

KENROCK HOMEOWNERS ASSOCIATION "KHOA"
A GUIDE TO LIVING ON THE KENROCK ESTATE

The Kenrock board of trustees, comprised of five homeowners who are elected by fellow members strive, as a priority, to offer the owners and residents of the Kenrock estate an up-market, well run residential estate whilst protecting resident's interests and providing a high quality living experience.

To ensure that the estate develops and operates within the framework laid down at conception, various structures, operational procedures and agreements are in place. To ensure that members are aware of the day to day operations as well as their rights and obligations, the *Guide to Living on the Estate* is your summary of the arrangements in place. We hope that this guide will assist you to better understand and appreciate the Homeowner Association documentation as well as the care taken to ensure a well considered set of rules for the benefit of all residents.

TRUSTEES:

- | | |
|------------------------|---|
| 1. Vaughan Clark | Chairman & Building and Plan Approval Portfolio |
| 2. Lorenzo Bruttomesso | Legal Portfolio |
| 3. Garth Collins | Landscape Portfolio |
| 4. Tony Miek | Accounting & Administration Portfolio |
| 5. Greg Walton | Security Portfolio |

MANAGEMENT TEAM

Jos Joubert	Estate Manager
Bernard Horn	Security Manager
Romayne Midgley	Accountant & Secretary to KHOA
Megan Davis	Bookkeeper

COMMUNICATING WITH THE HOA

Members are welcome and encouraged to direct any questions, concerns or suggestions to the estate manager, Jos Joubert or the HOA secretary Romayne Midgley. It is preferable to record concerns or suggestions in writing to ensure that a record is kept of the communication, the trustees also then have opportunity to review these communications in their monthly meetings.

The contact details for the management team can be located on the *Important Contacts* page attached.

It is important to emphasise that matters arising on the estate requiring the trustee's direction must be submitted to the entire board for review, opposed to a particular individual. For this reason members are respectfully requested to submit suggestions or concerns in writing to Romayne. A suggestion box is also located in the guard house at the main entrance, which you are most welcome to utilise.

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All written communication is recorded onto the Associations system, this affords the trustees the opportunity to address issues as a board and at an appropriate time in which they can apply due consideration and process to the matter, this method also enables the Association to maintain a history of events. As you will appreciate the trustees are all busy professionals who voluntarily give up a substantial amount of their time. Members are implored to please understand and respect that the trustees are not able to act or make decisions relating to the estate when approached in their place of business, or in their limited private time. Please rest assured that the management company is in daily contact with the trustees, who are advised immediately on any issue that may require their urgent attention

ACCESS CONTROL:

Residents: Access disks are required to activate the booms at the entrance to the estate; these tags are available from the gate house at a cost of R50.00 per tag and proof of ID. In the interest of everyone's security and peace of mind, residents are requested not to hand these tags to persons not residing on the estate and to report any misplaced tags to security immediately. Each erven is assigned a total of four access tags.

Visitors: All visitors are required to sign in at the entrance and in addition access permission is required from the resident they are visiting. The visitor can phone the resident from the console located next to the boom in the visitor's lane. This console works through the normal Telkom telephone lines, the resident can then open the boom for the visitor by dialing 85 on his landline telephone keypad.

In the event that the visitor does not wish to dial from the console, security will phone the resident to confirm access permission and security will then activate the boom.

Should you be hosting a function, it is encouraged that you advise security prior to the event and provide them with a guest list, this will enable them to permit access to your guests without having to telephone you, for every arrival.

Domestic Workers / Gardeners: Please introduce your employees to the security personnel at the gate, the employee will be required to provide security with a copy of their ID at which time security will then provide them with an ID tag which will afford them access. Regrettably if the employee is not in possession of the Kenrock ID tag, they will be required to sign in as a visitor and the resident will need to confirm access permission at each entry, until the ID tag can be produced.

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Garden Maintenance / Pool Service:

Please advise security should you retain the services of a regular contractor. All regular contractors are required to sign in at each visit, however once security has established that they are contracted to work on your erven, verbal access permission from the resident will then, not be required on each visit.

