rules shall prevail.
- 1.3 The **CONDUCT RULES** of **HONEYDEW** are not exclusive to owners. They apply to all individuals occupying any residential property, including tenants and other occupants, hereinafter referred to as Residents. These individuals are responsible for ensuring that their families, invitees, staff, and contract workers also adhere to the **CONDUCT RULES**. This promotes a culture of collective responsibility.
- 1.4 In the event of any violation of the **CONDUCT RULES** by an owner or occupant, tenant or their family, invitees, staff, or contract workers, it is the Board of Trustees ("**Trustees**") who hold the authority to impose fines as outlined in the "**Fine and Penalty Transgression Chart**" attached as **Annexure "B1"** to the **CONDUCT RULES**. These fines serve as a deterrent against non-compliance and reinforce the importance of adhering to the rules, underlining the seriousness with which the Trustees view the enforcement of the **CONDUCT RULES**.
- 1.5 Peaceful community living is achieved when Residents use and enjoy their properties and the

common property by showing respect and consideration for their neighbours. Their neighbours show them the same respect and consideration.

1.6 Notwithstanding how these **CONDUCT RULES** have been grouped or linked, each constitutes a separate and independent provision, distinct from the other provisions regarding all aspects thereof. Accordingly, should one or more provisions be amended in effect. The term "provision" shall include all sub-provisions of these **CONDUCT RULES**.

1.7 These **CONDUCT RULES** shall be governed by, construed, and interpreted in accordance with the law of the Republic of South Africa.

1.8 No indulgence or relaxation in respect of these Rules shall constitute a waiver or consent or prevent the Trustees from enforcing them at any time.

1.9 Other documents that must be read in conjunction with the **HONEYDEW CONDUCT RULES** are:

1.9.1 The **CONSTITUTION** of **HONEYDEW**;

1.9.2 the Architectural Design Guidelines ("**ADG**") and Checklists of **HONEYDEW** ;

1.9.3 "My Estate Life App" Implementation Guideline;

1.9.4 Resident Onboarding Standard Operating Procedure;

1.9.5 Pet Application;

1.9.6 Staff Registration and Biometric Access; and

1.9.7 any other rules and regulations of **HONEYDEW**.

1.10 The **CONDUCT RULES** are binding as between **HONEYDEW** and each Resident, between or among the Residents of **HONEYDEW** and between **HONEYDEW** and every Trustee or member of any committee of **HONEYDEW** in the exercise of their respective functions within **HONEYDEW**.

1.11 Should a discrepancy exist between the **HONEYDEW CONDUCT RULES** and the **CONSTITUTION**, the **CONSTITUTION** takes preference.

2. PURPOSES OF THE CODE OF CONDUCT

2.1 To promote the development and maintenance of all properties within **HONEYDEW** and to ensure that all such properties are developed and maintained in such a way as to derive maximum benefit from the entire **HONEYDEW** community.

- 2.2 To enforce the provisions relating to **HONEYDEW 's** development and architectural controls, as set out in the Architectural Design Guidelines (“**ADG**”). In particular, and in no way detracting from the generality of the aforesaid, to ensure that all buildings and other structures erected on **HONEYDEW** , as well as any external fixtures or fittings attached thereto, comply with the aforesaid controls and generally to ensure that the external appearance of all buildings and other structures and all gardens and other areas on **HONEYDEW** , comply with the standards set out herein and the aforesaid documents.
- 2.3 To represent the interests of Residents and to provide a united voice by which such interests may be expressed.
- 2.4 To collect levies and other contributions towards **HONEYDEW** funds to attain **HONEYDEW'S** objectives or any of them.
- 2.5 To maintain open spaces, internal roads, and other common areas within **HONEYDEW** , which **HONEYDEW** may own or may otherwise be responsible for, and to make and enforce regulations governing the use thereof by the Residents.
- 2.6 To regulate the day-to-day running of **HONEYDEW** , including the **CONDUCT RULES** applicable to all persons within **HONEYDEW** and preventing any nuisance to any Resident.

3. MEMBER REGISTRATION AND COMMUNICATION

- 3.1 The Trustees shall, from time to time, be entitled to prescribe the use of any electronic platforms for access to **HONEYDEW** and communication between the Trustees, Residents, their families, invitees, staff, or contract workers.
- 3.2 Without derogating from the generality of provision 3.1, Residents are obliged to download and register on the prescribed digital application, the "My Estate Life App.
- 3.3 Residents shall provide the Trustees with such personal information and consent as may be required to enable the processing of their personal information for **HONEYDEW** management purposes and shall procure that the necessary consent of their visitors has been obtained. They may be required to disclose and/or update their information and consent to use it before registering for access (including the renewal of such registration) to **HONEYDEW**.

4. DEFINITIONS AND INTERPRETATIONS

- 4.1. In the interpretation of these **CONDUCT RULES**, unless the context otherwise indicates:
- 4.1.1. “**Association**” means the **HONEYDEW HOMEOWNERS ASSOCIATION**.

- 4.1.2. **“Adjudication Order”** means the order made and published by an adjudicator.
- 4.1.3. **“Architectural Design Guidelines”** means **HONEYDEW’s** general and specific architectural guidelines from time to time, which comprise, *inter alia*, the sketch plan submission requirements.
- 4.1.4. **“Aesthetics Committee”** means the committee appointed by the Trustees to oversee the implementation of the Architectural Design Guidelines (**“ADG”**).
- 4.1.5. **“Board of Trustees”** means the Board of Trustees appointed in terms of the **CONSTITUTION**.
- 4.1.6. **“Body Corporate”** means in relation to a Sectional Title Development, the requisite Body Corporate established in terms of Section 36 of the Sectional Title Act.
- 4.1.7. **“Building Contractor”** means a building contractor approved by **HONEYDEW** in terms of the **CONSTITUTION** and in terms of criteria determined by the developer or **HONEYDEW** and employed by a member of an Unit Erf for the construction of improvements. A building contractor will also mean any artisan, builder, electrician, plumber, or other person appointed by an owner, occupier or tenant to perform minor alterations, renovations or structural alterations in terms of these **CONDUCT RULES**, including the workmen, employees, sub-contractors, suppliers and other service providers of the contractor.
- 4.1.8. **“Building Contractors Fees”** are the fees payable by the building contractor to **HONEYDEW** to be allowed to make improvements. **HONEYDEW** may amend these fees from time to time.
- 4.1.9. **“Building Project”** means the entire process of making improvements on an Unit Erf as well as all related activities taking place on the Unit Erf.
- 4.1.10. **“Building Rules and Regulations”** means the agreement signed by the owner, the building contractors and **HONEYDEW** before the commencement of any improvements on the Erf on behalf of the owner stipulating the building conditions imposed by **HONEYDEW**.
 - 4.1.10.1. The Developer does his own construction and paragraphs 4.1.7, 4.1.8, 4.1.9, 4.1.10, and 4.1.12 are not applicable on the Developer’s construction company or sub-contractors nor any other restrictive rules that hinders the Developer from completing the Development as stipulated in the **CONSTITUTION**.

- 4.1.11. **"Common property"** means "open spaces" and the parts not registered in an owner's name and belonging to **HONEYDEW**, including facilities such as those portions of the Township which are or will be owned by **HONEYDEW** or over which servitudes are registered or are to be registered in favour of **HONEYDEW** including the following:
- 4.1.11.1. Any improvements, landscaping, gardens, water features, irrigation, pedestrian walkways, lighting equipment (including light switches, incandescent bulbs, and fluorescent tubes) thereon from time to time;
 - 4.1.11.2. any bulk services (including sewerage pipes, water pipes, drains, plumbing, electrical wiring, or equipment) provided on, over or under the common property from time to time for the purposes of providing services to the Township;
 - 4.1.11.3. the boundary wall erected and enclosing homes on **Erf 29114, Paarl** and main access gate and gate mechanism, roadways, main intercom system and devices of **HONEYDEW** and any lighting equipment used in connection therewith from time to time; and
 - 4.1.11.4. any mini electrical substations and any DLU switch gear erected or to be erected within the Township from time to time.
- 4.1.12. **"Completion Certificate"** means the certificate issued by **HONEYDEW** when all improvements on the Unit Erf have been completed, all fees due by the owner and/or building contractor have been paid, and **HONEYDEW** is satisfied that the building project has been satisfactorily completed.
- 4.1.13. **"CONSTITUTION"** shall mean the **CONSTITUTION** of HONEYDEW HOMEOWNERS' ASSOCIATION.
- 4.1.14. **"CSOS"** means the Community Schemes Ombud Service Act, No. 9 of 2011, as amended from time to time, and any regulations made and in force thereunder.
- 4.1.15. **"Debt Collectors Act"** means the Debt Collectors Act, No. 114 of 1998, as amended from time to time, and any regulations made and in force thereunder.
- 4.1.16. **"Deeds Office"** means the office responsible for the registration, management, and maintenance of the property registry of South Africa.
- 4.1.17. **"Developer"** means, in respect of the HONEYDEW HOMEOWNERS' ASSOCIATION,

the Developer as defined in the **CONSTITUTION** of HONEYDEW HOMEOWNERS' ASSOCIATION being **Vissershok Investments (Pty) Ltd.** and/or **Wilcrest Construction (Pty) Ltd.** or any other natural person or trust that purchase the remainder of Erf 29114, Paarl.

- 4.1.18. **"Development"** means all subdivisions of Erf 29114, Paarl whether an erf or sectional title units built on an erf, and situated within the perimeter boundary walls that define the outer limits of **HONEYDEW**, also referred to as the Estate.
- 4.1.19. **"Erf or Erven"** means a subdivided erf of erf 29114, Paarl, falling within the boundaries of the development, situated in Drakenstein Municipality.
- 4.1.20. **"Erf Number"** being the number allocated to the Erf by the Surveyor General and registered as such in the Deeds Office.
- 4.1.21. **"Employees"** means any employee or contractor and their employees and sub-contractors employed or appointed by **HONEYDEW**, the Developer and/or Residents.
- 4.1.22. **"HONEYDEW Rules"** means these rules which govern **HONEYDEW** as contained in this document, amended from time to time subject to the **CONSTITUTION** and **"CONDUCT RULES"** has a corresponding meaning.
- 4.1.23. **"Facilities and Amenities"** means the facilities and amenities on the common property, including any equipment forming part thereof or used in connection therewith.
- 4.1.24. **"Gas Installation"** means a gas installation and cylinder kept for domestic purposes in compliance with applicable legislation and regulations.
- 4.1.25. **"House"** means the dwelling constructed on the Erf.
- 4.1.26. **"Household and Domestic Refuse"** includes ashes, cinders, food refuse, tins, wastepaper, floor sweepings and household garbage generally produced. It will not include ashes from furnaces, sand or earth, liquid matter, garden refuse, vegetation, hedges, fences, or building refuse.
- 4.1.27. **"Improvements"** means any structure of whatever nature constructed or erected or to be constructed or erected on an Unit Erf. It also means all work a building contractor does on an existing house or structure. This includes landscaping work around the house and additional work such as installation of air conditioning, built-in cupboards, bathroom fittings, etc.

- 4.1.28. **“Levy”** means the operational and/or special levy and unless the context in which the term is used specifically provides the contrary and shall mean all and any amounts owed by an owner of **HONEYDEW** by virtue of any resolution of the owners or of the Trustees taken pursuant to the **CONSTITUTION** or pursuant to an agreement between **HONEYDEW** and any owner.
- 4.1.29. **“Local Authority”** means the **Drakenstein Municipality** and means the Local Authority having jurisdiction over the Development.
- 4.1.30. **“Managing Agent”** means any person or body appointed by the Trustees to administer the affairs of **HONEYDEW**.
- 4.1.31. **“Member”** means a person (owner) who holds membership in and specified rights regarding **HONEYDEW** and shall include their heirs, successors, legatees, or assigns and in addition, shall be a person who is reflected in the Deeds Registry of the relevant Deeds Office as the registered owner of a Unit Erf in **HONEYDEW**.
- 4.1.32. **Motor Vehicle** includes any motor car, truck, motorcycle, or motor-driven scooter.
- 4.1.33. **“Occupier”** means the person occupying a property legally with the permission of the registered owner of the Unit Erf and an owner is the registered owner in the Deeds Office of a Unit Erf.
- 4.1.34. **“Ombud”** means a person contemplated in section 21(2)(a) of the Community Schemes Ombud Service Act 9 of 2011.
- 4.1.35. **“Panel of Builders”** means that such building contractors who have been scrutinised and formally approved in writing by the Trustees or delegated subcommittee are allowed to do construction work and improvements in **HONEYDEW**. A list of such approved building contractors is available from **HONEYDEW**. Only builders who are on the panel of builders may do construction work and improvements. The panel of builders may be amended from time to time.
- 4.1.36. **“Penalties”** means a financial fine imposed per the **Fines and Penalty Transgression Chart, Annexure “B1”** to the **CONDUCT RULES**.
- 4.1.37. **“Pets”** include only cats and dogs but specifically exclude exotic species of animals, i.e., reptiles and rodents, animals not bred for domestic purposes.
- 4.1.38. **“Prescribed Digital Application”** means such mobile and/or web-based application, platform or similar technology as may be prescribed by the Trustees for

HONEYDEW Management purposes from time to time.

