

# PARKRIDGE ESTATE

Homeowners Association (NPC) incorporated in terms of Section 21 of Companies Act 1973  
(Registration number: \_\_\_\_\_)

## INTRODUCTION

Living at PARKRIDGE ESTATE means being part of a community of people who desire a secure and high quality lifestyle. Conduct Rules for the community provide a means of protecting this lifestyle through an acceptable code by which members and residents may live together, reasonably and harmoniously, to the benefit of all without interfering with others' enjoyment.

Genuine respect and consideration for one another will obviously assure agreeable accord at PARKRIDGE ESTATE.

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

The Board of Directors of PARKRIDGE ESTATE HOA, in terms of the Memorandum of Incorporation (MOI), has the power to make rules for the management, control, administration, use and enjoyment of the common property. The Board has the power to substitute, add to, amend or repeal any rule.

Quite rightly, the MOI requires the rules to be reasonable, binding on, and to apply equally to all members. Based upon this rationale, the rules should be seen to be neither restrictive nor punitive, but rather as a judicious framework to safeguard and promote appropriate, sensible and fair interaction.

The Board also has the right to impose financial penalties (fines) to be paid by those members and residents who fail to comply with the rules. Fines, where imposed, on members shall be deemed to be a part of the levy due by the Owner. Further, the Board may enforce provisions of any rule by application to any competent court of law.

## CONDUCT RULES

### **A GENERAL**

1. The objective of **PARKRIDGE ESTATE HOA (NPC)** is the provision of a secure, quality lifestyle for residents and members (owners) and the intention of these rules **is to protect this lifestyle**.
2. The rules have been established in terms of the MOI of **PARKRIDGE ESTATE**. They are binding upon all members and occupants in the scheme, as is any decision taken by the **Board of Directors (BOD)** in interpreting these rules.
3. The registered owners of the properties are responsible for ensuring that members of their families, tenants, visitors, friends and all their employees abide by these rules at all times.
4. Happy and harmonious community living is achieved when residents use and enjoy their private property as well as the public areas of the complex in accordance with the rules.
5. In respect of the interpretation of these rules, the decision of the BOD is final and binding.
6. These rules are subject to change from time to time by the BOD and the members agree to strictly comply herewith.
7. Members may propose additions or amendments to these rules at a general meeting, which may be adopted by a majority vote in favour of such changes. Any such proposals must be submitted in writing to the BOD at least **7**

**(seven) working days prior to the meeting.**

8. A fine will be imposed on any resident (owner or tenant, at the sole discretion of the Directors) who is found to be in breach of any of the rules adopted for the scheme. The offender will have the right to appeal against the imposed fine **in writing within 7 days**, to the appointed Director. The appeal will be heard and evaluated by the HOA. Their finding will be final and communicated to the member involved. Any fine will be directly debited to the member's levy account and become a debt owing to the PARKRIDGE ESTATE.
9. The BOD (or any person, repairman or contractors appointed by the BOD) reserves the right to enter any unit's property in order to do maintenance, repair, investigation, installation, ensure compliance with any of these rules, the proper operation of security systems and parameters or for any other reason members may reasonably expect of them for the proper management, security, safety and general maintenance of the scheme. One day's prior written notice shall be given to residents, except in cases of emergency where no notice will be given and entry requested immediately. Should the residents not be at home, or could not be contacted by phone, the BOD or persons appointed will enter the unit's premises and attend to the emergency.

