



Rietvlei Ridge Country Estate
Goede Hoop Avenue, M57
Rietvlei, Centurion

Contractors Rules and Regulations

Revision Date: September 2020

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1. Introduction

The Homeowners Association (“HOA”) is authorized to, from time-to-time make Rules concerning any building activity and/or construction within Rietvlei Ridge Country Estate (hereafter referred to as the “Estate”).

Some existing properties deviate from the current guidelines. This is due to previous (now discarded) guidelines. Last revision of the Building Design Guidelines took place in January 2018. Homeowner /Builders/Contracts shall adhere to the revised Contractors Rules and Regulations after this date.

These policies and procedures provide and regulate a framework which will govern the rules, regulations and policies under which access will be afforded to contractors undertaking upon and engaging in contracting and related activities on the premises of the Estate;

Any contractor being afforded access to the Estate shall, at all times, be familiar with and subscribe to the terms and conditions set out herein which, at all times, shall remain binding in all respects on each contractor and the owner of the unit who engages the services of the contractor. The owner will stay responsible for all actions of the appointed Builder/Contractor and will be liable for all penalties and damages caused by the Builder/Contractor/Sub-Contractors (collectively referred to as the “Contractor”).

All Contractors will familiarize themselves with the **Building Rules and Regulations** document of the Estate. **This document contains valuable information that they need to adhere to during the building process.**

2. Access to the Estate

Prior to being afforded access to the Estate, each Contractor and Owner will be required to have a meeting with the Estate Manager. An appointment should be scheduled with the Estate Manager to complete and provide the necessary documentation. The Estate Manager contact details:

Estate Manager: Jolene Janse van Rensburg

Mobile: 082 909 5820

Email: estatemanager@rietvleiridge.co.za

Contact Hours: Monday to Friday: 08h00 – 16h00

- 2.1 No building work can commence without a legal water connection, approved HOA and Council building plans and site toilet.
- 2.2 No building work can commence before proof of the NHBRC enrolment certificate for the project is provided to the Estate Manager.
- 2.3 No building work can commence before proof of the appointed Contractors NHBRC certificate is provided to the Estate Manager. Expired certificates will not be accepted.
- 2.4 Sign the acceptance of the Building Rules and Regulations document and the Contractors Rules and Regulations.

- 2.5 Advise, in writing, the number of employees or sub-contractors accompanying him.
- 2.6 Complete and sign all such other documentation as may be required of him by the Estate Manager.

3. Registration of Contractors and Workers

- 3.1 Contractors and workers can only gain access to the Estate via a legal South African ID document, legal work permit or legal passport.
- 3.2 Vehicles driven by contractors and all sub-contractors may only enter the Estate with a **valid and/ legal drivers' license**. If the drivers' license is expired or illegal, access to the Estate will not be allowed.
- 3.3 All contractors, sub-contractors and workers at any building site in the Estate are required to wear safety vests from the time the contractors/sub-contractors/workers enter the Estate, up to the time they leave the Estate.
- 3.4 On a daily basis all workers accompanied by the Contractors must hand in their **original documents** at the Estate's Guard House and register their presence in the Estate. No copies will be accepted, and no access will be given to anyone without the correct documentation. The original documentation will be given back at the end of each workday.
- 3.5 Contractors must complete a vehicle registration form with their details which will be registered on the Click On system. They can enter the Estate at the visitors' entrance where they can get access to the Estate with the cell number of the owner or their cell number registered on the Click On system. The vehicle's registration number and the driver' license will be properly scanned. The contractor will receive a coded slip which has to be presented to the guard on duty when leaving the Estate.

4. Supervision and Management of Labourers

The Contractor assumes full and ultimate responsibility for the actions and omissions of any labourer, artisan or any other individual who attends on the Estate at the specific instance and request of the Contractor. In this regard, and without derogating from the afore going, it is particularly agreed that:

- 4.1 Any individual undertaking work on the Estate shall be transported by the contractor or his duly authorized agent to and from the Unit or site in respect of which work is being undertaken.
- 4.2 Each labourer shall remain at all times at that particular site and shall not be entitled to depart or wander there from in the absence of proper and monitored supervision being effected by the contractor. If the Estate Manager or any of the Estate's security people find a worker wandering in the Estate, a fine of R300 will be applicable.
- 4.3 The Contractor shall provide toilet facilities in accordance with Local Authority regulations if such facilities are not yet available on site.