- 4.1.39. **“Property Practitioner”** means a property practitioner (formerly known as estate agent) who holds a valid Fidelity Fund Certificate issued by the Property Practitioners Regulatory Authority under the provisions of the Property Practitioners Act, No. 22 of 2019.
 - 4.1.40. **“Resident”** means any member (owner), tenant or occupier residing on a Residential Unit Erf within **HONEYDEW**.
 - 4.1.41. **“Sectional Title Unit”** means a unit in a sectional title scheme established on the Development in accordance with the provisions of the Sectional Titles Act, No. 95 of 1986.
 - 4.1.42. **“Security”** means individuals employed by **HONEYDEW** or a recognised security company duly appointed by **HONEYDEW** to perform access control and other security functions.
 - 4.1.43. **“Security Manager”** means such a person duly appointed to manage and oversee security on **HONEYDEW**.
 - 4.1.44. **“Unit”** is a unit in a Sectional title building registered as a Sectional Title Scheme.
 - 4.1.45. **“Unit Number”** means the number allocated to a sectional title unit in a building registered in the Deeds Office.
 - 4.1.46. **“Unit Erf”** is an erf and or a sectional title unit within the boundaries of **HONEYDEW** and zoned for residential purposes.
 - 4.1.47. **“Visitors”** means any person present on **HONEYDEW** premises as a guest, employee, contractor, or member of the owner or his lessee's family and who is not a Resident.
 - 4.1.48. **“Workers”** means domestic workers, gardeners, labourers, contractors, and sub-contractors employed or appointed by owners and/or Residents and/or persons operating a business within **HONEYDEW** from time to time.
- 4.2. Words importing –
- 4.2.1. The singular number only shall include the plural, and the converse shall also apply.
 - 4.2.2. The masculine gender includes the feminine and neuter genders, and the neuter

gender includes the masculine and feminine genders.

4.2.3. Natural persons include created persons (corporate and unincorporated) and *vice versa*.

4.2.4. Words and expressions used shall bear the meaning assigned to them in the Act.

4.2.5. Reference to natural persons includes legal persons, and the converse shall apply.

5. ANIMALS, REPTILES AND BIRDS

- 5.1. Residents must obtain prior written consent from the Trustees before keeping any animal in **HONEYDEW** as a pet. Consent may not be unreasonably withheld, and the Trustees may set reasonable conditions for keeping the animal. Residents in a Sectional Title unit must first get approval from their Sectional Title Body Corporate. If the Body Corporate does not grant permission, **HONEYDEW** is bound by that decision. If permission is granted by the Body Corporate, **HONEYDEW**'s decision - whether to allow or refuse the pet - is final.
- 5.2. A clear, recent colour photo of the pet should accompany the registration form. The registration form and photo must be submitted electronically to the relevant Managing Agent, Estate Manager and/or Trustees. Registration documentation should be submitted at least 5 (five) working days prior to the moving-in date or the date the animal was acquired.
- 5.3. Once written consent has been obtained from the Trustees, the Resident must load the approved pet onto the prescribed digital application "My Estate Life App".
- 5.4. Animals will only be allowed onto the premises with the provision of 5.1 being met.
- 5.5. A Resident who has a disability and who reasonably requires a guide, hearing or assistance dog as a result thereof shall be deemed to have the Trustees consent to keep the dog and to accompany it on common property provided that the Resident provided the Trustees with proof in the form of a doctor or medical specialist certificate that they do, in fact, require the assistance of a guide, hearing or service dog and proof that the dog is suitable qualified and certified.
- 5.6. A maximum of 2 (two) animals may be kept per Unit Erf within Honeydew Country Estate, subject to prior written consent as outlined in provision 5.1 However, stricter controls apply to residents of the sectional title scheme known as Pearl Dew Heights: only 1 (one) pet is permitted per unit, and solely on ground floor units. No pets are permitted in upper-level units of Pearl Dew Heights under any circumstances.
- 5.7. Where 2 (two) animals are permitted, they may be either two dogs, two cats, or one dog and one

cat.

- 5.8. If a resident has more pets than the permitted limit as a result of prior written approval by the Trustees, any pet that passes away may not be replaced. The prior approval shall not entitle the resident to maintain or restore the number of pets above the current limit.
- 5.9. Aviaries, pigeons, poultry, peacocks, livestock, wild animals, spiders, snakes and the like are prohibited on the premises.
- 5.10. No reptiles, farm animals or any exotic pets may be brought onto **HONEYDEW** or kept. If animals are brought onto or found in **HONEYDEW** contrary to the provisions of these **CONDUCT RULES** or if any animal creates a nuisance to other Residents, **HONEYDEW** shall be entitled (without limiting the generality of the rights afforded to it in terms hereof) to either: require the relevant owner or Resident to remove the animal and/or itself remove the relevant animal from **HONEYDEW** and to claim all costs so incurred from the relevant owner or Resident.
- 5.11. The Trustees decision concerning animals shall be final.
- 5.12. All pets must be recorded on the prescribed digital application "My Estate Life App" and/or pet register before being brought onto the premises.
- 5.13. Pets not recorded on the prescribed digital application "My Estate Life App" and/or pet register may be considered stray, and the appropriate authorities will be contacted to remove them.
- 5.14. The **Pet Application** is attached hereto as **Annexure "B2"**.
- 5.15. All pets must be sterilised, and proof must be given to the Trustees before they are brought into the premises. Puppies will have to be sterilised once the veterinarian advised on the appropriate age for such sterilisation.
- 5.16. All pets are to wear a collar with a nametag depicting the animal's name, owner's name, cell phone number, and Unit number or Erf Number.
- 5.17. The animal must be obtained and kept according to all municipal requirements, and it will be at the owner's expense.
- 5.18. All pets must be vaccinated as suggested by the Society for the Prevention of Cruelty to Animals ("**SPCA**") or local veterinarian. This is at the owner's expense, and proof must be available for inspection by the Trustees at any reasonable time.
- 5.19. All pets must have shelter restricted to that Unit Erf, such as kennels or accommodation for their protection.

- 5.20. Pets may not be left unattended in a residence for more than 24 (twenty-four) hours, and suitable arrangements must be made to engage a friend or house sitter, or the pets must be taken to a kennel.
- 5.21. Residents shall ensure their pets do not foul on the common property. Should any pet foul on the common property, the owner shall immediately remove all excrement or other mess left by such pet.
- 5.22. Dogs shall not be allowed on common property unless under the strict control of a responsible person and on a leash. If any dog digs holes and otherwise damages any area of the common property, the relevant Resident shall be required to repair the damage, failing which **HONEYDEW** will repair the damage, and the costs will be levied onto the owner's levy account.
- 5.23. Problem cats or cats found wandering will be humanely trapped and impounded by **HONEYDEW**. The owner will be fined if cats are a nuisance to other Residents.
- 5.24. All pets are to be kept healthy at the owner's expense.
- 5.25. No pets are allowed to roam on the common property, street, etc.
- 5.26. All pets must have sufficient food and water at the owner's expense.
- 5.27. No food is to be placed on the common property.
- 5.28. It is a prerequisite that any pet for which consent is granted be kept in hygienic conditions. The exclusive use area where such a pet is kept must be regularly cleaned of faeces by the pet's owner.
- 5.29. Visitors are not allowed to bring any animals into **HONEYDEW**.
- 5.30. All pets may not be allowed to be nuisances or cause disturbances, annoyances, or dangers to others through barking, howling, screeching, etc.
- 5.31. The Trustees may, at their discretion, withdraw consent to have a pet/s provided that the pet's owner has had a fair and reasonable hearing; however, the pet's actions continue to cause a nuisance or danger to others in **HONEYDEW**.
- 5.32. If the Trustees withdraw consent to keep a pet, the owner shall have the pet removed from the property within 14 (fourteen) days at the owner's expense, provided that sufficient proof is provided that the animal is causing an unnecessary disturbance or constitutes a danger to other Residents.

- 5.33. The animal's owner is responsible for any damage or injuries that the animal may cause to any other person or property, as **HONEYDEW** accepts no responsibility or liability in this regard.
- 5.34. The Trustees, Managing Agent and/or Estate Manager, and/or **HONEYDEW** are not liable for any pet that suffers injuries on the common property or on the common driveways.
- 5.35. The disposal of any domestic animal carcass shall be the owner's responsibility through private arrangements with the Local Authority, and costs thereof shall be for the owner's account. No domestic animal carcass may be buried on the common property of **HONEYDEW**.

6. BUSINESS PRACTICES

- 6.1. No business, profession or trade may be conducted on the common property.
- 6.2. No business, profession or trade may be conducted on a property unless it is specifically permitted to be conducted in **HONEYDEW** and unless the consent, in writing, of the Trustees shall first have been obtained. The Trustees may revoke such consent at any time if the business activity is causing a nuisance to any other Resident, in which case the business activity concerned shall cease at such time as the Trustees require.
- 6.3. No residential Unit Erven may be used to conduct any type of business if not administrative in nature.
- 6.4. No auction or jumble sale may be held at the Residents property or on the common property.
- 6.5. No advertisements or publicity material may be exhibited or distributed on the common property or Unit Erf unless written consent is obtained from the Trustees.
- 6.6. No advertisements or posters of any nature may be placed in or around or outside **HONEYDEW** or along the boundary fence or the Municipal verge of **HONEYDEW** by owners or property practitioners appointed by them.
- 6.7. Show houses are not permitted while the Developer is still developing **HONEYDEW**.
- 6.8. The Developer may utilise the dwelling of an Unit Erf as offices and or showhouses, and the store built by them as a store and erven 42048, 42016, 42017 as a building yard until completion of the Development.

7. CHILDREN

- 7.1. **IMPORTANT NOTICE: PARENTS OR LEGAL GUARDIANS REMAIN FULLY RESPONSIBLE FOR THE SUPERVISION AND CONDUCT OF THEIR CHILDREN AT ALL TIMES WITHIN THE ESTATE.**

THE TRUSTEES AND THE HONEYDEW HOMEOWNERS' ASSOCIATION ACCEPT NO LIABILITY OR RESPONSIBILITY FOR ANY INCIDENTS INVOLVING UNSUPERVISED CHILDREN ON THE COMMON PROPERTY.

- 7.2. Residents shall adequately supervise their children, their children's friends, and children of their visitors so that such children infringe no provision of these **CONDUCT RULES** and that no damage or nuisance is caused to any Residents, to the property of any owner or to the common property of any unoccupied property or vacant stand.
- 7.3. Children shall not damage, deface or interfere with the plants, decorations, signs, nameplates, fire hydrants, or exterior lighting and shall not enter an unoccupied property, vacant stand or climb onto any roof of **HONEYDEW** or the perimeter walls around the common property.
- 7.4. Children playing up and down the driveways and on the common property do so at their own risk.
- 7.5. Parents are responsible for ensuring that their children are aware of the dangers relating to using the roads inside **HONEYDEW** and must take responsibility for their children's safety and their behaviour.

8. GARDENS AND PRIVATE SWIMMING POOLS

- 8.1. The nature, content, and design of the gardens on an Erf, including the establishment and maintenance of landscaping in these areas and all pools, must be maintained and shall be subject to the standards required by **HONEYDEW**.
- 8.2. The developer has established grass for the front and the back yards. Should a Resident wish to have flower bed this will be permissible.
- 8.3. Residents are responsible for watering the grass and ensuring that it's not overgrown. **HONEYDEW** is responsible for cutting the grass on front facing lawns.
- 8.4. Should the standards not be adhered to **HONEYDEW** shall take such steps as it may deem necessary in order to ensure that the required standards are adhered to and will charge the owner accordingly.
- 8.5. Residents are bound by all municipal water restrictions that may be in force from time to time.
- 8.6. **HONEYDEW** will accept no liability for any damage, accidents or injury to any person caused by swimming pools on an Erf.
- 8.7. Jungle Gyms, swings, trampolines, doll houses, garden sheds, portable or temporary swimming pools, garden accents and decorations, sculptures, name signs/boards, and similar equipment

or structures must be placed below the level of garden/yard walls so that they are not readily visible from any road and/or other Erf or public open space. No temporary wire fencing or similar fencing may be erected, and all boundary screen elements must comply with the aesthetic guidelines.

- 8.8. The respective owners will be responsible for repairing, maintaining, and replacing a boundary wall between Erven where it is a shared wall. Walls bordering on the common property is to be maintained by the owner of the Unit Erf, outside boundary walls along the perimeter by **HONEYDEW**.
- 8.9. Residents whose properties border the perimeter boundary must ensure that plants and vegetation do not interfere with the electric fence system or CCTV cameras. Should any vegetation obstruct or compromise security equipment effectiveness, **HONEYDEW** may remove or trim such vegetation without prior notice, and all associated costs will be levied to the owner's account. Residents must consult with the Trustees or Managing Agent before planting near perimeter areas to avoid potential security conflicts.

9. LAUNDRY

- 9.1. An owner or occupier of a Unit Erf shall not hang any washing, laundry, or other items on any part of their Unit Erf building or the common property to be visible from the road entrance.
- 9.2. Washing may not be placed on balconies, patios, walkways, windows, windowsills, or any part of the communal areas, including public open spaces.

10. COMMUNAL SWIMMING POOL

- 10.1. The swimming pool and surrounding areas are for the exclusive use of Residents.
- 10.2. Parties are prohibited at the pool and surrounding areas.
- 10.3. The swimming pool gate may not be wedged open or kept open at any stage.
- 10.4. The pool area must be entered only through the gate provided.
- 10.5. No person under the age of 18 (eighteen) is allowed to use the pool without adult supervision.
- 10.6. Common courtesy and regard for the rights of others are essential for everyone's full enjoyment of these facilities. Residents are responsible for the behaviour of their children while in the pool area. Everyone is expected to use common sense regarding water safety and cleanliness.
- 10.7. No liquor, bottles, glasses, glass objects, tubes, lilos, surfboards, or similar items are allowed in

the swimming pool area.

- 10.8. Pets, bicycles, tricycles, go-carts, skateboards, roller skates, portable sound equipment, etc., are strictly prohibited within the swimming pool area.
- 10.9. Residents shall ensure that their staff and children are aware of the swimming pool rules and strictly comply with the **CONDUCT RULES**.
- 10.10. The swimming pool closes at 7:45 p.m. daily or as altered from time to time by the Trustees.

11. CHILDREN PLAY AREAS AND SOCCER FIELD

- 11.1. The use of the play areas designated for children (including any equipment in such areas) shall be utilised at the user's own risk. All Residents, including their visitors, must abide by any signage located in or around such facilities and any other rules as may be prescribed by the Trustees from time to time.
- 11.2. Notwithstanding anything to the contrary, children under the age of 5 (five) must be accompanied by an adult at all times.
- 11.3. The soccer field is for the exclusive use of **HONEYDEW** Residents and their guests.
- 11.4. The field is subject to the reservation rules implemented by Trustees from time to time, and Residents and their guests are allowed to use the soccer field for general play without reservation. However, general players will yield the field to those with reservations.
- 11.5. Please be sure to clean the children's play area and soccer field after each use.

