



KELDERHOF
Country Village
Home Owners' Association

Letter to all Prospective Builders at Kelderhof Country Village

This letter sets out the basic guidelines with respect to construction activities within Kelderhof Country Village. Please note that the following guidelines do not replace the Builder's Code of Conduct for the Estate, but rather supplement and re-enforce what is already laid out in the Builder's Code of Conduct.

1. Before being allowed to commence with any construction activity on the Estate, the following documentation must be handed to the Estate Manager, Jean van Marcke:
 - 1.1. Copy of the Council-Approved Building Plan.
 - 1.2. Site Layout Plan, clearly indicating where building materials will be stockpiled on the affected erf.
 - 1.3. Builder's Information Sheet, completed with all relevant information from the Building Contractor.
 - 1.4. Copy of the NHBRC Enrolment Form.
 - 1.5. Builder's Code of Conduct document signed by the Building Contractor.
 - 1.6. Building Programme.
 - 1.7. Proof of Payment of: (1) DRC Plan Scrutiny Fee; (2) HOA Plan Submission Admin Fee; (3) Construction Deposit and (4) First Month's Building Management Fee.
 - 1.8. Application for a Water Meter from the City of Cape Town (Helderberg Municipality). The water meter should be installed before work commences on site.

2. Once on site, the following rules are paramount:
 - 2.1. Before any workers are allowed on site, they must have a Security Card issued to them by the Estate Manager. To get this security card, each worker must bring his/her identity documentation, as well as a R10.00 admin fee to the estate manager, who will issue these security cards.
 - 2.2. A waterborne flush toilet must be provided by the contractor for each erf the contractor works on.
 - 2.3. Workers of the contractor or any sub-contractor will only be permitted to be on the site that he/she has been assigned to. NO-one is allowed to walk around the Estate, or to and from the Estate Entrance to their assigned erf. All workers are to be transported to and from their assigned erf by vehicle.
 - 2.4. The site must be kept clean and tidy at all times. All rubble must be removed on a weekly basis (Fridays would be preferable) and all litter must be removed on a daily basis. Empty cement bags etc. may be stored in a closed, or wire, windproof container on site. Any wind-blown litter will be treated seriously.

All contractors must ensure that all their workers and/or sub-contractors are fully informed about the rules of the estate as laid out in the Builder's Code of Conduct.



KELDERHOF
Country Village
Home Owners' Association

Please also note that Health & Safety issues are the responsibility of each individual contractor. The Kelderhof Country Village Home Owner's Association will not be held responsible or liable for any loss or injuries, physical or monetary, and the contractor indemnifies and holds harmless the Kelderhof Country Village Home Owner's Association of and from any claims, demands, causes of action, damage, lawsuits, judgments, including attorney's fees and costs arising out of or relating to the work incurred while on this estate.

Should you have any queries, or if you need clarity on any issues, please feel free to contact me directly on 021 843 3164 or 082 578 2464 or via email on jean@kelderhof.co.za.

Yours truly,

Jéan van Marcke
Estate Manager

Received By: _____

For: _____

Date: _____

Estate Manager: _____