

CONTRACTORS POLICY AND PROCEDURE

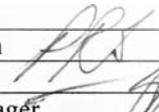
BEVERLEY HILLS ESTATE
HOMEOWNERS ASSOCIATION



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		Signature:	Estate Manager		
		Signature:	www.beverleyhillsestate.co.za		
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POLICY AND PROCEDURE with regard to Building Contractors engaging in activities at Beverley Hills Estate Leonora Drive, Ballito.

1. INTRODUCTION

1.1 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 Beverley Hills Estate situated at Leonora Drive, Ballito (hereinafter referred to as “the Estate”);

1.2 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.

2. ACCESS TO ESTATE

Prior to being afforded access to the Estate, each contractor shall be required to announce his arrival at the Estate to the Estate Manager and, in that regard, shall be required to:

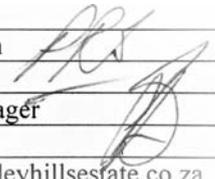
- 2.1 Sign his acceptance of the terms and conditions of this Policy and Procedure.
- 2.2 Advise, in writing, the number of employees or sub-contractors accompanying him.
- 2.3 Complete and sign all such other documentation as may be required of him by the Estate Manager.

3. REGISTRATION OF CONTRACTORS

3.1 Subsequent to having complied with the provisions of the aforementioned rule, all contractors and each person accompanying them for the purpose of executing any work on the estate will, on a daily basis, leave their ID book with security and collected them on completion of the day's work.

4. SUPERVISION AND MANAGEMENT OF LABOUR

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

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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 authorised 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 therefrom in the absence of proper and monitored supervision being effected by the contractor.

4.3 The contractor shall ensure that a screen wall in the form of a shade cloth is placed around the entire building site and that such screen walling is to the entire satisfaction of the Estate Manager.

4.4 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.

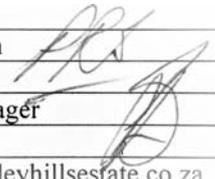
4.5 The contractor shall, likewise, ensure that the necessary and reasonable measures are taken by him in order to prevent pollution, contamination or a nuisance to other occupiers, owners or invitees of the Estate.

4.6 All noise levels shall be confined to the bare minimum and any work undertaken shall be confined solely and specifically to Mondays and Fridays between the hours of 07h30 and 16h00. It is specifically observed, agreed and understood that no work will be permitted on weekends or public holidays.

4.7 Any vehicle being afforded access to the Estate for the purpose of the contractor executing the duties required of him shall not exceed 4 tons.

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.

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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. The waste from the cleaning of working materials may not be disposed of into the storm water drains under any circumstances.

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 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.

6. ANCILLARY OBLIGATIONS

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

6.1 A speed limit of 25 kilometers per hour is adhered to at all times by the contractor and any of his agents, labourers or invitees;

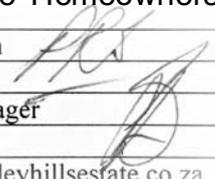
6.2 At no stage shall the contractor or any of his employees, labourers, contractors or agents be permitted to light any fires for whatsoever purpose.

6.3 He and all his personnel and sub-contractors comply with all statutory, environmental, social and safety requirements in accordance with applicable legislation, by-laws or regulations.

7. GENERAL

7.1 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.

7.2 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 Trustees of the Beverley Hills Homeowners Association ("the Homeowners Association"),

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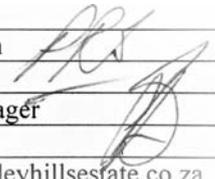
further access to the Estate may be denied in instances where the Chairman of the Trustees of the Homeowners Association or the Estate Manager are of the view that access to the Estate by the contractor may jeopardise the security, safety and well-being of the Estate or any of the owners, occupiers or visitors thereof.

7.3 In instances where any fines remain unpaid, the Trustees of the Homeowners Association 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.

7.4 The Homeowners Association 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.

Update 2020: Please refer to the "Contractors Undertaking" for signature of acceptance of Rules and Regulations by Owner and Contractor. **The Owner and Contractor agree that they have read the Architectural Guidelines and as such will abide by the guidelines.**

This Contractors Undertaking document for signatures may be found under "Applications" on the website www.beverleyhillsestate.co.za for download.

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