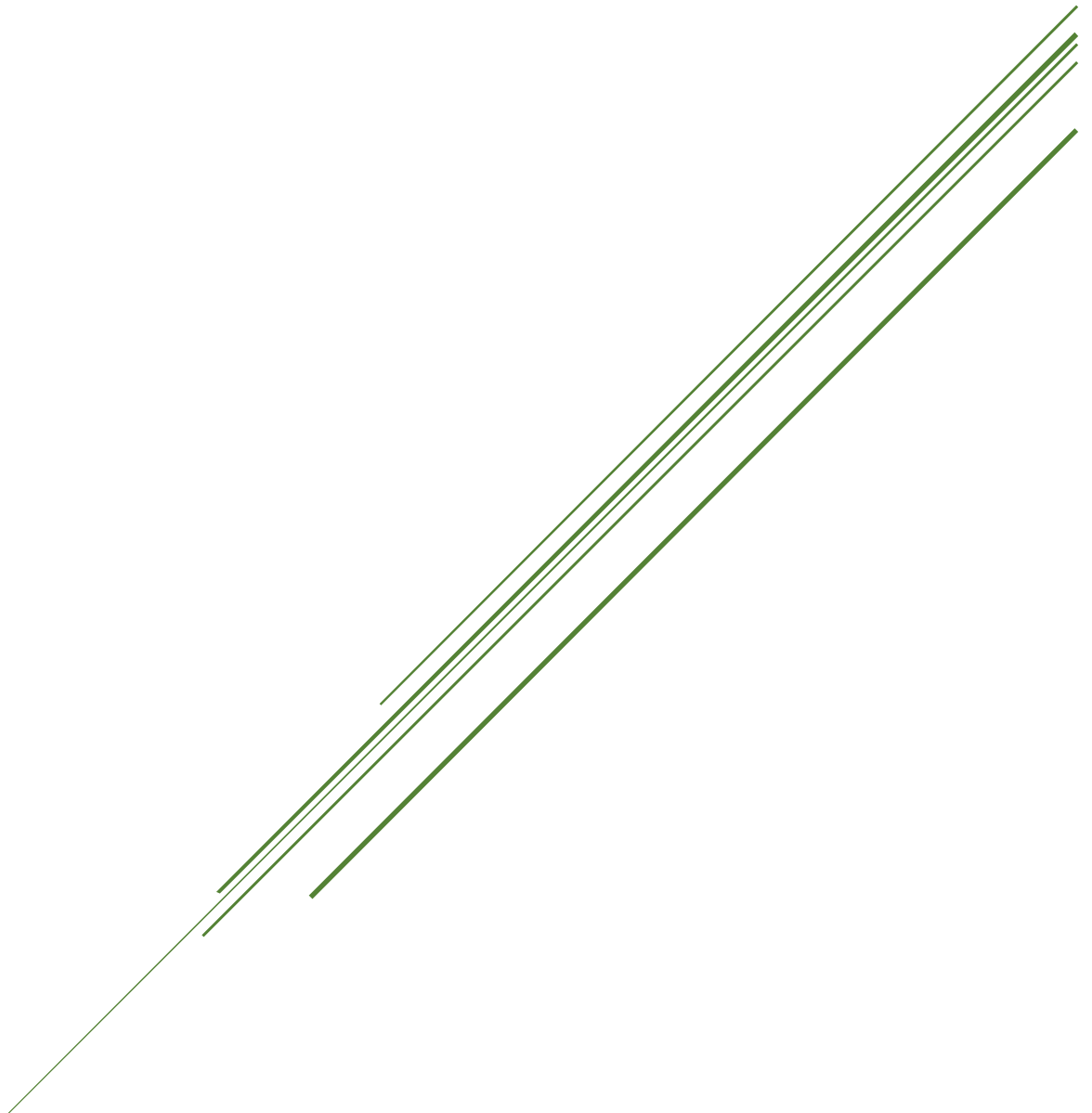




HOA RULES AND REGULATIONS

Version 1



1 July 2019

ROBERTSON LIFESTYLE ESTATE HOMEOWNERS ASSOCIATION
 ("HOA")
 RULES & REGULATIONS

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Introduction

Robertson Lifestyle Estate has been designed to provide a comfortable and secure living environment and lifestyle for the residents. The intention of the HOA Rules and Regulations is that of protecting and enhancing this lifestyle and the environment. These Rules and Regulations are binding upon all Homeowners, residents, visitors, Estate Agents and Contractors, as are decisions taken by the Trustees in interpreting or enforcing these Rules and Regulations. The registered Homeowners of properties are responsible for ensuring that members of their families, tenants, visitors, friends and all their employees are aware of, and abide by, these Rules and Regulations. The Trustees of the HOA reserve the right to modify, amend, add to, or delete any of these Rules and Regulations from time to time.

This document should be read in conjunction with other documentation that includes the HOA Constitution, HOA Architectural Design Guideline, HOA Building performance agreement, HOA Estate Agent Rules and Regulations, HOA Estate Agent Agreement, HOA Contractors Agreement, HOA General Specifications, HOA Landscape Guideline including any amendments of the above documents or any other documentation as issued by the HOA Trustees from time to time.

1. Construction, alterations and additions

Before any construction, alterations or additions can take place on any property inside the Estate, the owner has to apply for approval from the HOA. The procedure, specifications and guidelines are provided in the HOA Architectural Design Guideline and HOA Building performance agreement.

2. Security

A central feature to the quality of life within the Robertson Lifestyle Estate is security. The Estate precinct is protected by 3 tiers of security – access control, perimeter protection and a combination of alarm monitoring and regular patrols. In addition, Homeowners and residents are encouraged to subscribe to alarm monitoring and response.

An element of a secure lifestyle is that of prevention and deterrence. Residents are requested to familiarize themselves with the procedures, which have been developed to manage the influx of people and vehicles with the minimum disruption whilst at the same time protecting the residents.