## **B GENERAL CONDUCT**

1. Every owner is responsible for the maintenance of his/her property and must at all times keep it in a neat and tidy condition.
2. Caravans, trailers, boats, Wendy-type houses, tool sheds, equipment, tools, engines and vehicle parts, as well as accommodation for pets must **as best possible be located out of view** and screened from neighbouring properties. **Any such structure and type of screening may not be erected prior to having first obtained written approval from the BOD.**
3. Under no circumstances may sheds, caravans, tents, tool sheds, garages and Wendy-type houses be used as living quarters, whether temporary or permanent.
4. Residents must maintain wooden structures such as pergolas or Wendy-type houses and regularly treat against weather deterioration. If these are not maintained in a satisfactory condition, permission will be withdrawn and the member PARKRIDGE ESTATE immediately remove such structure at his/her own cost, failing which the BOD PARKRIDGE ESTATE give cause to such removal at the owner's expense.
5. Building material may not be left in gardens for longer than is absolutely necessary and may not under any circumstances be dumped on the sidewalks or anywhere on the internal road or sidewalks or the outside pavement. A reasonable time period, **not exceeding seven days**, will be tolerated for disposal thereof after completion of any construction/installation works.
6. All gardens must be kept neat and tidy at all times, failing which the PARKRIDGE ESTATE have the right to have the gardens cleaned at the cost of the members. Such costs will be debited to the levy account and terms and conditions applicable to levy payments will apply.
7. No form of garden closure or structural change may be made to a unit or on a stand without **prior written approval** from the BOD and adjacent neighbours.
8. The **speed limit** is restricted to **20 Km** per hour. Drivers must consider pedestrians and children that may make use of the roads. Reckless driving will not be tolerated and fines will be imposed.
9. Parents are responsible for ensuring that **minor children** use streets in a safe and cautious manner. **Minor children** playing on the common property must at all times do so under supervision of their parents and in the close vicinity of their unit. Any damage caused to common or private property will be the responsibility of the parents.
10. Children are not permitted to climb/play on any walls, or play in the entrances of panhandle units **or the entrance to the complex.**
11. Should the members and/or resident fail to meet any of his obligations under the rules or if considered appropriate, the BOD is entitled to execute such obligations and claim the costs thereof from the member and may impose fines for violations.

12. Members are responsible for the conduct of their tenants. Tenants who fail to meet their obligations under these rules PARKRIDGE ESTATE be subject to penalties and these will be for the member's account, who in turn PARKRIDGE ESTATE have the right to claim such penalties from their tenants.
13. Only notices **signed/authorised** by the chairman or the vice-chairman may be placed on the notice board.
14. Complaints must be addressed **in writing** to the appropriate Director whose responsibility it is to table the complaint at the next Directors meeting. If of an urgent nature, it will be addressed by round robin. **No verbal complaints will be addressed at all.**
15. Although all owners are welcome to attend Directors meetings, orderly and professional conduct is expected at all times. Owners who attend Directors meetings will be able to speak, but have no voting rights thereat.
16. The BOD will meet on an **ad-hoc basis**. The Chairman of the Board shall be responsible for scheduling meetings and shall call a meeting within 7 days of receipt of a reasonable request from another Director.
17. No vehicle may be parked, stood or abandoned on any part of the common property without the written permission having been first obtained from the Directors. The Directors may have a vehicle that is parked in an unauthorised area, towed away at the cost to the relevant owner and at the owner's risk.
18. No residents may in any manner interfere with the duties of the Directors of the PARKRIDGE ESTATE. Nobody may threaten, abuse (verbally and/or physically) or act in any unconstitutional manner toward any of the Directors. Any act of defiance or disrespect will not be tolerated and fines will be imposed. Complaints must be reported to any one of the Directors in writing as in rule 15 above.
19. The Association controls the style and colour of external awnings and authorisation for their erection must be obtained from the BOD prior to installation.
20. **No private, religious or commercial advertising notices or brochures shall be distributed in or around the complex or left in the postal boxes. This does not include letters or notices to owners from the PARKRIDGE ESTATE.**

### ***C ARCHITECTURAL GUIDELINES***

1. All building plans, with particular reference to any additions and alterations to existing structures, must be compatible and in line with the architecturally built form and materials used in the original development. All building plans relating to external works must be referred to the BOD for approval prior to submitting for Local Authority approval. This is a legal requirement and must be adhered to.
2. Roofing materials for patios, carport and outbuildings must be approved by the BOD. No structure may be erected that will project above any boundary wall.
3. All maintenance / repainting of units on the outside must be done in uniformity with the style and colour of the complex.
4. The installation of electric fencing around individual units will not be permitted.

