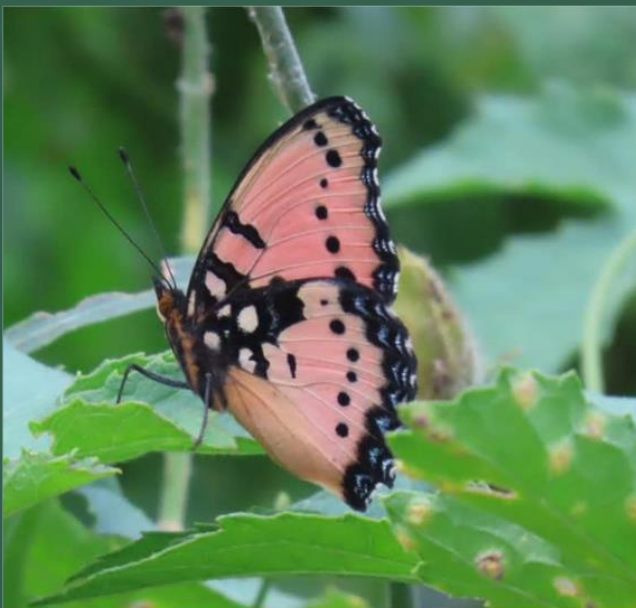




MOUNT EDGECOMBE
COUNTRY CLUB ESTATE

ESTATE 1

**LANDSCAPING AND ENVIRONMENTAL CODE:
ABRIDGED VERSION**



Foreword:

Please note:

This is a simplified/abridged version of the full Landscaping and Environmental Code. For full details please refer to the full version.

This Landscape and Environmental Code (hereafter referred to as “L&E Code”) relates to the following:

- Landscape Installations
- Garden Maintenance
- Building alterations effecting gardens
- Sale of Properties
- any policies relating to the environment on Mount Edgecombe Country Club Estate (hereafter referred to as MECCE or the Estate)

It is designed to assist the Resident / Homeowner in understanding the various requirements needing to be met in order for the Estate to maintain its excellent standards, as well as ensure that all service providers working for our Residents / Homeowners in a private capacity provide service consistent with this good reputation the Estate has earned for its property upkeep and pleasing aesthetical standards.

This document is to be read and applied in conjunction with the Estate Planning and Aesthetic (P&A) Code and should there be any discrepancy or uncertainty as to any aspect of a P&A build, alteration or addition, then consultation with both L&E and P&A Departments needs to take place beforehand.

Disclaimer: Although the author / publisher of this document has made every effort to ensure that the information in this document was correct at the time of publishing, the author / publisher does not assume and hereby disclaim any liability to any part for any loss, damage or disruption caused by error or omissions, whether such errors or omissions result.

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A. LANDSCAPING WORK

Private gardening/landscaping is encouraged and all efforts to beautify the Estate are supported. The installation of first-time, new gardens, major and / or minor garden revamps shall comply with these procedures, guidelines and rules laid down herein by Estate Management.

Landscape Installations:

- These need to be carried out by Estate-registered Landscape Installers or Garden Maintenance contractors who are also registered Landscape Installers (please refer to the Estate Website for the Contractors' List for details of these contractors).
- Private Gardeners or Garden Maintenance contractors are not permitted to landscape.
- Any contractor wishing to become a Landscape Installer needs to make application to the L&E Department and submit the required information as per the requirement list.

Landscape revamp work relating to building alterations:

- Proposed landscape plans need to be submitted at the same time as the building alteration plans. Please refer to section below on plans (A.1.4 and A.1.5).

Notes regarding all Landscaping work:

- All garden designs are to be as water-wise as possible (plant selection should be drought-hardy in order to conserve water).
- The practice of Hydro-Zoning needs to apply as much as possible in garden designs. (Hydro Zones = zones based on water requirements of plants within each zone; each zone in the garden with plants with similar watering requirements).

A.1 Major Garden Revamps / Changes

Definition of a major garden revamp / change:

- For entire garden changes, or 50% or more of the garden being changed.

A.1.1 Indigenous-to-Exotic Plant material ratio (70/30)

- Plant material content must consist of a ratio of 70% indigenous to 30% exotic¹.

¹Note: Exotic = plants refer to plants not indigenous to South Africa but not classified as Invasive Species.

- Existing gardens consisting of mainly exotic plant material must allow for a higher indigenous percentage when being revamped/changed, so as to bring up overall garden plant content to the required 70/30.

A.1.2 Alien Invasive Species: Weeds (AIS Weeds)

- No categorised 1, 2 or 3 AIS Weeds (plants) are allowed to be planted.
- Any planting of such will be required to be removed immediately.

A.1.3 Protected Plant Species, licences, certification

- Protected plants used in landscapes may not be allowed to be removed in the future without relevant/applicable authorisation from local governmental environmental authority to do so.
- Proof of license, certification or permit required for the use and possession of protected plant material (e.g. Cycads) or other material (e.g. weathered rock) in a landscape will need to be submitted to the Estate L&E Manager before being allowed to be used.

A.1.4 Landscape Plan Drawing:

- An Estate-registered Landscaper or Landscape Designer must submit landscape plans for MECCEMA approval, prior to the commencement of any landscape installation.
- For building alterations to properties, proposed garden design layouts must be submitted at the same time as architectural plan submission for approval prior to any garden installation.

A.1.5 Submission of Landscape Plans:

Plans are to be neatly presented, easily readable and must comply with the following:

- Be on an architect's plan; state the Lot no. (and unit no. if applicable), name of the lot owner; physical address of the property and show adjacent lots/ roads/ golf course/ EPA's (Environmental Protected Areas) and any storm water run-off control and/or berms.
- Indicate North direction
- Indicate Scale
- A standard Bill of Quantities must be used: indicating botanical & common names of plants; planting density per square metre; plant or plant bag sizes to be used; etc.
- Include the Landscaper's details (company name, plan drawer's name and contact details)
- Indicate the date the plan was drawn

Please see below Landscape Plan example:



- Plan approvals need to be received in writing from the Estate L&E Department before any landscape work begins, failing which the work will be stopped immediately until the required procedure is followed.

A.1.6 Plan Submission Fees:

- Plan submission fees are invoiced by the Estate to the Resident / Homeowner and made payable to the Estate.
- Once the submission fee has been received, the plan will be assessed for approval.
- Plan submission fees may change every year, so it is up to the Homeowner / Landscaper / Designer to find out from the Estate Management office what the current fees are.
- When Residents are making electronic payments they are to use their address and surname as a reference.