Residents are reminded that they have the responsibility for the conduct of their visitors and for ensuring that they adhere to the security procedures.

2.1 Right of Admission

The right of admission to the Robertson Lifestyle Estate shall be under the control of the HOA and its security service provider that may on any reasonable grounds deny any person and/or vehicle access, or affect an arrest if so deemed necessary.

2.2 Access Control

- 2.2.1 All vehicles entering and/or leaving the Robertson Lifestyle Estate shall stop at the entrance gate.
- 2.2.2 The entrance gate shall be treated as a security checkpoint and security protocol must be adhered to at all times. Your patience is appreciated.
- 2.2.3 Residents may purchase access control tags. Two tags may be purchased per property.
- 2.2.4 Access tags are not issued to family, friends, visitors or any other person.
- 2.2.5 Lost or stolen tags must be reported in writing to the HOA. A replacement tag can be purchased from the HOA.
- 2.2.6 Residents not able to produce a access tag upon entry shall be required to use biometric authentication or complete the prescribed entry document upon every entry to the Robertson Lifestyle Estate.
- 2.2.7 Residents in possession of a damaged access tag and unable to gain access shall be required to use biometric authentication or complete the prescribed entry document upon every entry to the Robertson Lifestyle Estate.
- 2.2.8 Access tags shall not be shared with or transferred to any other person.

Breach

A breach by a resident of any or multiples of the rules above will be fined R 200.00 by the HOA

2.3 Residents

- 2.3.2 No resident shall do anything which is, or might be, prejudicial to the security of any other resident or damage property of another resident.
- 2.3.3 Residents are required to treat all security officers in a co-operative and patient manner. No abuse, outburst or any form of strong verbal interaction towards security officers will be tolerated.
- 2.3.4 No residents may issue instructions to security personnel.

Breach

A breach by a resident of any or multiples of the rules above will be fined R1, 000.00 by the HOA

2.4 Visitors

- 2.4.2 Visitors are required to complete the prescribed entry procedure upon every entry to Robertson Lifestyle Estate. Refusal to do so will result in access being denied.
- 2.4.3 Visitors will at all times comply with instructions of the security personnel.
- 2.4.4 Visitors will at all times adhere to the Rules and Regulations of the HOA.
- 2.4.5 Security may refuse access to any visitor under the influence of alcohol or drugs.

