



MOUNT EDGECOMBE
COUNTRY CLUB ESTATE

ESTATE ONE
LANDSCAPING AND ENVIROMENTAL CODE

This Landscape and Environmental (hereafter referred to as “L&E”) Code relating to Landscape Installations; Garden Maintenance; Building alterations effecting gardens; the Sale of Properties; as well as any policies relating to the environment on Mount Edgecombe Country Club Estate (hereafter referred to as MECCE or the Estate) are designed to assist the Resident / Homeowner understand 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:

The adoption of this Code for Estate One will be done over a phased approach, each phase being over 2 years (24 months). The sections that are highlighted below in this document will represent the phases as follows:

- Black = the First phase: beginning 1 September 2021
- Red = the Second phase: beginning 1 September 2023
- Blue = the Third phase: beginning 1 September 2025

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A. LANDSCAPING WORK

Private gardening 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: Garden maintenance contractors are not authorised to install landscapes unless they have become registered / accredited to do so with the Estate. Should they wish to carry out landscape installation work they will be required to make application to the Estate L&E Department and fulfil the required criteria in order to become registered to do so.

Landscape revamp work relating to building alterations: Proposed landscape plans are to be submitted to The Estate at the same time as the building alteration plans. Please refer to section below on plans.

A.1 Major Garden Revamps / Changes

Definition of a major garden revamp / change:

Where entire gardens are changed or where 50% (or more) of the total garden area of the property is changed.

Water-Wise* Design requirements:

All garden designs are to be as water-wise as possible.

Designs using plant material which require large amounts of irrigation water may not be accepted by the Estate L&E Department. Plant selection used in landscape designs should be drought-hardy in order to conserve water as far as possible on the Estate.

In order to further conserve water, the practice of Hydro-Zoning needs to apply as much as possible in garden designs and maintenance. Hydro Zones are zones that are within a landscape that are based on the water requirements of the various plants within each zone, with the aim of having all plants in a given zone with similar watering requirements.

*Note: Rand Water's environmental brand

For further information please refer to the website:

<http://www.waterwise.co.za/site/home.html>

A.1.1 Indigenous-to-Exotic* Plant material ratio: The garden plant material content must consist of a ratio of 70% indigenous to 30% exotic (70/30).

*Note: Exotic referring to plants not indigenous to South Africa but also not classified as invasive.

Should an existing garden consist mainly of exotic plant material for whatever reason, then any new planting is to be at a higher indigenous percentage so as to bring up the indigenous-to-exotic ratio to the required 70/30 percentage for the total garden area.

In order to ensure compliance with the amenity of the Estate, recommended plant lists are available which are regularly updated. These lists can be obtained from the Estate website or the Estate L&E manager: landenviroman@mountedgecombe.com

A.1.2 Alien Invasive Weed Species: No categorised 1, 2 or 3 alien invasive plant material will be allowed to be planted anywhere on the Estate. Should such be noticed (whether purchased or transplanted) in a landscape installation, they will be required to be removed immediately.

A.1.3 Protected Plant Species, licences, certification

Should any protected plant be planted in a garden, it must be noted that such will not be allowed to be removed without future relevant authorisation from local governmental environmental authorities, as per the requirements of the Law. Any licence and/or certification required for any plant material, weathered rock, or any other item requiring such will need to be obtained prior to being used in a landscape/garden. Proof of this will need to be submitted to the Estate L&E Manager beforehand.

A.1.4 Landscape Plan Drawing: An Estate-registered Landscaper or Designer must submit proposed garden design layouts at the same time as the architectural plan submissions for Estate approval prior to the commencement of any garden installation. The same requirement is for garden revamps not relate to building alterations.

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 storm water run-off control and/or berms.
- North directional as well as Scale to be shown on the plan.
- 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.
- The Landscaper's details (company name, plan drawer's name and contact details) must appear on the plan together with the date the plan was drawn as well as an estimated required date of implementation.
- Block in the lower right hand corner for Estate authorization and approval signature

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 and made payable to the Estate, by the Resident/Homeowner. Once the submission fee has been received, the plan will be assessed for approval.

Please note that plan submission fees do 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/Homeowners 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 the landscape plan may not deviate from the original plan without the Estate L&E Department being notified of any such deviation (in writing) beforehand. If there are major plan changes (50% or more of the design being changed), a revised plan must be submitted to the Estate L&E Department. An additional submission fee may be needed to be paid. Any minor changes to the design or plant material will need to be sent through in writing to the Estate L&E department: landenviroman@mountedgecombe.com . Only once written approval is received from the L&E Department may any plan or plant material changes be made on site. Should any deviations from plan be noted in the handover inspection, the landscape contractor may then be instructed to remove or correct such deviation at their own expense and may also be liable to a contravention.