A.1.7 Landscape Plan Changes / Deviations:

- The installation of a landscape may not deviate from the original plan without Estate L&E Department being notified of any such deviation (in writing) and approved, beforehand.
- Major plan changes (50% or more of the design being changed) must have a revised plan submitted to the Estate L&E Department. An additional submission fee may be applicable.
- Any minor changes to the design need to be sent through in writing to the Estate L&E department.
- Written approval is needed from the L&E Department before any plan or plant material changes be made on site.
- Unauthorised deviations from the approved plan may be required to be removed should such be noted in the handover inspection.

A.1.8 Design Implementation:

- There is a time limit of no longer than 2 months for landscape installations after building alterations on a property is completed.

A.1.9 Signage:

- The name and contact details of the landscape installer needs to appear on the builder's board with property alterations.

A.1.10 Installation Hand-over Inspection:

- The Estate L&E Department manager is to be contacted for a site hand-over to check the installation according to the approved plan.

A.1.11 Quality of Workmanship:

- Landscape installations or rehabilitations that do not meet up to the Estate good standards of workmanship as laid out in this Code will be

instructed by the L&E Department to be rectified within a reasonable given time frame, but not exceeding 2 months.

- Should the work not be corrected within the required time frame, such work may be tasked out to be completed / redone by an alternate, accredited contractor of the Estate's choice. Any costs incurred for this rectification work will be for the landscape contractor's expense.

A.1.11 Post-installation Maintenance:

- New or major landscape installations require the installer to maintain the work for no less than 3 months once the work is completed, or be actively involved in overseeing the maintenance of the new work (if this arrangement is agreed upon in writing with the Resident/Homeowner).
- After the 3 month's post-installation maintenance period the Resident/Homeowner will then be entirely responsible for the maintenance of the landscape thereafter.

A.2 Minor Garden Revamps / Changes

Definition of Minor garden revamps / changes:

- Smaller changes to garden areas (less than 50% of the total garden area of the property)
- Plans not required for internal areas that are of 15m² or less. However, a list of the proposed plant material with plant densities per area will need to be submitted to the L&E Department for approval prior to planting. These smaller garden area changes are permitted once per year.
- **Please Note:** Plans are however required for any landscaping carried out on an Estate verge.

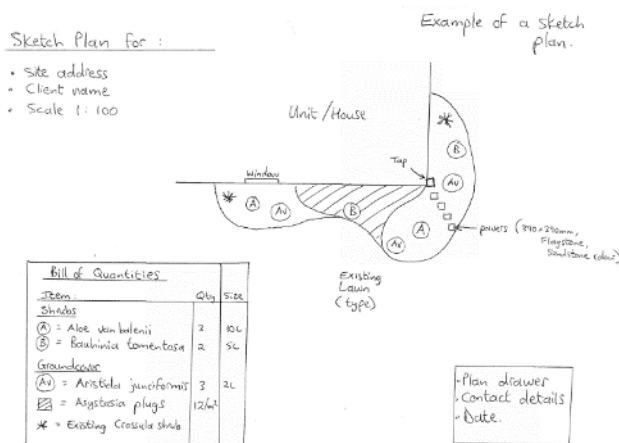
A.2.1 Indigenous-to-Exotic¹ Plant material ratio:

- The required 70% indigenous-to-30% exotic plant ratio still applies.

A.2.2 Sketch Plan Drawings:

- Areas larger than 15m² require a Landscape Sketch Plan drawn by an Estate- accredited Landscaper or Designer and are to be submitted for approval before installation commences.
- Sketch plans are to be neatly presented, easily readable and comply with the same requirements as for major revamp plans but do not need to be as formal or on an architect plan.

Please see below Sketch Plan example:



A.2.3 Plan Submission Fees:

- Submission fees are invoiced by the Estate and made payable to the Estate. Once the submission fee has been received, the plan will be assessed for approval. Please note that plan submission fees do change every year.

A.3 Landscaper Installers and Designers

A.3.1 Registration of Landscape Installers:

- All landscapers working on the Estate are to meet the requirements of the Estate L&E Code
- All landscape installers are to be registered with the Estate L&E Department.
- All landscaper installers must be active members of SALI (South African Landscape Institute).

A.4 Soil Preparation for Landscape Work

A.4.1 Soil Compaction:

Any compacted areas to be alleviated.

A.4.2 Composting:

Good quality, organic compost is to be applied at a minimum of 30dm³ per m² of soil area.

A.4.3 Fertilizer:

Good quality, organic fertilizer, applied at a minimum rate of 100g per m². Phosphate addition to be in the form of Bone Meal (no Superphosphate will be permitted).

A.4.4 Soil ameliorants / mulching:

Ameliorants designed to reduce watering requirements for newly planted material are to be used in soil preparation, as well as generous application of suitable mulching material over planted areas.

A.5 Plant Material Quality, Selection & Supply

- A.5.1 Plant material supplied for landscaping work is to be of good quality, from a reputable grower / supplier (ethically sourced): healthy, weed -free, as well as pest and disease free.

Shot-hole Borer Note: Plant material is to be checked for this borer. Any plant material found to be containing this beetle must be appropriately destroyed, immediately. The Contractor may be subject to a contravention to the value of no less than R10 000 for bringing in infested material.

- A.5.2 Planting of any plant species on the list of protected species will not be permitted to be removed in the future without written authorisation from the relative government environmental authorities.
- A.5.3 Any permits necessary for the cultivation, purchase, transportation or ownership of regulated (protected and/or threatened) species and/or other materials are to be obtained and presented as and when required by the Estate Management. All plants are to be sourced and supplied by a legal vendor.

A.6 Plant spacing: Groundcovers & Shrubs

Below are minimum requirements

- A.6.1 Plug spacing: minimum of 12 plugs per m²
- A.6.2 Six pack (e.g. annuals): 18 per m²
- A.6.3 Small bag sizes: 1L / 2L = 10 plants per m²; 3L / 4L = 6 plants per m²
- A.6.4 Medium bag size maximum spacing: 5L = 4 plants per m²; 10L = 2 plants per m²
- A.6.5 Larger bag size maximum spacing: 20L = 1 per m²

A.7 Plant spacing: Trees

- A.7.1 Spacing will be dependent on the species and size it will eventually grow to. No trees to be planted: over storm water or sewage pipes, near electrical boxes, street lights or in positions that will cause damage to buildings, structures or road surfaces in the future.
- A.7.2 No unauthorised tree planting will be permitted.

