



MOUNT EDGECOMBE
Country Club Estate

*Conduct Rules
for Residents*

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RULES OF MECCEMA TWO

INTRODUCTION

Living on Estate 2 means being part of a community of people who share a secure and congenial lifestyle. Conduct Rules for the community protect this lifestyle through an acceptable code of conduct by which members may live together, reasonably and harmoniously, without interfering with others' lawful use and enjoyment of the environment. Mutual respect and consideration by all residents for each other promotes a contented lifestyle on Estate 2.

In the event of differences or annoyances, the parties involved should attempt as far as possible to settle their differences between themselves, exercising respect, tolerance and consideration.

The Board is given the authority to make reasonable rules for the management, control, administration, use and enjoyment of Estate 2. The Board has the power at any time to substitute, add to, amend or repeal any rule. The rules should not however be seen as either unduly restrictive or punitive, but rather as a framework to safeguard and promote appropriate, sensible and fair interaction amongst residents and MECCEMA TWO.

The Board also has the right to impose fines to be paid by those residents who fail to comply with the rules. Fines, where imposed, are deemed to be a part of the levy due by the Owner. Finally, the Board may, in extreme cases, enforce the provisions of any rule by means of legal action.

1. PROMULGATION OF RULES

These rules shall apply from the date of their promulgation. All residents and tenants must, without exception, abide by the rules. For purposes of the rules:

"Resident" means a Purchaser, Owner, Member, Co-owner, Corporate Owner, Trustee, Lessee, Family Member, Invitee; and *"Unit"* means land, stand, dwelling, and outbuilding).

2. PLANNING AND AESTHETICS DESIGN RULES

2.1 Design Procedures

- 2.1.1 The design and construction of all new buildings, extensions, alterations to buildings, swimming pools, fences and all gardens must be approved by MECCEMA TWO prior to any work being commenced. In addition, the required local authority approvals must also be obtained for all new buildings, alterations, glass enclosures, extensions, gazebo's etc. All buildings, fences and gardens must adhere strictly to the comprehensive "*Design and Development Rules*" and "*Town Planning Controls*" for the particular village concerned. A copy of the relevant documents may be obtained from the MECCEMA TWO office.
- 2.1.2 In order to maintain building standards and design requirements, every alteration to a building, installation of a glass enclosures, attachment to a building (plaques, awnings, air conditioning units, satellites, etc.) erection of or alteration to fencing/garden walls, etc., on Estate 2 must have prior written permission from MECCEMA TWO. No owner building is permitted on the Estate. A list of accredited building contractors is available from MECCEMA TWO.

2.2 Plan approvals

- 2.2.1 Plans as required in terms of the "*Conditions of Sale*" and in the "*Design and Development Rules*", must be submitted to MECCEMA TWO along with a request for approval.
- 2.2.2 The Local Authority requires MECCEMA TWO's prior approval of building plans to be attached to any request for approval of plans.
- 2.2.3 No construction or installation may commence prior to full MECCEMA TWO and Local Authority approvals.
- 2.2.4 Notwithstanding anything to the contrary contained in any law relating to magistrate's courts, a magistrate shall have jurisdiction on the application of MECCEMA TWO, to make an order prohibiting any person from commencing or proceeding with an erection of any building or authorising MECCEMA TWO to demolish such building or offending part thereof if such magistrate is satisfied that such erection is contrary to or does not comply with the provisions of these rules or any approval or authorisation granted hereunder.

2.3 Certificates of Completion

No unit may be occupied without first having been authorised by:-

- 2.3.1 MECCEMA TWO's certificate confirming that the buildings have been erected in accordance with the approved plans and that the requirements of the specific Rules have been met; and
- 2.3.2 The Local Authority's Occupation Certificate.

2.4 Attachments to Units

No objects may be placed on or attached to a unit or any other structure, other than in accordance with prior written approval from MECCEMA TWO. The request for such approval may require a description and/or drawing and/or plan as may be necessary to fully define the request. (This applies to items such as air conditioning units, awnings, satellite dishes, etc. even when not directly attached to the building). *Specifications for types and colours of permitted awnings/blinds are obtainable from the MECCEMA TWO Office.*

2.5 Glass Enclosures

The process to be followed in the submission and approval of any glass enclosure can be obtained from MECCEMA TWO and it is advisable that MECCEMA TWO be contacted *prior* to submission. Only accredited glass installers approved by MECCEMA TWO may be used.

- 2.5.1 Plans by a MECCEMA TWO accredited Architect for any glass enclosure must be submitted to MECCEMA TWO and the Local Authority.
- 2.5.2 Glass enclosures will only be approved if, after installation of any glass enclosure, the FAR (Floor Area Ratio) stipulated by both MECCEMA TWO and the Local Authority is not exceeded.
- 2.5.3 On submission to the Local Authority, an Engineer's appointment form must be provided together with the plans. After completion, a Glazing Engineer's Certificate must be provided.
- 2.5.4 The Local Authority approval must be obtained and proof of approval submitted to MECCEMA TWO prior to installation.
- 2.5.5 If any section of a verandah is enclosed, the entire verandah is added onto the FAR calculations for such property.
- 2.5.6 All glass enclosures must be *Frameless* and *Totally Retractable*.
- 2.5.7 Seamless glass may not be erected on any other section of a unit and only verandahs on the living area level of a unit may be enclosed with glass.
- 2.5.8 All glass panels must be installed between or behind columns and positioned exactly in accordance with any approval given by MECCEMA TWO and/or the Local Authority.
- 2.5.9 Any sliding/folding doors already installed to the back of a covered verandah must remain intact.
- 2.5.10 Use of any space enclosed with glass must remain a verandah and this usage may not change.
- 2.5.11 No blinds or curtaining will be permitted to the sliding/folding doors of a glass enclosed verandah or to the retractable seamless glass itself.

2.5.12 No sandblasting of glass used for an enclosure will be permitted.

2.5.13 No carpets are to be fitted to the area enclosed with glass.

2.5.14 Full verandah enclosure will be permitted in which event will be treated as part of the verandah area as required by the MECCEMA TWO building Rules.

2.6 Fences

All fencing (style, type and position) must comply strictly with the building rules. No fencing may be installed without the prior written approval of MECCEMA TWO.

2.7 Gazebos and Pergolas

No gazebos, pergolas or any other similar structure may be erected without the prior written approval of MECCEMA TWO.