A.1.8 Design Implementation: The time limit for the completion of gardens, once building / alteration is completed on a property, is no longer than 2 months.

A.1.9 Signage: The landscape contractor carrying out the garden installation must ensure their name and contact details appear on the builder's board. It is the landscaper's responsibility to remove their name if they are no longer involved with the project.

A.1.10 Installation Hand-over Inspection: When the landscaping project is complete the Estate L&E Department manager is to be contacted for a site hand-over whereby the installation will be checked according to the approved plan, for conformity and quality of workmanship purposes.

A.1.11 Quality of Workmanship: Landscape installers implementing landscapes or rehabilitations that do not meet up to the Estate good standards of workmanship as laid out in these guidelines will be instructed by the L&E Department to rectify such work within a reasonable given time frame, but not exceeding 2 months. Failure to do so may result in the Contractor receiving a contravention and, should the work still 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: The landscaper installing a new garden or a major garden revamp is responsible for the maintenance, or the active oversight, of the garden maintenance for a period no less than 3 months after the job is complete and the hand-over carried out, unless otherwise agreed upon with the Resident/Homeowner, in writing and submitted to the Estate L&E Department for the record. After the 3 month's post-installation maintenance period the Resident/Homeowner will then be responsible

for the maintenance of the landscape by themselves or appointing/employing an accredited garden maintenance contractor to maintain it.

A.2 Minor Garden Revamps / Changes

Definition of Minor garden revamps / changes:

This refers to where smaller areas in gardens are changed, i.e. where less than 50% of the total garden area of the property is changed.

Note: Areas that are of 15m² or less do not require any form of plan to be submitted to the Estate L&E department, provided that such areas are not on an Estate verge. However, a list of the proposed plant material with plant densities per area needs to be submitted to the L&E Department for approval prior to planting.

Such smaller area changes are permitted once per year and are an allowance for Residents/ Homeowners to have the freedom for personal gardening and input into their gardens and not justification for garden maintenance contractors to carry out unapproved landscaping work.

“Water-Wise”* Designs: Please refer to A.1 above for reference to Water-Wise gardening requirements

A.2.1 **Indigenous-to-Exotic* Plant material ratio:** The 70/30 ratio as per the ratio requirements in new / major installations (Item A.1.1 above).

*Note: Exotic referring to plants not indigenous to South Africa but also not classified as invasive.

A.2.2 **Sketch Plan Drawings:** For areas larger than 15m² a Landscape Sketch Plan drawn by an Estate- accredited landscaper or designer must be submitted to the L&E Department for approval prior to the commencement of any work.

Sketch plans are to be neatly presented, easily readable and comply with the same requirements as for major revamp plans (as in Item A.1.3 above) although they do not need to be as formal or on an architect plan.

Please see Annexure A for an example of a typical sketch plan.

A.2.3 **Plan Submission Fees:** Landscape Sketch Plan 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 so it is up to the Landscaper or Designer to find out what the current fees are.

A.3 Landscaper Installers and Designers

A.3.1 **Registration of Landscape Installers:** All landscapers working on the Estate are to be meet the requirements of the Estate L&E Department and are to be registered

with the Estate L&E Department. All landscaper installers must be active members of SALI (South African Landscape Institute).

Note: In keeping with SALI (South African Landscape Institute) good standards of workmanship, the Estate has aligned many of its below landscaping requirements to their criteria and practices.

A.3.2 Registration of Landscape Designers: All landscape architects and designers are to be registered with the Estate and be on the registered Estate Contractor's panel. Should a designer wish to become accredited they are to contact the L&E Department for information requirements for consideration to become registered: landenviroman@mountedgecombe.com

A.4 Soil Preparation for Landscape Work

- A.4.1 Soil Compaction: Any areas of compacted soil are to be suitably broken up.
- A.4.2 Composting: Good quality, organic compost supplied from a reputable source, is to be applied at a minimum of 30dm³ per m² of soil area. Compost shall be weed free and consist of decomposed vegetation only, free from deleterious salts, waste products and impurities and with a pH-value between 4 and 7.
- A.4.3 Fertilizer: Good quality, organic fertilizer is to be applied to the soil at a minimum rate of no less than 100g per m². Phosphate addition to soil must be in the form of Bone Meal (no Superphosphate will be permitted).
- A.4.4 Soil ameliorants / mulching: Due to the sandy nature of the soils on the Estate and in effort to conserve water use as much as possible, soil ameliorants designed to reduce watering requirements for newly planted material are to be used in the soil preparation, as well as the 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.