Breach

A visitor to a resident who has acted in breach of any or multiples of the rules above will result in the resident being fined R1, 000.00 by the HOA.

2.5 Domestic Workers, Gardeners and Labourers

- 2.5.1 All domestic workers, gardeners and labourers must complete the prescribed entry document upon every entry to the Robertson Lifestyle Estate.
- 2.5.2 All domestic workers, gardeners and labourers must carry the ID card issued upon entry on their persons at all times.
- 2.5.3 All domestic workers, gardeners and labourers must sign out upon leaving the Robertson Lifestyle Estate.
- 2.5.4 Residents employing domestic workers, gardeners, or labourers must provide adequate toilet facilities for them.
- 2.5.5 Residents are obliged to ensure their domestic workers, gardeners and labourers are aware of all the provisions.

Breach

Domestic workers, gardeners and labourers of a resident who has acted in breach of any or multiples of the rules above will result in the resident being fined R1, 000.00 by the HOA.

2.6 Estate Agents and Contractors

- 2.6.2 It is the responsibility of Homeowners to ensure that Estate Agents and Contractors are familiar with the HOA Rules and Regulations and HOA Building Rules and Regulations and HOA Design Guidelines to Additions and Alterations.
- 2.6.3 It is the responsibility of Homeowners to ensure that the HOA Agreements are signed and a copy thereof provided to the HOA as per the set procedures thereof.

Breach

An Estate Agent and/or Contractor who has acted in breach of any or multiples of the rules above will result in the resident being fined as per the relevant HOA guidelines

2.7 House Alarms and Armed Response

Residents are encouraged to use the HOA's appointed Security company for additional security measurements in the form of house alarms and armed response. Residents must ensure that HOA's Security is aware of when they will be away for extended periods of time so as to ensure adequate monitoring and quick reaction in case of an alarm being triggered.

Breach

A faulty alarm causing inconvenience to other residents will result in the HOA issuing an instruction to the service provider to gain access to the property and repair same at cost to the Homeowner.

2.8 Patrols

Regular patrols, both on foot, by bicycle and vehicles are made through the streets of the Robertson Lifestyle Estate.

3. Disturbances

Any conduct which disturbs or tends to disturb the peace and tranquility of the Robertson Lifestyle Estate and residents is not permitted.

Excessive and unnecessary noise by vehicles, appliances, tools, pets and/or excessive noise by individuals as determined by the Trustees in their sole and unfettered discretion from time to time as well as other sources attributable to a resident constitutes a disturbance of the peace in terms of these Rules and Regulations.

Breach

A resident or visitor who has acted in breach of any or multiples of the rules above will result in the resident being fined as per the relevant HOA guidelines.

4. Use of the Streets

- 4.1 Ownership of all the roads within the Robertson Lifestyle Estate resides with HOA. The movement and control of traffic and pedestrians are subject to these Rules and Regulations and such further directives as may be made by the HOA Trustees.
- 4.2 No person shall drive any vehicle on any road within the Robertson Lifestyle Estate precinct in excess of 30 km/h, or in such a manner as to constitute a danger or nuisance to any other person or property.
- 4.3 No person shall operate any vehicle, including a golf cart at any place within the Robertson Lifestyle Estate unless the holder of a valid current drivers licence issued under the provisions of the Road Traffic Act No. 29 of 1989 (as amended).
- 4.4 The HOA may, if it considers it necessary or desirable to do so, impose a speed limit lower than that referred to above upon such roads or portions thereof as it may deem fit, either temporarily or permanently, or introduce any traffic calming measures, including but not limited to, speed humps and pedestrian crossings that they in their sole discretion deem necessary from time to time.
- 4.5 The use of quad bikes, scramblers or any vehicle with noisy exhaust systems and/or un-roadworthy vehicles is prohibited anywhere within the Robertson Lifestyle Estate.
- 4.6 No person shall drive any vehicle at any place within the Robertson Lifestyle Estate except upon the tarred and brick paved roads and upon any driveway within any Erf, or golf carts within the additional designated areas.
- 4.7 No persons shall drive any vehicle at any place within the Robertson Lifestyle Estate while under the influence of alcohol or drugs which may impede his ability to control such vehicle.

