

KRANSPOORT

MANAGEMENT RULES

KRANSPOORT EIENAARS KOMITEE (RF)NPC
REGISTRATION NUMBER 2004/023323/08



*The preferred
echo home in
South Africa*

CREATED: DEC14
REVISED:REV5Apr17ENG

KRANSPOORT VAKANSIEDORP

MANAGEMENT RULES

INDEX

	Page
General information.....	3
1. Objective of the rules	4
2. Power of the Board of Directors.....	4
3. Definitions.....	5
4. Criteria for Management rules.....	6
5. Right of Admission and Services.....	6
6. Infringement and Fines.....	7
7. Management rules pertaining to specific categories.....	8
7.1 Pets and Farm animals.....	8
7.2 Partitions and fences.....	8
7.3 Noise disturbance.....	8
7.4 Traffic.....	9
7.5 Waste Disposal.....	10
7.6 Building activities.....	11
7.7 Rules pertaining to Security.....	13
7.8 Enviromental.....	14
7.8.1 Trees and shrubs.....	14
7.8.2 Wildlife.....	15
7.8.3 Soil/Rock/Wood.....	15
7.8.4 Fire arms.....	15
7.8.5 Fire works.....	15
7.8.6 Fire protection strategy.....	16
8. Security rules and access.....	17
9. Supplement to determine Fines/penalties and Fine Clause.....	20

CENTRAL OFFICE

SENTRALE KANTOOR

General information ----- Algemene inligting

OFFICE HOURS	Monday to Friday	07:30 to 16:00
KANTOORURE	Maandag tot Vrydag	07:30 tot 16:00
	Saturday/Saterdag	Closed/Gesluit
	Sunday/Sondag	Closed/Gesluit
	Public holidays/ Publieke Vakansiedae	Closed/Gesluit

Address/Adres	P.O.BOX/POSBUS 855 Kranspoort 1080
Tel Nr/No	013 262 8127 079 886 4260
Standby/Bystand	071 255 3774
Fax/Faks	013 262 8127
E-mail/e-Pos	kranspoort@ctecg.co.za
Web	www.kranspoortdorp.co.za

NOOD NOMMERS/EMERGENCY NUMBERS

Police/Polisie.....	10111
	013 249 1111
Langamed.....	013 282 0911
ER 24.....	084 124
	071 884 2642

1. OBJECTIVE OF THE MANAGEMENT RULES

The objective of these Management Rules is to enable the Kranspoort Owners Committee (Company incorporated under Companies act No 71 of 2008) (KOC) to maintain acceptable community order, which does not restrain the freedom of any reasonable person, considering the expectations of the investment made by fellow property owners in Kranspoort, and to work towards the objectives as set out in the Memorandum of Incorporation of KOC.

2 Power of the of Board of Directors/KOC Management

The Board of Directors of KOC is authorised by virtue of clause 2 of the Memorandum of Incorporation of KOC to lay down management rules and regulations pertaining to any matter deemed subject to the orderly management and administration of the said town.

- 2.1 Such Management Rules shall be deemed integral to and inseparable from the MOI provided that in the event of any determination to the contrary the wording of the Statutes shall be deemed authoritative and final.
- 2.2 The general intention is not to overregulate Kranspoort, but to maintain order to an acceptable degree that will not deprive any reasonable person of his or her civil liberties in any way, naturally with due cognisance of the judicious and reasonable expectations of co-owners in respect of the Kranspoort in which they have invested.
- 2.3 The KOC/Management must ensure that rules are adhered to and are authorised to reprimand any persons guilty of any violations and to issue fines when applicable. Fines incurred in terms of the Management Rules shall be debited to the levy account of the defaulting party on condition that written notice to that effect shall be duly served and the fine shall be collected according to the prescribed procedure requiring payment within 30 days.
- 2.4 **OVER-ARCHING MANAGEMENT RULE**
No owner, member or visitor to Kranspoortdorp shall impede, obstruct or pose a hindrance of any sort to the pursuit of the objectives of KOC as contained in the MOI and the Management Rules.
- 2.5 Any person from any institution, state department or interest group outside Kranspoort who wish to view or inspect any infrastructure, documents, work procedures or assets of Kranspoort, for whatever reason – and accompanied by whoever, must firstly clarify the situation and get agreement from the General Manager/the Chairperson/vice Chairperson of Kranspoort, before proceeding with such action.
- 2.6 If not abiding by the Management rules a fine/penalty will be issued for the account of the owner/s involved.