A.8 Plant material not permitted to be planted on the Estate:

- A.8.1 Groundcover: Any categorised alien invasive plant species; Tradescantia (Rhoeo) spathacea (including the miniature varieties).
- A.8.2 Shrubs: Any categorised alien invasive plant species; exotic tree ferns; hedges of Duranta 'Sheena's Gold or Eugenia myrtifolia (Syzigium paniculatum).

- A.8.3 Trees: Any categorised alien invasive plant species; Fever Tree (*Vachellia xanthophloea*).

Please note: As the plant list may change from time to time, please enquire with MECCEMA L&E Department for updated lists.

A.9 Paving / Other Materials / Items not permitted to be used in landscape designs or in gardens:

- A.9.1 No painted or unpainted garden statues & ornaments (garden gnomes; boulders; rocks; etc) are permitted to be used/installed on the verge or front side of properties (i.e. in view from the roadside).
- A.9.2 Hard landscaping such as bollards (wooden or concrete type), rocks or boulders are not permitted to be installed on verges in attempt to stop vehicles parking on them.
Weathered rock or boulder use in the landscape on your verge will need to be applied for via the P&A and L&E departments.
- A.9.3 A maximum of 35% of open ERF area is permitted to be covered by solid paving. This is including the driveway area.
- A.9.4 Hard landscaping elements such as fountains, gazebos, fish ponds, water features, etc. need to have specific application made to be used.
- A.9.5 All Ferro-Art type fences are to be fully planted up so as to screen them.

A.10 Lawn Planting

A.10.1 Registration of Instant Lawn Installers:

- Only Estate L&E-registered Instant Lawn suppliers / installers or Landscape installers are permitted to carry out major lawn planting (150m² or more).

A.10.2 Workmanship:

- Installations or rehabilitations need to be of good quality standard.
- Poor installations need to be rectified by the installer upon instruction from the Estate L&E Department or may be subject to either a contravention and possibly the work being re-done by an approved contractor of the Estate's choice, at the original installer's expense.
- Residents / Homeowners making use of unauthorised contractors will be required to rectify the workmanship at their expense.

A.10.3 Verge reinstatements:

- Verges that need to be rehabilitated / reinstated (e.g. after construction activity damage) are to be done so at the Resident / Homeowner's cost.
- Rehabilitation / reinstatement must be done to Estate L&E Department's standards and in accordance with this Code.
- An Estate-registered landscaper or Instant Lawn contractor is to be used.
- Reinstatement / rehabilitation not meeting up to the Estate's good quality standards of workmanship and that have not been rectified by the installer despite instruction from the Estate L&E department to do so, may be subject to a contravention and the work being re-done by an approved contractor of the Estate's choice, at the initial contractor's expense.
- Residents /Homeowners making use of unauthorised contractors will have to arrange rectification of the workmanship at their expense.

A.10.4 Instant Lawn Planting:

The below minimum guidelines are required by the Estate for the planting of lawn:

- Soil compacted to be suitably broken up and stones, rubble, etc. removed.
- Good quality, weed-free compost applied at a minimum of 30dm³ per m².
- Good quality, organic fertilizer applied at a minimum rate of 100g per m².
- Area is to be suitably levelled and rolled prior to instant lawn planting.
- Instant lawn to be of good quality, with a well-knitted root/soil base to it.
- Newly planted lawn to immediately be watered and rolled once planting is complete. New lawn to be suitably watered thereafter so that it establishes itself quickly.
- Lawn planted on verges may have an Estate-approved, neat temporary form of protection barrier (e.g. neatly installed 75mm diameter wooden-pole pegs). Such can be put up for a maximum period of 3 to 4 weeks after planting.

A.10.5 Grass sprigging:

Permission for grass sprigging is needing to be obtained from the Estate beforehand.

The below minimum guidelines are required by the Estate for sprig-planting:

- Compacted soil areas to be suitably broken up and stones, rubble, etc. removed.
- Good quality compost applied at a minimum of 30dm³ per m².
- Good quality, organic fertilizer applied at a minimum rate of 100g per m².
- Area to be raked to a good level before sprig-planting.
- Good, healthy runners (sprigs) used: strips cut from instant lawn pieces (not loose sprigs pulled from another lawn area).
- A maximum of a 20cm (200mm) space between sprig rows.
- Area to be rolled level immediately after planting.
- Area is to be suitably watered after planting and thereafter regularly so as to ensure quick coverage of the area.

A.10.6 Watering of new lawns/ sprigged areas:

- All newly planted areas to be watered at least 3 times-a-week for the first 3 - 4 weeks.
- Instant lawn may require a daily watering.
- It is the Resident/Homeowner's responsibility to ensure that the grass receive the correct amount of watering if arrangements have not been made for the installation contractor to do so.
- Watering frequency will depend on weather patterns (high rainfall) and/or national government water restrictions (droughts) at the time of planting and consideration for wise and conservative water use should always be foremost in mind.

A.10.7 Lawn types not permitted:

The following grass types are not permitted to be planted or only limited planting will be allowed:

- Kikuyu grass (*Pennisetum clandestinum*): not permitted.
- Kearsney or Carpet Grass (*Axonopus compressus*): not permitted to be planted in areas bordering Green Belts or EPA's.
- Any other lawn on the categorised invasive plant species list.

A.10.8 Artificial Lawn Installations:

Artificial lawns may be accepted where/if:

1. Natural grass cannot be grown due to shade aspect.
2. The artificial turf is not on a verge area.
3. The turf installation will be carried by an Estate-registered contractor.

Note: The area will need to be assessed by the Estate L&E Department before being authorised.

Areas bigger than 15m² require a plan to be submitted.

Installations of artificial lawns are to follow the below methods:

- Removal of grass and sub soil surface: Grass is to be removed to create a level / flat surface for the preparation of the Geotextile Membrane
 - Grass to be removed off site and not left in the driveway or on the pavement overnight.
 - Geotextile Membrane must be non-woven and able to drain water.
- The soil surface must be compacted to 50mm by a minimum of 90kg compaction.
- Level falls must be shaped away from the main structure of the building and are required to ensure efficient drainage and damp control of the walls.
- If necessary, drainage must be provided for and if so drawings of such drainage and pipework must be detailed for future reference.
- All debris and rubble to be removed offsite at the end of every working day
- Installation of a minimum 6 Year Warranty product backed by a reputable company.
- Artificial Grass must have a minimum of a double backing, with a UV stabilizer not shorter than 6 years.
- If a shock absorption product is required in a public access venue, it must be critically fall height tested and certified to a minimum of 1.3m and up to a maximum of 1.5m. Any higher surface will not be approved as per the SABS guidelines.
- Artificial Grass Provider must offer an annual service plan for the duration of the product warranty.