- 4.8 The HOA may by means of appropriate signage, give or amend such directions as to the use of the common roads or any portion thereof, as it in its discretion may deem fit. Failure by any person to obey the same and give effect to such meaning shall constitute a breach of these Rules and Regulations.
- 4.9 Right of way within the Robertson Lifestyle Estate shall be given to pedestrians, golf carts, motorized scooters, shop-riders and cyclists.
- 4.10 All trailers, boats, campervans, caravans and commercial vehicles must be stored within the boundaries of an Erf and only on a temporary basis unless they are screened from public view. The above vehicles may not be stored on any vacant stand, in the roads or within public areas.

Breach

The Board of Trustees reserve the right to tow away any vehicle found parked illegally. The owner will be fined R5 000 and will be charged for the storage of the vehicle until the fine is paid.

5. Common Areas and Environmental Aspects

- 5.1 The HOA shall be entitled to control all aspects of the environment within the Robertson Lifestyle Estate.
- 5.2 No person shall do anything or omit to do anything that may, in the opinion of the HOA, be likely to have a detrimental effect on the environment or that is likely to unreasonably interfere with the use and enjoyment of the common areas by residents.
- 5.3 Camping is prohibited. Fires may not be lit on or about the common areas. Fires may not be lit on any Erf other than in properly constructed braai/fireplaces designed for that purpose or manufactured braais, including, but not limited to, a Weber braai.
- 5.4 No person shall discharge any firearm, air rifle, crossbow or similar weapon or device within the Robertson Lifestyle Estate as defined in the Arms and Ammunition Act No. 75 of 1969 or any dangerous weapon of the Dangerous Weapons Act No. 71 of 1988 other than in self-defense. Hunting, disturbance, harming and trapping of any wild or domestic animal in any manner are strictly prohibited.
- 5.5 Fireworks are strictly prohibited within the Robertson Lifestyle Estate.
- 5.6 Fishing may not take part in any form within the water features.
- 5.7 Wading or swimming is not allowed in any of the water features.
- 5.8 No person shall anywhere within the Robertson Lifestyle Estate disturb, damage, destroy or collect any plant material.
- 5.9 No person shall discard any litter or any item of any nature whatsoever at any place in the Robertson Lifestyle Estate except in such receptacles as provided and in such places as may be set aside for such purpose and designated as such by the HOA.
- 5.10 The HOA shall have the right to demand, on reasonable written notice, that any Alien or Exotic plants and/or trees be removed from the property of a Member at cost to the

Member. Members must adhere to the prescribed plant list as contained in the HOA Landscaping Guidelines

Breach

A resident who has acted in breach of any or multiples of the rules above will result in the resident being fined R1, 000.00 by the HOA per offence.

6. Domestic Animals

Domestic animals posing no danger may be kept which shall be limited to 2(two) animals per Erf.

All domestic animals shall at all times, be required to bare a tag which shall reflect the name and telephone number of the relevant pet owner.

It is required that all domestic animals (cats & dogs) be spayed or neutered.

All domestic cats are to have a working bell fitted to their collars.

Dogs must be kept on a leash at all times when outside the boundary walls of a property. No resident shall permit their dogs to roam the streets or any other property unattended unless under strict control and on a leash. If any dog digs a hole on common property or otherwise damages common areas, the pet owner shall be required to repair the damage.

Dog owners must ensure that they carry a receptacle and clean up any mess created by the animal.

The HOA shall have the right to act against any person who fails to prevent persistent barking or pets creating any nuisance. Persistent complaints will result in the permanent removal of the pet from the Robertson Lifestyle Estate .

No pet shall be left unattended inside a property for an extended period of more than 24 hours.

The Local Authority by-laws relating to pets will be strictly enforced. Any animal found to be tortured, under nourished or abused will be removed and the owner reported to the relevant authority.