### ***D ENVIRONMENTAL MANAGEMENT***

1. No rubble or refuse may be dumped or discarded on common property, on the sidewalks or at the entrance to the scheme.
2. Only Ekurhuleni approved bins to be used when taking out refuse for collection.
3. Refuse and garbage must be placed in the **designated on the evening before collection day of by 07:00am on the morning** of collection day, as per the Local Authority refuse removal calendar.

4. Refuse bins, may be placed in the designated area the evening before collection day. Refuse bins, must be collected the day after the councils collection day. No exception, fines will be issued for bins not removed by the following day.
5. Unhygienic disposal of refuse is a health hazard and damaging to the reputation of the scheme. This will be considered a serious offence and fines will be issued accordingly.
6. No tree off-cuts, building rubble, empty boxes or unwanted/broken furniture may be **put out for collection with normal domestic refuse**. Each resident must arrange for the removal thereof from the complex at his/her own expense, as the council does not include the collection of such items in its normal service. Any refuse or discarded items must be dumped any one of the local dumpsites.
7. Under no circumstances will the slaughtering of animals or fowls be permitted anywhere in the complex, be it for religious, cultural or any other purpose.
8. Plants may not be damaged or removed from the common property, inside sidewalks or outside pavement.
9. Residents are responsible for maintaining their gardens up to the curb and are expected to maintain a high standard of garden maintenance.
10. Houses must be maintained to an acceptable standard and painted to ensure a high standard of appearance.
11. Residents are responsible for maintaining trees and flowerbeds on their sidewalk.
12. Any units wishing to make use of a garden service at their property must notify the appointed Director of the name and ID number of such service who will be issued with appropriate identification.
13. Any vegetation/trees planted on pavements must be evergreen and not shed leaves/flowers during seasons. Only evergreen trees are to be planted on the pavement bordering your property. Plants and trees that pose a danger of lifting paving or cracking walls, either because of their root systems or the spreading of their branches, are forbidden to be planted on pavements and in individual gardens. Cost of repairing damage caused by the planting of such trees or plants will be claimed from the respective owners.
14. Disposal of swimming pool water must be in accordance with Council policy, i.e. directly into the sewer system, and specifically not onto the common property.
15. The **use of fireworks is strictly prohibited** within the boundaries of the complex.
16. Storage of any dangerous or flammable material or fluids is not permitted.
17. No business or trade, which may require employees or clients entering and leaving the complex, or otherwise cause a disturbance, or be a nuisance to other residents in the complex, may be undertaken inside the boundaries of the complex. Approval must in any event first be obtained from the Directors whose permission will be given conditionally.

## ***E GOOD NEIGHBOURLINESS***

1. No business activity or hobby, which would cause to be a nuisance or disturbance to fellow residents, may be conducted. Strictly no auctions and jumble sales.
2. The volume of music or electronic instruments, partying and noise generated by activities of a domestic nature must be kept at an acceptable level so as not to cause a disturbance to residents in adjoining properties. The managing agent must be advised in writing at least 7 days prior to functions being held.
3. Mechanical maintenance and the use of power-saws, lawn mowers, and the like must not cause a disturbance to the neighbours, within reason. **The use of noisy equipment is not allowed on Sundays.**
4. Oil leaks on paving must immediately be cleaned up by the occupant. Damaged paving will be repaired at the expense of the transgressor.