Contractors

In the event that you have building work or other contract work to be executed, these contractors will be treated in the same manner as a visitor. Should the work be for an extended period of time the contractor will need to register with the estate manager as a contractor and access permission will then be granted, however they will be required to sign in at each visit. Please note that contractors are only permitted onto the estate between the hours of 06H30 to 18H00 Monday to Friday, 09H00 to 14H00 on Saturdays. No construction work is permitted on a Sunday or on public holidays.

SECURITY

Kenrock has been secured through four levels of security namely: an electrified perimeter fence, access control at the entrance, on site armed response to individual house alarms and random patrols. The Association has contracted this function out to a security firm, and the costs of this is recovered in the levy. Members are asked to respect and cooperate with the Estate security personnel and to install burglar alarms that are linked to the Gatehouse. The estate manager can be contracted for any additional information you may require in this regard.

In addition to the security function, Kenrock also has access to Netcare 911, this service is included in the monthly homeowner levy. Should you have a medical emergency you can activate your panic button or telephone security as per the contact numbers provided on the last page of this document.

REFUSE REMOVAL

Refuse removal takes place on Wednesday mornings; please ensure that your bins are out by 08H00. Refuse is collected from the individual homes and is taken to the main refuse room by the estate personnel. Please note only domestic refuse contained in a standard refuse bag will be collected. No loose material or garden refuse will be removed by estate personnel.

PETS

Unless prior written consent has been obtained from the trustees, only two dogs may be kept per erven. Dogs are required to be adequately contained within the confines of their own erven and when outside of their erven they are required to

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be on a leash and under effective control. Please also remember to take a bag along with you when walking your dogs and immediately remove any excrement they may leave.

It is important to note that the trustees have the right to prohibit, restrict, control the keeping of, or remove any pet which they regard as dangerous or a nuisance to other occupants of the estate.

POOLS, PONDS AND WATER FEATURES

We have a number of young children resident on the estate, please ensure that your pools, ponds and water features are adequately secured with either a net or a pool fence. The figures attributed to drowning in children, in this country are terrifying to say the least.

SNAKES

During the summer months snakes have been spotted around the estate, while the majority of the snakes are harmless, the puff adder and the cape cobra also enjoy residence on the Kenrock estate, as such please treat any snake you see on the estate with a healthy respect. If you are at all concerned about the location of a snake, please contact security who will arrange for the local snake handler to remove the snake. This handler practices a catch and release programme so the snake will not be harmed in anyway. Residents are requested not to harm or kill any reptile, animal or bird on the estate.

PRIVATE OPEN SPACE

Kenrock has a number of private open space areas for the enjoyment of all residents, please remember to clean up the area after your use and refrain from collecting or removing anything from the common area including but not limited to wood, stones, flora or fauna. In particular you may not pick up or uproot any plant, or approach, disturb or kill any animal, bird or reptile.

The dams are stocked with fish, however these fish are not for consumption, should you be inclined to fish please do so on a catch and release understanding and do not make use of barbs on hooks. Fish remain the property of the "KHOA" and may not be removed from the private open space without the prior written permission of the manager.

Should you wish to go for a walk on the mountain above Kenrock, the keys to the gates can be obtained from security. For security reasons a key register is maintained and you will be required to sign for the key and return the key to security within a specified time period. Security may also only issue the key to individuals 16 years and older.

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VEHICLES

We have a number of young children on the estate and many much loved family pets, in the interest of safety, it is imperative that every motorist on the estate adheres to the speed limit of 35km.

Please ensure that vehicles are parked on your property or in one of the designated parking bays on the estate, vehicles may not be parked on the estates lawns / gardens or in the roads.

The use of vehicles, including motorcycles which create excessive noise are not permitted and no motorised vehicle of any description may be used in the estate unless the driver/rider is in possession of a valid driver's licence for the vehicle concerned. No motorised vehicle of any description not requiring the driver/rider to be in possession of a valid drivers licence may be used in Kenrock.