2.8 Garden/Tools Sheds

Freestanding sheds for tools or gardening equipment are prohibited unless completely concealed from view. Approval must first be obtained from the Planning and Aesthetics Committee.

2.9 Dolls/Play Houses

Free standing dolls houses, children's play houses or jungle gyms in gardens may not be installed or erected without the prior written approval of MECCEMA TWO. Such items shall only be allowed, provided they conform with the style and amenity of Estate 2. These structures must not, under any circumstances, be visible from the roads or Golf course.

2.10 General Maintenance of Units

The exterior of every unit together with fences, driveways, etc., must be properly maintained by the owner (or resident in the case of a leased property) and always be kept in a clean, tidy and neat condition and be repaired and painted accordingly. *(The maintenance of exterior of sectional title units is normally carried out by the relevant body corporate).*

2.11 Failure to Maintain Units

Where, in the opinion of MECCEMA TWO, the condition of a unit is not up to the standards required on Estate 2, MECCEMA TWO shall be entitled to give written notice to the owner/resident calling upon him/her to carry out the necessary repairs and maintenance within a specified time.

2.12 Failure to Comply with Aesthetics Standards

Should the resident fail to carry out such work as requested, MECCEMA TWO shall be entitled to carry out the work required and to recover the reasonable cost thereof from the owner, which amount shall be deemed to be part of the levy due by the owner.

2.13 Television aerials and Satellite Dishes

Terrestrial and Satellite TV are both the prerogative and responsibility of residents. Positioning of dishes, aerials and air conditioners are subject to specific rules regarding non-visibility from roads and the golf course and colour coding, etc. Permission for the positioning of any dish or aerial must be obtained from MECCEMA TWO offices prior to installation.

2.14 Flags and Signs

2.14.1 No flags, flagpoles, or radio aerials on poles may be erected on units on Estate 2. (This rule shall not apply to Association, Club or Commercial property provided the approval of the Board of MECCEMA TWO is obtained). Under special circumstances for religious reasons only, relaxation may be considered upon written application to the Board.

2.14.2 No signs may be displayed on Estate 2. This rule shall not apply to the regulation notice board required by the Project Guidelines for the erection of new buildings and alterations and additions, or to the security signs depicting zones on the perimeter fence.

2.14.3 All decorative house name boards must conform to the size, colour and position, with the requirements of MECCEMA TWO.

2.15 Shade Cloth

Shade cloth shall only be used to demarcate construction sites and is strictly prohibited elsewhere.

2.16 External Structures/Fixtures

The style and colour of external awnings, blinds, lattices, trampolines, Jacuzzis, etc., are controlled by MECCEMA TWO and written authorization for their erection must be obtained prior to installation.

2.17 General Aesthetics/Standards

2.17.1 Verandah/garden furniture or any other external appurtenances, decorations, decorative lights, drapes, buntings, umbrellas, signs symbols or whatever, which in the opinion of the Board, are aesthetically unacceptable or unsightly may not be displayed to view in any part of Estate 2.

2.17.2 Garage doors and courtyard gates must be kept closed at all possible times other than when legitimate ingress or egress is taking place.

3. OCCUPANCY AND USE OF A UNIT

3.1 Use of a Unit

3.1.1 The use of a unit shall be governed by the eThekweni Municipality requirements in force from time to time or any other approved scheme applicable to Estate 2.

3.1.2 A dwelling may be used primarily for residential purposes (i.e. no business operations which necessitate clients visiting the unit or accessing Estate 2 to the detriment of Security and parking and/or causing a nuisance or disturbance to nearby or other residents) *All units are zoned single residential by eThekweni Municipality and no sub-letting is permitted. (This includes loft rooms, garages and garden cottages).*

3.2 Occupation of a Unit

The maximum number of persons allowed to reside at one time in one unit shall not exceed the number of legitimate bedrooms in the unit multiplied by two.

3.3 Fireplaces

As Estate 2 is a smokeless zone, only anthracite may be burned in fireplaces.

3.4 Drying of Washing

No garments, household linen or general washing of any nature may be hung out or placed anywhere to dry except in a screened drying yard or other designated area. Items of washing must not be visible from the roads or from the Golf course and must be reasonably screened from the direct view of neighbours.

3.5 Storage of Harmful Substances

No harmful or flammable substances may be kept on Estate 2. *(This rule shall not apply to the keeping of such substances in reasonable quantities as may be required for domestic purposes such as LPG gas which has been installed by a registered installer or reasonable quantities of fuel for lawnmowers and recreational vehicles).*

3.6 Refuse

3.6.1 eThekweni Municipality is responsible for the collection of refuse from Estate 2. Each household is required to provide a "wheelie" bin, which must be placed on the road verge with the refuse bags inside it, by each household early on collection days. It is not permitted to burn garden refuse, however, soft gardening off cuts/lawn cuttings/etc., may be placed in official blue garden refuse bags and put out for collection on the same days as domestic refuse.

3.6.2 Under no circumstances may refuse be put out and left on road verges overnight or over weekends.

3.6.3 No empty paint cans/tins or any other hazardous materials may be left out on the verge for collection under any circumstances. The resident is responsible for ensuring that these materials are disposed of correctly.

4. GARDENS AND GARDEN LANDSCAPING

4.1 New Garden Landscaping

- 4.1.1 The installation of first time/initial or new gardens shall comply with the procedures and Rules as laid down by MECCEMA TWO.
- 4.1.2 Private gardening is encouraged and all efforts to beautify Estate 2 are supported. Plant material must consist of a 70% Indigenous 30% exotic ratio (70/30)
- 4.1.3 However, in order to ensure compliance with the amenity of Estate 2, approved *Landscaping Design Rules and Plant Lists* are available. A MECCEMA TWO Accredited Landscaper must submit proposed garden design layouts at the same time as the architectural plans for approval prior to the commencement of any garden installation. There is a time limit for the commencement and completion of gardens once building is completed on any property.
- 4.1.4 If the plan changes as construction progresses, a revised plan must be submitted.
- 4.1.5 The landscaper installing the garden is responsible for the maintenance of the garden for a period of 6 months.
- 4.1.6 The landscaper's name must appear on the builder's board and will be held responsible for the landscaping. It is the landscaper's duty to remove their name if they are not involved.
- 4.1.7 The responsibility for the maintenance of private gardens is the sole responsibility of residents.
- 4.1.8 *Trees may not be cut down*, severely pruned or removed without permission from MECCEMA TWO.