Please Note: Plant material is to be carefully checked so as to confirm none are carrying the Polyphagous Shot-hole borer. Any plant material found to be containing this beetle will be destroyed immediately and the Contractor subject to a contravention to the value of no less than R10 000.

- A.5.2 The planting of any plant species that is on the list of protected species will mean that this plant 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 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

- 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 Tree spacing will be dependent on the species and size it will eventually grow to. No trees are 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: this is to ensure that only trees suitable for the area size they intend to be planted in are planted.

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; Eugenia myrtifolia .
- 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 refer to the Mount Edgecombe Country Club Estate Website 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, such as garden gnomes and other style of ornaments; water features; or painted boulders / rocks are permitted to be used/installed on the verge or front side of properties (i.e. that which is 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. Should you wish to use weathered rock or boulders in the landscape design of your verge area you will need to make specific application to the P&A and L&E departments for consideration to do so.
- A.9.3 Only 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. will need to have specific application made to the P&A and L&E departments for consideration to use.
- 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 lawn planting on the Estate.
- A.10.2 Workmanship: Instant lawn planting installations or rehabilitations that do not meet 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 the application of a contravention and possibly the work being re-done by an approved contractor of the Estate's choice at the initial contractor/installer's expense. If a Resident/Homeowner has made use of an unauthorised contractor, then any rectification of workmanship will be done at the Resident/Homeowner's expense.
- A.10.3 Verge reinstatements: Verges that need to be rehabilitated / reinstated after, for example, damage by construction activity taking place on / in the Resident/Homeowner's property, are to be done so at the resident's cost and to Estate L&E Department's standards and in accordance with this L&E Code. An Estate-registered landscape or Instant Lawn contractor is to be used. All verge rehabilitation / reinstatement is to be carried out to good standards accepted by the Estate L&E department. Reinstatements or rehabilitations that do not meet 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, will be subject to a contravention and possibly the work being re-done by an approved contractor of the Estate's choice at the initial contractor's expense. If a Resident/Homeowner has made use of an unauthorised contractor, then any rectification of workmanship will be done at the Resident/Homeowner's expense.

A.10.4 Instant Lawn Planting: Below are minimum guidelines required by the Estate for the planting of lawn, designed to ensure that Residents/Homeowners get the same quality preparation & planting methods provided by whichever approved contractor they may choose to use. The contractor being used to carry out the work is to ensure that at least the below methods are allowed for in the quote provided to the Resident/Homeowner.

All areas to be planted with instant lawn are to be prepared as follows:

- > Any compacted soil areas should be suitably broken up and any stones, rubble, etc. removed.
- > Good quality, as-weed-free compost as possible to be applied at a minimum of 30dm³ per m² of soil area.
- > Good quality, organic fertilizer is to be applied to the soil at a minimum rate of 100g per m².
- > The soil area is to be suitably levelled and rolled prior to instant lawn planting.
- > The instant lawn is to be of good quality, with a well-knitted root/soil base to it.
- > The newly planted lawn is to immediately be watered and rolled once planting is complete. This new lawn is to be suitably watered thereafter so that it establishes itself quickly.
- > If lawn is planted on a verge, an Estate-approved, suitable, neat temporary form of barrier, such as neatly installed 75mm diameter wooden-pole pegs, can be put up for a maximum period of 3 to 4 weeks after planting so as to prevent vehicles damaging the new lawn area.

A.10.5 Grass sprigging: Should certain areas be permitted by the Estate L&E Department to be sprig-planted the following will apply:

- Any compacted soil areas should be suitably broken up and any stones, rubble, etc. removed.
- Good quality compost to be applied at a minimum of 30dm³ per m² of soil area.
- Good quality, organic fertilizer is to be applied to the soil at a minimum rate of 100g per m².
- The soil area is to be raked to a good level before sprig-planting.
- Good, healthy runners (sprigs) are used: strips cut from instant lawn pieces (not loose sprigs pulled from another lawn area).
- A maximum of a 20cm (200mm) gap/space between sprig rows.
- The sprigged area to be rolled level immediately after planting.
- The 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 lawns or areas that have been sprigged are to be watered at least 3 times-a-week for the first 3 - 4 weeks, to ensure that the lawn suitably establishes itself and does not die. In extremely hot weather, 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 at the time of planting and consideration for wise and conservative water use should always be foremost in mind. Residents/Homeowners are to take into account periods where local or national government has placed water restrictions over the region/country, and thus abide by any such restrictions put in place.