POST BOXES

Kenrock has on-site post boxes located at the entrance to the estate, a post-box unit number is assigned to each erven, please contact the estate manager to obtain your unit number. Please address any post you wish delivered to the estate to your unit number and not your street address.

NOISE

In the spirit of good neighbourliness, refrain from hooting within the estate and in particular at the estate entrance and exit points.

Please do not make use of noisy machinery, equipment or toys before 08H00 and after 18H00 Monday to Fridays and before 09H00 and after 14H00 on Weekends and Public Holidays.

In the event of a party please ensure that loud music is turned down by midnight.

WEAPONS

No firearm, pellet gun, catapult, bow and arrow or any other weapon may be used on or in the vicinity of the estate.

THE CONSTITUTION OF THE KENROCK ESTATE HOMEOWNERS ASSOCIATION

All owners of residential erven in Kenrock are required as a condition of sale (and therefore as a condition of title) to be members of the Association. The owner of the property automatically becomes a member on registration of transfer. If the property is owned by a Trust or a company, then the entity becomes the

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member and an individual nominated by that corporate entity represents the owner.

The constitution is established as condition of sub-division and its main function is to operate the Estate which is a private township. In essence this means controlling the architecture and security, maintaining the open spaces and creating Codes of Conduct for the facilities and controlling building operations. It is therefore the body that has to ensure that conditions of sub division are complied with including those relating to the environmental integrity of the Estate. The members are represented by five Trustees. The Trustees are elected by the members at the AGM.

Clause 13 sets out the powers and duties of Trustees in detail.

The financial year end of the Association is 28 February and Annual General Meetings of the Association are held within six months of the financial year end. No person other than a member duly registered and who has paid every levy and other amount, if any, which may be due and payable to the Association in respect of or arising out of his membership, and who is not suspended, shall be entitled to be present or to vote on a matter, either personally or by proxy at any general meeting. Members have one vote for each property registered in their name.

LEVIES

The Association has the right to charge monthly levies in advance to members and they are required to complete monthly debit orders in favor of the Association. The current monthly homeowner levy is R985.00. The levies are utilised to cover the operating costs of the Estate. The trustees endeavor to set the levies at a reasonable and realistic level to cover actual costs.

Additional levies are applied to properties that have not commenced with the erection of a dwelling within 2 years after the date of registration of the initial transfer of the Property, the current additional levy for this infringement is R985.00 per month until such time as construction commences. The trustees may also determine that the member landscapes and maintains the undeveloped property in order to minimize the negative impact of the undeveloped property on the Estate generally.

Once construction has commenced it is required to be completed within 12 months from such date of commencement, completion is deemed to have occurred only upon the issue of a certificate of occupation by the local authority,

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and an additional levy of R1, 970.00 per month is charged to members who do not meet this obligation.

Additional levies may also be charged for deviations from the architectural and landscape design manuals, the additional levy is charged monthly in an amount determined by the board of trustees until such time as the deviation is corrected.

Special levies, the trustees may from time to time impose special levies upon the members, in addition to other levies, the amount of such levies and the manner of payment by members is at the discretion of the trustees, however the board will generally call for member participation should a special levy be required in excess of R1,500.00. Special levies are generally utilized for enhancement or capital improvement on the estate.

Any amount due by a member by way of a levy or special levy shall be a debt due by him to the Association. No member is entitled to or permitted to transfer his erf until the Association has certified that the member has at the date of transfer paid all amounts owing by him to the Association.

The Association is wholly dependent on the timeous payment of levies as such interest is levied on all amounts overdue for payment in 30 days or older at a rate of prime lending +2 points. A late payment, penalty fee may also be charged to members who habitually fail to make timeous payment of levies.

ARCHITECTURAL AND LANDSCAPING CONTROLS

Kenrock Estate has an *architectural and landscape design manual* in place and the board of trustees are obliged to enforce these obligations on all members in order to protect everyone's investment and ideal of what they originally bought into.