4.2 Submission of Landscaping Plans

- 4.2.1 Plans must be on an architect's plan and must show adjacent lots, roads, golf course or EPA (Environmental Protected Area).
- 4.2.2 North directional to be shown on the plan as well as a Scale.
- 4.2.3 A standard Bill of Quantities must be used.
- 4.2.4 The Landscaper's details must appear on the plan together with a date of the plan and an estimated date of implementation.
- 4.2.5 The landscaper must notify MECCEMA TWO when a new garden is to be installed and may not commence installation until the plan has been approved by the Environmental Committee and MECCEMA TWO.

4.3 Garden Standards

Where in the opinion of MECCEMA TWO the condition of a garden is not up to the standards required on Estate 2, MECCEMA TWO shall be entitled to give written notice to the resident, calling upon him/her to carry out the necessary improvements within a specified time.

4.4 Failure to Comply with Garden Standards

Should the resident fail to carry out such work as requested, MECCEMA TWO shall be entitled to carry out the work required and to recover the reasonable cost thereof from the owner, which amount shall be deemed to be part of the levy due by the owner.

4.5 Revamp of Gardens

Gardens that are substantially re-vamped must use a MECCEMA TWO accredited landscaper and retain the 70/30 indigenous/exotic plant ratio. Note that a garden maintenance contractor is not a registered landscaper. If work starts before submitted plans have been approved, the work will be stopped immediately.

4.6 Garden Refuse

Garden refuse generated privately by a resident must be placed in blue plastic bags (to be supplied by Owner) and stacked on the pavement together with domestic refuse on the days of the week appointed for collection of refuse in the specific village. Garden refuse may not be put out on any other day, nor left out overnight.

4.7 Landscapers

- 4.7.1 All landscapers working on MECCEMA TWO must be SALI approved and on the Estate's approved contractor's panel.
- 4.7.2 If a resident wants to landscape the verge, permission must be granted by MECCEMA TWO. A landscape plan must be submitted by a landscaper and also approved by MECCEMA TWO. The owner is responsible for the maintenance of the landscaped area.
- 4.7.3 If a landscaper is approached by a resident to revamp the whole or a large part of the garden, a new plan must be submitted to Meccema Two for approval before work commences.
- 4.7.4 When the landscaper hands the maintenance contract over to a garden maintenance contractor, MECCEMA TWO will continue to hold the landscaper responsible for the maintenance of the garden for 6 months, in terms of rule 4.1.5
- 4.7.5 The garden will be inspected by the MECCEMA TWO Landscaping & Environmental Manager after 6 months to be signed off as being in good order and no longer the responsibility of the landscaper.

4.8 Garden Maintenance Contractors

- 4.8.1 All garden maintenance contractors must be accredited with MECCEMA TWO.
- 4.8.2 Garden contractors may only work within the cadastral boundary of the client's plot.
- 4.8.3 If a plot borders onto an EPA it is MECCEMA's responsibility to have a 1m strip mowed between the resident's plot and the EPA. This is carried out by MECCEMA TWO garden maintenance contractors once a month.
- 4.8.4 Mowing of the verge is done by MECCEMA TWO garden maintenance contractors.
- 4.8.5 The garden maintenance contractor must remove any alien invasive plants he finds. Should there be an issue regarding this, the Landscape and Environmental Manager may be contacted.

5. PET CONTROL

5.1 Dogs

- 5.1.1 Written permission must first be obtained from MECCEMA TWO before a dog may be brought onto Estate 2. This permission will not be unreasonably withheld provided compliance with the following rules is observed.
- 5.1.2 No more than *two dogs* will be permitted per unit.
- 5.1.3 Dogs must be small and not be of a known aggressive breed. In regard to the size of dogs, they should be of a breed which will not exceed 20kg when fully grown.
- 5.1.4 All bitches must be spayed and male dogs neutered. A veterinary certificate of compliance must be produced along with the request for permission to keep the pet.
- 5.1.5 Residents of sectional title units, cluster houses, simplexes and duplexes (or any other similar residence) are permitted to keep dogs during the term of their tenancy/ownership subject to authority being granted by the Body Corporate, and owner of the unit. The tenant's lease agreement must be accompanied by a letter from the Chairman of the Body Corporate granting authority to keep dogs.
- 5.1.6 Each dog must at all times wear a collar with a legible nametag indicating the owner's name and telephone number. Dogs found running loose without a nametag will be handed over to the SPCA and any costs incurred will be for the owners account.
- 5.1.7 All dogs must be adequately contained in an area within a resident's unit and when outside the resident's unit, dogs must be on a leash and under the control of a responsible person. Dogs are not allowed to run loose on the golf course or any other common area of Estate 2.
- 5.1.8 Owners of dogs must ensure that their animals are not permitted to bark incessantly and unnecessarily and thereby cause any disturbance to neighbouring units.

- 5.1.9 Local Authority by-laws relating to dogs must be observed (i.e. licensing/numbers/rabies inoculations etc.)
- 5.1.10 Fouling by dogs in common areas of Estate 2, the Golf Course or in other residences must be removed immediately by the responsible dog-owner. (For this purpose dog-owners are advised to carry a scooper or plastic bag whenever walking dogs outside of their own property).
- 5.1.11 No visitor may bring any pet onto Estate Two.
- 5.1.12 Any dog being on Estate 2 in contravention of these rules shall be removed forthwith on notice from MECCEMA TWO.

5.2 Cats

- 5.2.1 Under no circumstances may cats be brought onto Estate 2.
- 5.2.2 *As a registered Conservancy Area, MECCEMA TWO has an obligation to prevent loss or damage to all flora and fauna on Estate 2 and a decision has been taken to the effect that cats will inevitably damage the bird life on Estate 2.*
- 5.2.3 Members attention is drawn to the fact that prior to 1990, certain owners were permitted to bring cats onto Estate 2 and that in view of their vested rights, they have been permitted to retain these animals, but may not replace them as and when they die or leave Estate 2 for any other reason. In the case of these specific cats, each one has been registered with MECCEMA TWO and is consequently identifiable. Any other cats, which may be found, will be removed from Estate 2 without notice, unless the owner took advantage of the amnesty granted in 2006.
- 5.2.4 All cats permitted to be on Estate 2 shall be neutered or spayed as the case may be and shall wear a collar and a bell at all times. Owners are encouraged to lock cats inside at night to prevent disturbance to residents.
- 5.2.5 Any cat being on Estate 2 in contravention of these rules shall be removed forthwith on notice from MECCEMA TWO.