12. COMMUNAL DOG PARK

- 12.1. Dogs are permitted to be off-leash in the dog park, provided that they can respond to audible controls, such as whistling.
- 12.2. Dogs must be leashed upon exiting the dog park.
- 12.3. Dog owners must always remain in the dog park and maintain visual observation of their dogs.
- 12.4. Dogs with known violent propensities or aggressive behaviour are prohibited from using the dog park. Any dog showing signs of aggression while in the dog park shall be removed immediately by the dog owner.
- 12.5. Owners shall pick up their dog's waste. Waste must be put in a tightly sealed plastic bag before being disposed of.

- 12.6. Owners are required to fill any holes created by the owner's dog.

13. BOREHOLE ACCESS

- 13.1. In order to effectively manage water resources, no personal borehole may be sunk on **HONEYDEW**.
- 13.2. **HONEYDEW** has a borehole and if there is surplus water Residents may use water from access points.
- 13.3. Borehole access points are installed throughout **HONEYDEW** and are not available at every individual home. Residents water their front gardens, and they must use municipal water to water their back gardens.
- 13.4. No Resident is allowed to change or move any water access point.
- 13.5. The Trustees will, however, monitor the water usage limits, quality, and procedure for repairs, all of which aim to ensure equitable and responsible water usage while maintaining the borehole's functionality from time to time.
- 13.6. The Trustees may also advise on restrictions on the use of the communal borehole for Residents. The use of borehole water is a privilege and not a right and may be revoked by the Trustees should circumstances require same.

14. DAMAGE TO THE COMMON PROPERTY

- 14.1. Residents are not allowed without the prior written consent of the Trustees to mark, paint, drive nails, screws, or other objects into, or otherwise damage or deface a structure that forms part of the common areas and promptly report damage to the common areas to the Trustees in writing.
- 14.2. Should any damage or dirtying of any nature be caused to the common property by an owner, occupant, family, or visitor, the owner shall be liable to reimburse **HONEYDEW** for repairing such damage.
- 14.3. An owner or occupier of a Unit Erf will not deposit, throw, or permit or allow anyone to deposit, or throw any rubbish, including dirt, cigarette butts, food scraps or any other litter whatsoever, onto the common property.

15. GENERATORS

- 15.1. The application for approval by the Trustees must include full details of the generator to be purchased.

- 15.2. Residents must ensure that the generator only operates during times of power outages to minimise noise and air pollution.
- 15.3. Residents must ensure that the generator is always switched off and disconnected from the Unit's electrical circuit before refuelling. Refuelling may only be done by properly trained and competent individuals. Ensure that no other external heat sources capable of igniting fuel vapours are in close proximity to the generator during refuelling.
- 15.4. Potential for noise disturbance: While it is accepted that generators are noisy, attempts should be made to position them so as to have the minimum impact on neighbours.
- 15.5. Only generators with a silent encasing may be used. The generator will be allowed to run at a maximum of 1500 revolutions per minute with a maximum sound pressure level of 51 dB.
- 15.6. Portable generators are not permitted in any enclosed space, be it a garage or anywhere else not directly open to the air on at least three sides of the machine.
- 15.7. Should the generator be connected to the Residents DB board in any way, a qualified electrician should convert it, and a valid Certificate of Compliance should be issued and submitted to the Trustees.
- 15.8. Any generator installation on common property (pavements and roads) may not be installed.
- 15.9. Fire safety: must not be within 1 (one) meter of the boundary.
- 15.10. All fuel must be stored in leak-proof/airtight containers specifically designed for such storage.
- 15.11. Sufficient ventilation is required to prevent fumes build-up. Full venting details will be needed per the National Building Regulations if the Unit is not to be used externally.
- 15.12. Before use, a site plan showing the location of the intended operating position, including proximity to the boundary wall, must be submitted for approval to assess fire safety.

16. SOLAR INSTALLATIONS

- 16.1. An owner or person authorised by them shall not install on the exterior or roof of a Unit Erf, or on any other part of the common property, a solar system without the prior written consent of the Trustees, who may attach reasonable conditions to their consent. For purposes of this Rule, a solar system shall be considered as being a system installed for purposes of generating electricity or hot water for a section and shall include all tanks, panels, cabling, brackets, covers, ducts, pipes, invertors, batteries and suchlike associated with the system irrespective of where they are installed.

- 16.2. A request for the Trustees' consent or approval must be made in writing to the Trustees and must be accompanied by plans/sketches and specifications sufficient to explain the nature, design, shape, size, material, colours and location of the proposed installation.
- 16.3. The Trustees, in considering the shall have due regard to the aesthetic appearance of the scheme and shall, as far as practically possible, prescribe conditions so as to ensure uniformity in respect of solar installations installed in **HONEYDEW**.
- 16.4. If the application is approved, the owner shall have the solar system installed their expense. All installations must be done by qualified Building Contractor.
- 16.5. Once installed, the owner concerned shall not be permitted to remove, reposition or alter the system without the prior written consent of the Trustees.
- 16.6. The owner must ensure that the structural integrity of the roof and/or the Building is not compromised by the installation. The owner indemnifies **HONEYDEW** against any structural damage that might be caused by the solar installation.
- 16.7. The owner shall be responsible and liable for any damage caused to or by the solar system.
- 16.8. **HONEYDEW** will not be liable or responsible for any damage to the solar system by its members, agents, employees or contractors.
- 16.9. Should the solar system increase the insurance premium of **HONEYDEW**, the owner of the Unit Erf concerned shall be liable for any additional premium due to its insurers as a result of the installation. The owner shall furthermore be liable for any excess payment due in respect of any claim in respect of, or associated with, the solar system.
- 16.10. Any solar system installed by an owner shall be maintained by the owner concerned in a state of good repair and in a clean, neat, hygienic and attractive condition, at his or her own expense. If an owner fails to maintain adequately such installation and any such failure persists for a period of 30 (thirty) days after the giving of written notice to repair or maintain given by the Trustees or the managing agent on their behalf, **HONEYDEW** shall be entitled to apply to CSOS for relief, or to remedy the owner's failure and to recover the reasonable cost of doing so from such owner.
- 16.11. If the solar system is removed, the owner shall be responsible for the removal cost and for the cost to restore the roof and/or Building to its original state.
- 16.12. The owner must supply the Trustees of **HONEYDEW** with proof that the solar system has been registered with the local authority.
- 16.13. After installation, or whenever the solar system or any part thereof is altered or replaced, the

owner shall provide the Trustees with a certificate of compliance issued by a licensed installer.

- 16.14. All solar systems must comply with any relevant laws, regulations and/or by-laws.
- 16.15. The Trustees may withdraw approval granted in the event of a breach of a rule or a condition, upon which the owner has to remove the solar system within 30 (thirty) days of notification and restore the property to its original state.

17. DOMESTICS AND CONTRACT WORKERS

- 17.1. All Residents are required to register their employed staff on the prescribed digital application known as "My Estate Life App" and facial access control systems and confirm the days and times of permitted access.
- 17.2. No employees are permitted to use the visitors' access control procedure. To avoid doubt, Residents' employees are prohibited from utilising the invitation system on the prescribed digital application to enable personal guests and/or associates to enter **HONEYDEW**.
- 17.3. All employees must be in possession of a valid South African identity book or a valid international passport and work permit (if applicable) and shall be obliged to furnish the Trustees with such additional information, including a police clearance certificate, as may be requested by the Trustees. The Resident concerned is responsible for ensuring the accuracy of the information furnished to the Trustees.
- 17.4. Residents are responsible for the activities and conduct of their domestic and contract workers and shall ensure that their domestic and contract workers understand and do not breach any of the **CONDUCT RULES**, national or provincial legislation, or Local Authority by-laws that may affect **HONEYDEW**.
- 17.5. Residents will ensure that their domestic and contract workers do not cause undue noise within their respective properties and on the common property.
- 17.6. Residents will be made fully responsible for damage caused by their workers.
- 17.7. The Staff Registration and Biometric Access Application Form is annexed hereto marked as **Annexure "B3"**.

18. DUTIES OF RESIDENTS

- 18.1. No Resident may use any part of the common areas to the exclusion of others or in such a way that interferes with the use and enjoyment thereof by other persons lawfully on the premises.

- 18.2. No Resident shall allow their property to fall into a state of neglect or disrepair that negatively affects the aesthetic appearance, property values, or overall character of **HONEYDEW**. This includes, but is not limited to, maintaining gardens and lawns in good condition, ensuring exterior paintwork and structures remain in good repair, keeping driveways and pathways clean and well-maintained, and promptly addressing any visible deterioration of buildings or landscaping. Should **HONEYDEW** determine that a property has fallen below acceptable maintenance standards, the Trustees may issue written notice requiring the owner to rectify the deficiencies within a specified timeframe, failing which **HONEYDEW** may undertake the necessary work at the owner's expense or impose penalties as outlined in **Annexure "B1"**.
- 18.3. No more than two persons per bedroom may reside in any Unit Erf on a permanent basis. For the purposes of this provision, "permanent basis" means continuous occupation for more than 30 (thirty) consecutive days or more than 90 (ninety) days in any 12-month period. Children under the age of 2 (two) years are excluded from this calculation. Residents must notify the Trustees in writing of any changes in permanent occupancy that may affect compliance with this provision. Contravention of this rule may result in penalties as outlined in **Annexure "B1"** and the Trustees may require the excess occupants to vacate the premises.
- 18.4. No Resident will be allowed to set off any explosives, firecrackers, or pyrotechnic devices. This causes inconvenience to the other Residents through noise and danger to the buildings or any part thereof and to the property of any other person.
- 18.5. No Resident shall carry a firearm on the common property in such a manner as to be visible to other people. The provisions of the Firearms Control Act, Act, No. 60 of 2000, are to be strictly adhered to at all times. Any Resident who contravenes or allows to be contravened the above said Act shall be reported to the authorities, and the Trustees may take further action.
- 18.6. No Resident shall play games with hard balls (cricket balls, golf balls, or similar), use air guns ("BB Guns" or similar) crossbows, catapults or "ketties" or throw, propel, or shoot stones, arrows, spears, sticks, or other solid objects on the common property.
- 18.7. Do not cause or permit any disorderly conduct of whatsoever nature upon the premises or permit any act, matter, or thing that shall constitute or cause a nuisance or any inconvenience to any other Resident including invasion of privacy.
- 18.8. No drones may be operated within the common areas, except by a person who would be permitted to fly a drone, provided that the written consent of the Trustees is sought at least 5 (five) days prior to the intended date and the person must be appropriately licensed to fly said drone.

- 18.9. No outside lights that shine directly into the neighbouring Erf or are otherwise intrusive or reasonably likely to be intrusive to any other Resident will be permitted, this excludes street lights.
- 18.10. No Resident may feed any animal, bird, or reptile in any part of the common areas or from their Erf and must refrain from doing anything that might encourage the frequenting of pigeons, rodents, cockroaches, or stray animals anywhere within **HONEYDEW**.
- 18.11. Pest eradication remains the responsibility of the owner on their Erf.
- 18.12. An owner or occupier will not store any material, or perform, or permit or allow to be performed, any dangerous act in his building or on the common property, which will or may increase the rate of the premium payable by **HONEYDEW**, any Body Corporate or any of his Unit Erf neighbours on any insurance policy.

19. PAYMENT OF LEVIES

- 19.1. The Managing Agent must receive payment in full of levies (including additional levies such as the security levy or CSOS levies), fines and penalties, and electricity and water charges for each month by the 1st (first) of that month.
- 19.2. **HONEYDEW** pays the internet service provider access to the internet and is also included in the levy amount. Should a member fail to pay his account within 30 (thirty) days, the member's internet access is temporarily terminated until such time as the levies are paid
- 19.3. Water meter readings are taken on the 14th (fourteenth) day of each month, or on the nearest working day if the 14th falls on a weekend or public holiday. These readings will be reflected on your levy account.
- 19.4. If payment is received after the 1st of the month, a penalty will be charged on the overdue amount. The penalty interest rate is 2% per month (24% per year), as set by the Trustees' Resolution. This penalty will be added to the next statement for the property.
- 19.5. It is accepted that owners are responsible for the management of their levy accounts and that the Trustees do not provide services such as arrear reminders in any form.
- 19.6. The Managing Agent occasionally sends reminders to defaulting owners, which may attract a charge. An Agent may raise this charge if the Agent is registered as a debt collector as defined in the Debt Collectors Act, No. 114 of 1998 and charges charged by the fees prescribed in **Annexure B** of the aforesaid Act.
- 19.7. Non-receipt of statement or levy statement does not excuse payment of levy and other amounts

due.

- 19.8. Owners who remain in default for 60 (sixty) days or may be handed over to the **Community Scheme Ombud Service ("CSOS")** or to **HONEYDEW** attorneys to lodge an application for dispute resolution against the defaulting owner in order to obtain either a Settlement Agreement if the matter can be settled at Conciliation, failing which to obtain an Adjudication Order to collect the arrear levies from the respective defaulting owners or alternatively handed over to the attorneys chosen by the Trustees for legal collection as contained in the Trustees Resolution.
- 19.9. Once CSOS has ruled that the levies are due and payable by the respective defaulting owner, the owner must ensure payment of this amount within 7 (seven) days of receipt of either the Settlement Agreement if the matter was settled during Conciliation or in accordance with the Adjudication Order handed down by the Adjudicator.
- 19.10. Although handed over to CSOS, the owner would remain responsible for settling the ongoing monthly levy, services, and other charges. Should these amounts remain outstanding, then the amounts accruing from the start of the process would be considered amounts due in terms of the Act and the **CONDUCT RULES** applicable to **HONEYDEW**.
- 19.11. If an owner is handed over to the chosen attorneys of **HONEYDEW**, an owner will be liable for and pay all legal costs, including costs between the attorney and their own client and collection commission, expenses, and all other charges incurred by **HONEYDEW** in obtaining the recovery of arrear levies, including special levies or any other arrear amounts due and owing by such owner to **HONEYDEW**, or in enforcing compliance with these Conduct Rules through any legal proceedings, including CSOS or court applications.
- 19.12. No owner shall be entitled to any membership privileges, for example the internet services, unless and until he has paid every levy and interest, fines or penalties, or any other sum, if any, which may be due and payable by that owner to **HONEYDEW** from any cause arising.