No slaughtering of any animal or the curing or hanging up to dry of any meat fish, skin or carcass or any part thereof will be permitted within the Robertson Lifestyle Estate.

Breach

A resident who has acted in breach of any or multiples of the rules above will result in the resident being fined R1, 000.00 by the HOA per offence.

7. Domestic Refuse

The Operational Environmental Management Plan requires from the HOA to institute a recycling system for domestic refuse collected at the estate.

In order to achieve this, residents are requested to split their refuse as follows:

- Recyclable material (paper / plastic / boxes / foil / glass bottles) to be placed in a clear (transparent) plastic bag.

Each household will receive the same number of clear / white bags as what they have put out for collection that week.

EXAMPLE: If you place 2 clear / white bags outside for collection, you will receive 2 clear / white bags on the collection day, in return.

- Organic material that can be used to create compost to be placed in a green plastic bag (garden refuse / spoiled fruit / vegetables or peels from fruit / vegetables / ashtray contents / cooled ash from braai's)
- Meat leftovers are not suitable compost material, as this causes the breeding of flies. Meat leftovers can be placed in a smaller bag on the top of your refuse in the bin, and this will be re-directed to the SPCA or pig farming.
- All remaining refuse to be placed in a normal black bag (baby nappies, etc.)

Each household will receive 1 packet of black bags, containing 26 bags every 4 months. The bags will be distributed at the beginning of February, June and October of each year.

- 7.1 Municipality removes domestic refuse on Fridays. New residents to contact the Municipality offices to arrange for their address to be added to domestic refuse removal address list.
- 7.2 Standard municipal black bins may **not** be used for domestic refuse as the Municipality utilizes a smaller truck for internal collection. Just place bags on verge.
- 7.3 Residents may only place the bags on the verge on the morning of collection.
- 7.4 The black bins shall not be kept in such a place on the property so as to be visible from the common roads and/or areas.
- 7.5 Any item or refuse of such a nature that cannot be removed by the Local Authority must be removed by the resident on the same day, failing to do so the HOA will arrange for a waste collection contractor at cost to the resident.
- 7.6 No resident may dispose of any refuse, rubble and/or excess of any kind on any vacant Erf or common areas.
- 7.7 Garden refuse i.e. grass cuttings will not be collected by the Municipality. Please make your own arrangements to remove garden refuse from the premises.

Breach

A resident who has acted in breach of any or multiples of the rules above will result in the resident being fined R200.00 by the HOA per offence.

8. Landscaping and Maintenance of Verges

8.1 As per clause 11.1 to 11.3 of the HOA Constitution, a resident must maintain his erf, all improvements on his erf, establish and maintain a garden and the road verge bordering his erf, as well as maintain the external boundary walling of his erf. In addition, the resident must also maintain any trees planted by the HOA on their verges.

Breach

(i) Any Homeowner who after due notice has been given by the HOA who fails to remedy such fault or omission fails to rectify such fault or remedy the same, shall be liable to pay any costs incurred by the HOA in rectifying, repairing or remedying such fault or omission. In giving effect to this rule the Homeowner may not refuse the HOA and its appointed agent or entry to the property for the purposes of carrying out the provisions hereof.

(ii) A resident who has acted in breach of any or multiples of the rules above will result in the resident being fined R1, 000.00 by the HOA per offence.

9. Working Hours and Quiet Hours

9.1 Any work performed anywhere within the Robertson Lifestyle Estate is restricted to the following hours:

Monday – Friday : 07h00 – 17h30 (Robertson Lifestyle Estate to be vacated by 17h30)

Saturday : 08h00 – 14h00 (Robertson Lifestyle Estate to be vacated by 14h00)

Sunday : No work is permitted

Public Holiday : No work is permitted

Any deviation on the above must be sanctioned by the HOA

9.2 Every resident within the Robertson Lifestyle Estate must observe the “quiet hours” curfew as follows:

Monday – Thursday : 22h00 – 07h00 the following day

Friday - Saturday : 23h00 – 07h00 the following day

Sunday : 20h00 – 07h00 the Monday morning

Public Holiday : 23h00 – 07h00 the following day, unless a Sunday 07h30

Exceptions to the above: Life and/or property threatening emergencies.