A.11 Planting by Residents / Homeowners on Estate verges:

- Written authorisation from the L&E department will be needed prior to planting as well as the installation carried out by a registered landscape installer.
- A sketch plan will also need to be submitted to the Estate.
- Please note: 3m verge width from road kerb edge inwards remains common area and that there may be times where municipality need to carry out work on them. Planting up of the area is done at their own risk: any damages to landscaping and associated rehabilitation/reinstatement costs will be for the Resident/Homeowner's account.

A.11.1 Any landscaping to a verge will then be the responsibility for the Resident / Homeowner to maintain thereafter and such responsibility will then be taken over by the new owner should the property be sold.

A.11.2 Irrigation systems installed by a Resident/Homeowner on an Estate verge is the responsibility of the Resident/Homeowner to repair and maintain. Damage costs to such an irrigation system by municipal contractors will be the responsibility of the Resident/Homeowner to bear.

- A.11.3 No tree is permitted to be planted on an Estate verge without written authorisation from the Estate L&E department. The Estate reserves the right to determine the type of tree allowed to be used in such planting.

A.12 Retainer Walls:

- All retainer walls to be planted with a suitable groundcover
- Coverage: a minimum of **80%** of the total wall area is to be covered at all times. Dead plant material is to be replaced when needed.
- No retainer walls are permitted to be painted.
- Treated gum poles retainers for minor soil retention and landscaping are permitted but are to be a max height of 1m. This type proposal needs to be given written approval by the Estate prior to installation and must be installed by an accredited landscape installer.

B. GARDEN MAINTENANCE

B.1 Private Garden Maintenance:

- Maintenance of private gardens is the sole responsibility of the Resident/Homeowner.
- Residents/Homeowners may choose whether to use an Estate-registered garden maintenance service provider or their own private gardener.
- All garden standards are to comply with the minimum levels of quality as laid out in this L&E Code.
- Gardens failing to meet these minimum standards of quality will be advised via written notice from the Estate and required to bring any item/s up to acceptable standards within a time frame of no more than 4 weeks. Failure to do so may result in the Estate may appointing a registered garden maintenance contractor of its choice to rectify the garden standards, at the expense of the Resident/Homeowner.
A contravention may be issued for regular occurrences of poor maintenance.

Rental Properties: These are to employ the services of an Estate-registered garden maintenance contractor and not the services of a private gardener.

B.1.1 Private Gardeners

B.1.1.1 Required Training:

- Once-a-year compulsory training is required for private gardeners relating to garden maintenance and alien invasive weed identification, the cost of which will be at the Resident / Homeowner's expense
- This cost will be kept to as minimal as possible and a certificate of competence will be given to the private gardener, valid for 12 months from date of receiving it.

B.1.1.2 Standards:

- It is the Resident / Homeowner's responsibility to ensure that their gardener is made aware of and understands this L&E Code, particularly that relating to: garden standards and alien weed plant removal.

B.1.1.3 Garden Inspections:

- With prior permission, private gardens may be inspected by the Estate L&E department / L&E Committee / L&E Manager from time to time, to ensure quality standards are being met and upheld.
- Should it be found, after three (3) consecutive inspections of such properties within a 12-month period, that the garden is not meeting minimum standards, the Estate reserves the right to instruct the Resident/Homeowner to employ the services of an Estate-registered garden maintenance contractor.
Items noted in the inspection will be communicated to the Resident / Homeowner, to enable the private gardener to become aware of the issues and correct them accordingly.
- No garden refuse, other waste or building material is to be dumped or stored in any greenbelt or EPA area. Any such dumping may be subject to a contravention.

B.1.1.4 Staff screening:

- Homeowners are to ensure that their garden staff are suitably screened before being allowed to work for them.
- Private gardeners are to have their identification tags issued Estate Access control on them at all times whilst working on the Estate.
- Should a private gardener be involved in any criminal and/or violent act on the Estate, he/she may be subject to being banned from further access to the Estate.

B.1.1.5 Compliance with Estate security and Health & Safety requirements:

Any private garden staff are to be made aware of any security rules applying to Estate, for example (but not limited to):

- * unsanitary acts are not permitted to be carried out within any garden or wild area
- *no littering
- *No harming or interference with any Estate wildlife.
- *All staff are to have exited the Estate by 6pm

B.1.1.6 Alien Invasive Weed Species:

- Private gardeners are expected to be familiar with what plants are declared invasive species and must remove any such alien invasive plants they find in the gardens that they maintain.

B.1.1.7 Maintenance Area restrictions:

- Private gardeners may only work within the cadastral boundary of the Homeowner's plot, unless maintaining planting installed by a Resident/Homeowner on an Estate verge.
- Private gardeners are not permitted to carry out any work in a common area, Greenbelt or EPA without written authorisation from the Estate L&E department.
- Private gardeners carrying out unauthorised work in a common area, Greenbelt or EPA, may be subject to a contravention being issued to the Resident / Homeowner.

B.1.1.8 Litter: No littering whilst walking to or working within a property.

B.1.1.9 DSW Waste (Wheely) Bins:

- Residents/Homeowners are to ensure that they have enough bins to cater for their household waste (organic, paper, glass and plastic).
- No over-packing of bins (where the bin lids cannot closed and be latched down properly).
- All waste bins are to have a suitable and an Estate-approved latch device on them so as to prevent the refuse from being removed by Estate animal life (e.g. monkeys).

B.1.2 Garden Maintenance Contractors

- Unregistered Garden maintenance contractors will not be permitted to gain access onto the Estate via reference numbers unless otherwise agreed upon by the L&E Department beforehand.
- Unregistered contractors are to apply for registration with the L&E department and meet the requirements in order to be allowed to work on the Estate.

B.1.2.1 Registration:

- Contractors are to follow all requirements in order to become registered. Once registered they will be required to register all staff who will be working under their management on the Estate with Estate Access Control.
- They will need to thoroughly familiarise themselves with the Estate L&E Code, Conduct and Security rules.
- They will be required from time to time to provide a complete list of properties they service on the Estate.
- They will also be required to attend any compulsory meetings required by Estate management.

B.1.2.2 Maintenance Area restrictions:

- Garden maintenance contractors may only work within the cadastral boundary of the client's plot, unless maintaining planting installed by a resident on an Estate verge. They are not permitted to carry out any work in a common area or EPA without written authorisation from the Estate L&E Department or will be subject to a contravention and may have their accreditation to work on the Estate removed.