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 to be planted anywhere on the Estate.
- Kearsney or Carpet Grass (*Axonopus compressus*): not permitted to be planted in areas bordering Green Belts or EPA's.
- Any lawn on the categorised invasive plant species list (updated lists are available on the Estate Website or from the Estate L&E Department).

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: Should you request artificial turf to be installed on your property the area will need to be assessed by the Estate L&E Department before being accepted. Artificial turf installations bigger than 15m² require a plan to be submitted to the Estate.

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.
- Installation of Geotech Membrane of the whole area

- Installation of a crushed 6-8mm tillite stone base to a depth of 50mm, compacted every 50mm if additional layers are required.
 - Note: no decomposed granite or quartzite is to be used, as this retains smell
- The borders of the garden are then to be cemented in with a collar.
- The drainage base is now complete and should be compacted further.
- Injection or spraying of an Eco-Friendly Bio-Enzyme to control the breakdown of natural materials such as leaves, dirt, animal faeces and food.
- The Artificial Grass should then be cut and seamed using PU Epoxy and 100GSM Joining Tape to form one entire garden and glued down on the major secure points along the cemented collar.
 - Two Part PU Epoxy must be used, with elasticity and moisture repelling properties.
- Artificial Grass must then be brushed and a 0.5micron Silica Sand (Rolled and Washed) inserted into the grass pile to the minimum requirements:
 - Residential:
 - 25mm – 6kgs per sqm
 - 30mm – 6.5kgs per sqm
 - 35mm – 7.5kgs per sqm
 - 40mm – 8,5kgs per sqm
 - 50mm – 9 kgs per sqm / 12kgs rubber mesh 10
 - Sport:
 - 15mm – 4kgs per sqm
 - 40mm – 8,5kgs per sqm
 - 50mm – 9 kgs per sqm & 9kgs rubber mesh 10
- 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 on Estate verges:

Should a Resident/Homeowner still wish to landscape their verge, then written authorisation from the L&E department will be needed to be obtained 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, along with the relative submission fee.

Please note that should a Resident/Homeowner wish to carry out landscaping on an Estate verge, it must be understood that the 3m verge width from road kerb edge inwards remains common area and that there may be times where local council/municipality need to carry out work on them, such as installing or repairing services.

The Residents/Homeowners therefore plant up the area at their own risk and should any damage to landscaping occur due to such municipal or estate contractor installing and/or repairing services, that the cost of rehabilitation/reinstatement of the landscape will be for the Resident/Homeowner's account.

A.11.1 Once a Resident/Homeowner carries out landscaping to any verge they will be responsible to maintain it to good standard thereafter. Should the property be sold at a later stage then this maintenance will then be taken over by the new owner of the property.

A.11.2 Any maintenance of an irrigation system installed by a Resident/Homeowner on an Estate verge is the responsibility of the Resident/Homeowner to repair and maintain. Should a municipal contractor be required to carry out any work on a verge and damages any plant material or irrigation system installed by the Resident/Homeowner in the process, it will be the responsibility of the Resident/Homeowner to repair.

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 within a property are to be planted with a suitable groundcover: plant suggestion lists are available from the L&E Department or the Mount Edgecombe Country Club Estate Website.

Coverage: Plant coverage of the retainer walls must be a minimum of **80%** of the total wall area at all times and this coverage is to be maintained, replacing any dead plant material as and when needed.

No retainer walls are permitted to be painted.

The use of treated gum poles for minor soil retention and landscaping is permitted, however the max height of such walls may not exceed 1m. All such wall proposals need to be submitted to the Estate L&E Department for written approval prior to installation and must be installed by an accredited landscape installer.

B. GARDEN MAINTENANCE

B.1 Private Garden Maintenance:

The responsibility for the maintenance of private gardens is the sole responsibility of the Resident/Homeowner, unless the Resident/Homeowner has opted for Option 1 whereby the Estate Management Association will manage your garden and its appointed contractor (as determined by the Estate through a tender award process) according to what is referred to as a Level 1 garden service, covering a basic garden service (for details of this type of service, please refer to the Estate 1 Residents' Garden Maintenance Manual available on the Estate website).