The *Architectural and landscaping design Manual* sets out these architectural controls for the Estate as well as the type of landscaping that is required and permitted. The local authority will not approve house plans unless the Association (which enforces these controls) has approved the plans first. Make sure that your architect is provided with a copy of the manual as a point of departure.

Dwellings and additions should be contextually sensitive, and to this end it is vitally important that the owners and their architects buy into the vision of the Kenrock estate, and work together and support the principals of the design manuals to create and maintain an environment that is of a high standard and visually harmonious.

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CONSTRUCTION AND ALTERATIONS TO PROPERTIES

The delivery of housing in the Estate is controlled in three ways. Firstly via the *Architectural and Landscaping Design Manual*, secondly by the *Operational Environmental Management Programme* and the *Builder Code of Conduct* which sets out the conditions under which the Association requires contractors to operate in the estate. In essence the code regulates issues such as activities on the individual building site, deliveries, times of operation and security. They are designed to minimize the disruption to the residents on the estate and to control the visual intrusion of building operations. There are certain costs associated with this code which include a monthly management fee and fines for violation of the code.

Your builder should be made aware of this code and he will need to enter into an agreement with the Association before any construction commences.

RE-SALES OF PROPERTY

The 'KHOA' is required to furnish its prior written consent for a member to alienate or transfer an erf within the estate, as well a clearance certificate stating that all amounts owing to the Association by the member have been paid and that the member is not in breach of the Kenrock Constitution. The proposed transferee is obliged to acknowledge in writing that upon the registration of transfer of the erf into his name he shall become a member of the Association subject always to the provisions of the Kenrock Constitution.

Owners may utilize any estate agent of their choosing however it is highly recommended that you utilize an agent accredited by the "KHOA", as this ensures that agents are familiar with the conditions of sale and title, the operational structures of the Estate and with the procedures required to effect transfer.

OPERATIONAL ENVIRONMENTAL MANAGEMENT PLAN (OEMP)

The OEMP is a complex plan which is a requirement from the Department of Environmental Affairs Development Planning in approving the development application. It has legal force and it affects all activities on the Estate, including capital development, housing construction and landscaping.

The estate is proud of its environmental credentials, and a great deal of effort and expense has gone into making sure that the OEMP is adhered to. Individual homeowners are personally affected by this plan in two ways, namely through the construction and alteration of the housing and through the landscaping of their gardens.

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IMPORTANT CONTACTS

ESTATE MANAGER	JOS JOUBERT	021 790 8264 - Tel 021 790 8226 - Fax 082 878 5463 - Cell jos@promanage.co.za - e.mail
SECURITY	MAIN GATE	021 790 8233
	ARMED RESPONSE	082 889 9823
SECURITY MANAGER	BERNARD HORN	083 407 2157
ADT	CONTROL ROOM	086 121 2301
HOA SECRETARY	ROMAYNE MIDGLEY	021 557 9556 - Tel 021 557 9526 - Fax romayne@promanage.co.za - e.mail
ACCOUNTS	MEGAN DAVIS	021 557 9556 - Tel 021 557 9526 - Fax megan@promanage.co.za - e.mail

POLICE CHARGE OFFICE	021 791 8700 /01	Hout Bay
FLYING SQUAD	10111	
AMBULANCE	10177 021 934 6090	Red Cross Air Ambulance
POISON UNIT	021 689 5227 021 931 5129	Red Cross Children's Hospital Tygerberg Hospital
HOSPITALS	021 799 2911 021 790 3120 021 790 1720	Constantiaberg Medi Clinic Hout Bay Medical Centre Hout Bay Clinic – Main Road
FIRE STATION	021 790 3932	
MOUNTAIN RESCUE	021 948 9900	
ANIMAL CARE	021 790 2640/ 082 892 8784 021 705 3757 021 790 0383	Hout Bay Veterinary Hospital SPCA DARG
SOCIAL SERVICES	0800 055 555 021 461 1111 021 447 1467	Child Line Life Line Rape Crisis Centre
SERVICES	080061122 / 021 710 8000 021 712 9364 10212	Municipality Head Office Municipal Water Department Telkom Fault Reporting