5.3 Other Pets

- 5.3.1 All pets, regardless of species may not be allowed to be a nuisance or cause a disturbance or annoyance to others through barking, howling, squawking, etc. and no pet may be left alone in a unit for a prolonged period of time.
- 5.3.2 Pets may not be left overnight unattended in a unit, and suitable arrangements of engaging a friend or house sitter must be made, or the pets must be taken to a kennel off Estate 2.
- 5.3.3 Caged birds will be allowed subject to not more than two birds per cage and a maximum of two portable cages. Aviaries are not permitted under any circumstances.
- 5.3.4 Pigeons, poultry, peacock, wild animals, livestock, snakes, reptiles and the like may not be kept on Estate 2 by residents.

- 5.3.5 Any animal, bird or reptile being on Estate 2 in contravention of these rules shall be removed forthwith on notice from MECCEMA TWO.

6. SECURITY

6.1 General Security Procedures

All current security procedures must be strictly observed at all times by all persons on Estate 2.

6.2 Alarm Systems

Alarm systems may be installed by reputable alarm monitoring companies. Any response to the alarm must be channelled through the MECCEMA TWO Control room. No alarm company response vehicle will be permitted onto the Estate. Only alarms that are of the silent type may be used as no sirens are allowed. A list of reputable companies may be obtained from the Security Manager.

6.3 Club Members

Non-resident Club members may only use gate 5 on Estate 2 from 06h00 to 21h00 daily and only for the purpose of visiting the Club or making use of its facilities. Club members are not permitted to make use of any facilities provided for the sole use of residents and their visitors.

6.4 Messenger of the Court, Sheriff of the Court and Police Officers

Due to the nature of the above category of persons, and the judicial processes involved, MECCEMA TWO may not obtain confirmation from residents prior to these persons entering Estate 2, nor may we deny these persons access. However security will ensure that valid court orders, warrants, etc., are produced before they are allowed access. Security will escort such persons to the premises and ensure that all relevant laws are observed.

6.5 Reporting to Security

- 6.5.1 Security is a shared responsibility. Residents should report any suspicious or unlawful occurrence to security immediately.
- 6.5.2 Complainant's names will not be supplied to offending residents, unless the complainant authorises the divulgence of such.

6.6 Access cards

- 6.6.1 Access cards identify an individual and his/her authority to freely enter/exit Estate 2. Therefore it is imperative that access cards are not left in motor vehicles or any other place where a person may illegally use them to enter/exit Estate 2.
- 6.6.2 Only persons permanently residing on Estate 2, club members, guests (including Estate 1) or those authorized to work on Estate 2, may be issued access cards. Each card holder shall be responsible for the safe keeping and ensure that the access card is not used by anyone other

than the person it was issued to. Only one card may be issued per person. If Security determines that another person is using an access card, they may confiscate or suspend the access card.

- 6.6.3 Additional access cards for junior club members will only be issued on authorisation from the Club Manager.
- 6.6.4 On application for an access card, the applicant must produce an original and a copy of his/her Identity Document, Driver's Licence or passport and pay a prescribed administration fee.
- 6.6.5 Access cards are only issued to persons over the age of eighteen years of age or if the person is in possession of a valid driver's licence.

6.7 Security Gates and Booms

Every resident shall stop at all security control gates and then proceed by operating his or her access card. Should a resident not be in possession of his or her access card then the member may only proceed on being allowed to do so by the guard on duty after signing the "Residents without Access Card" register.

6.8 Pedestrian Access

- 6.8.1 All pedestrians entering or exiting through the gatehouse area must use their access cards and proceed through the pedestrian turnstile.
- 6.8.2 Visitors must be collected from the gatehouses by the resident as walking from the gatehouse to a residence is not permitted. Non access cardholders are not permitted to walk on Estate Two.
- 6.8.3 Residents' children arriving after hours at the gate must be collected by their parents and transported home as they are not permitted to walk to their home from the gate.

6.9 Access To & Egress from Estate 2 after Hours

Between 23h00 and 05h30, all persons (including residents) leaving Estate 2 may be asked for certain information by the guard for identity purposes.

6.10 Visitor Procedures

- 6.10.1 Any resident who wishes a visitor to enter the Estate, must phone the Control Room to register that visitor, obtain a reference number and confirm that the visitor is listed on the Visitor Log. Alternatively, the resident may make use of the SMS system to perform the above function.
- 6.10.2 The reference number may only be used to enter/exit the Estate *once*.
- 6.10.3 An extended stay visitor will be issued with a temporary visitor access card allowing him/her access to and from Estate 2. This access card will only be enabled for the period of time for which the visitor has approval. The access card will remain the property of the applicant (resident) being visited. A visitor's card will only be provided for a period not

longer than one month. Where a visitor stays for a period in excess of a month, it will be a requirement that the individual then be issued with an access card incorporating the holder's photograph.

6.11 Contractor Procedures

- 6.11.1 Contractors who intend to work on Estate 2 for a period of 15 days or less, must obtain a temporary work permit to allow them access to Estate 2. Contractors, who intend to work on Estate 2 for a period longer than 15 days, must obtain an access card. Each person entering on a temporary permit must be in possession of a valid ID document which will be handed to Security at Gate 5 on entry to Estate 2. This will be returned on departure of the person.
- 6.11.2 All Contractors must be registered with MECCEMA TWO and/or security before ingress and egress is allowed through gate 5.
- 6.11.3 Contractors are not allowed to walk off the site on which he/she is working on Estate 2. Each Contractor must be transported to and from the site where he/she is working by vehicle. Once on site, a Contractor may not walk between sites under any circumstances. Any contravention of these rules may result in the Contractor being removed from site and banned from future access to Estate 2.
- 6.11.4 All work shall be conducted from Monday to Friday between 06h00 and 18h00. *No after hours work is permitted* between 18h00 and 06h00 Monday to Friday, on Saturdays, Sundays and Public Holidays unless prior approval given by MECCEMA Two for exceptional emergency situations. All deliveries, with the exception of medicines and foodstuffs, shall be subject to this rule.