- 4.4 The Contractor shall ensure that a **proper screen wall** in the form of a shade cloth is placed around the building site and that such screen walling is to the entire satisfaction of the Estate Manager.
- 4.5 The Contractor shall ensure that any individual undertaking work on the working site in question is supervised and duly monitored at all times whilst on the Estate. Failing to do so will lead to a fine of R300 per worker.
- 4.6 The Contractor shall, likewise, ensure that the necessary and reasonable measures are taken by him in order to prevent pollution, contamination or a nuisance to other occupiers, owners or invitees of the Estate. The contract site is to be kept neat and clean and no building materials or rubble shall be left on the pavement.
- 4.7 Materials and/or rubble must be dumped or stored within the stand boundaries and it is the contractor's and owner's responsibility to clear communal areas of all such materials and/or rubble. The same applies to sand or rubble washed or moved over a boundary during building operations.
- 4.8 No concrete, cement or other building materials may be temporarily stored, or mixed or prepared on any of the roadways, kerbs, pavements or open stands. Materials which are off loaded by a supplier or Contractor may not encroach onto the adjacent site, the pavement or roadway. Where suppliers fail to adhere to this, the responsible Contractor shall move the materials accordingly. The Contractor is also responsible for removal of any sand or rubble that may have washed onto the road.
- 4.9 The Contractor shall provide adequate facilities for rubbish disposal and ensure that the workers use the provided facilities and that the **rubbish is removed every Friday**. No rubbish may be burnt or buried on site. No form of paper, cement bags, tile off cuts, ceiling boards, roof tiles, rubble or the like is to be felt lying around, nor be allowed to blow off the site.
- Illegal dumping** of, but not limited to, soil, building materials, garbage, empty tins and bottles etc. in the park area, open stands or any other communal area in the Estate will carry a fine off R2 000. Dumping of building material outside the Estate across the road is illegal and monitored via cameras.
- 4.10 Deliveries from suppliers must be scheduled in building hours. The Estate allow the following size trucks to enter into the Estate:
- Concrete Trucks: 7m³ concrete mixer truck,
- Dump Truck: Loading weight:15ton,
- No super link trucks or trucks with trailers will be allowed in the Estate.
- 4.11 Fires for cooking or other purposes will not be permitted, and Contractors shall ensure approved alternative meal arrangements are made. Contractors must ensure that their employees make no fires for heating purposes.
- 4.12 No shouting over a distance to workers or among workers will be allowed in the Estate. Noisy levels must be kept as low as possible and residence privacy must be considered.

- 4.13 One contractor's board may be erected on the stand without obstructing any view. Boards must be removed after completion of construction (no sub-contractor boards are allowed).
- 4.14 Any vehicle being afforded access to the Estate for the purpose of the contractor executing the duties required of him shall not stay overnight in the Estate.
- 4.15 Contractors' employees shall not be permitted to remain on the site between the hours of 17h00 – 07h00 unless specific arrangements have been made with the Estate Manager concerning security of the building site.
- 4.16 Contractors Rules makes provision for contractors to be on site from 07h00 – 17h00, Monday to Friday (excluding public holidays).
- 4.17 The Estates access procedures do allow for emergency electrical and plumbing service providers to gain access to the Estate outside of the permitted hours.
- 4.17.1 Contact the guardhouse prior to the arrival of the service provider to confirm the following information.
- Service provider details
 - Nature of emergency
 - Estimated time of arrival
- 4.17.2 The abovementioned details to be communicated with the Estate Manager via WhatsApp or SMS.
- 4.18 All noise levels shall be confined to the bare minimum and any work undertaken shall be confined solely and specifically to weekdays (Monday to Friday) between the hours of 07h00 and 17h00. It is specifically observed, agreed, and understood that no work will be permitted on weekends or public holidays. Contractors can apply for special permission to work on a Saturday. **See point 7.**
- 4.18 No Contractors will park their vehicles on the road or block any part of the road. It will carry a R500 fine per complaint received.
- 4.19 No Contractors will obstruct the entrance of other stands. It will carry a R500 fine per complaint received.
- 4.20 The HOA will not tolerate any abusive language or behaviour by any Contractors towards residents or any other individuals or employees of the Estate. It will carry a R1 000 fine. The Estate Manager will request such individuals to be escorted out of the Estate by security and will not be permitted to enter the Estate again.

5. Liability and General

- 5.1 Any damage occasioned to any common property in the Estate by virtue of any action or omission of the Contractor or any of the Contractor's invitees or agents shall be the sole and entire responsibility of the Contractor. In this regard, the contractor shall, on demand, be required to effect payment in respect of any damage which may be occasioned to any such property under the circumstances referred to herein and any default or omission in this regard from the contractor shall afford the Estate Manager the sole and unfettered discretion of precluding the contractor

further access to the Estate until such time as the amount of the damage has been settled to the satisfaction of the Estate Manager.