2.7 MANAGEMENT RULES PERTAINING TO MATTERS OF PARTICULAR/PERTINENCE/RELEVANCE OF THE MOI

- Pets and farm animals
- Partitions and fences
- Noise prevention
- Traffic
- Waste disposal
- Building activities
- Security
- Environmental management
- Fire protection strategy
- Security measures and Access control

3. DEFINITIONS

Unless the contrary is evident from the context, the following definitions shall be deemed valid and decisive for the purposes of applying the Management Rules:

- 3.1 **“KOC” or “company”** – Kranspoort Owners Committee
- 3.2 **“Kranspoort”** – This designation shall embrace Kranspoort Vakansiedorp .
- 3.3 **“owner”** any person owing property/real estate in Kranspoort.(owner is a member of the company as defined in the MOI)
- 3.4 **“workers”** includes: domestic workers, garden workers, a person assisting any owner/tenant performing building work or other tasks, which are temporarily or permanently employed by a private person being an owner/tenant.
“contract worker/contractor” a person who is part of a contractor/service entity supplying a service to a Kranspoort owner/tenant.
- 3.5 **“appointed/authorised official”** the General manager, manager, his representative or anybody authorised by KOC to act on their behalf to enforce and execute the management rules.
- 3.6 **“public place”** – a road, street thoroughfare, bridge, overhead bridge/overpass, footpath, unoccupied space, garden, park or fenced enclosure, in the formal possession of the Company and over which the Company has a sole right of ownership.
- 3.7 **“community property”** is the property which belongs to Kranspoort property owners as a group, and are not individually allocated to a specific person/s.
- 3.8 **“fenced area and partition”** refers to an enclosed open area which is not covered by a roof and are described as follows:
“fenced area” – any structure or partition, vertical or horizontal, which is used or erected for the purpose of partitioning, dividing or enclosing between stand boundaries or any part thereof, or any open areas for the sole purpose of restricting free access to game and their movements.
“partition” – any structure or partition of any kind, vertical or horizontal which is erected except for the sole purpose of enclosing a swimming pool, entertainment area, washing line, smaller area for personal use.
- 3.9 **“street”** – a road, street, or corridor which is depicted on the Kranspoort general map which are authorised for use by the owners/public.
- 3.10 **“Farm animal”** – any bovine animal, sheep, pig, chicken, turkey, duck or other domesticated animal of exotic origin.
- 3.11 **“Pet”** – a dog, cat, mouse, rabbit, bird, fish or any other non-feral or exotic animal, or any wild animal kept as a pet or for companionship.
- 3.12 **“noise”** any noise, sound , music of any nature which is disturbing and impacting on the privacy of others, neighbours, owners and wild animals, inclusive of building works and motor vehicles.

- 3.13 “**building rubble**” – any debris, building materials, spoil and any other foreign materials due to excavations, building and construction activities as well as any other form of waste.
- 3.14 “**household waste and carbage**” – waste that normally originates from a building designed and used for residential purposes, and is situated on private property or other property which can be removed with ease using plastic refuse bags without damaging the refuse bags.
- 3.15 “**garden refuge**” – all garden debris, leaves, branches, grass, grasscuttings, flowers and any other associated garden debris.
- 3.16 “**service**” – household waste removal as determined by the Manager.
- 3.17 “**General Manager/Manager**” – the appointed manager who is appointed by KOC and who is responsible for the daily management of Kranspoort Dorp. (includes managing agent if appointed)

4. CRITERIA FOR MANAGEMENT RULES

- 4.1 Respect for nature
- 4.2 Consideration of fellow-owners
- 4.3 General aesthetic impact must compliment and/or harmonise with the natural environment
- 4.4 Protection of owners’ capital investment
- 4.5 Free roaming of game
- 4.6 Regulating of inspections and access by officials to properties
- 4.7 To regulate the construction, erection and extension of fences, walls, Partitions and wooden partitions within stands/properties.
- 4.8 Management of Building Rules

5. RIGHT OF ADMISSION AND RENDERING ASSISTANCE

- 5.1 Any “ **authorised official**” of the Company may enter any stand situated within the boundaries of Kranspoort Vakansiedorp for any reason pertaining to the administration of these Management Rules at any time without prior notice, in order –
 - 5.1.1 to undertake any investigation, make any enquiry and/or carry out any inspection that he/she may deem appropriate; and
 - 5.1.2 to exercise any authority vested in him or her by virtue of these Management Rules.
- 5.2 Any authorised official employed by the Company may demand that the owner/occupant or visitor to assist him or her in the performance of his/her duties, or to furnish him/her with any relevant information that he/she may require, including said owner’s full name and address.
- 5.3 Any person who refuses access to the “authorised official” or obstruct/hinder the “authorised official” in his duties to inspect or carry out his responsibilities, or refuses to co-operate, gives false or misleading information shall be guilty of an offence in terms of the Management rules.

6. INFRINGEMENT AND FINES/PENALTIES

It is accepted that due to the fact that owners invest in Kranspoort for its tranquility, game and bio diversity they will therefore protect and ensure that their investments are protected, therefore the necessity for an acceptable management tool to guard against infringements.