Should you opt to use your own appointed service provider, Residents/Homeowners have the right to choose whether to use an Estate-registered garden maintenance service provider or their own private gardener. However all garden standards are to comply with the minimum levels of quality accepted by the Estate L&E Department, as laid out in this L&E Code. Should a Resident/Homeowner's garden fail to meet these minimum standards of quality they 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 being given. Should the Resident/Homeowner fail to do so within the given time frame, the Estate may then appoint a registered garden maintenance contractor of its choice to rectify the garden standards. This will be done at the expense of the Resident/Homeowner. A contravention may also be issued.

Important Note: Rental Properties: Properties that are rented out are to employ the services of an Estate-registered garden maintenance contractor and not the services of a private gardener. No exception to this rule will be entertained.

B.1.1 Private Gardeners

B.1.1.1 Required Training: It is compulsory that all private gardeners attend at least once-a-year, a garden maintenance and alien invasive weed identification course that will be taken by an Estate-approved consultant. Please note that the cost of this training will be at the private gardener's Employer's expense, however all costs 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: Should a Resident/Homeowner wish to make use of the services of a private gardener for the maintenance of their garden, it is their responsibility to ensure that the gardener is made aware of and understands the Landscape maintenance guidelines of the Estate: garden standards; alien weed plants identification and correct removal; etc.

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 by

private gardeners. Should it be found, after three (3) consecutive inspections of such properties within a 12-month period, that a private gardener 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.

The Estate L&E Department will advise the Resident/Homeowner of any garden maintenance item noted in the inspection after each visit, 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: For the safety of all Estate residents, Homeowners are to ensure that their garden staff are suitably screened before being allowed to work for them, so as to ensure that no private gardener has a violent criminal record and could therefore possibly endanger another resident or Homeowner's property. 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 in the Resident/Homeowner's employ is to be made aware of any security rules applying to Estate, for example (but not limited to):

- * no unsanitary acts are permitted to be carried out within any garden or wild area
- *no littering is allowed.
- *No harming or interference with any Estate wildlife is allowed.
- *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. They are to follow the standard protocols for such removal, as recommended and laid out by NEMBA (National Environmental Management Biodiversity Act), the link to which may be found on the Estate website or <https://invasives.org.za/> or from the L&E department.

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. Should

private gardeners carry out work in common area, Greenbelt or EPA, the Resident/Homeowner may be subject to a contravention.

B.1.1.8 Litter: Please ensure that a private gardener under your employ be made aware not to litter 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) will be permitted. 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) or from being blown about on the roads and common areas by the wind.

B.1.2 Garden Maintenance Contractors

Please Note: Garden maintenance contractors not registered with the Estate will not be permitted to gain access onto the Estate via reference numbers unless otherwise agreed upon by the L&E Department beforehand. Should the contractor wish to work regularly on the Estate they are to apply for registration with the L&E department and meet the requirements in order to do so.

B.1.2.1 Registration: All garden maintenance contractors must be registered to work on the Estate and need 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. At the request of the Estate L&E Department, 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. Any contractor found working in a common area or EPA will be subject to a contravention and may have their accreditation to work on the Estate removed.

B.1.2.3 Staff screening: Garden maintenance contractors are to ensure that their staff are suitably screened before being allowed to work for their company on the Estate, so as to ensure that no staff member has 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:** Should a garden maintenance contractor fail to systematically remove alien invasive plant species from the gardens they maintain they may 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 garden maintenance contractor staff are to be in clearly marked uniforms, with the name of the company printed on them, that is easy to read. Such staff are also to 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: It is expected of the Estate that all accredited contractors 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 accreditation 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

All sectional titles are to make use of one of the Estate-registered Garden Maintenance service providers. Private gardeners are not be 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

Please refer to the below-mentioned documents:

Leasing Procedure

11. The services of a Garden Maintenance Contractor is mandatory and the name must be inserted on Page 2 of the Lease Agreement (no Private Gardeners are allowed to maintain gardens of leased premises). Question: does this currently happen on or is to apply to Estate 1 as well?