B.1.2.3 Staff screening:

- Staff are to suitably screened before being allowed to work on the Estate.
- No staff member to have a criminal record for violent behaviour, theft, or any such conviction that could possibly endanger a Homeowner / Resident or their property.

B.1.2.4 Compliance with Estate security and Health & Safety requirements:

All staff in the contractor's employ are to be made aware of any security rules applying to Estate, for e.g:

- *no walking long distance between sites is permitted.
- *suitable labour supervision is required for maintenance personnel.
- *no unsanitary acts are permitted to be carried out within any garden or wild area
- *no littering or polluting the environment is allowed.
- *no harming or interference with any Estate wildlife is allowed.
- *no standing up in the back of transport vehicles.
- *All staff are to have exited the Estate by 6pm.

B.1.2.5 Alien Invasive Weed Species:

- Garden maintenance contractors are expected to be familiar with what plants are declared alien invasive species and must remove any such plants they find in the gardens that they maintain. They are to follow the standard protocols for such removal, as recommended and laid out by NEMBA (National Environmental Management Biodiversity Act).
- Please Note: Failing to systematically remove alien invasive plant species from the gardens they maintain may result in them be issued with a contravention. Should alien invasive species be noticed to be unattended after being advised to remove such in writing by the Estate L&E Department, and/or should a contractor continuously fail to comply with this requirement on more than 3 occasions within a 12 month period, then the Estate reserves the right to remove such a contractor's accreditation to work on the Estate which will result in them no longer being allowed to carry out work therein.

B.1.2.6 Uniforms: All staff are to be:

- In clearly marked uniforms, with the name of the company printed on them, that is easy to read.

- Have their identification tags issued by Estate access control on them at all times whilst working on the Estate.

B.1.2.7 Quality of workmanship / professionalism:

- All accredited contractors are to carry out good quality/workmanship standards in Residents/Homeowners' private gardens.
- Consistent poor quality work deliverance and/or unprofessional work ethics may result in the contractor having its registration temporarily or permanently removed by the Estate.

B.1.2.8 Garden Inspections:

The Estate reserves the right to inspect/audit any gardens maintained by the registered Garden maintenance contractors from time to time, to ensure quality standards are being met and upheld by them.

Continual failure to meet garden standards, despite having been given written advice to improve their workmanship from the Estate L&E department on 3 or more occasions, may result in the contractor being de-registered to work on the Estate. The Estate reserves the right to do so.

B.2 Sectional Title Garden Maintenance

- To make use of one of the Estate-registered Garden Maintenance service providers.
- Private gardeners are not permitted to carry out the entire maintenance of the complex, however, individual residents within a sectional title complex may be permitted to use a private gardener in the form of a "top-up" type service to the garden.

B.3 Rental / Leased Property Garden Maintenance

The services of a Garden Maintenance Contractor is mandatory and the name must be included within the Lease Agreement.

No Private Gardeners are allowed to maintain gardens of leased premises.

It is the responsibility of the Homeowner to ensure that the garden of the leased property is maintained regularly. The owner shall contract with one of the Garden Maintenance Companies registered with the Estate to maintain the garden as per this L&E Code for the duration of this lease.

B.4 Garden Standards

Where it is in the opinion of the Estate L&E Department that the condition of a garden is not up to the standards required for the Estate, the Estate shall be entitled to give written notice and report to the Resident/Homeowner to which the property belongs, requiring the Resident/Homeowner to carry out any necessary corrective

improvement/s within a specified reasonable time frame, not exceeding 2 months. Failure for the Resident/Homeowner to bring their garden up to such required standard within the given time frame, the Estate reserves the right to instruct a garden maintenance contractor of its choice to rectify the garden, for which the cost will be for the Resident/Homeowner's expense.

B.4.1 Garden standards will generally be assessed on the following criteria:

B.4.1.2 Weeding, cleaning and edging of flowerbeds:

- To be kept clean (weed & litter free), neat (plant material cleaned of old, dry leaves; regularly trimmed so as to prevent material growing into or smothering each other) and regularly edged.
- No more than 25% weed growth should be present in flowerbeds and if so, they should not be more than 2 weeks' old growth.
- Flowerbeds bordering the golf course to be kept tidy and weeded at all times.

B.4.1.3 Mowing of lawns:

- Not allowed to grow excessively long (e.g. double the regular / required mowing height of the particular grass type).
- To be mowed with the correct machinery/equipment, with sharp blades, at the correct height.
- Weed-eaters should not be used to mow large areas of level lawn but limited to edges, banks and places where a mower cannot cut.
- Generally, all lawns are to be mowed once-a-week in the growing months (Sep – May) and every second week in the cooler months (Jun – Aug).

B.4.1.4 Quality of Lawns:

- Weeds should be kept controlled and lawn areas not have more than a maximum of 25% weed growth and if present, not be more than 2 weeks' old.
- Lawn health should not be allowed to deteriorate to a poor quality or so as to have more than 25% of its area with bare patches in it.

B.4.1.5 Plant Trimming & Pruning:

- Shrubs and groundcovers are to be kept regularly pruned and trimmed, not being allowed to grow excessively bushy, out of control or looking unkempt for more than 4 weeks in a row, particularly in the growing season.
- Remove all cuttings, dead leaves and branches under and around hedges where appropriate. As well any dead branches in the hedge.
- Removal of dead palm fronds, fruit stems, problematic stems

B.4.1.6 Paved Surfaces:

- All paved surfaces are to be kept free of weed growth in them at all times.
- Hard surfaces to be swept regularly and leaf litter and/or soil not allowed to accumulate on them for long periods.
- Algae on paving is to be regularly treated or removed.

B.4.1.7 Garden refuse:

- Garden refuse must be placed in the appropriate blue plastic bags and stacked on the pavement together with domestic refuse on the day of the week appointed for collection of refuse by Local Council / Municipality. If the collection truck is missed, the bags are to be brought back into the property.
- Garden refuse may not be put out on any other day or left out on the verges overnight.
- Garden refuse generated by a Resident/Homeowner's garden service contractor is to be removed from the site on the same day of the garden service.
- No garden refuse is permitted to be left on the verge overnight otherwise a contravention may be issued.

Please Note: Garden refuse may not be stored in areas within the garden that are visible from the road. If garden refuse is stored out of sight within the property, it should not be stored there for any lengthy period of time (no longer than 5 consecutive days).

Please Note: No private garden refuse is permitted to be taken and left at any of the community centres or Estate common areas.

B.4.1.8 Flowerbed Mulching:

- The use of correct mulching practices in flowerbeds is encouraged so as to reduce watering requirements and thus conserve water.