Breach

A resident who has acted in breach of any or multiples of the rules above will result in the resident being fined R1, 000.00 by the HOA per offence.

9.3 Enforcement of Quiet Hours

9.3.1 If residents/visitors/guests cause a disturbance during the “quiet hours” an affected person (i.e. a neighbour) can then phone the Security Manager or the 24 Hour Security Control room. A senior security response officer will be dispatched

to perform a visit to the house in question and assess whether the complaint is valid.

- 9.3.2 If so, they will request the guest or resident to please refrain from the complained about conduct, and they will also get the guest or resident to sign an acknowledgement on an incident report that they have been cautioned by security, setting out details including the time and the nature of the complaint. Should the guest or resident be unwilling to sign such acknowledgment, the security personnel will be allowed to substitute it with a declaration that they have verbally cautioned the guest/resident. The cost of the call out of the reaction officer will be for the homeowner and will be added to their levy statement should the complaint prove to be valid.
 - 9.3.3 If, after this initial caution, another complaint is received that the misconduct in question is still continuing, the senior security response officer will perform another visit and assess whether the second complaint is valid. If so, they will again request the guest/resident to refrain from the complaint about conduct, and inform them that the designated responsible person is being contacted. They will record the time of the second complaint on the same incident report completed for the first complaint, and immediately phone the designated responsible person and inform that person that two complaints have been received. The cost of the callout of the reaction officer will be for the homeowner and will be added to their levy statement.
 - 9.3.4 Depending on the nature of the complaint and the conduct, the security personnel will exercise their discretion as to any further action to be taken, including the option of summoning the SAPS and/or the Estate Manager.
 - 9.3.5 The incident report detailing the nature and times of the two complaints will then be forwarded to the Estate Manager, and the HOA Board of Trustees will then institute the laid down disciplinary procedures and may proceed to fine the homeowner in question as per the process provided in the HOA Rules and Regulations.
- 9.4 Disciplinary Procedures
- 9.4.1 A first written warning is issued by the HOA Board of Trustees including details of the complaint (what/where/by whom/time etc.) and reasons for why the breach was found to be valid. A fine of R1000 will be imposed.
 - 9.4.2 If no similar breach occurs within the subsequent 3 months, the first written warning is discarded
 - 9.4.3 If a similar breach reoccurs within 3 months, a second written warning and a fine of R2000.00 is issued by the HOA Board of Trustees including details of the complaint (what/where/by whom/time etc.) and reasons for why the breach was found to be valid.
 - 9.4.4 If no similar breach occurs within the subsequent 6 months, the first and second written warning is discarded.
 - 9.4.5 If a similar breach occurs within 6 months from the second written warning HOA Board of Trustees will institute a disciplinary hearing with the owner and appropriate action will be taken.

- 9.4.6 If the property was used for Guest Accommodation the Board may decide to withdraw permission to operate Guest Accommodation.
- 9.4.7 If permission is withdrawn to operate Guest Accommodation it can only be reviewed by the HOA Board of Trustees after a period of 12 months or should ownership of said property change.
- 9.4.8 Should a neighbour summon security repeatedly for an alleged disturbance, but after proper investigation this was found to be untrue or malicious in its intent, the cost of the callout of the reaction officer will be for the complainant and will be added to their levy statement. If it is found that a neighbour repeatedly reports false disturbances a fine of R1000.00 may be issued by the HOA Board of Trustees.

10. Water

The HOA shall not be liable for damages, expenses or costs caused to residents for any interruption in supply, flooding and excess storm water or any failure to supply water.

Upon a completed Building performance Agreement signed with HOA, a water meter will be supplied to measure the water consumption per unit (cost of meter available from HOA). The Municipality will read the meters monthly and provide the owner with an account for the usage.

The collection of rainwater is permitted, provided that the design of such collection method complies with the architectural guidelines of the HOA.