20. FIRE PROTECTION

- 20.1. No unauthorised person will tamper with, or allow to be tampered with, any fire-fighting equipment situated on the common property, of **HONEYDEW** or common property of the sectional title, nor will they cause or allow to be caused any obstruction of access to any fire hydrant and other equipment by means of a parked vehicle or otherwise.
- 20.2. No fire extinguisher, firehose or similar device on the common property or elsewhere will be used for any purpose other than the emergency purposes for which its use is intended. No such equipment will be used for washing vehicles, watering gardens, or any other unauthorised purpose whatsoever.

- 20.3. Electrical supply: Residents may not tamper with or have work done on the common property's electrical apparatus. Any electrical faults detected on the common property must be reported to the Trustees or the Managing Agent or Estate Manager.
- 20.4. Open fire braais: These are prohibited on common property and braai's in containers on common property needs the permission of the Trustees.
- 20.5. Matches and lighters should be handled with care and kept out of the reach of children. It is strictly prohibited to throw cigarette butts on the common property as this could start a fire. All flammable liquids must be kept in a safe place.

21. INDEMNITY

- 21.1. Any person/s on the common areas of **HONEYDEW**, or using any of its facilities or services, do so entirely at their own risk, and no person/s will have any claim against **HONEYDEW** of whatsoever nature arising from such use, nor for anything which may befall any person/s during the course of such use, whether caused by human or animal agency, natural phenomena or otherwise.
- 21.2. **HONEYDEW** will not be liable for any injury, loss, or damage of any description that any person/s may sustain, physically or to their property directly or indirectly, in or about the common areas or its amenities, nor for any act done or for any neglect on the part of **HONEYDEW**, the Trustees.

22. LETTING OF PROPERTY

- 22.1. An owner of a Unit Erf who wishes to rent out their property will make use of registered letting agents by **HONEYDEW**. This measure is to make sure that a tenant can afford the monthly rent and levy and are informed of the rules and stipulations of **HONEYDEW**. Before taking occupation of a Unit Erf within the Estate, all tenants shall sign a copy of the **CONSTITUTION** of the Home Owners' Association and any rules promulgated thereunder and confirm that they will abide by the rules of the **CONSTITUTION**. Where owners do their own letting they must inform the Managing Agent who will forward them with the necessary forms to be completed before occupation.
- 22.2. All lessee/tenants of a property and other persons granted rights of occupation by an owner of the relevant property are obliged to fully comply with the **CONDUCT RULES**, notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy.
- 22.3. The owner of any property who lets his property will advise the Trustees and Managing Agent or Estate Manager within fourteen (14) days of the lessee's name, contact details, and the lease period, should a member fail to do so, it may cause a security risk and noncompliance with the

Information Regulator pertaining to the duties of an Information Officer.

- 22.4. The owner undertakes to attach a copy of this **CONDUCT RULES** to the lease agreement, and the lease is to include a term such as the following: ***“The Lessee acknowledges having received from the lessor a copy of the CONDUCT RULES and CONSTITUTION for HONEYDEW. The lessee agrees and undertakes to be bound thereby and to comply therewith in all respects”.***
- 22.5. No owner may rent his property out for a period shorter than 6 (six) months. An owner may rent out their property for a period of 6 (six) months or longer.
- 22.6. No form of "time-sharing" or any similar arrangement, including a scheme whereby ownership is shared between a group of persons, may be concluded, marketed, or conducted in respect of a property.

23. NOISE AND DISTURBANCE

- 23.1. No owner of a property will make or allow to be made an excessive noise at any time so as to disturb the other properties:
- 23.2. Silence must be maintained on:
- | | |
|------------------------|-------------------------------|
| Mondays to Fridays: | from 22:00 p.m. to 08:00 a.m. |
| Saturdays and Sundays: | from 23:00 p.m. to 09:00 a.m. |
- 23.3. The private use of any power tools, hammers, lawnmowers, leaf blowers, hedge trimmers power tools is restricted to:
- | | |
|---------------------|------------------------------|
| Monday to Saturday: | from 8:00 a.m. to 18:00 p.m. |
| Sundays | Throughout |
- 23.4. Radios, CDs, musical instruments, TVs, and other sound-producing devices will not be played or used in such a manner as to interfere with any owner's enjoyment of their property or the common property.
- 23.5. Automobile hooters will not be sounded within **HONEYDEW** without good reason.
- 23.6. Quad bikes are prohibited within **HONEYDEW**.

24. DOMESTIC REFUSE REMOVAL

- 24.1. As a reminder, each Resident is responsible for managing their own refuse and bins. Placing your bag in other Residents' bins is not permitted.

- 24.2. All refuse shall be kept in suitable containers, which shall not be visible from any road except when placed in containers for purposes of collection.
- 24.3. Please bring your bin to the designated bin area on Wednesdays.
- 24.4. Drakenstein Municipality collects the bins every Thursday from 7:30 a.m. onwards.
- 24.5. Ensure your bin is collected and returned to your property by 10:00 p.m. Friday evening.
- 24.6. **Pearl Dew Heights** and other Residents must ensure that refuse is securely wrapped before it is placed in the designated bin area in the refuse bins provided.
- 24.7. Persons leaving rubbish on any part of the common property or public sections surrounding the property are liable to prosecution, and such offenders must be reported immediately to the Trustees or Managing Agent or Estate Manager.
- 24.8. No person/s may burn any garden refuse and/or waste, and/or light any fire at any place in the common areas and/or perform any action that may increase the risk of veld and/or wildfire/s.
- 24.9. Recycled items are to be placed in recycle bags (collected at the security gate) and within the designated area.
- 24.10. The sectional title development known as Oak Lodges and the erven above the playing field, parks and the sectional title development known as Blue Mountain Mews must use the allocated refuse area serviced by Drakenstein Municipality from Koning and Boegoe Streets.
- 24.11. Keep your bin safe and secure at all times. Bins are owned by Drakenstein Municipality and are allocated to Unit Erfs for refuse removal purposes. In the event of theft or damage to a Council bin, the bin will be replaced without cost, except in the case of negligence in which case the owner is liable for replacement costs.
- 24.12. No unwanted containers, packing cases, items of furniture or portions thereof or any other material of whatever nature that is not removed by the Municipal refuse collectors may be placed in the designated bin area. It is the responsibility of an Owner or Occupier to dispose of such items.

25. SECURITY

- 25.1. Security personnel are there for the safety and protection of **HONEYDEW**, its employees, Residents and assets, and their role should be respected. Security guards may under no circumstances be abused or obstructed from performing their functions. They control access to the **HONEYDEW**, and all employees, contractors, and visitors must adhere to all security rules

as amended from time to time. Security personnel are not to be used for any errands other than those approved by the Trustees.

- 25.2. Security personnel are not authorised to receive, sign for, or store parcels, deliveries, or any other items on behalf of residents. All deliveries must be received directly by the intended recipient or their authorised representative. Security's role is limited to access control and verification of delivery personnel
- 25.3. No person shall do anything that is or might be prejudicial to the security of any Resident. Any action or incident that might have a negative effect on the security of **HONEYDEW** and its Residents must immediately be reported to Security Office who will contact the Security Manager.
- 25.4. Vehicles entering **HONEYDEW** will occasionally be inspected by security with a vehicle search mirror to check for oil leaks. Vehicles showing oil leaks will not be allowed to enter **HONEYDEW**.
- 25.5. Residents must ensure the security and safety of others and their properties. They must, in particular, comply with **HONEYDEW's** security system rules below and those that may be put in place from time to time.
- 25.6. All Resident must ensure that their visitors adhere to the access control procedure.
- 25.7. Residents being Owners and or Tenants, the Developer, the administrative staff and property practitioners selling the developers property are permitted standard access, all other entrants (visitors) are not permitted uncontrolled access to **HONEYDEW**.
- 25.8. Any security incident, suspicious person, or unusual behaviour must be reported to Security, the Trustees, or management as soon as possible.

26. ACCESS CONTROL

- 26.1. Residents must have their personal information, facial biometrics and vehicle details captured on the prescribed digital application "My Estate Life App". This is the primary mode of ingress and egress.
- 26.2. The Resident Registration and Biometric Access Application Form is annexed hereto marked as **Annexure "B4"**.
- 26.3. Residents/persons with biometric access may not use their own facial biometrics (or personal access rights) to open the booms or turnstiles for any other person. For the avoidance of doubt, any Resident travelling as a passenger in a vehicle of a person seeking access to **HONEYDEW** is precluded from using his/her own facial biometrics for this purpose. The same principle applies

to any person seeking access to **HONEYDEW** from the allocated pedestrian turnstiles. The access rights of Residents are not transferable.

- 26.4. Access to restricted areas: Residents are not permitted to enter certain restricted areas like the guard house, **HONEYDEW** office, pump room, and storage areas.
- 26.5. Pedestrians must not walk over, under or through vehicle access booms. They must use the pedestrian walkways, or turnstile.
- 26.6. The prescribed digital application "My Estate Life App" Implementation Guide is attached hereto, marked as **Annexure "B5"**.

27. VISITORS

- 27.1. Vehicle operators(drivers) to **HONEYDEW** must produce a valid South African driver's license, South African identification book/card, or passport to be scanned in and granted access.
- 27.2. Residents are responsible for generating access codes for their visitors and must ensure that each visitor receives their code before arrival. Security staff may not issue more than 5 (five) access codes per Unit Erf per month. Residents must arrange codes in advance and inform their visitors to present the code to security on arrival.
- 27.3. Vehicle operators(drivers) entering **HONEYDEW** via the invitation system on the "My Estate Life App" will be obliged to upload copies of valid identification and authentic vehicle details. To avoid doubt, no visitor will be granted access to **HONEYDEW** without possessing a valid form of identification.

28. VEHICLES

- 28.1. Any person/s entering **HONEYDEW** must obey all signs and road markings containing directions for using and parking vehicles on the common areas. All provisions of the National Road Traffic Act, No. 93 of 1996, are applicable when driving within **HONEYDEW**.
- 28.2. No owner or occupier shall be permitted to dismantle or affect repairs to any vehicle in **HONEYDEW** or any portion of the common property unless consent was given by the Trustees to service a vehicle inside the owner's garage.
- 28.3. Units with a double garage are permitted a maximum of 4 (four) vehicles. Units with a single garage are permitted a maximum of 2 (two) vehicles. For the sectional title scheme known as **Pearl Dew Heights**, each unit is permitted 1 (one) vehicle per parking bay owned.
- 28.4. No caravans, boats, trailers and or derelict vehicles are permitted to stand on the common

property, or in a Unit Erf where it is visible from the road, parks or abutting properties.

- 28.5. No Resident will park or stand upon their front lawns or on the common property or permit or allow any vehicle to be parked or stand upon the common property for regular and or indefinite periods without the written consent of the Trustees.
- 28.6. No persons may park on the grass, verges, walkways and/or pathways.
- 28.7. Any vehicle parked in contravention may be clamped without any liability for the damage claim whatsoever. The amount for wheel-clamping, storage, and other costs associated therewith shall be charged to the account of the owner concerned, the amounts of which shall be included on the monthly statement with respect to the property concerned.
- 28.8. A release fee, the amount of which will be determined at the Trustee's discretion, will be payable prior to the release of a wheel clamp. In the event that a vehicle owner wishes to remove a clamp during hours in which no one is available, the Trustees will place a notice on the vehicle providing the contact details of the party in charge of releasing the clamp.
- 28.9. Residents shall ensure that their vehicles, visitors, and guests do not drip oil or brake fluid on the common property or deface it in any way. Any oil drips or brake fluid left on the common property will be cleaned up by a company employed by the Trustees and charged to the offending owner's statement of account.
- 28.10. Vehicles must enter and leave **HONEYDEW** as quietly as possible; no hooting or revving of engines or slamming of vehicle doors is permitted within **HONEYDEW**.
- 28.11. The speed limits on driveways are 30 km/hour in open areas.
- 28.12. A maximum loading of 6 (six) tons per axle will be permitted in and on the paved **HONEYDEW** roads.
- 28.13. No vehicles, motorcycles or bicycle racing will be allowed on the common property.
- 28.14. No "veld" motorcycles, such as scramblers, quad bikes, or three-wheelers, will be allowed to use the roads or sidewalks if they would not be allowed on the public road. Such use will be restricted in terms of noise emission.
- 28.15. Vehicles should always be parked with due consideration of other Residents so as not to interfere with the flow of traffic or obstruct pathways and any other vehicle or person entering **HONEYDEW**.
- 28.16. No person may reside or sleep in a vehicle, trailer, caravan, carport, or any part of the common

property.

29. GAS INSTALLATIONS

- 29.1. No person is permitted to store any flammable, hazardous, dangerous and/or harmful substance/s or a substance/s, which contravenes the environmental management plan or environmental impact assessment, within their Unit Erf, provided that certain products or substances, such as lawnmower petrol mixtures, paint, cleaning, solvents, fertilisers, as reasonably required for domestic use, may be kept in small quantities, not exceeding 10 (ten) litres, and be stored as per the manufacturer's instructions.
- 29.2. The Pressure Equipment Regulations under the Occupational Health and Safety Act, No. 85 of 1993, must be referred to. Under these Regulations, all gas installations located within a Unit Erf must have a Certificate of Compliance, which states that the installation has been properly inspected and is determined to be safe and leak-free.
- 29.3. The installation and the certificate must be issued only by an authorised installer registered with the Liquefied Petroleum Gas Safety Association of Southern Africa.
- 29.4. No gas cylinder weighing more than 18 (eighteen) kilograms may be installed on a property without the prior written consent of the Trustees.