In the case of any infringement the Directors/Manager/Management of KOC shall be advised and guided by the specific portfolio Director/Manager to institute a fine in accordance with their powers or to institute their legal rights by means of a written notification. If there is no response from the owner/person/transgressor, the infringement will further be investigated by a KOC Director and the Manager .

Transgressors will be afforded an opportunity to submit their objections/case.

A suitable fine will be considered by the Management/Directors pending the seriousness of the infringement/offence and re-occurrence .

The Directors are authorised to issue fines as per supplement.

- 6.1 A person that transgresses the Management rules or does not adhere to the rules or ignores a written notification in terms of the rules, shall be liable for a fine.
- 6.2 Any cost pertaining to the transgression of the Management rules shall be for the account of the owner responsible.
- 6.3 A person who hinders any authorised official in executing his duties, not adhering to any request by the official or threatening the official shall be guilty of an offence.
- 6.4 A statement by two or more persons stating that the person or persons transgressed the rules shall be accepted as proof that the rules in fact were transgressed.
- 6.5 KOC is bound by its power of attorney and its " authorised officials" remove or dispose of by any means: any pets or farm animals in any place within the boundaries of Kranspoort Dorp at any time, and shall dispose of any bodies at its own discretion. (refer to paragraph 7.1-" Management rules for Pets and Farm animals")
- 6.6 KOC shall not be liable for any claims or cost relating to any action taken in terms of paragraph 6.5.
- 6.7 Persons not adhering to or who refuses to give access/permission to the authorised official to enter the property on request, or not correcting the transgression within a period of 7 days or within an agreed period shall be guilty of an offence as per the Management rules.
- 6.8 Fines which are issued within the guidelines of the rules shall after written notification be added/levied to the rates and taxes account of said property for payment within 30 days.
- 6.9 In the event of a continuation of the infringement after a written request has been served by the General Manager on the defaulting owner or other party to remedy the infringement, a further fine will be imposed.
- 6.10 Transgressors shall be afforded the opportunity to prove innocence or prove that they could not reasonably have prevented the transgression. (as per 8.3.1 of the MOI)

6.11 KOC retains the right to publish the names and addresses of continued transgressors in the Kranspoort news letter/web site.

7. MANAGEMENT RULES PERTAINING TO SPECIFIC CATEGORIES

7.1 Pets and Farm animals

7.1.1 No pets, farm animals or domesticated wild animals shall be allowed within the boundaries of Kranspoort Dorp whether it being a public place, street, house or private property. This rule does not apply to guide dogs for sight impaired people. Permission must however be obtained and the guide dog must not be left uncontrolled.

7.1.2 Birds and fish that are kept indoors, respectively in cages and fishtanks, shall be deemed exempt from the aforementioned prohibition, on condition that any such bird or fish shall have no deleterious impact, on the natural ecosystemic environment of Kranspoort or cause any disturbance or excessive noise.

7.2 FENCES, PARTITIONS AND ENCLOSURES

7.2.1 No-one shall erect, alter, repair, demolish or remove any partial fencing, wall, hoarding, wood fencing or partition without the written consent of the General Manager.

7.2.2 The General Manager shall be authorised to approve any written application lodged, or to approve it conditionally, or to refuse it.

7.2.3 If the applicant is dissatisfied with the General Manager's decision, the matter may be referred on appeal to the Building Committee, which shall submit a recommendation to the Board of Directors for a final and binding decision.

7.2.4 A partition shall be erected on a stand for the safety of a swimming pool, and may be for privacy and personal use. The resulting enclosure shall not encompass more than 30% of the total area of the stand, and that it shall comply with formal building standards and aesthetic requirements to the satisfaction of the Building Committee.

7.2.5 All swimming pools of any description, shall be fenced or partitioned with a 1.2 meter/ minimum height fence. Swimming pools shall also comply to the statutory rules and or building regulations

7.3 MANAGEMENT RULES PERTAINING TO NOISE PREVENTION/ABATEMENT

NOISE DISTURBANCE

No disturbance shall be caused to anyone within the bounds of Kranspoort by anyone who screams, sings or makes a loud noise in any other way on a street, private property or in a public place or on any premises at any time from 22h00 to 07h00 on any day:

- 7.3.1 no person shall at any time (day or night) cause any noise by turning up the sound volume of a radio, television set or hi-fi, or by allowing/authorising someone else to do so, or by playing a drum or other musical instrument, or allowing it to be played, or by operating and turning up the sound volume of an amplifier, or by allowing someone else to do so. No-one shall play music on a demarcated stand, public place or in a vehicle to the effect that the sound level thus produced renders the music audible beyond the boundaries of such stand/property or vehiclesave for approved designated areas by Mangement..
- 7.3.2 by operating a warning device, siren, hooter or any similar device, or by allowing someone else to do so, except in an emergency or when required by law.
- 7.3.3 by authorising anyone or by allowing anyone to operate a burglar alarm continuously or intermittently for a period of more than 10 minutes on any given occasion.
- 7.3.4 by anyone operating or allowing the operation of, a lawnmower, edge trimmer or other gardening equipment, or of power tools, on weekdays and Saturdays before 07h00 and after 18h00, or at any time at all on Sundays, Good Friday, Christmas day (25 December) and Reconciliation day (16 December).