Lease Agreement – Page 15

It is the responsibility of the Homeowner to ensure that the garden of the LEASED PREMISES are maintained regularly. The owner shall contract with one of the Garden Maintenance Companies registered with the Estate to maintain the garden for the duration of this lease. If, in the opinion of the Estate the garden is not properly maintained, the owner shall be bound by Clause 4.3 and 4.4 (Page 12) of the Conduct Rules for Residents and the Estate will do whatever is necessary to ensure that the garden is properly maintained.

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:

Flowerbeds are 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 of the garden at any given time and should there be weeds present, they should not be more than 2 weeks' old growth.

Flowerbeds bordering the golf course to be kept weeded at all times and not allowed to become unruly and untidy.

B.4.1.3 Mowing of lawns:

Lawns are not allowed to grow excessively long. Any height that is double the regular / required mowing height of the particular grass type found in the garden is considered being too long.

Lawns are to be mowed with the correct machinery/equipment, with blades that are regularly sharpened or replaced, at the correct height and not cut too short, whereby its health will be negatively effected. 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 season/months and every second week in the cooler season/months.

B.4.1.4 Quality of Lawns:

Weeds in lawns should be kept controlled and should not have more than a maximum of 25% weed growth in the lawn area at any given time and should there be weeds present, they should not be more than 2 weeks' old growth.

The health of the lawn 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. Due consideration will be given to this requirement by the L&E department during times of drought and water restrictions.

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:

To ensure that all paved surfaces such as driveways, paving around pools, etc. are kept free of weed growth in them at all times.

All hard surfaces are 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 generated by a Resident/Homeowner in their property 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.

Should a Resident/Homeowner not place his/her garden refuse out in time for collection then they are to ensure the bags are 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: It is strictly prohibited to dump any garden refuse generated from private gardens in EPA's (Environmentally Protected Areas) or Greenbelts on the Estate. Should such dumping be found the Resident/Homeowner/Garden maintenance contractor will be subject to a contravention.

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: All retainer walls within a property are to be planted to a suitable groundcover. Plant coverage of the retainer walls must be a minimum of 80% of the total wall area. Any 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:

No declared category **1a & 1b** alien invasive weed plant species is to be allowed to be grown in gardens. Should any of the categorised invasive weeds be found to be growing or have started to grow in a property, 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. All standard protocols for their removal, destruction and transportation as laid out by NEMBA (National Environmental Management Biodiversity Act) and any other relevant governmental law need to be adhered to.

Phase 2: No declared category 2 alien invasive weed species permitted.

Phase 3: No declared category 3 alien invasive weed species permitted. Failure to do so will 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 under the heading: South Africa's National Listed Invasive Species and Alien Invasive Weeds Most Commonly Found On Our Estate. 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: Should a Homeowner choose to use the service of a private gardener, they are to ensure that such a gardener is aware of the invasive species not permitted to be grown. 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: The above also applies to any water feature a Resident/Homeowner may choose to have in their garden, i.e. 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 are to ensure that, at all times, no alien invasive weeds are allowed to grow in their properties, due to the ecological sensitivity of such areas.

[Phase 2 Item] Please note: Alien invasive weeds in relation to the Sale of properties:

At the time of a property being on the market for sale, 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 (as per the Estate P&A rules for property sales). Should any alien invasive species (AIS) 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 by an Estate-approved contractor, as part of the Estate requirements needing to be met before the property sale be allowed to proceed.

Phase 1 Note: In the interim (over the next 24 months), residents would have to contact an Estate-approved AIS Weed specialist in order to have the Declaration of Invasive Species form completed. This can be given to the Estate Agent, as it has to be submitted to the relevant authorities. SALI can assist in these checks, at discounted rates (as we are now an Associate Member of SALI) via one of their consultants.

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.

Please Note: Poor Quality Gardens and the sale of properties:

At the time of a property being on the market for sale, 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 (as per the Estate P&A rules for property sales). 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 and may be required to bring it up to the minimum standard permitted on the Estate, as laid out in these Guidelines, so to ensure that the property sale 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.7 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.8 Tree / Shrub Pruning and Tree Poisoning / Removal

B.8.1 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.8.2 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.8.3 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.9 EPA (Environmentally Protected Area) and Green Belts

B.9.1 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.9.2 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.9.3 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.9.4 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.9.5 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.9.6 Areas marked as "No Entry" areas are not to be accessed and such signage is to be strictly adhered to.
- B.9.7 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.10 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.10.1 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.10.2 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.10.3 Indiscriminate / “blanket-cover-style” pesticide applications to gardens will not be permitted.

B.10.4 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.10.5 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.10.6 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”.

4. 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.

5. 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.