30. ARCHITECTURAL DESIGN GUIDELINES

- 30.1. To maintain high standards and ensure an attractive and harmonious **HONEYDEW**, the Trustees are empowered to impose the **Architectural Design Guidelines ("ADG")** in respect of all building works taking place within the perimeter of **HONEYDEW** by Owners of an Unit Erf.
- 30.2. The Trustees may amend, amplify, clarify, or add to the provisions of the **ADG**.
- 30.3. In the event of the provisions of the **ADG** being amended or added to, and such amendment or addition will materially affect any further development of any of the Erven, the Trustees shall, by written notice, inform all owners of the amendment or addition to the **ADG**.
- 30.4. All buildings and other structures erected on any Unit Erf will comply with the provisions of the **ADG**.
- 30.5. If an owner does not complete building or improvements within the required time, the owner will be charged a penalty equal to double their monthly levy for every month (or part thereof) until the works are completed and a completion certificate is obtained.
- 30.6. The penalty shall be paid in addition to the levy payable by the owner. In the event of a dispute

arising as to whether a building and/or improvement is completed for purposes of the provisions of this provision, the Trustees in co-operation with the architect shall determine such dispute, and their decision will be final.

30.7. Any other rules prescribed as per the **ADG** annexed hereto marked as **Annexure "B6"**.

30.8. No applications for alteration will be approved if there are any overdue levies

31. CONDITIONS REGARDING BUILDING CONTRACTOR ACTIVITY

31.1. All building contractors must register with **HONEYDEW** before being granted access and the current developer is deemed as an approved contractor. All contractors and sub-contractors, including their employees, must have a valid South African identity book/card or a valid international passport and work permit (if applicable). The relevant contractor must also provide the names of all construction workers and other employees on the relevant Unit Erf to be engaged in construction activities. Only contractors that have been registered and have been issued with an approved identity book/card may be engaged.

31.2. All contractors must ensure that all of their employees/sub-contractors disembark from their vehicles and use the allocated pedestrian turnstile point for ingress/egress to and from **HONEYDEW**.

31.3. Unless otherwise agreed by **HONEYDEW** or its appointed representative, contractor activity is limited to the following public time hours:

Monday to Friday	7:30 a.m. to 17:30 p.m.
Saturday	08:00 a.m. to 14:00 p.m.

31.4. No contractor activity is permitted on Sundays and Public Holidays.

31.5. Contractor personnel are not permitted to remain on site overnight.

31.6. All the contractor's workers and/or the contractor's subcontractors' workers must enter **HONEYDEW** in an approved vehicle as mentioned in the security provision.

31.7. All contractors will be required to provide screened chemical ablution facilities for the workmen and sub-contractors under their control.

31.8. The contractor shall provide facilities for rubbish disposal and ensure that the workers use the facility provided.

31.9. All refuse, debris, etc., that result from any extensions, alterations or improvement shall be

removed by the owner concerned within 3 (three) days. If such refuse, debris, etc., is not removed, the Trustees may cause it to be removed, and all charges in connection therewith shall be for the account of the owner concerned and shall be paid by such owner.

- 31.10. The construction site must be kept clean. If the contractor fails to do so, the owner will be held responsible for cleaning the area.
- 31.11. Any building materials delivered onto the sidewalk or roadway must be moved onto the site by the contractor immediately. No materials, sand, or rubble may be left on the road or pavement at any time. Both the contractor and the owner are responsible for keeping the roadway and pavement clear of all materials and rubble, including any sand or rubble that is washed or moved onto the road during building work.
- 31.12. Building boards may only be erected if they comply with **HONEYDEW** specifications, details of which are available from **HONEYDEW**. Such boards are to be erected on the site, not on the sidewalks. Sub-contractors' boards are not permitted. All boards must be removed after the completion of construction.
- 31.13. The owner and the contractor are responsible for damage to the curbs, plants on the sidewalks and pavements, and/or **HONEYDEW** property.
- 31.14. Should **HONEYDEW** have any reservations about the contractor or subcontractor's conduct, it reserves the right to suspend all building activity until such conduct is rectified, which it may do at any time, provided that the owner has been advised of the intention to suspend such building activities.
- 31.15. All contractors and subcontractors must adhere to these provisions, in addition to any other rules and regulations imposed by **HONEYDEW** from time to time.

32. SELLING OF A PROPERTY BY PROPERTY OWNERS

- 32.1. The developer contracted with every purchaser of an Unit Erf that they shall not sell their property until the development (estate) have been completed without written consent of the developer which consent shall not be unreasonably withheld or denied and explained the reason therefore namely:
 - 32.1.1. To protect the development against over marketing;
 - 32.1.2. to ensure that the owners purchaser is aware of the special conditions in the deed of sale;
 - 32.1.3. and the implication thereof and the conditions imposed on the owners property

practitioners.

32.2. The majority of owners selling up until now have ignored these contractual obligations some to the detriment of **HONEYDEW** and the development. The developer has sanctioned the administration thereof to **HONEYDEW** and the following rules shall apply:

32.2.1. An owner wishing to sell their property must before they grant a mandate to a property practitioner approach the Trustees through the Managing Agent to acquire the permission, informing **HONEYDEW** of which outside agencies they want to appoint as well as which two of the Developer's agencies they wish to appoint.

32.2.2. The owners wishing to sell will be informed of all the administrative measures regarding the selling process.

32.2.3. This means that an owner may not give a sole mandate to an outside agency. Only a joint mandate is allowed, which must include both the owner's preferred agency and the developer's preferred agency.

32.2.4. If an owner does not follow this procedure, a fine of up to 0.25% (a quarter percent) of the property's marketing price may be imposed. This fine must be paid before permission to transfer the property will be given.

33. DISPUTE RESOLUTION

33.1. If a disagreement or nuisance arises, the parties involved must first try to resolve the matter themselves by showing respect, tolerance, and consideration. Mutual respect and understanding are essential to maintaining harmony in **HONEYDEW**.

33.2. If a dispute arises, any party involved must give written notice of the dispute to the other parties. The parties must then try to resolve the issue directly with each other. If they cannot reach a resolution, the matter must be referred to the Trustees, who will attempt to resolve the dispute in good faith within seven (7) days from the date the written notice was given.

33.3. The parties may, as an internal dispute resolution mechanism, also engage with each other telephonically and/or in writing and/or schedule a joint meeting and/or refer the dispute to the Trustees for consideration at a Trustees meeting, which meeting/s must be recorded in writing.

33.4. The Trustees will not entertain or investigate any unsigned disputes from Residents.

33.5. On receipt of the aforesaid signed notification, the Trustees shall, within a period of 7 (seven) days, appoint a minimum of 2 (two) of their number or co-opt two owners to personally investigate the complaint with the Resident/s concerned and report back to all the Trustees

within a period of 7 (seven) days of their appointment with the result of their investigation.

- 33.6. Each party to the dispute must be given all details of any evidence or submissions provided by another party or to the Trustees, even if that information is received outside of a meeting where all parties are present.
- 33.7. Should the dispute not be resolved internally between the owner and/or tenant and the Trustees, any party may lodge a dispute with the CSOS, provided that the CSOS has jurisdiction over the matter. Alternatively, the parties may institute court proceedings.

34. CONTRAVENTION OF THE CONDUCT RULES AND IMPOSITION OF PENALTIES

- 34.1. If the conduct of an owner, occupier, tenant, or their domestic workers or visitors constitutes a nuisance or contravention of any of the **CONDUCT RULES**, then the Trustees may furnish the owners with a written notice via email or registered post. This includes any conduct being deemed by the Trustees as unacceptable.
- 34.2. In the notice, the particular conduct which constitutes a nuisance must be described, or the provision that has allegedly been contravened must be clearly indicated, and the recipient must be warned that if the conduct or contravention persists, a penalty will be imposed on the owner. Serious offences, as determined by the Trustees, may result in an immediate fine without a prior warning.
- 34.3. If the owner, occupier, tenant, domestic worker, or visitor nevertheless persists in that particular conduct or contravention of that particular rule, the Trustees will convene a meeting to discuss the matter, or request a hearing regarding a fine imposed by the Trustees without notice in terms of 34.2.
- 34.4. A written notice, in which the alleged transgressor is informed of the purpose of the meeting and invited to attend, must be sent to the owner at least 7 (seven) days before the meeting. At the meeting, the owner must be given an opportunity to present their case, but except in so far as the Trustees will permit them, they may not participate in the conduct of the meeting.
- 34.5. After the owner has been given the opportunity to present their case, and if the majority of the Trustees present at the meeting, agree that a provision/s of the **CONDUCT RULES** has been contravened, the Trustees may, by majority resolution, impose on the transgressor a penalty as per the **Fine and Penalty Transgression Chart**, attached hereto as **Annexure "B1"**.
- 34.6. The Trustee will record the outcome of the meeting and may resolve to:
 - 34.6.1. uphold the penalty; or

- 34.6.2. withdraw the penalty.
- 34.7. A Trustee will not be entitled to participate in the meeting in the capacity of Trustee if they or any occupants and/or tenants occupy the property which they own and/or represent and are the alleged transgressor.
- 34.8. Imposing a penalty under these rules does not limit any other legal rights available to **HONEYDEW**, including the right to apply to CSOS or institute court proceedings to enforce compliance. Where **HONEYDEW** is successful in such legal action against a defaulting owner, that owner shall be liable for all legal costs on an attorney-and-own-client scale.

A. DESCRIPTION		
B.	PENALTY STRUCTURE	
	- Minor Offences: Written warning first, then fine for repeat violations - Major Offences: Immediate fine (no prior warning) - Fines and Penalties imposed for the below transgressions to a maximum of R 3,000.00 per offence, except where specifically stated otherwise in these Conduct Rules. - Additional Costs: Repair, cleanup, legal and administrative fees apply separately - Any other provision of the Conduct Rules not explicitly mentioned in the Fine and Penalty Transgression Chart to be determined by Trustees.	
1. PETS AND ANIMALS		PENALTY
1.1	MAJOR OFFENCES	
	- Keeping animals without written consent - Prohibited animals - Exceeding pet limits - Pets left unattended over 24 hours* - Visitors bringing animals	R1500
1.2	MINOR OFFENCES	
	- Pet not registered on app - Pet without ID collar - Pet fouling without cleanup - Unleashed dogs - Noisy or disruptive pets	R500
2. UNAUTHORISED ACTIVITIES		
2.1	MAJOR OFFENCES	
	- Business operations - Show houses during development - Installing personal boreholes - Unregistered building contractors - Short-term rentals (under 6 months) - Time-sharing arrangements - Unapproved building work	R1500
2.2	MINOR OFFENCES	
	- Auctions or jumble sales - Unauthorised advertising or signage - Staff not registered on app - Tenant details not reported within 14 days	R500
3. SAFETY & SECURITY VIOLATIONS		
3.1	MAJOR OFFENCES	
	- Tampering with fire equipment - Abusing or obstructing security - Sharing biometric access - Entering restricted areas - Dangerous games or objects - Operating drones without consent - Improper storage of hazardous materials	R3000
3.2	MINOR OFFENCES	
	- Exceeding visitor code limits - Intrusive lighting affecting neighbours	R500
4. VEHICLE & TRAFFIC VIOLATIONS		
4.1	MAJOR OFFENCES	
	- Vehicles exceeding 6-ton axle limit - Vehicle racing	R3000



	• Unauthorised off-road vehicles (quad bikes)	
4.2	MINOR OFFENCES	
	• Speeding (over 30km/h) • Unauthorised vehicle repairs • Exceeding vehicle limits per unit • Excessive vehicle noise • Unnecessary hooting	R500
	• Illegal parking	R500 + clamping
	• Oil spills on common property	R500 + cleanup costs
5.	NOISE & DISTURBANCE	
5.1	MAJOR OFFENCES	
	• Pool parties • Aggressive dogs in dog park	R1500
5.2	MINOR OFFENCES	
	• Noise during quiet hours • Power tools outside permitted hours • Excessive music or TV noise • Pool use after designated times	R500
6.	COMMUNAL FACILITY MISUSE	
6.1	MAJOR OFFENCES	
	• Children under 18 unsupervised in pool • Pool gate left open • Children in restricted areas or climbing onto walls	R2000
6.2	MINOR OFFENCES	
	• Prohibited items in pool area • Not cleaning up dog waste • Exclusive use of common areas	R500
7.	PROPERTY DAMAGE & MAINTENANCE	
7.1	MAJOR OFFENCES	
	• Damaging common property • Visible temporary structures • Property neglect	R2500 + repair costs
	• Burning refuse or unauthorised fires	R500
7.2	MINOR OFFENCES	
	• Gardens below required standards • Washing visible from roads • Littering on common property • Using others' refuse bins • Bins not collected by Friday 10 PM • Inadequate child supervision • Feeding animals on common property	R500
8.	EQUIPMENT & UTILITY VIOLATIONS	
8.1	MAJOR OFFENCES	
	• Generator offences • Solar installation offences • Gas installation violations • Tampering with water access points	R1500
9.	FINANCIAL OBLIGATIONS	
9.1	AUTOMATIC PENALTIES	
	• Late levy payment	2% per month (24% annually)
9.2	MAJOR OFFENCES	
	• Levy arrears over 30 days	Late notice + Suspension of internet
	• Levy arrears over 60 days	CSOS/Legal action + all costs

	Selling property without developer consent	0.25% of property's marketing price
10.	SPECIAL PENALTIES	
10.1	Building project delays	Double monthly levy per month of delay
10.2	Unauthorised property sale procedure	Up to 0.25% of property marketing price

IMPORTANT! INCOMPLETE FORMS WILL AUTOMATICALLY BE REJECTED.

