

BERG EN DAL ESTATE

A WELCOMING GUIDE FOR NEW OWNERS AND RESIDENTS



Estate Manager — Mr Renier Combrinck

021 790 3721 or 082 902 2244

Bergendalestatemanager@gmail.com

Gatehouse — 021 791 4614

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www.bergendalestate.co.za

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Introduction

Welcome to our fine estate. By choosing to buy or live here you have made one of the more important decisions in your life. We hope you will feel 'at home' here and perhaps even be willing to make a contribution to the Estate by one day offering to become Trustees or members on sub-committees. Below is a brief introduction to the Estate. You are encouraged to read the **Homeowners' Booklet: Rights and Responsibilities** for a more comprehensive guide.

Trustees

The affairs of the estate are run a by a board of trustees, elected annually at the AGM; most of them have specific portfolios to look after. Please refer to the "Portfolio Descriptions of Trustees" and "Code of Conduct of Trustees" documents on the Berg en Dal Estate website or you may request copies from the Berg en Dal Estate Manager. Details of the current Board of Trustees are also available on the HOA members' portal which is accessed via the website. If you have any queries or problems you should, in the first instance, approach the Estate Manager (Renier Combrinck 082 902 2244).

Rights and Responsibilities

Living on a residential estate inevitably means there have to be rules and regulations regarding what individual members can and can't do. These are mostly contained in four documents:

- The Berg en Dal Constitution
- The Homeowner's Booklet: Rights and Responsibilities
- Architectural and Landscaping Regulations
- Regulations Governing Contractors

The latest versions of these documents are posted on our website (www.bergendalestate.co.za) and can also be obtained from the Estate Manager. You should familiarise yourself with their content, as they deal with matters which are binding on you as an owner. In the case of residents who are not homeowners, they also are bound by these rules, although the primary responsibility rests with the owner. From time to time these documents may be subject to amendment and it will be the responsibility of the Trustees to ensure that all owners are made aware of such changes. Communication occurs via email (unless otherwise instructed by written request), in newsletters and the website.

Security

Security is of paramount importance and the estate has invested considerable sums over the years. However, this should not mislead you into thinking the estate is 100% secure and that you can therefore ignore the usual protective measures taken by homeowners. We strongly advise you to plan your personal security measures as if you were not on a gated estate.

Access to the Estate

Access to the Estate is controlled in various ways. Of particular relevance to owners/residents is the **Licence Plate Recognition** system (LPR). Your cars will have to be registered and you will also receive an **RFID tag** to be affixed to your windscreen. (2 tags are free; any additional ones must be purchased, currently for R50 each). Once registered, the system will allow you access by automatically opening the booms (or gates at night). There is also a **biometric system** which captures domestics' and gardeners'

information and allows them to enter once registered. Further details can be obtained from the Estate Manager. It is obviously most important that if you (a) move away from the estate (b) change your cars or (c) change your domestics or gardeners, you must advise the Estate Manager.

Use of Streets and Parking

The speed limit on the Estate is 20km/h. The 'speed bumps' are designed for this top speed and going faster can endanger the lives of children, pedestrians and other drivers. Drivers should not use their hooters. The streets and verges may not be used for overnight parking, except in an emergency or for a special function with requested permission, and parked vehicles must not obstruct access for other residents. Cars must be completely off the road. Residents should park their vehicles in their garage, or driveway. Trailers, caravans, boats and the like may not be parked on the verges.

Business Activities

As this is a residential estate, we do not allow any business activities that require public access.

Pet owners

Please be thoughtful of other residents by making sure your pet does not create a nuisance to other residents. Please enclose your property so that energetic dogs do not run out into the street and frighten passers-by. When taking your dogs for a walk in the Estate's Common Property please make sure they are under control at all times and that you immediately remove any excrement deposited by your dog. Please note that all dogs must be registered with the Estate Manager. Please read the regulations with regards to keeping dogs and other pets which are outlined in the *Homeowners' Booklet, June 2015*.

Safety Regulations

Please note that it is a legal requirement that pools and other potentially hazardous features on your property must either be made inaccessible from the Common Property of the Estate (e.g. roads and ravine) or be fenced off or covered.

DSTV

For those of you on Honeysuckle Close and further up the mountain, DSTV reception can only be obtained via the Communal Dish. You will need to connect to the fibre optic network that is in place. Further information and costs involved may be obtained from the Estate Manager.

Refuse

Non-recyclable refuse should be deposited in large plastic bags and placed inside the Wheelie Bins. This includes

- Cling wrap or disposable nappies
- Chemicals, paint, toothpaste tubes, motor oil containers, acids or solvents
- Organic waste, food scraps, vegetable peels
- Clothing or shoes
- Wet, dirty or contaminated items

The Municipality will collect refuse, door to door, or at communal locations on a weekly basis. Residents are requested to place their Wheelie Bins at the ends of their driveways by 8 a.m. on Thursday mornings. Where possible, Estate staff will assist with this task. The Municipality will only remove non-recyclable refuse from the Wheelie Bin. Residents should organise removal of garden refuse at own expense.

Recyclable refuse should be placed in the clear, large plastic bags provided by the Municipality. Residents should place these clear plastic bags next to the Wheelie Bins at the end of the driveway by 8 a.m. on Thursday mornings. They will be collected on a weekly basis by the Municipality's sub-contractor. Estate staff will assist where possible.

What can be recycled?

- Paper: flattened and folded cardboard, any paper, newspapers and magazines
- Glass: rinsed bottles and jars
- Plastic: any bags, rinsed bottles and containers
- Metal: rinsed food tins, cans and scrap metal
- Tetra Pak: foil-lined juice boxes and milk/cream/yoghurt containers
- Printer Cartridges are recyclable but should be placed in a separate bag
- Large cardboard boxes may be deposited out of closed plastic bags, but should be flattened.

In order to keep the Estate tidy and because of the presence of domestic animals and the resident Guinea Fowl population, please put out refuse only on Thursday mornings and not overnight.

Garden Maintenance

In line with Government Regulations regarding the control of invasive alien vegetation, Berg en Dal Estate has formulated an **Invasive and Alien Plant Management Plan** to meet the general requirements of National Environmental Management: Biodiversity Act (NEMBA), as applicable to Hout Bay and Berg en Dal Estate. This plan is to be applied to the Public Areas and any Vacant Plots not actively managed by their owners. All residents are invited to participate and implement the plan on their own properties to protect biodiversity and to plant water-wise, indigenous plants and trees and limit the number of exotic plants in their own gardens. The Estate's **Invasive and Alien Plant Management Plan** can be viewed on the Berg en Dal Estate website (www.bergendalestate.co.za) or you can receive a soft or hard copy upon request from the Estate Manager.

Other relevant documents for new owners and residents

1. HOA member contact details
2. Dog Registration Form
3. LPR Vehicle Registration / Removal Form
4. Visitor Access Application Form
5. Contractor Access Application Form

The above forms are available to Home Owners' Association members on the Community Portal (accessed via www.bergendalestate.co.za) or you can receive a soft or hard copy upon request from the Estate Manager.

In Conclusion

The above is a guide intended to point you in the right direction and invite you to read the **Homeowners' Booklet: Rights and Responsibilities** for more comprehensive information. The latest version can be viewed on the Berg en Dal website or obtained from the Estate Manager. This summary is not exhaustive and does not detract in any way from the content of the documents mentioned above.

We welcome you to the Berg en Dal Estate Community.

The Board of Trustees