- 5.2 **The Contractor shall ensure that any working site on which the contractor is engaged is left in an orderly, neat and satisfactory condition at the end of each working day and no building materials shall be placed on the roads or verges at any time.**
- 5.3 The necessary storage and removal of site refuse, litter, rubbish, and additional materials shall be removed by the Contractor on the termination of the contract.
- 5.4 It shall remain the obligation of the Contractor to supply adequate hygienic toilet facilities to the contractor's labourers and invitees at all times and any arrangement for the use of water and electricity must be concluded between the contractor and the owner of the unit in respect of which any work is being undertaken by the contractor. It is specifically acknowledged and understood by the contractor that it is prohibited for him to utilise any water and electricity from the Estate or any unit other than that in respect of which work is being undertaken by the contractor confined to the project under consideration.
- 5.5 The Contractor is responsible to make provision for a store facility for storage of all material. No labourer, artisan or any other individual working on the site may overnight on the Estate.
- 5.6 No materials may be removed from any other building sites or stand. The Estate Manager and Security will deem this action in a serious light and notify the local authorities.

6. Ancillary Obligations

The Contractor shall, at all times, ensure in addition that:

- 6.1 A speed limit of 30 kilometres per hour is adhered to at all times by the Contractor and any of his agents, labourers or invitees.
- 6.2 At no stage shall the Contractor or any of his employees, labourers, or agents be permitted to light any fires for whatsoever purpose.
- 6.3 Contractors will comply with all statutory, environmental, social and safety requirements in accordance with applicable legislation, by-laws or regulations.

7. Special Permission

Contractors may apply for special permission to work on a Saturday from 09h00 to 15h00. Special permission will only be given under the following conditions:

- 7.1 Application form (see Appendix A) must be handed to the Estate Manager on or before 13h00 on a Friday.

- 7.2 No heavy-duty noisy equipment such as, but not limited to chain saws, trench diggers, heavy duty machinery etc. may be used.
- 7.3 No heavy equipment already in the Estate will move around on the roads or on the building site.
- 7.4 No deliveries with heavy construction vehicles and trucks.
- 7.5 Not more than 4 workers on the site will be allowed.
- 7.6 Workers must always be supervised. If at any point in time the Estate Manager finds that workers are unsupervised, the Estate Manager will ask the workers to leave the Estate immediately. Either the Owner or Project Manager must be present on the site. Loading off the workers and leaving the Estate only to come and collect them at a later stage is not permitted.
- 7.7 If the Estate Manager receives more than 2 complaints from any residents, the Estate Manager will ask the Contractor and workers to leave the Estate immediately.
- 7.8 The following work is not allowed:
 - 7.8.1 Bricklaying (general building operations)
 - 7.8.2 Concrete work (pouring of foundations etc.)
 - 7.8.3 Installing roof trusses, laying roof tiles etc.
 - 7.8.4 Excavation
 - 7.8.5 No heavy-duty steel grinding/cutting or welding
- 7.9 The following work is permitted:
 - 7.9.1 Finishing operations conducted indoors such as pointing, light fitting, carpets, cupboards etc.) All work that involves low level noise disturbances and hand tools.
 - 7.9.2 Painting
 - 7.9.3 Any small-scale repair works that do not require the excessive use of electric tools with a high noise level.
 - 7.9.4 Installation of alarm systems, TV aerials, satellite dishes, plumbing etc.
 - 7.9.5 Manual garden landscaping.
- 7.10 Work on Public Holidays and Sundays is strictly forbidden, and no exception will be made.

8. Building Rules and Regulations

- 8.1 Please obtain a copy of the Building Rules and Regulations of the Estate, as this document contains important information.
- 8.2 Land preparation and layout of the building must be done by a Land Surveyor. Please provide Land Surveyor's report.
- 8.3 Please arrange for foundation inspection as set out in the Building Rules and Regulations document.