7.4 MANAGEMENT RULES PERTAINING TO TRAFFIC

DRIVERS OF VEHICLES

- 7.4.1 No-one may drive a motor vehicle of any description on any road within the bounds of Kranspoort without a valid driver's licence.
- 7.4.2 Only legally registered vehicles are allowed on Kranspoort roads, streets and 4x4 roads. Save for Kranspoort Owners Committee service vehicles which are classified as agricultural and construction equipment and not necessarily registered.
- 7.4.3. **SPEED LIMIT**
A maximum speed limit of 30 km/h shall apply within the bounds of Kranspoort, and drivers of motor vehicles shall observe this speed limit at all times.
- 7.4.4 No persons shall be negligent or reckless when driving a vehicle nor shall allow anybody else to do so.
- 7.4.5. Motorcycles, whether two-, three- or four-wheeled, shall be deemed out of bounds on roads or private premises within the bounds of Kranspoort.
- 7.4.6 4x4 routes shall only be used within the prescribed stipulated hours and only vehicles with low range are allowed to use the routes . Anyone who uses the 4 x 4 routes at times that are not within the prescribed time limits shall be liable to a fine of R1000 for each infraction of this rule.
- 7.4.7 No one is allowed to deviate from any roads, or drive through the veld. (not including executing of duties by officials)

7.4.8 No-one may without permission, for whatever reason, dig a hole, trench, furrow, vallation, pit, depression or any excavation in any road or road reserve, or allow someone else to do so within the bounds of Kranspoort.

Anyone who contravenes these Management Rules, or who fails to comply with any provision of the Rules, shall be deemed guilty of an infraction and liable to a fine. Any recovery cost will be for the account of the transgressor.

7.4.9 No person shall erect or display any advertising sign or notice without the necessary permission from Management within a a servitude, road reserve or any other area.

7.4.10 Removal of obstructions

If anyone causes an obstruction in any road or right of way, then any official duly authorised by the Company shall be authorised to instruct the perpetrator to desist and to remove the obstacle, and anyone who fails to comply with such instruction shall be deemed guilty of an infringement in terms of these Management Rules.

7.4.11 Anyone who trespasses on the golf course by driving a vehicle on it, or whose unlawful conduct poses the risk of inflicting mechanical damage on the golf course, and particularly the putting greens, shall be liable for a fine.

7.5 MANAGEMENT RULES PERTAINING TO WASTE DISPOSAL

No-one may dump, spill, pour out, scatter, drop or place any rubbish, waste or objects or substances of any description, size or volume on any road, public place or communal property or allow someone else to do so, nor may anyone place any object or thing on the road that may interfere with the untrammelled passability of that road, or that may cause a nuisance or hazard or danger for humans, animals, vehicles or other traffic, unless that same person takes immediate steps to remove said object; failing which an official who is duly authorised by the Company shall be authorised to remove the object concerned, or to have it removed. Besides fines imposed in terms of these Management Rules, the cost of such removal shall be for the account of the perpetrator.

7.5.1 KOC currently renders a service for collecting and disposal of domestic waste from private properties on a weekly basis (currently on Mondays, alternatively the next day if the Monday falls on a Holiday) or any other day if so selected by Management.

No domestic waste shall be deposited on any roads or road reserves on any other day.

Anyone who persistently dumps waste in areas that are not designated dumping sites shall be deemed guilty of an infraction in terms of these Management Rules.

7.5.2 The owner and/or occupier of premises where builder's rubble is generated, shall ensure that such rubble is removed within a period of 7 days or an agreed period after notification to the satisfaction of the General Manager.

- 7.5.3 Anyone may operate a service to remove builder's rubble, and if the Company/KOC were to provide such a service it shall be done at a tariff to be determined from time to time.
- 7.5.4 The owner and/or occupier of premises where garden refuse originates shall ensure that the refuse is regularly disposed of, or provided that refuse may be retained on the premises, if it is used to make compost by means of a tested and acceptable method. No garden refuse shall be deposited on or in any roads or any other open areas or Communal property.
- 7.5.5 Communal property shall be deemed the property owned collectively by Kranspoort owners, and although such property is not allocated to a specific owner, all owners and visitors shall treat communal property with the same care and loyalty/commitment that they would display towards their own property, specifically where illegal dumping/litter is concerned.

