



ON BEHALF OF THE BELVIDERE ESTATE HOMEOWNERS ASSOCIATION

CONTRACTOR: CODE OF CONDUCT

The Member whose property is being developed, altered or maintained will be held responsible for any breach of this Code and is therefore advised to incorporate it into any building/home- maintenance contract.

The Code of Conduct must be signed prior to commencement of any construction and is regarded as being acknowledged and understood by the signee/s thereto.

1. DELIVERIES

- 1.1. All deliveries of materials are to be made between 07h30 and 17h30 on weekdays only, unless prior arrangements are made with the BHOA Estate Supervisor.
- 1.2. No deliveries are permitted on public holidays without prior approval.
- 1.3. Deliveries by extra-heavy trucks (10 tonne plus) are discouraged due to the damage caused by them. If this is unavoidable, they must be met at the Estate entrance by the Contractor's site foreman and offloaded under his supervision.
- 1.4. All Waybills/Delivery Notes must include the street name and house number.
- 1.5. No trailers may be used due to limited turning space.

To avoid cost of any damage due to extra-heavy vehicles, which may be recovered from the Member, the following maximum load criteria are suggested:

Bricks:	no more than 6 000 to be delivered in a single load;
Sand and stone:	no more than 10 cubic metres to be delivered in a single load;
Cement:	no more than 200 bags to be delivered in a single load;

2. WORKING HOURS

- 2.1 Building activity will only be permitted between the hours of 07H30 – 17H30 Mondays to Fridays.

Building work is not permitted during: After hours; Weekends; Public holidays' or from the 15th of December to 3rd January.

3. ACCESS

- 3.1 The Contractor may not use adjacent/surrounding properties for any purpose whatsoever without prior approval of the Estate Supervisor. This includes vehicle access/parking; hoarding/storage of building materials; dumping of excavated soil, tree-stumps and cleared tree and plant material.
- 3.2 NOTE: ESTATE PARKLAND AREAS MAY NOT BE USED UNDER ANY CIRCUMSTANCES.
- 3.3 Each site has a designated access point. Should the Member wish to change the access, prior arrangements must be made with the Estate Supervisor. The cost of transplanting or replacement of any flora will be for the Member's account.



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4. CADASTRAL DEMARCATION

The Contractor is responsible for identifying/verifying the site pegs and ensuring that site pegs are not removed or disturbed. Should any site pegs be disturbed or missing, the Member shall be required to arrange for a Land-Surveyor to re-locate them at the Member's expense. It is suggested that the pegs be fixed in position with concrete.

INITIALLED by OWNER Date

INITIALLED by CONTRACTOR Date

INITIALLED by ESTATE SUPERVISOR Date

5. SITE SUPERVISION

Contractors are to house their staff off-site, and no staff other than ONE watchman will be permitted on site after hours or on weekends.

6. TRESPASSING

Any staff found to be on a site other than the site they are contracted to, will attract a charge of trespassing.

7. TOILET FACILITIES

7.1 All building sites are to be equipped with an adequate chemical toilet for the exclusive use of their staff. No "long drops" are permitted. Chemical toilets are to be screened and regularly cleaned.

7.2 No connections to the sewer lines are permitted.

8. LITTER / WASTE

8.1 Contractors / Builders are to manage and dispose of all their building and waste material on a regular basis and ensure that worksites are kept clean and tidy at all times.

8.2 Refuse skips and waste drums are to be positioned as to cause no obstruction to vehicles, pedestrians and the provision of essential services.

8.3 Every site should be cleaned up prior to weekends and holidays.

8.4 No dumping is permitted on the Estate. Offenders will be heavily fined. Combustible material may only be burnt on-site if a Burning/Fire Permit has first been obtained from the Municipal Fire Chief Knysna.



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9. SOIL-EROSION / SILT CONTROL

On any site where earthworks are required, adequate precautions are to be taken against subsidence and silt/soil run-off by way of permanent or temporary retaining methods prior to commencement of any work. In addition, the use of hay bales is recommended.

10. WATER SUPPLY AND AVAILABILITY

10.1 Effluent water as provided on verges is not potable and shall not be used for any purpose other than watering verges.

10.2 The Member will be responsible for ensuring that his water meter is accessible for reading during and after construction. If the meter is not accessible, the BHOA will rectify the matter at the Member's expense. The Contractor must protect the meter from damage.

11. SEWERAGE

The Contractor must contact Knysna Municipality regarding any sewer connection. A connection fee is payable.

UNAUTHORISED CONNECTIONS MAY RESULT IN A FINE OF UP TO R1 000-00.

A sketch of the required manhole is obtainable from Knysna Municipality.

INITIALLED by OWNER DATE.....

INITIALLED by CONTRACTOR DATE.....

INITIALLED by ESTATE SUPERVISOR DATE.....

12. SUB CONTRACTORS

12.1 The Main Contractor will be held responsible for the Sub-Contractors.

12.2 Only 'Competent Persons' e.g. Registered Plumbers and certified Electricians, are permitted to perform work on the Estate.

13. INSURANCE

Contractors are required to have Contractors' All-Risks and Public Liability Insurance cover.

Owners are advised to contractually hold a retention fee over Contractors until: -

13.1 Any claim for Municipal or Estate damage has been settled, and

13.2 BHOA has confirmed in writing that there are no outstanding claims.



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In the event of a breach of any of the requirements in Annexure 1, the Estate Supervisor may:-

- Call upon the Contractor and Owner to rectify the breach within seven days of notification; or
- The Estate Supervisor may advise the BHOA to rectify the breach itself and recover the cost of remedy from the Owner, plus a minimum handling fee of R500-00, or 25% of the cost, whichever is the greater.

14. ESTATE SECURITY

14.1 For security monitoring purposes on the Estate, the BHOA retains the right to obtain/record identification details of contractors' and sub-contractors' employees, as well as the registration numbers of their vehicles present on the Estate at any given time.

14.2 If required, this information may be obtained by the Estate Supervisor.

15. QUERIES

Contact the Estate Supervisor regarding any queries in the above requirements.

16. IMPORTANT

SITE WORKS MAY NOT PROCEED PRIOR TO:-

- a. RECEIPT OF THE SIGNED CONTRACTORS' REGISTRATION AND CODE OF CONDUCT BY THE BHOA,
AND
- b. A JOINT SITE INSPECTION MEETING BETWEEN THE MAIN CONTRACTOR, ARCHITECT AND ESTATE SUPERVISOR.

Name of MEMBER:

ERF No: _____ Street address: _____

Signed: _____ at: _____ Date: _____



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Name of CONTRACTOR:

Company Name / trading as:

NHBRC Reg. No: _____

Contact no: _____ Email: _____

Signed: _____ at: _____ Date: _____

Submit completed & signed Form to:

Estate Supervisor – BHOA

Email: architect@bhoa.co.za