5. **Washing should only be hung on proper washing lines screened from the street and neighbouring properties. (Definitely not on sundecks or perimeter walls.)**
6. Residents must ensure that dogs are controlled and do not bark continuously, especially when they are away from home.
7. Residents with vehicles that have noisy exhaust systems should be considerate to all occupants in the complex, especially during times of rest. Noisy vehicles will not be tolerated if they cause a nuisance to other residents. Only registered/roadworthy vehicles may be driven in the complex. No quad- or off-road bikes are allowed.
8. Quiet times are to be adhered to and are as follows: Mondays to Thursdays from 22:00 to 06:00; Fridays and Saturdays from 24:00 to 06:00, it being understood that excessive noise causing a nuisance to other residents is not permitted at any time or under any circumstance. Sundays are considered as quiet time.
9. No contractors will be permitted to attend to any work on a Sunday.

## **F SECURITY**

**It is the responsibility of all residents to make security a matter of priority for the benefit and safety of everybody residing in the complex.**

***A maximum of 4 remotes per unit. Residents and owners wanting more than the allotted 4 remotes would need to motivate their reasons for consideration of the Directors. For security reasons the issuing of remotes must be controlled. There are residents that provide their contractors (garden service, doggy parlours and so on) with a remote to gain access to the estate. This is a serious breach of the rules and affects the security of all residents. Remotes are only for the use of residents and all visitors need to follow the access procedure when wishing to gain access to the estate.***

1. The security of **PARKRIDGE ESTATE** may not be compromised by any action taken by a resident or his/her visitors. No person may tamper, remove, damage or in any way interfere with the operation of the security systems or equipment of the scheme. Severe fines will be imposed on anyone found guilty of breaking this rule. Residents are not allowed to open the entrance and exit gates for visitors. All visitors are required to sign in at security.
2. The owner shall supply the **BOD** with a copy of the tenant's ID document to ensure that the person/s who entered into the lease agreement with the owner is actually occupying the property.
3. Residents must ensure that contractors in his/her employ adhere specifically to the security arrangements. Workers and contractors must remain in the close vicinity of the unit they are contracted to and may not wander around or loiter anywhere on the common property of the scheme.
4. **Security is an attitude – be aware that you need to enforce and apply security for it to be successful.**
5. Always ensure that the gate is closed before driving away from it, when leaving or after entering the scheme. Please note that the gate is set to close automatically.
6. The BOD must be supplied with contact numbers of persons holding the keys to the units in case of an emergency. Please ensure that burglar alarms are armed and all windows and doors are secured prior to leaving your home.
7. If at any time a need arises to evacuate in part or the whole of complex, instructions will be given as to the congregation point. Main congregation points will be determined and all residents advised.
8. Please ensure that in case of evacuation, each person on the property has been evacuated to the appropriate congregation point.
9. Security is a shared responsibility. Residents must report any suspicious or unlawful occurrence to BOD immediately it is seen or perceived.
10. **Access discs are issued to an individual only.** Access by access disc to the complex is limited to residents,

registered employees and to other authorised persons as may be approved by the BOD. Non-disc holders are not permitted to roam on common property unless accompanied by a resident.

11. Tailgating i.e. proceeding through the gates when operated by another person is strictly prohibited.

## **G VISITORS / CONTRACTORS / EMPLOYEES**

1. The residents at **PARKRIDGE ESTATE** are liable for the conduct of their visitors, contractors and employees and must ensure that these persons adhere to the **PARKRIDGE ESTATE** Rules.
2. **HOOTING IS STRICTLY PROHIBITED.**
3. All employees must carry identity documents, which will be issued by the BOD. The employer must supply the Directors with a copy of their ID document, address contact telephone numbers of both the employer and employee.