Anyone who contravenes these Rules or fails to comply with any of the provisions framed thereunder shall be deemed guilty of an infraction and liable to a fine.

Any cost pertaining to removal of any garden refuse by KOC will be to the cost of the transgressor/owner.

7.6 MANAGEMENT RULES PERTAINING TO BUILDING ACTIVITIES

A complete set of Building rules are obtainable from the Central office

Shortened version of the rules:

All Building plans shall be approved by KOC building committee as well as Steve Tshwete Municipality before any building activities commence.

The Building Committee's approval shall be obtained for all building plans before such plans are submitted to the relevant local authority for approval.

The Building regulations are applicable to:

- a) completed structures
- b) structures in process of erection
- c) structures in planning stage
- d) extensions to existing structures

The building regulations also provides that no building activities or structural changes to existing buildings may begin before building plans have been submitted and the Company has indicated that the proposed activities may proceed as planned.

- 7.6.1 Caravans, tents, and any form of camping or other temporary structures are not allowed within the bounds of Kranspoort before, during or after any building process'. During the building process special written permission may be obtained in advance from the General Manager for the use of caravans, tents and/or temporary structures for a period to be determined by the General Manager, on the strict understanding that such structures shall be subject to inspections in situ at the discretion of the General Manager, and further that said structures shall be removed without delay on completion of the building process.

- 7.6.2 Building projects shall be completed within 18 months of commencement, and incomplete buildings shall be completed within a period to be determined by the General Manager in consultation with the Building Committee.
- 7.6.3 Rehabilitation of the building site, including removal or neat storage out of sight of all building rubble such as superfluous sand, stone, bricks, roof tiles and galvanised-iron sheeting, as well as levelling the land surface of the building site to a smooth plane and allowing it to return to its natural state, all of which shall also be accomplished within 30 days of the commencement of such approved building activities.
- 7.6.4 No outbuildings/worker quarters shall be erected on designated stands.
- 7.6.5 Wendy-houses shall be situated unobtrusively, and roofs shall be painted in prescribed colours. The erection of Wendyhouses or similar constructions are regulated by the building regulations.
- 7.6.6 Washing lines shall be placed behind screen walls or out of sight.
- 7.6.7 All unsightly equipment shall be stored out of sight.
- 7.6.8 Dumping of builder's rubble and/or garden refuse on adjacent premises shall be prohibited.
- 7.6.9 Building material, including bricks, sand and other, similar materials shall not be stacked/stored on sidewalks/road reserves/servitudes during the building process, but should be stored out of sight wherever possible, provided that in special circumstances the General Manager shall be authorised to grant special prior permission in writing of not more than three months.
- 7.6.10 Delivery of building materials shall take place from 07h00 to 18h00 of a given day, provided that vehicles carrying heavy loads that will evidently take more than 1 hour to unload shall not be allowed on site after 17h30. No delivery vehicles of any description shall be allowed within the bounds of Kranspoort after 18h00. No building activities shall be allowed before 07h00 and after 18h00 on weekdays and Saturdays, and on Sundays and holidays, such activities shall be prohibited throughout the day.
- 7.6.11 No building activities shall be allowed before 07h00 and after 18h00 on weekdays and Saturdays . Building activities are PROHIBITED on Sundays and Good Friday, Christmas day and Reconciliation day.
- 7.6.12 Workers (contracted workers, gardeners and domestics) shall be allowed within the confines of Kranspoort from 07h00 to 18h00 daily and shall be under responsible supervision through-out their presence in Kranspoort, for example in that owners and/or contractors shall transport them **to** and **from** residential premises and/or building sites, on condition that no owner and/or contractor shall meet a worker or workers at a central collection point from where workers have to walk to their daily destination at the start of a working day, or to which they have to return at the end of the day, with a view to providing transportation for them.
- Toilet facilities shall be provided for workers of any description.**
- Workers of any description (domestics, gardeners and contracted workers) **shall on no account** leave their workplace (residences, building sites) to stroll aimlessly through the streets of the town.

All food preparation shall be executed under controlled conditions, within enclosed containers.

7.6.13 Owners and/or contractors shall ensure that plastic, paper, metal containers, food waste and therelike are removed from building sites on a daily basis with a view to preventing pollution of the environment. Burning thereof is prohibited.

7.6.14 Galavanised iron roofs and walls shall be painted in accordance with prescribed earth colours. The General Manager shall be authorised, in terms of an express decision of the Building Committee, to issue a written instruction that existing structures have to be painted in prescribed colours.

7.6.15 The regulatory provisions pertaining to fire prevention within the bounds of Kranspoort shall be applicable during the building process and shall be strictly observed at all times.