B.4.1.9 Retainer Walls:

- To be planted to a suitable groundcover and coverage must be a minimum of 80% of the total wall area.
- Bare areas in the retainer wall are to be replanted so as to ensure continual plant coverage.

B.4.1.10 Alien Invasive Plants:

- No alien invasive plants are permitted to be grown in private properties on the Estate.

B.4.2 Garden maintenance whilst Homeowners / Residents are away:

- Gardens are to be kept in good standard and not be allowed to deteriorate during the course of a Homeowner/Resident's absence, e.g. whilst away on holiday or over public holiday periods, or should a private gardener leave their employ without notice.
- Basic standards as mentioned above in item 3.1 are to be followed. Suitable arrangements are to be made by a Resident/Homeowner with either their private gardener or a registered garden service contractor to ensure that maintenance standards do not drop drastically over such periods.

- The Estate reserves the right to instruct a contractor of its choice to rectify any such situation over such times, at the Resident/Homeowner's expense.

B.4.3 Alien Invasive Weed Species:

MECCE1 has adopted a phased approach to the removal of alien invasive weed species, as follows:

Phase 1: Category 1

Timeframe: 1st Sep 2021 – 31st Aug 2023

No declared category 1a & 1b alien invasive weed plant species is to be allowed to be grown in gardens. It is the responsibility of the Resident/Homeowner to have these removed immediately / within the reasonable time frame given by the Estate L&E department (however not exceeding 24 months), by an Estate-approved contractor.

Phase 2: Category 2

Timeframe: 1st Sep 2023 – 31st Aug 2025

No declared category 2 alien invasive weed species permitted.

Phase 3: Category 3

Timeframe: 1st Sep 2025 – 31st Aug 2027

No declared category 3 alien invasive weed species permitted.

Failure to remove a categorise weed within the Phased period, may result in the Estate instructing either a tree felling contractor or an accredited Garden maintenance contractor to remove such plants / trees at the Resident/Homeowner's expense.

Alien invasive weed lists and sample pictures can be viewed on the Mount Edgecombe Country Club Estate Website: "Alien Invasive Weeds Most Commonly Found On Our Estate", or the booklet can be emailed to upon request.

Please note that the invasive species lists do change from time-to-time so residents are advised to refer to the website at least every 6 months, or arrange for an appointment for the L&E manager to inspect the garden to give advice if they are unsure.

B.4.3.1 Private Gardener training: Each private gardener is attend a compulsory once-a-year garden maintenance training course, as mentioned in Item B.1.1.1 (pg.13) above.

B.4.3.1 Aquatic invasive weeds: No categorised alien invasive water plant may be grown in ponds or water features.

B.4.3.2 Properties bordering and/or adjacent to EPA zones: Alien invasive weeds are to be removed from such properties at all times, due to the ecological sensitivity of such areas.

Alien invasive weeds in relation to the Sale or Leasing of properties:

At the time of a property being on the market for sale or lease, the Estate needs to be advised. The garden of this property will then be inspected by the Estate L&E department at the same time as the Estate P&A department. Should any alien invasive species weed plants be present, a list of such will be issued to the Seller, in report form, who must then ensure that such weeds are correctly and thoroughly removed within the required timeframe by an Estate-approved contractor, as part of the Estate requirements needing to be met for the property sale or lease be allowed to proceed.

B.4.4 Failure to Comply with Garden Standards

Should a Resident/Homeowner fail to ensure that the above-mentioned garden standards are adhered to (items 3.1, 3.2 & 3.3), despite being advised to do so by the Estate, writing, and being given a reasonable time period as laid out above to do so, the Estate reserves the right to instruct an accredited contractor of its choice to carry out the required remedial work and to recover the cost thereof from the property owner, which amount shall be added to the Homeowner's levy. A contravention fine may also be issued.

Poor Garden standards in relation to the Sale or Leasing of properties:

At the time of a property being on the market for sale or lease, the Estate needs to be advised. The garden will then be inspected by the L&E department at the same time as the Estate P&A department. Should such a garden be found to be in poor state, the Homeowner/Seller will be advised of in the form of a written L&E Sales Report so as to bring it up to the minimum standard permitted on the Estate, as laid out in this Code, as part of the Estate requirements needing to be met for the property sale or lease to be allowed to proceed.

B.5. Irrigation Systems

Every attempt to conserve water usage on the Estate is encouraged. Irrigation systems are to receive correct maintenance at the recommended servicing intervals so as to ensure that any faults are timeously fixed.

B.5.1: Should irrigation leaks not be attended to within 5 days of a reported leak then the Estate reserves the right to appoint an approved irrigation contractor to carry out the necessary repair so that no further unnecessary water loss occurs. This repair work will be for the Homeowner's expense.

B.5.2: During times of water restrictions, it is the responsibility of all Homeowners and Residents to ensure their irrigation systems are suitably adjusted, or in extreme

cases turned off, so as to ensure that water is conserved and they are in compliance with local municipality requirements / instructions / law.

Please Note: The use of mulching materials and other water-retaining soil ameliorants and like products in gardens is strongly encouraged by the Estate so as to reduce irrigation water requirements in all gardens.

B.6 Damages to Estate Verges & Islands

Any damage done to an Estate verge, flowerbed and/or island, through any vehicles belonging to, visiting or carrying out work for a Resident/Homeowner's property (e.g. that have been parking on or driving on a common area); or by any employee of and/or contractor working for the Resident/Homeowner: the damaged area will be repaired at the cost of the Resident/Homeowner and the remedial work carried out in accordance with this L&E Code and to the L&E Department's satisfaction.

B.7 Tree / Shrub Pruning and Tree Poisoning / Removal

- B.7.1 No tree/s may not be felled, severely pruned (whereby 30% or more is cut away); poorly pruned (resulting in incorrect growth, de-stabilisation of the tree or not carried out to horticultural requirements); poisoned or removed without written permission from the Estate L&E department.
Should any tree be severely pruned or felled without written approval from the Estate L&E Department a contravention may be issued, according to this Code and the tree replaced with a similar size at the Resident/Homeowner's expense.
- B.7.2 Major tree pruning and/or felling is only to be carried out by an Estate-registered tree felling contractor or garden maintenance contractor registered and authorised by the Estate to carry out such work.
- B.7.3 Residents/Homeowners are to ensure that tree branches and/or shrub growth growing in their property is regularly pruned away from roadways, pedestrian walkways, golf cart paths and neighbouring properties. Failure to do so in a reasonable time frame (3 - 4 weeks) will result in the Estate reserving the right to instruct an accredited tree felling/ garden maintenance contractor of its choice to carry out such pruning, at the Resident/Homeowner's expense.