Erf / house / flat number		
Date		☐ OWNER ☐ TENANT
SECTION 1: PERSONAL INFORMATION		
Applicant Name		
Landlord name and contact number (if tenant)		
Contact number		
Email		
SECTION 2: PETS	PET 1	PET 2
Type (Dog or Cat?)		
Breed		
Colour		
Date of Birth/Age		
Gender	☐ MALE ☐ FEMALE	☐ MALE ☐ FEMALE
Spayed/Neutered	☐ YES ☐ NO	☐ YES ☐ NO
Last date of inoculation		
SECTION 3: SOCIALISATION AND TRAINING (FOR DOGS)		
How does your dog behave around other dogs? (e.g., on walks, at parks)		
Has your dog attended obedience or socialisation training?	☐ YES ☐ NO If yes, details:	☐ YES ☐ NO If yes, details:
Has your dog previously lived in an estate or complex?	☐ YES ☐ NO If yes, details:	☐ YES ☐ NO If yes, details:
SECTION 4: DAILY ROUTINE AND MANAGEMENT (FOR DOGS)		
Typical daily exercise (time, duration, frequency, type)		
Where is the pet kept during the day?		
Where does the pet sleep at night?		
If pet(s) left alone during the day, how is this managed? (e.g., crate, sitter, neighbour, dog walker)		
SECTION 5: BEHAVIOURAL PROFILE AND NUISANCE PREVENTION (FOR DOGS)		
Has your pet ever shown aggression (to people, children, or animals)?	☐ YES ☐ NO If yes, details:	☐ YES ☐ NO If yes, details:



Is your pet prone to excessive barking, howling, digging, or escaping?	☐ YES ☐ NO If yes, details:	☐ YES ☐ NO If yes, details:
What precautions are in place to prevent escape or nuisance behaviour?		

SECTION 6: CARE AND CONTINGENCY PLANNING

If you are away from home (work/travel), who will care for your pet? (give details)		
Please provide any additional relevant information about your pet(s)		

SECTION 7: SUMMARY OF RIGHTS AND RESPONSIBILITIES

Your Rights

- You are entitled to apply for written permission to keep up to two pets per unit, subject to applicable estate and scheme rules.
- If you reside within a sectional title scheme, be aware that stricter controls and lower pet limits may apply in terms of the Sectional Titles Schemes Management Act, 8 of 2011, and the scheme's conduct rules.
- Trustees or the Body Corporate may not unreasonably withhold consent but may impose reasonable conditions.
- You may appeal any refusal or withdrawal of consent to the Trustees or Body Corporate, as applicable.

Your Responsibilities

- You must comply with all estate pet rules (including but not limited to Conduct Rules, STSMA s10, and HONEYDEW CONSTITUTION).
- All cats must be sterilised. Dogs and cats must have up-to-date inoculations and wear identity tags (cats: with bell).
- Pets must not cause nuisance (noise, roaming, aggression, property damage).
- You are liable for any damage or injury caused by your pet.
- Pet waste must be removed immediately in all common and exclusive use areas.
- Pets must be on a leash outside your private area.
- Approval may be withdrawn for any breach or ongoing problems.

SECTION 8: DECLARATION & SIGNATURES

Applicant signature		Landlord signature (if tenant)	
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SECTION 9: DOCUMENTATION CHECKLIST (MUST BE ATTACHED)

☐ PHOTOS (FACE, SIDE, TAG, & BELL FOR CATS)	☐ LANDLORD APPROVAL (IF TENANT)
☐ INOCULATION CERTIFICATE(S)	☐ STERILISATION CERTIFICATE(S)

OFFICE USE

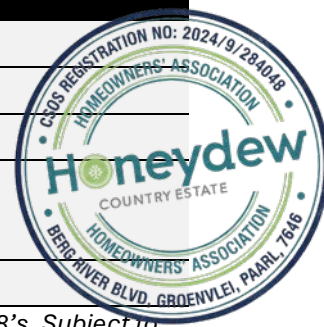
Application received by		Documents attached	☐ YES ☐ NO
Comments or further conditions imposed			
Approval:	☐ GRANTED ☐ DENIED		
Signature		Date	



ANNEXURE "B3": STAFF REGISTRATION

IMPORTANT! A SEPARATE FORM MUST BE COMPLETED FOR EACH STAFF MEMBER REQUIRING BIOMETRIC ACCESS. INCOMPLETE FORMS WILL AUTOMATICALLY BE REJECTED.

Erf / house / flat number		
Employment start date		
SECTION 1: STAFF PERSONAL INFORMATION		
Staff full names		
Staff contact number		
Staff ID / Passport number		
Staff physical address		
Staff expected hours of work		
Staff requires pool access	☐ YES ☐ NO	No unsupervised access to under 18's. Subject to Conduct Rules section 10.
SECTION 2: VEHICLE (IF APPLICABLE)		
Make & model		
Colour		
License plate number		
SECTION 4: SIGNATURE		
I acknowledge that I have provided accurate information to the best of my knowledge and agree to abide by the Honeydew Country Estate rules and regulations.		
Staff signature		
SECTION 5: CHECKLIST		
☐ SIGNED AND COMPLETED STAFF REGISTRATION FORM		
☐ STAFF IDENTITY DOCUMENT		
SECTION 6: OWNER PERMISSION		
I accept full responsibility for any staff working on my premises and commit to informing the managing agent promptly of any changes in information or the need to revoke access.		
Resident / Owner full names		
Resident signature		
Date		
OFFICE USE		
Application received by		
Date		
Enrolment approved	☐ YES ☐ NO	
Biometric data captured	☐ YES ☐ NO	
Signature		





ANNEXURE "B4": RESIDENT REGISTRATION

IMPORTANT! A SEPARATE FORM MUST BE COMPLETED FOR EACH RESIDENT REQUIRING BIOMETRIC ACCESS. INCOMPLETE FORMS WILL AUTOMATICALLY BE REJECTED.

Erf / house / flat number		
Move-in date		
SECTION 1: PERSONAL INFORMATION		
Resident full names		
Resident contact number		
Resident email address		
Resident ID / Passport number		
Are you leasing the property from the owner?	☐ YES ☐ NO	Requires signed permission letter from Homeowner
Do you have any pets?	☐ YES ☐ NO	Please complete a Pet Application form
Would you like access to the swimming pool?	☐ YES ☐ NO	No unsupervised access to under 18's. Subject to Conduct Rules section 10.
SECTION 2: VEHICLES: VEHICLES MUST ALSO BE ADDED TO MY ESTATE LIFE APP		
	Vehicle 1	Vehicle 2
Make & model		
Colour		
License plate number		
SECTION 3: EMERGENCY CONTACT		
Emergency contact name		
Emergency contact number		
Emergency contact email address		
Relationship		
SECTION 4: CHECKLIST		
MANDATORY:	IF REQUIRED:	
☐ ID DOCUMENT	☐ PET APPLICATION FORM	
☐ SIGNED CONSTITUTION	☐ HOMEOWNER LEASING PERMISSION LETTER	
☐ SIGNED CONDUCT RULES		
SECTION 5: ACCEPTANCE		
By signing, I acknowledge that I have provided accurate information to the best of my knowledge and agree to abide by the HONEYDEW Country Estate rules and regulations. I will also inform the Managing Agent in writing of any changes that might occur over time.		
Signature		
Date		
OFFICE USE		
Processed by		
Date processed		
Enrolment approved	☐ YES ☐ NO	
Biometric data captured	☐ YES ☐ NO	
Operator Signature		





ANNEXURE "B5": MY ESTATE LIFE IMPLEMENTATION GUIDE

INTRODUCTION

This document is designed to guide residents through the implementation and use of the new My Estate Life app. The purpose of this document is to provide a comprehensive overview of the app, explain the benefits it offers, outline the implementation process, and address any questions or concerns that may arise. Additionally, this document will provide installation guidelines and support resources.

OVERVIEW OF THE MY ESTATE LIFE APP

My Estate Life is a comprehensive application designed to enhance the management and living experience within our residential estate. It integrates functionalities for access control, visitor management, staff and contractor management, and various other estate services into a single, user-friendly interface. This app aims to streamline processes, improve communication, and enhance security, making estate management more efficient and effective.

BENEFITS OF THE APP

The My Estate Life app offers numerous benefits for both the HOA and residents, including:

- **Enhanced Security:** The app provides robust access control features, including PIN and QR access methods, ensuring that only authorised individuals can enter the estate.
- **Efficient Visitor Management:** Residents can easily register visitors using the app's fast pass tickets, receive notifications on visitor movements, and maintain a detailed log of all visitors for security purposes.
- **Comprehensive Resident Management:** The app allows easy management of resident information, including contact details, pets, cars, and communication logs.
- **Tenant and Property Management:** Manage tenant leases, profile expiration, property overviews, and keep track of actions within the estate.
- **Staff and Contractor Management:** Schedule and manage staff and contractor access, monitor time and attendance, and receive alerts for access-related activities.
- **Pet Management:** Handle requests and approvals for pets, trace breed, colour, health information, and manage pet-related data efficiently.
- **Facility and Service Management:** Manage estate facilities, create service provider listings, and ensure smooth operation and maintenance of estate amenities.
- **Emergency Features:** The app includes a panic button for emergencies, linked to security officers, and emergency contact buttons for quick access.
- **Communication and Engagement:** Use the app's powerful communication tools to send messages at various levels (individual, household, group), create news articles, and keep residents informed and engaged.
- **File and Document Management:** Store and manage personal, ERF, and unit-specific files and documents in the app's repository.



By implementing the My Estate Life app, we aim to create a safer, more efficient, and more connected

community, enhancing the overall living experience for all residents.

For more detailed information on features, visit My Estate Life Features.

IMPLEMENTATION PROCESS

The implementation of the My Estate Life app will follow a structured process. Below is an overview of the steps involved:

1. Resident App Download and Profile Registration

All residents are required to download and install the My Estate Life app and register their profiles as soon as possible. Detailed instructions on how to download and register are provided in this document.

2. Vetting Process for Applications

Once applications are submitted, they will go through a vetting process for approval. Residents are requested to be patient during this process. You will receive email updates on the status of your registration.

3. Biometric enrolment

Approved residents and staff will need to present themselves for biometric enrolment at the HOA office. Bookings can be made by emailing manager2@pinnacleprop.co.za.

Biometric processing can only be done with proof that your application has been approved in the app.

INSTALLATION INSTRUCTIONS

⚠ Important!

🚫 **No app, no access:** All residents or tenants requiring access must download and install the app. Without the app, biometric access and visitor management features will not be available. **Your biometrics can only be processed once you've been approved in the My Estate Life app.**

🔔 **Push Notifications:** Please make sure to allow the My Estate Life app to send you push notifications. This way, you will receive instant alerts about arriving guests, staff activities, news updates, and more.

Step 1: Download the App



For Android Users:

Google Play Store:

- 1.1. Open the Google Play Store on your device.
- 1.2. Search for "My Estate Life".
- 1.3. Tap "Install" to download the app.

Huawei App Gallery:

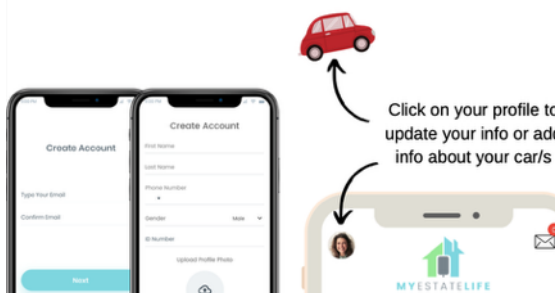
- 1.1. Open the Huawei App Gallery on your device.
- 1.2. Search for "My Estate Life".
- 1.3. Tap "Install" to download the app.

Apple App Store:

- 1.1. Open the Apple App Store on your device.
- 1.2. Search for "My Estate Life".
- 1.3. Tap "Download" to install the app.

ACCESS CONTROL REGISTRATION

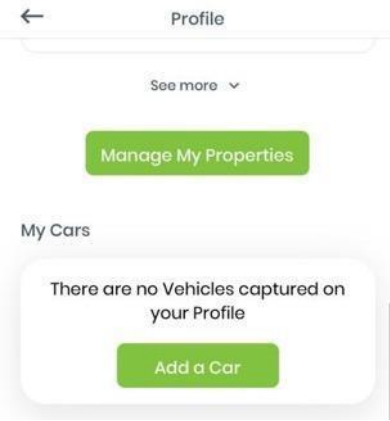
RESIDENT & TENANT

Step 1: Register a Profile	
Open the App: - Once installed, open the My Estate Life app on your device. Create an Account - Follow the prompts to create a new account. You will need to provide basic information such as your name, email address, and contact details. You will be asked to verify your email address on first registration before you can proceed to access the app. Profile Setup: - Click on your profile icon to update your information. - Add details about your cars or any other relevant information.	
Step 2: Add a property	
Manage Properties: - Press "Manage my properties" under your profile settings. - Alternatively, select "Add Property" on the home screen. Scan Estate Identifier: - During the property addition process, you will be prompted to scan the estate identifier. For Honeydew Country Estate, the identifier is: HO2CC525D7. Complete Registration: - Select your address and complete the property registration, example 30 Casaba, 10 Oak lodges. Tenants are required to submit the lease agreement with registration. Access to the app will only be granted to <u>named individuals</u> in the lease agreement.	HO2CC525D7 

Please email your lease agreement via email to the contact displayed on the app. Incomplete profiles will not be processed.	
Step 3: Await Approval	
Approval Process: - Your profile will need to be approved by the estate management team. - Please be patient during this process as your application is vetted. Email Updates: - You will receive email updates regarding the status of your registration. - Once approved, you will gain access to the app's features.	 Property approvals can take time... Its not in our hands
Step 4: Biometric Enrolment	
Biometric Enrolment Requirement: - Approved residents and staff must present themselves for biometric enrolment at the HOA office. - Biometric enrolment is mandatory. Booking must be made in advance by emailing manager2@pinnacleprop.co.za. Enrolment Process: - Book a suitable time during standard office hours by emailing manager2@pinnacleprop.co.za. - Only present yourself to the HOA office at 1 Casaba Avenue once confirmation has been received.	 Your property access request was approved! Honeydew Country Estate 01 Casaba Avenue Honeydew Open the My Estate Life app to view your new property - switch properties by pressing on the property detail on the home page.