## **H PETS**

**The right of residents to keep pets on their properties is respected. Pet owners are encouraged to ensure that their pets do not become a nuisance to other members. In order to keep a register, all owners of pets have to apply for permission to keep pets. The Directors will not withhold permission without valid reason.**

1. Written permission must be obtained from the BOD on the prescribed form **before pets** are brought into the scheme. The application must include a photograph as well as the name, colour and breed of the pet.
2. Tenants must supply the BOD with written authorisation from the owner allowing them to keep a pet(s) when applying to the Board for permission. Without such prior authorisation from the owner of the unit, tenants may not keep pets.
3. The Local Authority by-laws relating to pets will be strictly enforced.
4. **No pets are allowed to roam on common property.** Free roaming dogs/cats will be removed from the common property, and taken to the SPCA, cost of which will be recovered from the resident/member.
5. Dogs/cats must wear a collar with its name and the telephone number of its owner. Dogs must be held on a leash at all times when on the common property.
6. No more than two (2) small breed pets will be allowed per unit into the complex under the following conditions:
  - Newly purchased kittens, whether male/female need to be neutered/spayed and a copy of the Veterinarian's certificate must be supplied to the appointed Director within (7) seven months of adoption.
  - A litter box must be provided for cats.
7. Should any excrement be deposited in a public area, the immediate removal thereof will be the sole responsibility of the owner of the pet. Likewise, within the boundaries of your property, to eliminate and avoid odours and flies which could lead to unhygienic conditions.
8. The **PARKRIDGE ESTATE** reserves the right to request the owner to remove his pet should it become a nuisance within the complex or in any manner pose a danger to the community or he/she persists in being in breach of the conditions under which he/she was granted permission to keep the pet/s.
9. Breeding of pets is strictly prohibited.
10. **Please note it is illegal to keep any tortoises without the required permits from the Department of Nature Conservation. This applies to all provinces in South Africa.** A copy of the permit must be supplied to the

appointed Director.

## **I LETTING & RESELLING OF PROPERTY**

1. Should any owner let his property, he shall in writing advise the **HOA** in advance of date of occupation, name of the lessee and the period of such lease. The owner shall inform the lessee of the **PARKRIDGE ESTATE** Rules and obtain from the lessee acknowledgement and acceptance of such rules in a written lease agreement.
2. The owner shall supply the **PARKRIDGE ESTATE** with a copy of the tenant's ID document to ensure that the person/s who entered into the lease agreement with the owner is actually occupying the property.
3. Should an owner want to sell or lease his property, we encourage the appointment of an accredited Estate Agent to manage the sale or lease.
4. The accredited agent or the owner must ensure that the buyer/lessee is informed about and receives a copy of the **PARKRIDGE ESTATE** Rules and the MOI with applicable annexure and any other administrative regulations applicable at any time.
5. **A clearance certificate must be obtained from the PARKRIDGE ESTATE prior to any transfer.** The managing agent will issue such certificate after the buyer has undertaken in writing that he will abide by the rules of the Association and all monies due to the Association is paid or acceptable guarantees are produced for payment of the monies on date of registration in the name of the buyer.
6. Any agreement entered into by a tenant and an owner that is in conflict with the rules of PARKRIDGE ESTATE HOA, will not be binding.
7. The seller or lessor of a property in the estate shall ensure that the sale/lease agreement contains the following clauses:

### **SALES**

#### **HOME OWNERS ASSOCIATION**

*The Purchaser acknowledges that he shall upon registration of the property into his name, become a member of the Home Owners Association of the scheme known as PARKRIDGE ESTATE and agrees to do so subject to the conditions in the MOI and the Rules adopted for the scheme.*

#### **CONDITIONS OF TITLE**

*The seller or lessor shall be entitled to procure that, in addition to all the conditions of title be inserted in the Deed of Transfer, in terms of which the purchaser takes title to the property: "Every owner of the erf, or any subdivision thereof, or any interest therein, or any unit thereon, as defined in the MOI shall become and shall remain a Member of the Home Owners Association and be subject to its constitution, until he ceases to be an owner as aforesaid. Neither the erf, nor any subdivision thereof, or any interest therein, nor any unit thereon, shall be transferred to any person who has not bound himself to the satisfaction of such Association to become a Member of the Home Owners Association".*

*"The owner of the erf, or any subdivision thereof, or any interest therein, or any unit thereon as defined in the MOI, shall not be entitled to transfer the erf or any subdivision thereof, or interest therein, or any unit thereon, without a Clearance Certificate from the Home Owners Association that the provisions of the MOI of the Home Owners Association have been complied with."*