B.8 EPA (Environmentally Protected Area) and Green Belts

- B.8.1 If a property borders onto an EPA it is the Estate's responsibility to have a 1m strip between the Resident/Homeowner's property boundary and the EPA mowed monthly during the growing season months (e.g. October – May) and as-and-when plant growth is needing to be mowed during the cooler months (e.g. June – September). This is carried out by the appointed Landscape Maintenance Service provider.
- B.8.2 No unauthorised access by Residents/Homeowners (persons and/or any vehicle), visitors/guests of Residents/Homeowners, Residents/Homeowners' pets, or any other contractors' staff and/or vehicles into any EPA and/or Green Belt on the Estate

will be permitted. Any unauthorised activity taking place by a Resident/Homeowner or a Resident/Homeowner's employee/s, or any other contractors will be subject to an Estate contravention being issued.

- B.8.3 Walking, running and Mountain Biking is permitted on the allocated trails through certain EPA and Green Belt areas. The times allocated for these activities in these areas must be adhered to. No littering in such areas will be permitted. No harming and/or frightening of any Estate wildlife/animals is permitted.
- B.8.4 No form of motorbike riding is permitted at any time in an EPA at any time. Such activity will be subject to Estate contravention.
- B.8.5 No form of catching, hunting, fishing, snaring of animals / laying of traps, camping in or erecting any form of shelter (temporary or permanent) in any of the EPA or Green Belt areas is permitted.
- B.8.6 Areas marked as "No Entry" areas are not to be accessed and such signage is to be strictly adhered to.
- B.8.7 Some of such areas may have activities such as bee-hives or other such potentially harmful aspects/items/animals (e.g. snakes) in them and therefore may pose a serious health & safety hazard to residents entering such areas.

B.9 Pest Control

No harmful chemicals are to be used on the Estate that could cause damage to the environment.

Pest control chemicals are not to be used indiscriminately on the Estate.

Failure of any Resident/Homeowner, contractor or employee working for a Resident/Homeowner, not complying with this rule may result in a contravention, or even legal action being taken against the offender and may result in such contractor or employee being banned from working on the Estate.

- B.9.1 Only registered, properly qualified and accredited pest control operators / contractors are allowed to operate on the Estate. All such contractors are to have valid PCO certification at all times and are to be registered with the Estate.
- B.9.2 Should a Resident/Homeowner wish to use the services of one of the registered pest control contractor, they or the contractor are to advise the L&E department in writing prior to the contractor commencing any work. The following information will need to be supplied in writing to the Estate L&E department:

- Homeowner's name, address/lot number and contact details.
- Name of the accredited pest control company proposed to be used, along with any contact details for them.
- The pest/s they will be having controlled / treated and in what area of their property.
- Pesticide type, brand name and details to be used for the treatment.
- Date of proposed treatment

The Estate L&E Department will then make contact with the pest control service provider so as to ensure that all precautions are taken for the environment not to be harmed in any way.

Only once the Estate L&E department has issued written authorisation can the work be started.

B.9.3 Indiscriminate / “blanket-cover-style” pesticide applications to gardens will not be permitted.

B.9.4 Properties bordering water surfaces, EPA and/or Green Belt areas will need to exercise particular caution in pesticide applications, or may not be permitted to have pest control carried out in them at all.

B.9.5 Every attempt must be made to try control certain garden pest problems by means of either organic remedies or those products less harmful to the environment.

B.9.6 The killing of protected wildlife by means of poisons, traps, or any other methods will be treated with the highest severity and immediately reported to the local authority. This includes wildlife such as birds, bees, bats, golden moles, etc.

C. “ECO-GARDENS”

Should Residents/Homeowners wish to install or maintain an “Eco-Garden” (i.e. a natural, indigenous garden designed to be a mini eco-habitat for wildlife), the following criteria will have to be met before being permitted to be allowed to do so:

1. The garden will have to be formally registered as an Eco Garden with the Estate L&E department. This will have to be done in writing.
2. The Resident/Homeowner will have to engage the services of a suitably qualified and Estate L&E-registered consultant on a regular basis for such a garden.
3. The garden will have to meet certain Estate maintenance requirements such as:
 - maintaining a neat interface with the golf course (if bordering a portion of golf course).
 - ensure the garden is always free of alien invasive weeds.
 - ensure the garden areas bordering neighbouring properties are neatly trimmed and edged away from such properties.
 - ensure that all hard surfaces are properly maintained.
 - ensure that no undesirable animals, e.g. rodents (mice, rats) are allowed to take up residence in the property. In this regard, any home-made composting structures and/or methods are to be pre-approved by the Estate prior to installation and if approved, are to be properly managed so as not to cause any rat, mice or other vermin issues.
 - ensure that wild lawn areas are cut down at least three times a year, in the suitable seasons.
 - ensure that no part of the garden be a health and/or safety hazard (e.g. potential fire hazards caused by tall dry grasses, etc.)
 - ensure that such a garden be maintained with the look of a “natural but controlled”.

D. BUILDING ALTERATIONS AFFECTING THE LANDSCAPE/ ENVIRONMENT

Building alterations and plan submissions:

D.1. Alterations impacting Estate L&E:

All architects carrying out work on the Estate are to engage with the Estate P&A and L&E departments immediately when any tree/s are within the area of proposed building alterations, before starting with the drafting of any plans. The Estate needs to be in consultation from the very beginning so as to ascertain whether such plans would most likely be allowed or if certain design constraints will need to be adhered to, e.g. designing a pool deck around a tree.

If an architect meets with a Resident/Homeowner and the Resident/Homeowner shows what building alterations they would like to have done, if a tree is noticed in the area proposed for alteration, then a meeting is to be set up with the Estate L&E department to ascertain whether the tree can be moved / removed / pruned to accommodate the new building alterations. Any decision made by the Estate is to be confirmed in writing before any plan is approved or building work is allowed to commence.

Please Note: The Estate will not be held responsible for any plan re-drawing costs incurred due to an architect not following the above-mentioned protocol.

Landscape revamp plans are to be submitted at the same time as building alteration plans.

D.2. Building plans to indicate specific plant / tree details:

Building plans are to indicate on them the following when submitting for approval by the Estate:

- All existing trees & vegetation there are in the area/s of proposed alterations: including the names of such trees and vegetation. Such will need to be inspected by the Estate L&E Department prior to a plan being approved. The Estate will not be held liable for any additional costs incurred to any alteration work should a tree not be permitted to be removed (e.g. a protected species) at the time of building commencement, if such a tree was not highlighted on the architectural plan submitted to the Estate for approval prior to building.