If the General Manager and his or her staff render assistance to quench a fire on premises other than communal property the owner of the relevant premises shall be held liable for the cost incurred by the General Manager, which may include water consumption, overtime payment and other directly related expenses.

Anyone who contravenes or fails to comply with any provision of these Management Rules, or who neglects or refuses to allow access to premises to a designated official on request, or who fails to comply with a written notice in which the General Manager requests that an infringement be remedied within a reasonable period, shall be deemed guilty of an infraction and be liable for a fine or prosecution.

Depending on the severity of the infringement, and in the event of persistent continuation thereof, the Building Committee shall be authorised to institute legal proceedings against the perpetrator.

7.6.16 Before a building contractor may start a project (new or alterations to an existing construction) a refundable deposit of R5 000.00 shall be payable to KOC as guarantee that the Management Rules will be adhered to.

7.7 MANAGEMENT RULES PERTAINING TO SECURITY

Also refer to security access under Paragraph 8

A 24-hour security service shall be rendered at the entrance to the town by posting security officers there at all times.

The security officer on duty at the entrance shall be authorised to refuse admission to any vehicle, person or animal in the event of failure to observe prescribed procedures, or failure to comply with the legitimate requests or instructions of the Security officer.

Only the Security officer on duty, and no other person, shall be authorised to communicate with the General Manager and/or the Security Manager about any problem or incident at the entrance that cannot be handled or resolved by himself.

If an owner is not in possession of, and cannot identify him- or herself by means of the prescribed admission disc, entry will only be allowed if the owner signs in which disclosure of his or her personal particulars in the visitors book.

The security officer may at any time search a vehicle for pets or game poaching or reasons as determined by Management.

- 7.7.1 Property owners within Kranspoort are allowed one admission disc per registered (in his name) vehicle to a maximum of three disc's per owner/property and are yearly obtainable from the central office. Vehicle registration papers to be submitted
- 7.7.2 Drivers/owners or anybody else not in possession of a admission disc shall be required to compulsary complete the visitors permit before access is granted.
- 7.7.3 All workers must sign in/out at the main access gate where they will receive an access card/permission.
- 7.7.4 The security of individual persons and their personal property shall be the sole responsibility of the persons concerned as long as they remain within the bounds of Kranspoort, and such responsibility shall apply with immediate effect when they pass through the entrance of Kranspoort.

“RIGHT OF ADMISSION TO KRANSPOORT IS RESERVED”

INFRACTIONS

Anyone who obstructs, impedes or frustrates a security officer's performance of his duties and the discharge of his responsibilities, or who refuses to comply with his legitimate requests and instructions, or who behaves discourteously towards him or threatens him, shall be deemed guilty of an infraction.

7.8 MANAGEMENT RULES PERTAINING TO ENVIRONMENTAL PROTECTION

The appointed Environmental commitee responsible for the protection of all game, birds and fauna and flora shall be responsible to propose suitable action against any violaters/transgressors.

7.8.1. TREES AND SHRUBS

7.8.1.1 Only indigenous trees and schrubs shall be planted within the bounds of Kranspoort.

7.8.1.2 No trees, whether on communal or private property shall be uprooted and removed without the prior written consent of the General Manager.

7.8.1.3 The Environmental Committee shall submit lists for inspection/perusal at the Central Office of the following categories of trees and shrubs:

- invasive plants that have to be eradicated without delay,
- invasive plants that may not be introduced and that have to be prevented from spreading, and
- exotic plants that may not be introduced, and that are outlawed/prohibited in terms of the Kranspoort Management Rules.

7.8.2 WILDLIFE

The Kranspoort area was inhabited by wildlife before the town was established, hence it is determined under the Management Rules that at all times, regardless of circumstances, the principle shall be rigorously upheld that wildlife take precedence over other interests and considerations on roads, in fields, on communal grounds and on private premises.

7.8.2.1 It follows, therefore, that no-one shall startle, drive away or irritate and disturb any species of wildlife on any road, on vacant land, or elsewhere within the bounds of Kranspoort by performing actions designed to disturb wildlife, for example by making a startling noise gesture or sudden movement, or the like.

7.8.2.2 Driving around after sunset with spotlights or similar illuminating devices, regardless of whether in the pursuit of game viewing, shall be strictly prohibited, except organised night game drives authorised by the environmental committee.

7.8.2.3 As a rule it should be considered ill-advised to feed game, but if individual owners nevertheless choose to do so from time to time it should be done with due circumspection that game animal's do not become a nuisance to themselves and especially to other owners as a result of the animals habitual dependency.

7.8.2.4 Feeding monkeys and baboons shall be strictly forbidden, and non-compliance with this rule shall be deemed a serious infringement.