6.12 Gate Houses and Booms

- 6.12.1 Gate houses are strictly out of bounds for anyone except security personnel and other authorized persons.
- 6.12.2 Abuse of guards, in any manner whatsoever, is strictly prohibited. Any complaints regarding gates or their guarding must be directed to the Security Manager.
- 6.12.3 Tailgating (i.e. proceeding through the gates or booms when operated by a car in front) is strictly prohibited.
- 6.12.4 The underpass connecting Estates 1 and 2 is for the use of Golf carts only and access card operation is required after hours.

6.13 Furniture Removal

- 6.13.1 Access will only be granted to furniture removal vehicles on Mondays to Saturdays from 06:00 to 15:00. No furniture Removal Vehicle will be allowed onto the Estate after 15:00.
- 6.13.2 No access will be given to furniture removal vehicles on Sundays and Public Holidays.
- 6.13.3 Due to the nature of the Estate roads and vegetation, all large removal vehicles will be escorted to the Pani Club parking and a smaller shuttle vehicle is then required to transport

furniture from residence to removal vehicle. This decision is delegated to the security Manager.

7. USE OF ROADS

7.1 Speed Limits

7.1.1 The roads on Estate 2, in spite of being within the fence and appearing to be 'private', are in fact public roads and therefore within the jurisdiction of the National Road Traffic Act № 93 of 1996 (as amended).

7.1.2 The speed limit throughout Estate 2 is 40 km/h. Any person found driving in excess of 40km/h, will be subject to a penalty. The presence of children and pedestrians as well as many undomesticated animals such as buck, monkeys, mongoose, leguans and wild birds means that drivers need to exercise additional caution when using the roads.

7.1.3 Repeat offenders caught exceeding the Estate Two speed limit of 40kph will incur additional penalties as follows:

3rd Offense - 2 x Penalty applicable

4th Offense - 3 x Penalty applicable

This will be enforced over a six month period

7.2 Pedestrians and Animals

Pedestrians and animals must be given the right- of- way on roads within Estate 2 and golf carts must be given the right of way at the applicable crossings.

7.3 Operating Restrictions for Vehicles

No person shall operate any vehicle upon any place within Estate 2 unless he/she is the holder of a valid driver's licence and in addition, in the case of a golf cart, a valid cart permit issued by the Club, which must be displayed on the golf cart. Vehicles shall only be operated on roads. Junior golfers must be licensed by the Golf Club, and may only drive golf carts from home to the club for a legitimate round of golf, during a legitimate round of Golf and back home after a legitimate round of golf.

7.3.1 Operating any vehicle in contravention of the National Road Traffic Act within Estate 2 is prohibited.

7.4 Parking

Parking on sidewalks and open-lawned areas or in front of driveways to residences is prohibited. This does however exclude the reasonable use of the sidewalks and lawns for parking for a limited period when circumstances require it, i.e., contractor's vehicles and visitors who cannot reasonably be accommodated within the parking area of a unit. However, parking overnight on sidewalks or verges is strictly prohibited.

7.5 Motor Bikes/Dune Buggies/ Off-road Bikes/Quad Bikes

Unlicensed off road bikes, quad bikes, and go-carts are not permitted. Motor bikes, beach or dune buggies or any other motorised vehicle with a noisy exhaust may only be driven quietly on the roads to allow access from the gates to the unit and vice versa. These vehicles may not use the golf cart paths, nor may they use the underpass between Estate One and Estate Two.

7.6 Caravans and Boats

A resident may park any boat, trailer, cart or caravan on his/her property provided that it cannot be viewed from the golf course and/or from any road on the Estate.

7.7 Golf Carts

7.7.1 Golf carts may only be legally driven on Estate Two by licensed drivers. They may not be driven across lawns and must stay on the internal Estate roads or on cart paths.

7.7.2 Golf carts may use cart paths. Cycling, jogging and walking along golf paths is not permitted during golfing hours and users are cautioned against injury from golf balls.

7.8 Skateboards, In-line Skates, Roller Skates & Powered Scooters

Skaters are a matter of concern to drivers when encountered on roads. While no-one wishes to turn Estate 2 into a sterile “non-playing area”, in the interests of safety, parents must instruct their children to keep a careful look-out for motor vehicles and to leave the road as soon as any vehicle approaches. Powered scooters are not permitted on the roads, but are allowed on sidewalks, remembering to give way to pedestrians. We encourage headgear and protective gear to be used at all times.

8. SPORTING AND RECREATION FACILITIES

8.1 Mount Edgecombe Country Club Golf Course

MECCEMA TWO's rules in regard to the golf course on Estate 2 are as follows:

8.1.1 Residents shall not conduct themselves in such a way as to interfere with, disturb or in any other way, cause a nuisance to any person legitimately playing golf on the golf course.

8.1.2 Children under the age of 10 years are not permitted on the golf course unless in the company of and under the supervision of a responsible adult.

8.1.3 Tees, greens and sand traps are at all times strictly out of bounds to any person other than someone legitimately playing golf.

8.1.4 Residents who wish to play “a few holes” early in the morning or late in the afternoon must first obtain permission from the Club Pro Shop and must commence playing at the 1st or 10th tee.

8.2 Estate Swimming Pools

- 8.2.1 Swimming is only allowed between the hours of 06h30 and 21h00 each day.
- 8.2.2 An adult must accompany any child under the age of 10.
- 8.2.3 Pets are not allowed around the poolside or in the pools.
- 8.2.4 No music is allowed to be played around the pools.
- 8.2.5 Pool furniture must not be removed from the facility.
- 8.2.6 The use of the pools must be done in such a way so as not to create an unreasonable nuisance or disturbance to those residents living in close proximity to the pools. No person shall use the pool in a manner so as to interfere unreasonably with the enjoyment of any other users.
- 8.2.7 No pool cleaning equipment, pumps, piping, etc. may be used or moved by residents, and only the appointed persons (outside agents or specially authorized residents) may operate the equipment.
- 8.2.8 Surfboards, cold drink cans, glass and hard objects of any sort are totally prohibited in the pools.