*The term "Home Owners Association" in the aforesaid conditions of Title Deed shall mean the **PARKRIDGE ESTATE HOME OWNERS ASSOCIATION** (incorporated Association not for gain). In the event of the Registrar of Deeds requiring the amendment of such conditions, in any manner in order to effect registration of same, the purchaser of same hereby agrees to such amendment.*

*The seller must personally ensure that the buyer is informed about and receives a copy of the **HOA** Rules, together with the necessary annexure and any other administrative regulations applicable at the time.*

**LEASE**

*The purchaser acknowledges upon occupation of the premises, he and his family, his visitors and servants shall adhere to the rules and regulations as contained in this document.*

**Agents may only operate on a "By Appointment" basis, and must personally accompany a prospective buyer or lessee and are not allowed to erect any "For Sale" or "To Let" signage boards, unless approved by PARKRIDGE ESTATE. Such boards will only be allowed on the pavement or common property on a Saturday and Sunday. The Directors reserve the right to remove such boards on a Sunday evening should the said agents fail to do so.**

*The lessor must personally ensure that the lessee receives a copy of the HOA Rules, together with the necessary annexure and any other administrative regulations applicable at the time and binds his lessee to the rules and regulations of the PARKRIDGE ESTATE.*

**NOTE: ACCREDITATION OF ESTATE AGENTS**

*An Estate Agent is accredited after signing an agreement with the ESTATE, that such agent will abide by the stipulated procedures applicable to the sale and/or lease of the property in the scheme, and after having been inducted with respect to the concepts, rules and conditions under which a buyer and/or lessee purchases and/or leases the property in the ESTATE.*

*The accreditation policy for estate agents may be reviewed by the HOA from time to time. Estate agency "For Sale", "Sold" and "To Let" boards will be permitted on weekends only, and only till property has been sold or let.*

**J ADMINISTRATION**

1. All levies are due and payable in advance on the 1<sup>st</sup> day of each and every calendar month.
2. Accounts not paid in full by the 7<sup>th</sup> day of the month in which it becomes due shall be construed as being in arrear.
3. Interest will be raised on all accounts in arrears and such interest may be reviewed from time to time by the **PARKRIDGE ESTATE**. An administration fee, as may be determined from time to time, will be charged in the event of late payment, ie on accounts in arrear on the 8<sup>th</sup> of the month.
4. Further penalties, to be determined from time to time, will be imposed on any accounts unpaid after 30 days.
5. The Directors have the right to fine transgressors where any of the rules as stipulated by the PARKRIDGE ESTATE have been broken. Such fines will form part of the levy and be due and payable on due date of payment of the levy and be subject to the same penalties as applicable to levy payments.
6. Fines will be determined on the seriousness of the offence.

|                   |          |                     |
|-------------------|----------|---------------------|
| Minor offences    | R250.00  | for each occurrence |
| Moderate offences | R500.00  | for each occurrence |
| Serious offences  | R1000.00 | for each occurrence |

On determining the seriousness of the offence the Directors will consider and take into account the following;

- The age of the transgressor;
- The number of violations;
- The wilfulness;
- Previous warnings and fines;
- The damage incurred or could have been incurred;
- Injury or lives threatened or may have been threatened;
- Posing a health risk.

Any legal costs, administration costs or damages arising due to any breach of these rules will be recovered from

the member.

The Association wishes to ensure the successful administration, control and management of the complex and relies on the co-operation of all the members and residents.

And remember: Gentlemen don't need rules!