7.8.3. REMOVAL OF SOIL/WOOD/ROCK

No-one shall remove or allow someone else to remove soil, sand, rock or any material that forms part of a road, or a premises, or of any land held by the Company, unless prior permission to that effect is obtained in writing from the General Manager, subject to conditions, if any, imposed by the General Manager.

7.8.4. FIREARMS

No-one shall discharge a rifle, pistol, revolver, airgun, bow or catapult on or across any road, communal property of Kranspoort and private property or allow someone else to do so (unless authorised).

7.8.5. FIREWORKS

No-one shall set off or ignite or allow someone else to set off or ignite firecrackers or fireworks of any description on communal or private property within the bounds of Kranspoort.

A TOTAL BAN ON FIREWORKS PERSIST ON KRANSPOORT.

Anyone who contravenes these Rules or fails to comply with any of the provisions framed thereunder shall be deemed guilty of an infraction and liable to a fine or action deemed necessary by Management.

7.8.6 FIRE PROTECTION STRATEGY

The act “National Veld and Forest Fire act 101 of 1998” are applicable to Kranspoort

7.8.6.1 The Fire Fighting team, consisting of Kranspoort officials/workers and members are responsible for the fighting/control of veld fires.

7.8.6.2 The Manager in conjunction with the Fire chief is responsible for:

- Affiliation to the local Firefighting Protection Association, as well as attendance to meetings.
- shall liaise with neighbouring and other property owners.
- The Central Office shall indicate on a site-map of Kranspoort the exact location of fire hydrants.
- To do the necessary training and exercises on a yearly basis.
- Save guard Kranspoort by doing the necessary fire breaks yearly on all boundaries.
- Regular testing of functional integrity of fire hydrants.
- Regular servicing of water tender by the Technical Department and ensuring that it is filled with water.
- -The Technical Manager shall ensure that sufficient supporting tools and equipment are readily available.

7.8.6.3 DETECTION

- Each owner shall be deemed individually responsible to detect fires and report them without delay to the Central office/Duty officer.

OWNERS' RESPONSIBILITY

- Houses covering an area of more than 250m² as well as wooden houses, shall be furnished with a fire-hose reel.
- Houses covering a surface area of less than 250m² shall be furnished with a garden hose of sufficient length and that is readily accessible.
- Every house shall be equipped with at least one hand-held fire extinguisher.
- Every Owner/occupant shall ensure that the immediate area around their houses are free of any wood/grass and other debris.

7.8.6.4 No person shall set alight/cause a fire in the veld or allow anybody to do so.

7.8.6.5 No person are allowed to burn any debris of any kind within Kranspoort

ARSON

Arson shall be deemed a grave criminal offence, and shall be reported to the Police immediately as well as the Local Fire Department.

On the slightest suspicion of arson all particulars, including direct evidence and circumstantial evidence, shall be obtained and the General Manager shall be informed accordingly without delay.

INFRINGEMENTS/OFFENCES

The causation of a fire, whether wilfully or negligently, is a serious criminal offence, and suspects shall be summarily reported to the SAPD and the relevant Fire Department for further legal action.

8. SECURITY MEASURES/RULES AND ACCESS CONTROL TO KRANSPOORT

DORP

Security rules and access control to Kranspoortdorp pertaining to owners, persons, visitors, vehicles, animals (inclusive of pets) and goods are regulated by the MOI and management rules.

To ensure proper and safe access control and to prevent damage to Kranspoort access facility and property, the following rules shall apply:

- 8.1 Access control at the entrance gate is co-ordinated by the appointed personnel, (Kranspoort personnel or appointed security personnel) and their responsibilities are to strictly apply/enforce the Kranspoort rules and guidelines.
- 8.2 The Personnel is fully authorized to refuse/decline access, search vehicles, obtain particulars of vehicles, request ID documentation, visitor address, contact numbers or any other information to enable him to perform his duties or to consult with KOC or management if necessary.
- 8.3 Access by owners, visitors, workers, contractors, vehicles, deliveries and goods shall be regulated by the following but not limited to:
The use of CCTV recognition, valid Kranspoort access disc on vehicles, personal registration and identification of permanent and contract workers by means of a Kranspoort security card, issue of day permits, issuing of visitor permits.
- 8.4 Recording of goods and game onto the premises or exiting from the premises.

It must further be noted that some systems will be improved with more advanced Access control systems in the near future, which will then form part of the Management rules.

8.5 OWNERS AND RESIDENTS

- 8.5.1 Each owner shall be issued a valid access disc valid for that calendar year. (owners responsibility to obtain). Particulars of each vehicle, owner and address shall be registered at the office. (A maximum of three vehicles per owner).
- 8.5.2 It is the responsibility of owners to register and renew their access disc in the case of change

of ownership of their vehicles. Owners with vehicles without the required access disc shall be required to complete a visitor permit.