VEHICLE

Step 1: Open the App	
Open the App Open the My Estate Life app on your device.	
Step 2: Add Your Vehicle	

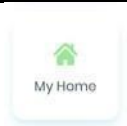
Click on your profile icon to add your vehicle. • Scroll down to “My cars”. • Tap “Add a Car”.	
Step 3: Capture Vehicle Details	
• You can scan your vehicle’s license disk for automatic capturing of information or enter it manually. • Tap the round circle to use your phone camera to capture your vehicle’s license disk and tap “Save”. • Tap “Manual Entry” if you do not want to use your camera to capture your vehicle information automatically.	
Step 4: Add All Your Vehicles	
• Repeat the process for all your vehicles that will be used to enter the estate.	

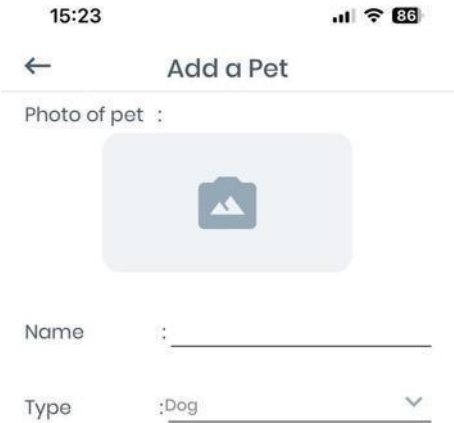
STAFF

Step 1: Open the App	
Open the App • Open the My Estate Life app on your device.	
Step 2: Add Staff	
Press on the My Home icon. • Press on “Staff”. • Press on the green plus icon.	
Step 3: Capture Staff Information	

You are required to submit complete information; incomplete profiles will be rejected. • Enter the staff member’s name and contact information. • Choose the correct category for your staff, e.g., Domestic worker. • Add a photo of their ID or Passport. • Add a clear face photo.	Add New Staff Full Name Mobile Number Staff member address Category	
Step 4: Staff Access Schedule • You can choose which days your staff member may access the estate. Select all the relevant days. Staff will not be able to access the estate on days not selected.		
Step 5: Biometric enrolment Biometric enrolment Requirement • Approved staff must present themselves for biometric enrolment at the HOA office. Enrolment Process • Visit the HOA office at the scheduled time. • Complete the biometric enrolment using the new facial recognition readers.		MYESTATELIFE Your staff member has been Approved! Staff Name Lilly Jantjies Category Domestic Worker

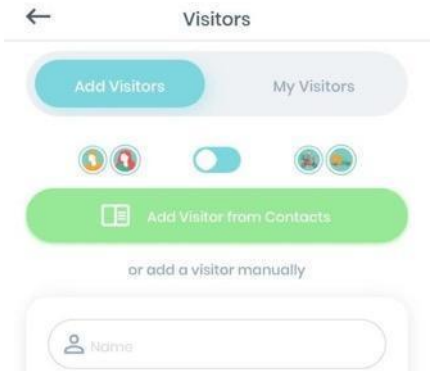
PETS

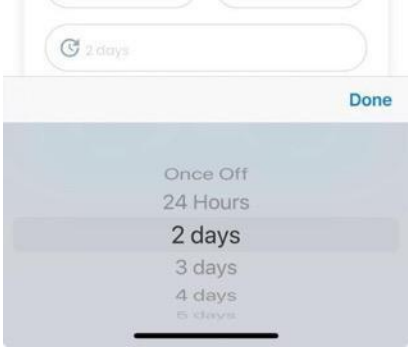
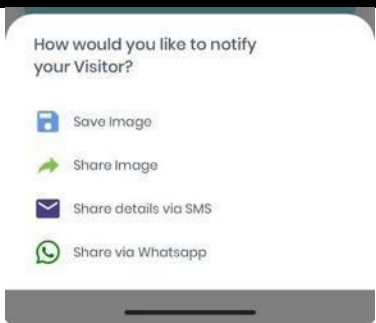
Step 1: Inform the Managing Agent of your intent to apply for permission	
Email: manager2@pinnacleprop.co.za. The managing agent will provide you with the necessary information and acceptance criteria. If you would like to proceed complete the forms supplied and continue with the process below.	
Step 2: Open the App	
Open the App ● Open the My Estate Life app on your device.	
Step 3: Add Pets	
Press on the My Home icon. ● Press on “Add a Pet”.	
Step 4: Capture Pet Information	

You are required to submit complete information; incomplete profiles will be rejected. • Submit a clear photograph. • Enter your pet's information. • Enter your pet's size (applicable to all dogs and cats): The size is determined by measuring from the ground to the highest point of your pet's shoulder blades in centimetres. • Estate staff will do inspection of said pet before application is approved. Note: You will be required to submit a separate form that will be provided by Pinnacle Property Management. The approval for each pet is communicated via the My Estate Life application. Please ensure you complete both the form and the application in the app. Email manager2@pinnacleprop.co.za for the forms. Incomplete applications will not be processed.	
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VISITOR MANAGEMENT

INVITED GUESTS

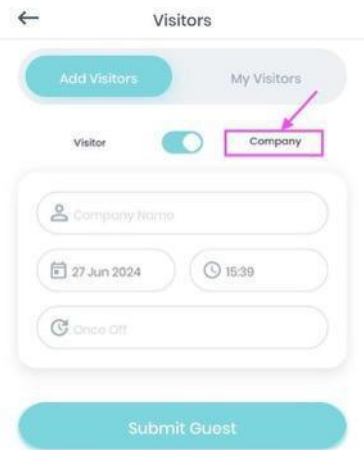
Step 1: Open the App	
Open the App • Open the My Estate Life app on your device.	
Step 2: Add a Visitor	
Press on the My Visitors icon. • Add your visitor from your contacts by pressing on "Add Visitor from Contacts". • Alternatively, add your visitor's information manually.	
Step 3: Choose the Entry Requirements	

Choose the entry requirements • Choosing “Once off” will allow the guest to only enter once. • Selecting any other time will allow the guest multiple entries for the selected time period. • Press on the submit icon.	
Step 5: Share the Information with Your Guest	
Press on “Share Image” • Choose your delivery method such as SMS, WhatsApp, or iMessage.	
Step 6: Guest Access	
Your guest needs to present the QR code or Access code to security at the estate. • Security will still need to scan the visitor’s vehicle license and driver’s license and/or valid form of identification on arrival. • Vehicles with expired license disks will not be able to enter the estate. • Security will not phone you to confirm access. You will receive a push notification when your guest has arrived.	

UNANNOUNCED GUESTS

Step 1: Security will confirm access via phone.	
Security will phone you on your estate phone to confirm access. No answer will result in access being denied. Security will only phone once.	
Security will only generate up to 5 codes per month for unannounced guests. Repeated violations to not submit your guests with visitor codes ahead of time may incur penalties.	

DELIVERY SERVICES (TAKEALOT, SIXTY60, MR D, UBER, ETC.)

Step 1: Open the App	
Open the App Open the My Estate Life app on your device.	
Step 2: Access Visitors Section	
Press on the My Visitors icon.	
Step 3: Add Delivery or Company Visitor	
Use the Company switch on the visitor page. This will not require a driver name and allows you to add a delivery or company visitor with simple details.	
Step 4: Choose Delivery Date	
Choose the expected delivery date. You can set your delivery time frame to occur within the next 5 days.	
Step 5: Sharing your code	
When you submit your code, it will automatically be visible to security under your address. You won't be required to share the code with the delivery person ahead of time. Security will know to look it up under your address.	
Ensure the company has your correct address!	
Step 5: Security Processing	
Security will process the delivery driver as usual. The guard will not phone you to grant access. You will receive a push notification when the courier arrives.	
Step 6: Unannounced Delivery Procedure	
Not adding your expected delivery will result in your delivery driver being handled according to the Unannounced Guest procedure.	



1. INTRODUCTION AND OBJECTIVES

REMEMBER: When in doubt, ask first. Breaking these rules affects everyone's property values.

These guidelines must be read with the main Conduct Rules. The estate Constitution overrides both documents if there are conflicts.

1.1. PURPOSE

These Architectural Design Guidelines (ADG) establish standards for all building activities within Honeydew Country Estate to ensure:

- A cohesive, high-quality village atmosphere
- Protection of property values and aesthetic harmony
- Minimal environmental impact while preserving rural character
- Contemporary architectural character rooted in Cape vernacular style

It is not the intention to inhibit innovative and/or original thought but rather to facilitate design processes.

1.2. SCOPE OF APPLICATION

These guidelines apply to **ALL** properties within Honeydew Country Estate, including:

- Individual residential erven
- Sectional title developments (Blue Mountain Mews, Pearl Dew Heights, Oak Lodges)
- All new construction, additions, alterations, and improvements

1.3. AUTHORITY AND COMPLIANCE

- **Controlling Architect:** DEN VORM – ARCHITECTURE & LIFESTYLE
- **Contact:** honeydew.architect@gmail.com
- **Managing Agent:** manager2@pinnacleprop.co.za
- All building work requires prior written approval from both the HOA and Controlling Architect
- Decisions of the Controlling Architect, HOA, and Body Corporate are final and binding
- These guidelines may be subject to change from time to time.
- These regulations, conditions and restrictions have to be strictly adhered to (SANS 10400)

1.4. SECTIONAL TITLE DEVELOPMENTS

Residents of Pearl Dew Heights, Blue Mountain Mews, and Oak Lodges maybe be subject to more restrictive requirements and must obtain **dual approval**:

1. Approval from their respective Body Corporate and must adhere to the Sectional Title Management Schemes Act
2. Approval from Honeydew HOA and Controlling Architect

2. WAIVER APPLICATIONS (EXCEPTIONS TO GUIDELINES)

You can apply for a waiver if your design doesn't fit these guidelines, but you must prove it will improve the estate's overall architecture and environment.

Requirements:

- Submit a fully motivated waiver application with your plans
- Show how your design benefits the estate
- Get approval from both the Controlling Architect and HOA

Important:

- Each waiver is judged individually
- Approval for your waiver does not create precedent for future applications
- Weak applications will be rejected

3. GENERAL DESIGN PRINCIPLES

3.1. ARCHITECTURAL CHARACTER

- Contemporary style with Cape vernacular influences
- Clean, uncluttered lines
- Harmonious integration with natural environment
- Individual character while maintaining estate cohesion

3.2. MATERIALS PHILOSOPHY

- Quality, durable materials appropriate to the Western Cape climate
- Consistent colour palette (available from Managing Agent)
- Natural textures and finishes preferred
- No "mass production" or temporary-looking materials

4. BUILDING STANDARDS

4.1. WALLS

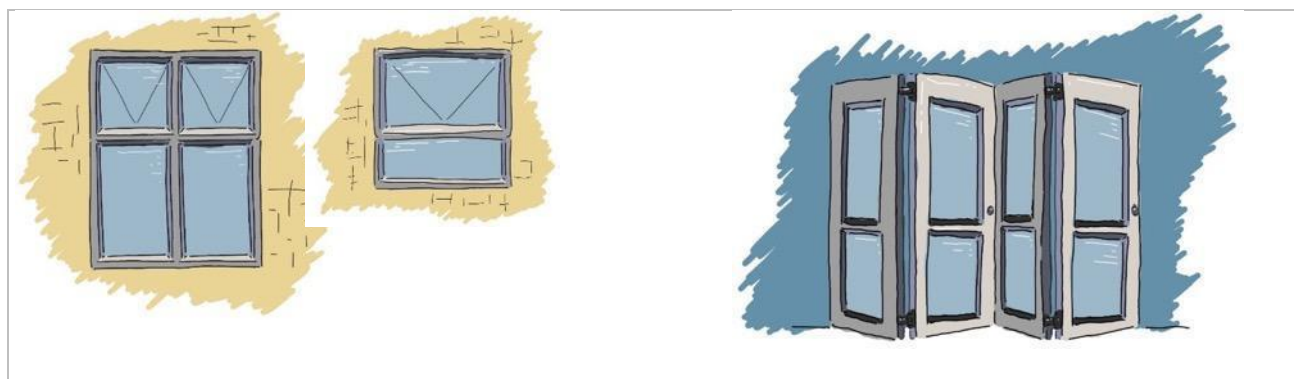
You CAN use	You CANNOT use
Smooth plaster with approved paint colours	Face brick as main wall material
Plastered window and door surrounds	Rough or textured plaster finishes
Face brick for braai areas and chimneys only	Fake stone cladding (Smartstone, etc.)
Phase 4 only: Face brick for built braai areas with chimneys. Face brick up to 50% of street-facing elevations (plinth height only)	Phases 1, 2, 3: Face brick completely prohibited
All face brick to match estate standards	Timber log construction
	Decorative "Tuscan" plasterwork
*Pre-approved paint colour palette available from the Managing Agent or Controlling Architect	

4.2. ROOFS

You CAN use	You CANNOT use
Metal roof sheets (approved grey colours)	Shiny or galvanised roof sheets
Pitched roofs (17° to 30° slope)	Unpainted or hand-painted roof sheets
Flat roofs with street-facing parapets (1.5° to 3°)	Thatch structures
Phase 4 only: Dutch gables (must be retained in alterations & additions)	Lean-to roofs

4.3. WINDOWS AND DOORS

You CAN use	You CANNOT use
Square or tall rectangular windows vertically oriented	Steel frames
Epoxy coated aluminium frames (approved colours)	Glass bricks or blocks
Top-hung windows	Reflective glass
Garage doors matching windows and doors	Bright coloured frames
Doors must match windows in colour and material (where possible)	Winblok windows
Where approved: Stacking/sliding doors for braai patio enclosures	Ornate carved wooden doors
Phase 4 only: Street elevation windows must remain in original vertical orientation. You cannot replace these windows with doors or different sized windows in future extensions or alterations.	Brightly coloured frames



4.4. SECURITY FEATURES

You CAN use	You CANNOT use
Front door security gates (with approval) DIRECTLY at the door only, NOT at porch entrance	Unpainted security features
Burglar bars inside window frames	External Spanish-style burglar bars
Galvanised & epoxy coated mild steel	Heavily decorative designs
Horizontal clear bars (polycarbonate)	Trellidoor, Xpandadoor or similar products

4.5. BUILDING SIZE AND PLACEMENT STANDARDS

Measurement	Requirement	Notes
Maximum height	8.5 metres to roof top	Measured from natural ground level
Maximum storeys	2 storeys	Second storey subject to privacy impact assessment
Single storey coverage	Maximum 65% of plot	
Double storey coverage	Maximum 60% of plot	
Dwellings per plot	1 only	No subdivisions
Garage frontage rule	No extensions beyond garage front line	Developer exceptions don't apply to owners

4.6. BUILDING LINES

All building lines must follow Local Authority regulations and your individual site plan.