8.3 Community Centres

The rules governing these facilities are as follows:

- 8.3.1 No reservations will be taken for Sundays and Public Holidays. Functions such as weddings, religious festivals, business meetings/parties and any event for gain *may not take place* at the Community Centres.
- 8.3.2 Community facilities at the pools are for the exclusive use of Estate Two residents (Owners and Tenants) and their guests. The facilities may be booked for special functions by Estate residents at the MECCEMA TWO office. Private use of the facilities by outsiders is not permitted
- 8.3.3 Under no circumstances may the community furniture be removed from the facility. It is the duty of whoever uses the facility, to clear away all rubbish and stack away the cushions and chairs, and to leave the facility in a clean and tidy condition.
- 8.3.4 When a Community Centre is booked for use by a member, exclusive use is only granted for the area under roof.
- 8.3.5 The pool area and additional braai facilities are available at all times for the use of residents of Estate 2 and have to be shared.
- 8.3.6 Flashing lights, PA systems and music is not allowed at the community centres.
- 8.3.7 The following may not be brought to the community centres: pets, horses/ponies, carousel swings, quad bikes, water slides and foam slides.

- 8.3.8 Children under 12 must be accompanied by an adult at all times.
- 8.3.9 All functions must be booked through the MECCEMA TWO office 1 week in advance. No whole day bookings will be approved.
- 8.3.10 At the discretion of MECCEMA TWO, Security Guards may be posted while your function takes place and the cost thereof will be for your account.
- 8.3.11 A resident residing in a freehold property will have this amount debited to their levy statement. A tenant or resident residing in a complex, will be required to pay the amount prior to the function being held.
- 8.3.12 Security must be informed of any functions.
- 8.3.13 Community Centres close at 21h00 (9pm) and users are requested to vacate the premises by that time.
- 8.3.14 Any use of the Community Centres by residents and their invitees, shall be entirely at their own risk. Under no circumstances shall MECCEMA TWO be responsible for any loss or damage of any nature suffered by any person using these facilities.

8.4 Horse Riding

Horse riding on Estate 2 is not permitted and no horse may be brought onto Estate 2.

8.5 Dams

Most of the larger dams on the property are part of the golf course and not Estate 2, therefore the Club regulates rules regarding their usage. Swimming and / or diving for golf balls is prohibited as is searching amongst the vegetation surrounding the dams while not participating in a round of golf. The ecosystem surrounding the dams is a sensitive habitat for water birds and should therefore not be unnecessarily disturbed.

8.6 Lakes/Streams

Lakes/streams/dams, etc., where they are part of Estate 2, have certain areas of “common property” around them, and residents are required to exercise respect and not to intrude on the privacy of residents whose properties front onto the lakes.

8.7 Camping

Camping is not permitted anywhere within Estate 2.

8.8 Picnicking

Picnicking is not permitted on any common property and is restricted to Community Centres only.

8.9 Boating

Except for official canoeing as authorised by The Club, boating is not permitted on any dam/lake/stream on Estate 2.

8.10 Fishing

Fishing is prohibited in any dam/lake/stream on Estate 2. Fishing in dams under the jurisdiction of the Club may be allowed on certain special occasions, under such conditions as determined by the Club.

8.11 Firearms

Discharging of any firearm, air-gun or other lethal weapon is strictly prohibited on Estate 2.

8.12 Crossbows/Bow & Arrows

No crossbows, bow and arrows, catapult, BB gun or other weapon may be used on Estate 2 property under any circumstances.

8.13 Playing Field in Quail Valley

The playing field is restricted for the use of ball sports only. (No sports causing an audible nuisance to residents are permitted). No picnicking or golf activities may take place on this field. Golf carts are not permitted on the playing field.

9. DOMESTIC EMPLOYEES

9.1 Definition of Domestic Employees

For the purpose of these rules, Domestic Employees shall be defined as “any assistant” paid by the resident to perform normal household tasks such as cleaning, dusting, sweeping, washing, ironing, cooking, or gardening, and like chores. Residents shall be responsible to ensure that their employees/workers comply with all security requirements as well as all rules of Estate 2.

9.2 Casual Workers

Residents are encouraged not to use casual workers on Estate 2. Should they occasionally be required, casual workers must be recorded in and out at security where they have to leave their ID Document and be escorted by the owner to and from a security gate.

9.3 Transport of Domestic Employees

9.3.1 Transport for Domestic Employees on Estate 2 is provided Monday to Saturday at set times in the morning and afternoon. This service is also available on public holidays, excluding Good Friday, Christmas Day and New Year’s Day. Only registered access card holders are permitted to utilize the bus service. MECCEMA TWO does not guarantee this service or accept any responsibility for any interruption in the service.

- 9.3.2 All domestic employees must comply with instructions from Security while boarding and travelling on official MECCEMA TWO buses. Domestic employees must make use of designated bus stop points throughout the Estate. When the bus service is unavailable, domestic employees may walk on the Estate between the residence where working that day and their gate of exit.
- 9.3.3 All domestic employees will display their access cards prominently en route to and from their employer's residence.

9.4 Registration of Domestic Employees

- 9.4.1 All domestic employees must be registered on an annual basis from the date of their first registration and are to obtain an access card for entry to Estate 2. Access cards will be validated only for recognized normal business hours unless authorized differently by MECCEMA TWO.
- 9.4.2 No Domestic Employee is permitted to remain on Estate 2 overnight unless prior authority has been obtained from MECCEMA TWO. Under exceptional circumstances, the management of MECCEMA TWO may allow a relaxation of this rule for a specific date or period.
- 9.4.3 Domestic Employees may have access to Estate 2 from Mondays to Sundays but only during the hours of 06h00 and 18h00, they must personally swipe their access cards/scan their finger on the biometric reader for ingress and egress. Any variation from this must be authorised by MECCEMA TWO in writing.
- 9.4.4 All requests for a relaxation of the rules must be made to the MECCEMA TWO offices during normal working hours. In the case of an emergency, such as illness, residents requiring a relaxation of the rules when the MECCEMA TWO office is closed may contact Security who will refer the matter to the relevant Security Manager for consideration.
- 9.4.5 Instances of "exceptional circumstances" are, for example, such as illness, injury or incapacity or an emergency beyond the reasonable control of the resident.
- 9.4.6 The lack of baby-sitter for social or business engagements either on or off the Estate will not constitute "exceptional circumstances".
- 9.4.7 Domestic employees are not allowed to receive visitors on Estate 2.

9.5 Au-pairs and nurses/critical care

All au pairs and nurses must be registered with MECCEMA TWO and the appropriate security clearance given if all the required criteria related to such services are met.

9.6 Temporary Domestic Employees

A temporary permit must be obtained through Security for a domestic employee who will be working for no more than 5 days. The domestic employee must hand in a valid Identity Document every day on entry to Estate 2. This will be returned when the domestic employee leaves. The resident employing a Domestic Employee working for more than five days, must obtain an access card from MECCEMA TWO. Temporary domestic workers are

not permitted to catch the bus and may not walk on Estate 2. Therefore temporary domestic workers must be picked up and dropped off at a gatehouse by the employer.