- 8.5.3 Frequent visitors may apply at the Central office to obtain an access disc, Kranspoort security card subject to the approval by KOC/General Manager. Children under 12 are exempted.

8.6 WORKERS AND CONTRACTORS

- 8.6.1 Each worker and Contractor shall be registered at the Central office. Full details eg. Residential address, contact number and copy of ID shall be submitted before access is granted.
- 8.6.2 Each worker/contractor shall be referenced to a Kranspoort owner who will be responsible for his/her presence within Kranspoort.
- 8.6.3 Workers are issued with a Kranspoort security card with colour codes which indicates if he/she is a permanent worker, contract worker or worker with a temporary permit with an expiry date. Holders of Kranspoort security cards shall re-apply on a yearly basis for renewal. Workers without Kranspoort security cards shall be required to complete a visitors permit on a daily basis.
- 8.6.4 No workers will be allowed through the entrance gate, unless transported by vehicle (no walking). No workers are allowed to freely move between properties within Kranspoort at any time. Employers shall at all times be responsible for their workers and their movements.
- 8.6.5 Allowed times for workers within Kranspoort are Monday to Saturday between 07h00 to 18h00. Registered security guards and healthworkers are allowed to be on duty on a full time basis. Guidelines regarding the employment of these categories will be issued by the General Manager upon application for permission.
- 8.6.6 No building/construction work or power tools which causes a noise shall be used on a Sunday, Good Friday, Christmas day and Reconciliation day.
- 8.6.7 Only emergency contractors and necessary maintenance personnel will be allowed access after hours subject to approval by the General manager or Standby personal.
- 8.6.8 If a worker is booked in as a day visitor, the vehicle transporting the person shall park in the adjacent visitor parking area next to the main access road, he/she and the responsible person shall then complete the necessary permit at reception.
- 8.6.9 Outgoing vehicle permits/disc's will be monitored and day permits will be collected.

8.7 DELIVERY VEHICLES, CARAVANS AND BOATS

- 8.7.1 Delivery vehicles shall use the gate adjacent to the Main entrance after completion of the necessary visitors access permit.
- 8.7.2 Caravans and boats shall use the gate adjacent to the Main entrance.

8.8 VISITORS

- 8.8.1 All visitors shall must park in the allocated parking area on the left hand side of the access road,

complete the necessary access permit at reception, the vehicle can then proceed to the access boom gate.

8.8.2 Visitors must hand back all permits when exiting through the gate.

8.8.3 Frequent visitors may apply for an access permit at the Central office.

8.9 Motorbikes

8.9.1 No Motorbikes (2, 3 or 4 wheelers) are allowed past the parking area at the golf course.

Bikes may be off loaded or loaded onto trailers in the parking area. Bikes may be left overnight next to the security room at owners risk.

8.9.2 Motorbike riders must follow the same procedures as per the normal visitor rules. Motorbike riders will be allowed through the gate after the person obtained a visitors permit, but entrance are restricted to the golf course parking area

8.9.3 No permanent entry permits will be issued to motorbikes..

8.10 TRANSPORT OF GAME/VENISON

8.10.1 Live game will only be allowed through the entrance gate with the necessary Permits, and must be accompanied by a Kranspoort official.

8.10.2 Game meat/carcasses may only be transported with the necessary documentation and permits.

8.10.3 Any game or venison shall be reported to the security personal, which will inspect the game/carcasses/venison and report back to management.

8.11 SAFE PARKING

8.11.1 Vehicles may be left overnight in the Golf course parking area at owners risk.

8.12 PETS (DOMESTIC PETS excluding fish and birds. Refer to 7.1.2)

NO PETS ARE ALLOWED (This does not apply to guide dogs for sight impaired people. Permission must however be obtained and the guide dog must not be left uncontrolled.)

Note:

The above rules are subject to change in the case of improved security measures, technology changes as required and approved by Management, to ensure a safer Kranspoort, improve access times and to deliver a professional service to Kranspoort owners. Changes will be communicated by Memorandum/adendum and will form part of the security access rules.

SUPPLEMENT TO DETERMINE FINES AND PENALTIES

Transgression	Minimum fine	Maximum fine
Overarching Management Rule (Par 2.4 -2.6)	R10 000	R10 000
Pets and Farm animals (Par 7.1)	R5 000	R5 000
Fences and partitions (Par 7.2)	R2 500	R5 000
Noise and disturbance (Para7.3)	R2 500	R5 000
Traffic Matters (Par 7.4)	R1 500	R 3 000
Waste disposal (7.5)	R1 500	R2 500
Building activities (Par 7.6)	R5 000	R10 000
Security (Para 7.7)	R5 000	R10 000
Environmental Affairs (Para 7.8)	R5 000	R10 000
Access control (Par 8)	R5 000	R10 000
Fireworks (Para 7.8)	R10 000	R10 000