## Annexure A – Parkridge Estate HOA

### REQUEST FOR PERMISSION TO KEEP PETS

**\*Please note that in the case of tenants, a letter of permission from the owner of the unit must accompany this request form. Without such a letter, permission will not be granted.**

|   |  |
|---|--|
| Name of the owner of the Pet(s)           |  |
| Unit number                               | <b>Please state whether an owner or a tenant.</b>  |
| List of Pets                              | Please state the species of Pet(s) as well as the gender and name of the Pet(s).<br><br>1.<br><br>2. |
| Contact number of the owner of the Pet(s) |  |

I, \_\_\_\_\_ hereby undertake to comply with the rules as set out in the PARKRIDGE ESTATE HOA conduct rules regarding specifically the keeping of pets. I understand that, in the event that I may be in breach of these rules, I will be expected to remedy any wrong immediately. I also realise that failure to do so may result in my privilege to keep a pet, being withdrawn.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Owner of Pet

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

## Annexure B – Parkridge Estate HOA

### REQUEST FOR PERMISSION TO DO ALTERATIONS TO A DWELLING

\*Please note that in the case of tenants, a letter of permission from the owner of the unit must accompany this request form. Without such a letter, permission will not be granted.

|   |  |
|---|--|
| <b>Name</b><br><i>Please state whether an owner or a tenant</i>                                       |  |
| <b>Unit number</b>  |  |
| <b>List of alterations</b><br><i>Please state the alterations that are to be done to the dwelling</i> |  |
| <b>Contact numbers of both the owner and the tenant of the dwelling</b>                               |  |

I, \_\_\_\_\_ hereby undertake to comply with the rules as set out in the PARKRIDGE ESTATE HOA conduct rules regarding specifically the alteration to dwellings. I understand that, in the event that I may be in breach of these rules, I will be expected to remedy any wrong immediately

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Owner of Unit

\_\_\_\_\_  
Tenant requesting alteration (where applicable)

**\*For use of the Directors**

**COPY OF PLANS RECEIVED: Date**

**Name of Director:**

## Annexure C – Parkridge Estate HOA

### NOTIFICATION OF EMPLOYMENT

**\*Please note that where an owner/tenant wish to employ a worker, the HOA must be notified by means of this form within (14) days of such employment. The completed form must be handed to the appropriate Director to have an access permit issued.**

|   |  |
|---|--|
| <b>Name and Unit Number of the owner/tenant</b>                           |  |
| <b>Contact Phone/Cell No</b>  |  |
| <b>Full Names of the Worker</b>   |  |
| <b>Identity Number</b>  |  |
| <b>Home Address of the worker <u>outside</u> PARKRIDGE ESTATE complex</b> |  |

***Attach two copies of the Worker's Identification Document***

*Please notify the Directors of PARKRIDGE ESTATE immediately, in the event of the worker leaving your employ and return the access permit to the Appropriate Director.*

\_\_\_\_\_  
***Signed by employer***

\_\_\_\_\_  
***Date***

**\*For use of the Directors**

**COPIES OF ID DOCUMENTS RECEIVED: Date**

**Name of Director:**

## Annexure D – Parkridge Estate HOA

### NOTIFICATION OF NEW OCCUPANT for INTERCOM PROGRAMMING PURPOSES

**\*Please note that where an owner/tenant wish to occupy a unit, the HOA must be notified by means of this form within (3) working days prior to occupation. The completed form must be emailed to the Managing Agent, De Lucia Properties: [infor@deluciagroup.co.za](mailto:infor@deluciagroup.co.za) to arrange for the programming of the cell phone numbers on the Intercom System.**

My contact details, for the installer to programme my number on the intercom system are as follows:

Name & Surname: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Date of Occupation: \_\_\_\_\_

| Name & Surname | Cell Phone Number |
|----------------|-------------------|
|----------------|-------------------|

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

**The completed form must please be faxed/e-mailed to De Lucia Properties at least 3 working days prior to occupation of the unit.**

e-mail: [info@deluciagroup.co.za](mailto:info@deluciagroup.co.za)

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Tenant

**\*For use of the Directors**

**PROGRAMMING OF CELL PHONE NUMBERS ON INTERCOM SYSTEM COMPLETED:**

**Date:**

**Name of Director:**