10. LEVY PAYMENTS

10.1 Levy Procedures

- 10.1.1 Owners must pay levies in full and in advance by the first day of each and every month.
- 10.1.2 Owners whose levy payments are in arrears at the 7th of the month will be liable to pay interest at 3% above the current prime overdraft rate of the Standard Bank of South Africa and such interest shall be applied to the full amount overdue, from the 1st of the month up until the date of payment.
- 10.1.3 Owners whose levy payments are still in arrears after 30 days must pay immediately on being billed, the full amount overdue, together with the next levy due, plus interest at 3% above the current prime overdraft rate of the Standard Bank of South Africa on the full overdue amount up until the date of payment.
- 10.1.4 Owners whose levy payments are in arrears after 60 days shall have their overdue account and the full interest thereon, handed over for collection and possible legal action. Any costs incurred by these proceedings and all additional interest up to the date of final settlement shall be for the Owner's account. Access cards will be suspended, but entry into the Estate will be permitted.
- 10.1.5 Any interest on, or collection fees for overdue levies shall be considered to be part of the levy and treated as such.
- 10.1.6 In exceptional circumstances, where an Owner may have a particular problem regarding payment of dues, he/she may approach MECCEMA TWO with a request for special consideration and/or temporary relaxation of the above rules, which consideration and any decision resulting therefrom shall be entirely at the discretion of the Board.
- 10.1.7 Levy amounts may not be reduced or offset against real or perceived, partial or non-provision of services or for any other reason whatsoever unless previously discussed with and sanctioned in writing by MECCEMA TWO. Owners who are "away" at month-end must make arrangements to ensure that the Levy is paid by due date. Being "on holiday", "away overseas" or "away on business" and like excuses are not acceptable reasons for late payment of levies.
- 10.1.8 Owners are encouraged to effect payment by way of debit orders which can be signed for at the offices of MECCEMA TWO and which are controlled by MECCEMA TWO and submitted to the Banks via MECCEMA TWO's, monthly electronic advice.

11. THE LEASE / SALE OF A UNIT

11.1 Lease of a Unit

- 11.1.1 MECCEMA TWO must be advised prior to the renting/leasing of a unit. The Lessor must use MECCEMA TWO's lease agreement form without any alteration and MECCEMA TWO's documentation fee must be paid. Only MECCEMA TWO accredited letting agents may be used.
- 11.1.2 MECCEMA TWO's written consent to lease to a specific lessee must first be obtained. MECCEMA TWO shall have the absolute right to refuse to supply such consent. Such consent shall not be withheld without good cause. Lessees must be of good standing befitting Estate 2 and the Club, and the names of such lessees must be provided to MECCEMA TWO.
- 11.1.3 The owner must inform the lessee of the rules of Estate 2 and furnish the Lessee with a copy of the "*Handbook for Residents*" and the "*Conducts Rules for Residents*". Any contravention of the rules by any lessee shall, in addition to any right of recourse against the lessee, be deemed to be a contravention by the owner.
- 11.1.4 All lessees must undergo an orientation by MECCEMA TWO prior to occupation of the unit. Lessees must be introduced to Chairman/Trustees of Body Corporates prior to occupation (if applicable).

11.2 Sale of a Unit

- 11.2.1 MECCEMA TWO's written consent to transfer a property within Estate 2 must first be obtained. Prior to the grant of any such consent, selling/transferring owner must have satisfactorily settled all his/her obligations to MECCEMA TWO.
- 11.2.2 Any intending purchaser is obliged as part of any sale and purchase agreement, to become a member of MECCEMA TWO and the Mount Edgecombe Country Club
- 11.2.3 An owner shall be required to use MECCEMA TWO's prescribed documents (including the Contract of Sale) when alienating or otherwise selling his/her property on Estate 2.
- 11.2.4 Should an owner wish to dispose of his/her unit, he/she shall use the services of an Accredited MECCEMA TWO Estate Agent.
- 11.2.5 Should an owner wish to dispose of a property:
- (i) The owner will only use an Estate Agency accredited by MECCEMA TWO;
 - (ii) He/she must conclude a written mandate agreement stipulated by MECCEMA TWO; and
 - (iii) He/she agrees that if a non-Accredited agency finds a buyer for the property, it must refer the buyer to an Accredited agency who will conclude the sale of the property on the basis of a 20% / 80% sharing of commission between the non-Accredited and Accredited agencies.

11.2.6 Notwithstanding any other rights which MECCEMA TWO may have in terms of these rules, if an owner fails to comply, MECCEMA TWO shall have the absolute right to withhold its consent to the owner transferring his property until the relevant rule has been complied with in all respects.

11.2.7 Where an owner wishes to sell a unit privately and does not wish to use the services of an Estate agency, this may be done, but the owner must ensure all requirements of, and obligations to, MECCEMA TWO are complied with prior to the conclusion of the sale.

11.2.8 Meccema Two will not consent to any transfer resulting from a sale by auction, unless such auction was held as a result of a court order

11.2.9 In all sales, the following fees are to be paid by the Purchaser:

- Levy Stabilisation Fund
- Debentures to the Club
- Club Membership Fees

11.2.10 The Seller is responsible for the Administration Fee.

12. GENERAL

12.1 General Conduct

- 12.1.1 Respect and general consideration by all residents for all other residents and all users of Estate 2 shall be exercised at all times.
- 12.1.2 Unreasonably disturbing, inconveniencing, annoying, being a nuisance to or interfering with any other resident(s), or his/her/their rights, in any manner deemed by MECCEMA TWO to be offensive and unacceptable, is strictly prohibited. This includes the beating of drums and the playing of loud music.
- 12.1.3 Residents must take cognisance and ensure that their car alarms do not cause unnecessary disruption.
- 12.1.4 Abuse of Security members and all MECCEMA Two staff members during the course of their duty is strictly prohibited. Abuse is constituted but not limited to physical, verbal and any form of intimidation.