Building line	Distance required	What you cannot do
Front building line	2.5m from road reserve	Any structures in this zone
Rear building line	2.5m from rear boundary	Any structures in this zone
Side building lines	As shown on your site plan	Any structures in these areas

4.7. SPECIAL EXCEPTIONS AND RESTRICTIONS

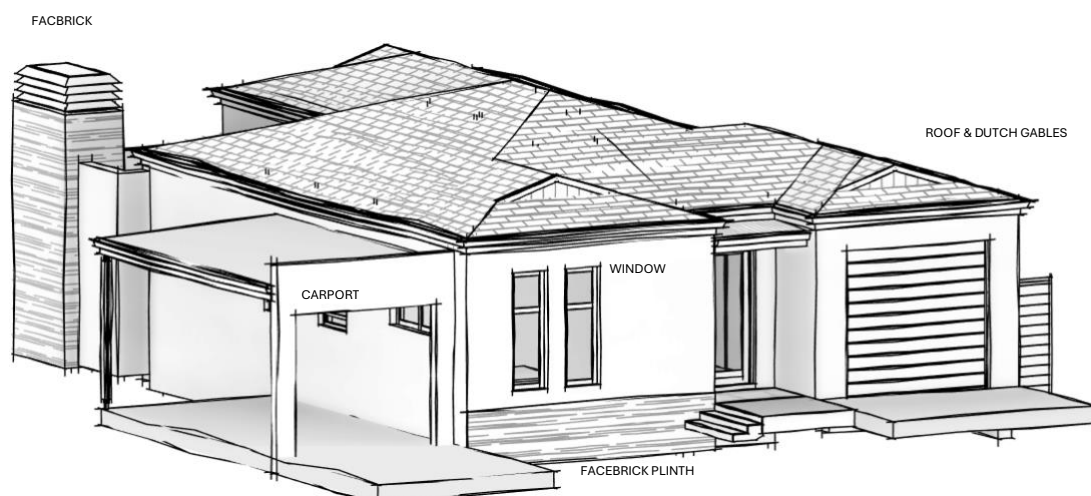
Exception even that CAN build in rear/side building lines:

- Erven 39841 – 39854, 39892 & 39891, and properties bordering onto the private open spaces, no structures will be permitted within the 2.5m rear building line zone or side building line area.
-

Important restrictions for ALL properties:

- **Existing braai patios:** Cannot be enclosed if they fall within the 2.5m rear building line.
- **Important:** Braai patios are constructed as an open living area, to encourage outdoor living. It is not constructed to be a watertight enclosed area. Foundations to these patios are not suitable for additional brickwork.

Honeydew Phase 4 – Typical Design Permissions



5. BOUNDARIES AND OUTDOOR STRUCTURES

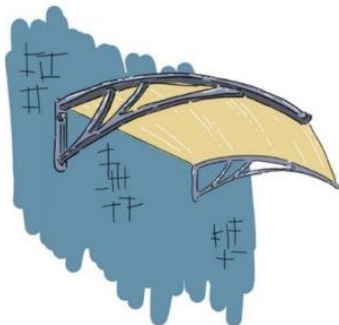
5.1. BOUNDARY WALLS AND FENCES

Type	Allowed	Height limit	Requirements
Front boundary walls	Not permitted	N/A	Corner plots: one side only (not garage side)
Side/rear boundary walls	Yes	1.8m (2.3m with special permission and approval from Drakenstein)	Must match house finish
Washing lines must be screened from view	Required	Minimum 1.8m	Must screen from view
Hedges/plant fences	Yes, with approved plant species	No limit	Well maintained and not to interfere with any of the perimeter security measures
Palisade enclosing (perimeter walls)	With approval	As existing	Fibre cement cladding
Precast walls (Vibracrete)	Not permitted	N/A	No mass production systems

5.2. OUTDOOR STRUCTURES

Structure	Allowed	Requirements	Notes
Carports	Yes	Set back 250mm behind garage face	Phase 4: needs parapet wall on street side
Pergolas	Yes	Use approved materials only	Steel, aluminium, or timber
Swimming pools	With special approval		
Awnings	Yes	Within building envelope only	Matt finish materials only
Jungle gyms	Yes	Max 1.8m height, behind house front line. Cannot exceed boundary wall height	Natural timber or plastic only

Garden sheds	With approval	Cannot exceed boundary wall height	
"Wendy houses"	Not permitted	N/A	No temporary-looking structures
Temporarily structures such as umbrellas and gazebos	For temporary use	For immediate use, thereafter it has to be removed	Applies to any retractable shading system

**CARPORT / BRAAI COVERS****AWNING / SUN SHADE****AWNING / SUN SHADE****PERGOLA****ADJUSTABLE SHUTTERS**

5.3. GARAGES

Requirement	Details
Garage door finish	Must match doors and windows generally
Conversion restrictions	Garages cannot be converted to habitable spaces without Trustees' written permission
Parking requirements	Permission will not be granted if adequate parking cannot be maintained
Minimum requirement	Each house must retain at least one garage

You CANNOT use/do	Details
Pre-fabricated garages	Not permitted
Over-designed or ornate doors	Keep designs simple and consistent with estate character

5.4. GARDEN FENCE GATES

Requirement	Details
Colour	Must match either your house or garage doors
Materials allowed	Galvanised and epoxy coated/painted steel with fibre cement panelling
Colour palette	Must match approved estate colour palette
Supplier information	Available on request from Controlling Architect



You CANNOT use	Details
Sheeting of any form	No metal or plastic sheeting in gate construction
Shade cloth	Not permitted in gate construction
Elaborate or ornate designs	Keep designs simple and in keeping with estate character

5.5. DRIVEWAYS AND LANDSCAPING

Element	Allowed	Not allowed	Requirements
Paving	Approved pavers only	Stone chips, decorative random paving, concrete slabs	
Stone chips	In garden beds only	On driveways or walkways	Decorative use only
Lawns and gardens	Well-maintained required	Overgrown or neglected	Front lawns: HOA cuts; Back lawns: owner maintains
Additional paving	With approval	Unauthorised extensions	Adjudicated in terms of the Drakenstein Fire By-Law, permitted access width of Carriage Way Crossings (6m) and overall hard surface of the street environment. Garden areas to take preference to additional parking spaces
Kerb changes	With permission only	Unauthorised alterations	

5.6. BALCONY BALUSTRADING

You CAN use	You CANNOT use
Epoxy coated galvanised mild steel (vertical orientation)	Glazed, aluminium-framed balustrades
Aluminium (vertical orientation)	Heavily decorative or elaborate designs
Plastered and painted brickwork with handrail over	Galvanised or painted mild steel with fibre cement panelling
Colour to match door and window frames	
Supplier information available from Controlling Architect	

6. EQUIPMENT INSTALLATIONS

Equipment	Requirements	Approval needed	Restrictions
Air conditioning	Must be screened if visible from street	Yes - location approval	Install at 30cm or 2m above ground
Air con trunking	Must match wall colour	Yes - location approval	Cannot be visible colour contrast
Solar panels	Follow Conduct Rules provisions	Yes	See main Conduct Rules
Rain gutters	Aluminium or plastic preferred	No	Match roof or house colour

7. APPROVAL PROCESS

Step	What you do	Timeline	Requirements
1. Application deadline	Submit by 20th of month, 3pm to: <i>honeydew.architect@gmail.com</i> <i>manager2@pinnacleprop.co.za</i>	Monthly	Complete application + documents. Application deposit payable.
2. Optional request for site meeting with Architect	To be arranged with Architect via email <i>honeydew.architect@gmail.com</i>	As needed	Minimum fee of R850, Payable prior to on-site meeting
3. Initial review	Wait for response	14 days	HOA trustee pre-approval discussion
4. Fee payment	Pay invoice to proceed	Immediate	Required before plan preparation
5. Plan preparation	Appointed Architect prepares plans	21 days	Based on approved application
6. Client approval	You approve final plans	As needed	Your final sign-off
7. HOA final approval	Plans approved and stamped	At monthly meeting	Final estate approval
8. Municipal submission	Architect submits to council & issues Drakenstein scrutiny invoice for payment by owner	After HOA approval	Official municipal approval
9. Building Deposit	Pay deposit to HOA	Before construction	Wet works: 5% (max R10,000), Dry works: R1,500
10. Commencement certificate	Receive certificate from HOA	After deposit payment	Required before any work starts
11. Construction	Build according to approved plans	Maximum 12 months	Follow all approved plans exactly
12. Notify of completion	Tell Architect and HOA work is done	Within 14 days of completion	Required for inspection
13. Inspection	HOA and Architect inspect work	Within reasonable time	Must match approved plans
14. Completion Certificate	Receive	After successful inspection	Both HOA and Architect must issue jointly
15. Building deposit refund	Deposit refunded to your account	After completion certificates	Full refund if no issues

8. REQUIRED DOCUMENTS FOR ADDITIONS & ALTERATION APPLICATIONS

Document	Why needed	Must be current
Title deed copy	Prove ownership	Yes
Municipal account copy	Show account in good standing	Last 3 months
Levy statement copy	Show levies up to date	Current month
Your ID copy	Identity verification	Valid ID
Completed application form	Formal application	Fully completed
Sketch of proposed work	Show what you want to build	Clear drawing
Lease agreement (tenants)	Prove permission to alter	Current lease

9. CONSTRUCTION REQUIREMENTS

Before construction	During construction	After construction
Get commencement certificate	Follow approved plans exactly	Notify Controlling Architect of completion within 14 days
Pay building deposit	Use approved contractors only	Allow inspection
All approvals stamped (Architect, HOA, Local Authority)	Finish within 12 months	Get completion certificate
Contractor registered	Keep site clean, and only deliver during normal working hours	Collect deposit refund

10. BUILDING DEPOSITS

Work type	Deposit amount	When refunded	May be used for
Wet works (building, plumbing, electrical)	5% of project cost (max R10,000)	After completion certificate	Damage repairs, unpaid fines, rubble removal
Dry works (paving, screens, non-structural)	R1,500	After completion certificate	

11. VIOLATIONS AND ENFORCEMENT

If you build without approval	Consequence	Timeline
Immediate action	Work must stop	Immediately
Fine imposed	As per Conduct Rules Annexure "B1"	Within 7 days
Rectification required	Fix or remove unauthorised work	30 days
If not fixed	HOA fixes and charges you	After 30 days
Still need approval	Must get proper approval for any work	Always required

12. APPROVAL VALIDITY

Approval duration	12 months from stamped date
If work not started	Approval lapses, must reapply
Extension possible	Apply 1 month before expiry
Transfer to new owner	No - new owner must reapply

13. FEES

Type of work	Cost	Includes	Extra costs
Enclosing patio (no area added)	R5,000	Plan prep, HOA meeting, municipal submission, and 1 inspection upon completion	Municipal fees (R1,250-R1,500) + Engineer's cost
Internal changes (basic)	R4,850	As above	As above
Carport structure	R4,500	As above	As above

Patio roof cover	R4,500	As above	As above
Swimming pools	R3,800	As above	As above
Boundary wall changes	R3,000	As above	As above
Pergolas	R2,500	As above	As above
Paving layouts	R650	Sketch plan	As required
Awnings, canvas, solar	R650	Sketch plan	As required
Custom alterations	By appointment	As above	Municipal fees (R1,250-R1,500) + Engineer's cost
Unauthorised work	By appointment	As above	Penalty fee + Municipal fees (R1,250-R1,500) + Engineer's cost

REQUEST FOR ADDITIONS & ALTERATIONS - SUBMISSION FORM

The following must be adhered to before a plan will be tabled for comment, review, or approval.

All Submissions are to be addressed to: **honeydew.architect@gmail.com & manager2@pinnacleprop.co.za**

Erf No. : _____

E-mail : _____

Registered Owners name : _____

Tel : _____

Current physical address : _____

Cell: _____

FEE STRUCTURE

TICK	DESCRIPTION	COST	NOTES
	Enclosing Patio (No area added)	R 5 000	Mun submission required
	Internal Changes (Basic)	R 4 850	Mun submission required
	Car Port structure	R 4 500	Mun submission required
	Patio Roof Cover	R 4 500	Mun submission required
	Pools	R 3 800	Mun submission required
	Boundary wall changes	R 3 000	Mun submission required
	Pergola's	R 2 500	Mun submission required
	Paving layouts	R 650	
	Awnings, Canvas, & Solar	R 650	
	Custom alteration/addition (added area)	TBC	By Appointment - Mun submission required
	Unauthorised work	TBC	By Appointment – (Mun submission IF required)

REQUIRED DOCUMENTS TO ACCOMPANY APPLICATION

TICK	DESCRIPTION	NOTES
	Copy of Title deed	
	Copy of Municipal Account	
	Copy of Levy Account Statement	
	Copy of ID	
	This Application form	
	Sketch / photo` illustration of request if possible	
	Application deposit R650 (POP)	Deductible from final invoice.

Depending on complexity of request, a meeting might be required. An additional fee of R850 / hour will be applicable.

Drakenstein Local Authority Submission fee for scrutiny of plans will be for Owner's account.

Any additional service fees, such as Engineer's appointments and similar will be for Owner's account.

Building plan submission will be done on the Architect's Municipal Portal. This is excluded from the fee above.

Municipal admin fee for BDM application is R 1250, and LUM application is R1500.

Signature of Owner

Date: _____

Processed : _____

BANKING DETAILS: FNB, DEN VORM, 630 290 51678

**** REF: ERF NR**