E. CONTRAVENTIONS AND PENALTIES:

The below penalties apply to any Resident/Homeowner contravening the Estate L&E Code. Please note that the Resident/Homeowner will be liable for the contravention. Penalties will be set by the Board.

In arriving at the penalty, the Board will take into consideration whether the contravention was incurred accidentally or whether a Resident/Homeowner and/or contractor purposely ignored the Code and/or instruction by the Estate L&E Department not to proceed with the intended work, or purposely failed to obtain permission to undertake the work.

1. Unauthorised Tree Felling:

1.1 Slow growing-rate trees:

- 1.1.1 Protected List trees: prosecution by governmental environmental authority.
- 1.1.2 Specimens estimated to be of an age of 50 years and over: penalty of R100 000 or more per tree. Penalty to be set by the Board and if deemed a heritage tree, the matter may be handed over to local government authority.
- 1.1.3 Specimens estimated to be of an age range of between 25 years to 49 years: penalty up to R99 000 per tree.
- 1.1.4 Specimens estimated to be of an age range of between 15 years to 24 years: penalty of up to R50 000 per tree.
- 1.1.5 Specimens estimated to be of an age between 6 years to 14 years: penalty of up to R25 000 per tree.
- 1.1.6 Specimens estimated to be of an age of 1 year to 5 years: penalty of up to R10 000 per tree.

1.2 Medium-to-fast growing-rate trees:

- 1.2.1 Protected List trees: prosecution by environmental authority.
- 1.2.2 Specimens estimated to be of an age of 50 years or more: penalty of R70 000 or more per tree. Penalty to be set by the Board and if deemed a heritage tree, the matter may be handed over to local government authority.
- 1.2.3 Specimens estimated to be of an age of 25 years to 49 years: penalty up to R69 000 per tree.
- 1.2.4 Specimens estimated to be of an age of 15 years to 24 years: penalty up to R 45 000 per tree.
- 1.2.5 Specimens estimated to be of an age of 6 years to 14 years old: R6000 to R 30 000 per tree.
- 1.2.5 Specimens estimated to be of an age of 1 to 5 years: penalty of up to R7000 per tree.

2 Unauthorised Major tree pruning: 30% or more of the branches severely pruned off tree

2.1 Slow growing-rate trees:

- 2.1.1 Protected List Tree: prosecution by environmental authority.
- 2.1.2 Trees estimated to be of an age of 50 years old or more: penalty of R35 000 or more. Penalty to be set by the Board and if deemed a heritage tree, the matter may be handed over to local government authority.
- 2.1.3 Tree specimens estimated to be of an age of 26 years to 49 years: penalty of up to R 34 000 per tree.
- 2.1.4 Tree specimens estimated to be of an age of 16 years to 25 years: penalty of up to R15 000 per tree.
- 2.1.5 Tree specimens estimated to be of an age of 6 years to 15 years: penalty of up to R8 000 per tree.
- 2.1.6 Tree specimens estimated to be of an age of 1 year to 5 years: penalty of up to R3 500 per tree.

2.2 Medium to Fast growing-rate trees:

- 2.2.1 Protected List Tree: prosecution by environmental authority.
- 2.2.2 Tree specimen estimated to be of an age of 50 years old or more: penalty of R25 000 or more per tree. Penalty to be set by the Board and if deemed a heritage tree, the matter may be handed over to local government authority.
- 2.2.3 Tree specimen estimated to be of an age of 26 years to 49 years: penalty of up to R24 000 per tree.
- 2.2.4 Tree specimen estimated to be of an age of 16 years to 25 years: penalty of up to R9 000 per tree.
- 2.2.5 Tree specimen estimated to be of an age of 6 years to 15 years old: penalty of up to R5000 per tree.
- 2.2.6 Tree specimen estimated to be of an age of 1 to 5 years: penalty of up to R2 500 per tree.

3 Other L&E Contravention/Penalty items:

3.1 Pesticide applications and Pest Control Companies:

- 3.1.1 Unauthorised use of pesticides in garden: penalty up to R25 000 and contractor registration suspended or removed from the Estate, as determined by the Board.
- 3.1.2 Unregistered pest control operator working on estate: penalty up to R15 000 and contractor registration banned from registering with or working on the Estate, as determined by the Board.

3.1 Unauthorised landscape installations: penalty up to R10 000 and Resident/ Homeowner required to employ an Estate-registered Landscape contractor to do the remedial work needed to bring up the landscape installation work up to this L&E Code's standards.

3.2 Building Contractors and other such Contractors: Any contractor washing paint down drains (any) and/or disposing builder's waste, refuse and/or materials into a EPA, Greenbelt, neighbouring property or common area: penalty up to R25 000 per occurrence.

- 3.3 Harm to Estate Wildlife: Any contractor, Resident/Homeowner or their family member or a person in their employ or visiting them, purposely killing or harming Estate Wildlife: a penalty up to R50 000, to be determined by the Board.
- 3.4 Introduction of a declared invasive weed species onto the Estate: a penalty of up to R5000 per plant species, along with the contractor and/or Resident/Homeowner bearing the cost of its removal.
- 3.5 Introduction of a declared invasive animal and/or insect species (including the Polyphagous shothole borer): penalty up to R10 000 per occurrence.
- 3.6 Failure of a Resident/Homeowner to follow an Estate L&E Department instruction relating to any of the above L&E Code whereby a specific penalty has not been specified/associated to the Code item:
- 3.6.1 First offence: failure of a Contractor and/or Resident/Homeowner to comply after written Estate L&E notice has been issued and a response/remedial time frame given: R500 per offence.
- 3.6.2 Second offence: Further failure of a Contractor and/or Resident/Homeowner for a second consecutive time to comply with the first Estate L&E notice (as above), or second similar offence for the same L&E item as previously committed: R1500 per offence.
- 3.6.3 Third offence: Further failure of a Contractor and/or Resident/Homeowner for a third consecutive time to comply with the first Estate L&E notification (as above), or third similar offence for the same L&E item as previously committed: R2500 per offence.
- 3.6.4 Continued/continual offences: Should a Contractor and/or Resident/Homeowner still continue not to follow the Estate L&E Department's instruction to rectify an L&E item and/or situation, a penalty of up to the value of R5000 per offence will be issued after every time the required time-frame given for the remedial action to have been completed by lapses.