11. Letting

No Homeowner shall let or otherwise part with occupation of his property, whether temporarily or otherwise, unless he has agreed with the prospective tenant or occupier as a stipulation in favour of the HOA, that such tenant or occupier shall in all ways be bound by the HOA Rules and Regulations, and that the prospective tenant or occupier has signed a copy of the Estate Agent Agreement and provided a copy thereof to the HOA prior to occupation by the said tenant or occupier.

12. Enforcement of the HOA Rules and Regulations

12.1 Breach of Rules and Regulations

- 12.1.1 All Homeowners, residents, tenants, Contractors, workers and delivery personnel entering the Robertson Lifestyle Estate are to comply with the HOA Rules and Regulations and obligated to cooperate with the HOA, the Managing Agent, security personnel and/or any other designated employee in their effort to enforce security and the HOA Rules and Guidelines.

12.1.2 In the event of any breach of the HOA Rules and Guidelines by any resident, visitors or tenants, such breach shall be deemed to have been committed by the Member themselves.

12.1.3 For purposes of the enforcement of the HOA Rules and Regulations, the HOA Trustees may take or cause to be taken such steps as they may consider necessary to remedy the breach of which a Member and/or resident may be guilty, and the HOA may take such action, including the appointment of such attorneys and legal counsel as they may deem fit, and enforce the provisions of the HOA Rules and Regulations in a court of competent jurisdiction, as it may deem fit.

12.1.4 Notice of breach shall be given in writing by the HOA to the Member at the address given by the Member, failing that, at the property of the Member, and shall contain:

- the nature of the breach;
- the time period, if applicable, in which the breach is to be remedied;
- the fine which may be imposed by the HOA on the Member;
- if applicable, the time, date and place of the breach;
- if applicable, a digital photograph of the breach;
- any other information the HOA may deem applicable.

12.1.5 Where the HOA levies a fine, the amount will be reflected on the levy invoice and will be deemed due at the end of the month in which the invoice is submitted.

12.2 Notices and Appeals

12.2.1 No Homeowner and/or resident may refuse receipt and/or delivery of any notices in terms of the HOA Rules and Regulations. Refusal will result in the placement of the notice in the normal fashion, in attachment to the front door and/or gate of the property. Such services will be sufficient services of such notices.

12.2.2 In the event of appeals or contesting of the facts relating to any fine imposed or decision made may be dealt with at the first Board of Trustees meeting subsequent to receiving such written representation.

12.3 Complaints

12.3.1 In the event of complaints, the parties involved should attempt as far as possible to settle the matter between themselves, exercising due tolerance, reasonableness and consideration.

12.3.2 In the event of complaints not being resolved, a written submission has to be made by the parties involved to the HOA.

12.4 Decisions and Arbitration

The HOA Chairman may appoint a committee of 3 (three) HOA Trustees and shall adjudicate upon the issue at such time and in such manner and according to such procedure as the HOA Chairman may direct.

The decision of the committee shall be final and binding in respect of the resolution of the dispute and no further appeal is allowed thereafter.

13. Generators

13.1 The HOA is to approve each and every location prior to installation.

13.2 The location will be carefully considered and must ensure the least disturbance to the adjoining neighbor.

13.3 The unit is to be hidden from all public spaces i.e. from street & parks.

13.4 If need be the unit is to be screened appropriately and such screening is to comply with the Architectural guidelines.

13.5 INSTALLATION OF GENERATORS

The installation of all portable generators shall be carried out by a fully qualified electrician and in accordance with the Electrical Contractors Association of South Africa (ECASA) document "GUIDELINES FOR THE SAFE USE OF PORTABLE GENERATORS ON UTILITIES' NETWORKS". The electrician is required to supply the building owner and/or contractor with a certificate confirming that the installation is safe and complies in all respects with the ECASA document referred to above. A copy of the electrician's certificate is to be deposited with the HOA by the building owner and/or contractor.

13.6 GENERATORS - EXISTING INSTALLATIONS

These rules are retrospective and apply to all existing installations. Building owners and/or contractors must have such installations inspected by a qualified electrician, remedial work carried out if required and certified by a qualified electrician. The HOA is to be supplied with a copy of the electrician's certificate.