12.2 Helicopters

No Helicopter or other aerial conveyance may land at any place on Estate 2 without the prior written consent of MECCEMA TWO and subject to such special conditions as may be laid down. *(This rule shall not apply to legitimate Emergency Services performing special duties or rescue operations).*

12.3 Burial, Slaughter and Curing of Animals

- 12.3.1 No domestic animal carcass may be buried on Estate 2.
- 12.3.2 No animal, bird or reptile may be slaughtered within Estate 2.
- 12.3.3 No meat, skin, fish or carcass may be hung up to dry or to cure within Estate 2.

12.4 Adverts/publicity Material

No private, religious or commercial advertising notices or brochures are permitted to be distributed around Estate 2. *(This rule shall not apply to legitimate notices to residents from the Club or from MECCEMA TWO).*

12.5 Hooting

The use of car hooters within Estate 2 to beckon or attract residents or others is prohibited.

12.6 Auctions/Jumble Sales/Garage Sales

Any form of public auction or sale on any property within Estate 2 is prohibited unless authorised by MECCEMA TWO.

12.7 Use of and Conduct in Open Spaces

- 12.7.1 The lighting of fires in any open space on Estate 2 is prohibited. Braaing at an authorized function or at an ordinary residential activity, and provided the braai is in a proper receptacle/burner specifically built for that purpose, is permitted.
- 12.7.2 Disturbing, collecting or destroying of plant material is prohibited except by authorization from MECCEMA TWO.
- 12.7.3 The use of any open space in a manner or through conduct, which may unreasonably interfere with the use and enjoyment thereof by other persons, or in such a way as to cause a nuisance, which may detrimentally affect the amenity of such space, is prohibited.
- 12.7.4 Littering or discarding of any item whatsoever on Estate 2 is prohibited except in receptacles specially provided.
- 12.7.5 The pollution of any lake, dam, pond or stream is prohibited.

12.8 Wild Animals

Disturbing, feeding, harming or destroying any wild animal or bird is prohibited. Should wild Animals become a nuisance, the problem should be brought to the attention of MECCEMA TWO.

12.9 Feeding of Monkeys

Strictly no feeding of monkeys allowed on Estate Two unless under controlled MECCEMA TWO circumstances. It is an offense to shoot any monkey or any animals on this Estate.

12.10 Graffiti

No person shall deface any property on the Estate by writing, drawing, spraying or any other manner whatsoever.

12.11 Private Gardeners

No private gardeners are permitted to work on Sundays and public holidays.

12.12 Power Tools

No power tools may be used on weekends and public holidays.

12.13 Post Boxes

Postal deliveries and any pamphlet distribution to a street address on Estate 2 is not permitted, however, MECCEMA post boxes with street addresses will be available at designated points to act as an official collection point. *This delivery point will be deemed your official street delivery address.*

12.13.1 All MECCEMA TWO official documents will be delivered to these boxes. Every unit will be allocated one box which will remain a part of the property when transferring to a new owner.

12.13.2 Lost keys will be the owner's responsibility.

12.14 Fireworks

Religious and Cultural rights are not recognised on this Estate and are in effect, superseded by Conservancy Laws, therefore, the lighting or letting off of fireworks within Estate 2 is strictly prohibited.

12.15 Parties and Functions on Estate 2

12.15.1 Ordinary dinner parties and other social gatherings of reasonable proportions are part of normal living and of good social interaction. They pose few, if any problems. However, the holding of large celebratory functions at private residences within Estate 2 is discouraged for reasons of disruption to security, parking problems and general inconvenience to other residents.

12.15.2 On Estate 2, large functions should be held at the Club where there is adequate parking and facilities. Special permission is required for a function to be held within Estate 2, where more than 30 people may be attending. This permission must be timeously obtained prior to the proposed date of such function. When considering such a request, MECCEMA TWO will take into account the position of the residence proposed to be used in relation to gates; proximity to neighbours; parking availability; times of function; type of music to be provided; size and position of any proposed marquee; arrangements at gates; requirements for security and additional guards; as well as any other matter of importance to the situation, all of which may result in the possible imposition of restrictions and/or special conditions as may be deemed appropriate.

12.15.3 Any private outside gathering at a residence may not extend past 22h30 (10:30pm) after which time the party must move indoors.

12.15.4 Music being played may not interfere with any neighbours.

12.15.5 The use of laser lights, strobe lights, or any other form of flashing lights is strictly prohibited on this Estate.

12.15.6 Restrictions imposed on any function shall be strictly adhered to.

12.16 Shutdown

No contractors are allowed onto the Estate during shutdown at the end of the year. The shutdown period is over the festive season and dates may be obtainable from MECCEMA TWO. Swimming pool and garden contractors are allowed onto the Estate during this period.

13. FAILURE TO COMPLY WITH THE RULES

13.1 Failure to comply with Rules

If a resident fails to comply with any provisions of any rules, MECCEMA TWO may:

- 13.1.1 call for an explanation and/or an apology from the resident; and/or
- 13.1.2 impose a reprimand and require the resident to remedy the breach and/or comply with the relevant rule; and/or
- 13.1.3 may impose a financial penalty which has to be paid within 14 days of issue and shall be deemed to be a part of the levy due by the owner; and/or
- 13.1.4 withdraw any previously given consent applicable to a particular matter; and/or
- 13.1.5 order the resident to pay for damages resulting from non-compliance with any rule; and/or
- 13.1.6 take legal action against any resident for the enforcement of the rule/s; and/or
- 13.1.7 suspend access cards for the household concerned.
- 13.1.8 Any contravention of the rules by any person who gains access to Estate 2 on the authorisation of a resident shall be deemed to be a contravention by the resident concerned.
- 13.1.9 The actions to be taken and the penalties to be imposed for breaches or contraventions of the rules shall from time to time be decided by the Board and applied by the Estate Manager.
- 13.1.10 Should any resident be aggrieved by any decision made by the Estate Management, he/she may, after having first paid the penalty, lodge an appeal within 7 days of the penalty being paid, to the Board through the Estate Manager. The appeal should contain sufficient facts and /or information relating to the matter which the resident concerned believes would justify a finding by the Board which is different to that imposed by the Estate Management.
- 13.1.11 Penalties imposed for the breach of or non-compliance with the rules shall be deemed to be part of the levy due by the owner.
- 13.1.12 In respect of breaches of clause 6 and 8 of the Resident Conduct Rules, which are those most common, those clauses have been amended to incorporate specific sanction.
- 13.1.13 Breach of conduct rules will attract between R250 – R25,000. This does not prevent the Board imposing a greater sanction than stipulated herein against an offending Resident for other gross violations.

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