9. General

- 9.1 It is the ultimate responsibility of the Owner of the property who has engaged the Contractor to ensure that there is due observance and compliance with the provisions of these policies and procedures.
- 9.2 Any Contractor not adhering to the provisions of these policies and procedures may be subjected to a fine not exceeding R5, 000.00 in respect of each contravention which amount shall be payable on demand. In addition, and without prejudice to any further rights available to the Directors of the HOA, further access to the Estate may be denied in instances where the Directors of the HOA are of the view that access to the Estate by the Contractor may jeopardize the security, safety and wellbeing of the Estate or any of the owners, occupiers or visitors thereof.
- 9.3 In instances where any fines remain unpaid, the Directors of the HOA shall reserve the right, at all times, to ensure that the entire amount of any indebtedness in this regard is recovered from the owner who shall assume ultimate and joint responsibility for the actions and omissions of the Contractor or any person gaining access to the Estate for the purpose of effecting work or any other business on that owner's working site.
- 9.4 The HOA assumes no liability or responsibility for the well-being, safety and protection of any contractor, worker, employee, sub-contractor or any other individual attending on the Estate for the purpose of executing any work on any unit. Contractors should discuss emergency procedures with the Estate Manager. The onus is on the Owner to provide the necessary access to emergency personnel to the Estate or make the necessary arrangements with the Estate Manager.
- 9.5 The certification of completion by the HOA includes for the site to be entirely cleared of all rubble, surplus materials, the verge re-installed and all damage repaired, boundary wall(s) completed, all to the satisfaction of the HOA. All services must be connected and operational.

10. Direction to the Estate

From Johannesburg (N1)

Travel North on the N1. Pass the OLD JOHANNESBURG off-ramp (R101). Move over to the left and follow the N1 North to PRETORIA off-ramp. Follow the road as you turn RIGHT over the highway to stay on the N1. Continue straight on the N1 passing the JOHN VORSTER and BOTHA off-ramps. The next intersection is with the R21. Take the R21 (JHB Int. AIRPORT) off-ramp and keep RIGHT to follow the R21 back over the highway towards the Airport. Continue straight until you reach the first off-ramp (IRENE / NELLMAPIUS). Turn LEFT to take the off-ramp. Keep LEFT to turn into NELLMAPIUS road at the traffic light. Continue straight and then turn RIGHT at the next traffic light into GOEDE HOOP ROAD (M57). Continue STRAIGHT for 800 m and take the slipway left into the Estate. Rietvlei Ridge Country Estate will be on your left-hand side.

From Johannesburg International Airport (R21) Nellmapius off-ramp

Travel North on the R21. Take the NELLMAPIUS off-ramp. At the top of the off ramp turn RIGHT at the traffic light (crossing over the highway). At the second traffic light (Route21 Corporate Park &Engen Garage will be on your left), turn RIGHT towards Olifantsfontein into GOEDE HOOP ROAD (M57). Continue STRAIGHT for 800 m and take the slipway left into the Estate. Rietvlei Ridge Country Estate will be on your left-hand side.

From Pretoria (R21) Irene / Rietvleidam off-ramp

Travel South on the R21. Take the IRENE / NELLMAPIUS off ramp. Turn LEFT into NELLMAPIUS DRIVE at the traffic light (M31). Continue STRAIGHT up to the next traffic light. Turn RIGHT at the traffic light into GOEDE HOOP ROAD (M57). Continue STRAIGHT for 800 m and take the slipway left into the Estate. Rietvlei Ridge Country Estate will be on your left-hand side.

11. Acceptance of Building Rules and Regulations

COMPLETE IN TRIPLICATE (3)

I/We confirm hereby that I/We have familiarize myself/ourselves with the Building Rules and Regulations document and the Contractors Rules and Regulations document. I/We confirm to adhere to the rules and regulations of RIETVELI RIDGE COUNTRY ESTATE.

The Building Contractor for STAND _____

THUS, DONE AND SIGNED BY THE PARTIES ON THE DATES AND AT THE PLACES SET OUT HEREUNDER:

Estate Manager, Rietvlei Ridge Country Estate

Place : _____

Date : _____

Signature : _____

Name : _____

Contractors Company Name:

Place : _____

Date : _____

Signature : _____

Name : _____

Homeowners Name:

Place : _____

Date : _____

Signature : _____

Name : _____

***Note: Contractors Company must receive a full signed copy.**

12. Appendix A: Application for Saturday Work Activities

(Working hours on a Saturday: 9.00-15.00. Only four [4] workers plus a supervisor)

*Please complete this application in duplicate. Keep a fully signed copy as proof of permission.

Application Date : _____

Saturday's Date : _____

Contractors Company : _____

Supervisors Name : _____

Number of Workers : _____

Stand : _____

Work activities applying for:

1) _____

2) _____

3) _____

4) _____

5) _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name: _____

Name: _____

Estate Manager

Contractor: Applicant