13.7 GENERATORS - NOISE EMISSIONS

All portable generators in both new and existing installations shall have a maximum noise emission measured at a point 3 meters away from the generator in accordance with SANS10103, Table 2 - Acceptable rating levels for noise in districts. A copy of this document can be made available at the Estate Office. Noise level rated by the World Health Organisation shall be no greater than 55 - 60 dBA (decibels)

13.8 GENERATORS - MAXIMUM SPECIFICATIONS

Exhausts must be fitted with filters/scrubbers with exhaust temperature standards not exceeding 545°C and exhaust gas flow 176L/s (373cfm). Coolant system maximum fan power 2kW. Emission levels maximum PM60mg/Nm³, CO 190mg/NM³, HC 150mg/Nm³

14. Application Procedure for Guest Accommodation

- 14.1 Every owner who wishes to do short term rentals as defined under Guest Accommodation under Municipal bylaws must apply to the Board of Trustees for permission first.
- 14.2 The following information must be provided in the application:
- a. Which of the different operations as defined under Guest Accommodation they wish to apply for.
 - b. Physical street address in Robertson Lifestyle Estate
 - c. Trading name of establishment (if applicable)
 - d. Name of Owner/s
 - e. Contact Details (all hours)
 - f. Name of the Responsible Person/Agent (if applicable)
 - g. Contact Details of Responsible Person/Agent (all hours)
 - h. Is the house equipped with a security alarm linked to armed response?
 - i. Provide a suitable site plan which indicates that there is adequate off-street parking provided on the property (guideline – one parking bay per bedroom off-street, whether in a garage or on the driveway)
 - j. A letter of undertaking from the owner that they will ensure that their guests are at all times informed of all of the Estate Rules and that a copy of the Estate Rules will be prominently displayed in every property.
 - k. Acknowledgement by the Owner that contravention of the HOA Rules & Regulations by paying guests will be considered a contravention by that owner, which may result in a fine being imposed by the HOAD Board of Trustees should a breach be found to be valid.
- 14.3 The HOA will inform the two neighbouring property owners and if applicable the property owner directly across the road, that an application has been received and that they will have 14 days in which to submit their comment/objection in writing to the Board. The Board will take any comments/objections submitted into consideration before making their decision.
- 14.4 The Board of Trustees will have the sole discretion to approve or disapprove any application and their decision will be final.
- 14.5 Once a decision is made it will be communicated to the applicant as well as any objector.
- 14.6 The Board of Trustees reserve the right to withdraw any approval given at any time should evidence indicate that the owner have not complied with the rules and regulations of the estate pertaining to Guest Accommodation. The withdrawal of such approval can only take place after a disciplinary hearing was held with the owner.
- 14.7 Permission granted by the Trustees for any application is in terms of the Constitution of the Robertson Lifestyle Estate Homeowners Association.
- 14.8 Should permission be required from the Local Authority in terms of the applicable land use planning legislation, the applicant must apply accordingly.

14.9 Access Procedures for Guest Accommodation

14.9.1 A Check-in form, setting out the details of the guests – including names, contact numbers, vehicle registration and ID numbers, anticipated arrival and departure dates, should be sent to the Estate Manager 24 hours in advance. The form will indicate the name and cell number of the designated responsible person who must be reachable during the rental period and confirmation by the homeowner in question that a copy of the HOA Rules and Regulations has been provided to that guest. No guest will be allowed access to the estate without a completed Check-in form.

14.9.2 The Estate Manager will ensure that the security personnel are provided with copies of the Check-in forms, which the security personnel can then match up with the entry documents filled out by those guests when they arrive at the entrance to the Estate.

14.10 Parking for Guest Accommodation

14.10.1 Guests may only park their vehicles in the designated vehicle parking bays on the property. No street parking will be allowed.

14.10.2 Vehicles exceeding the allowable number must be parked at the retail parking area for the duration of the stay.

15. Contact Details

To facilitate communication between the HOA and Members, the following channels are readily available:

- e-mails can be addressed to either: info@robertsonlandgoed.co.za
- the HOA can be contacted on 082 805 4808