



**VAN RIEBEECKSHOF MASTER HOME OWNER
ASSOCIATION (VRHMHOA)**

GUIDELINES & RULES OF CONDUCT

November 2023

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1. INTRODUCTION

a. BACKGROUND AND RULES

The main objective of the development of Van Riebeeckshof is to provide a high-quality lifestyle for residents, and the purpose of these rules is to protect this lifestyle.

The Tygerberg Administration/City of Cape Town has approved the Van Riebeeckshof Master Home Owners Community Participation Manual & Design Standards Guide. Should the Constitution of a Home Owners` Association of a gated community in the Van Riebeeckshof area (forming part of the Van Riebeeckshof Master Home Owner Association - VRHMHOA) be in conflict with the Constitution, the provisions of the VRHMHOA Constitution shall prevail.

The rules have been established in terms of the Memorandum and Articles of the Association of the Van Riebeeckshof Master Home Owner's Association (VRHMHOA), and are binding upon all residents of the Van Riebeeckshof area. Any decision taken by the Trustees in the implementation of these rules will be considered final and binding.

The rules are subject to change from time to time.

Harmonious community living is achieved when residents use and enjoy their private property as well as the common areas, whilst giving general consideration to all residents of the Van Riebeeckshof area. Any deviation from the rules set out in this document is subject to the approval of the Trustees. In the event that the rules set out in this document may differ from any requirement set by the Constitution, the provisions of the Constitution shall prevail.

In the event of annoyances or complaints, the parties involved should attempt to resolve the matter between amongst themselves exercising tolerance and consideration.

Any submission to the VRHMHOA, must always be in writing. The VRHMHOA Community Participation Manual & Design Standards Guide is managed within the terms and conditions of the Van Riebeeckshof Constitution (Constitution). It is the responsibility of owner members to familiarize themselves with the contents. Levies have been introduced in terms of the Constitution.

The theme of the street names of the Van Riebeeckshof Development is Wine Estates.

2. GENERAL

a. SIGNAGE

All signage for advertising (of whatsoever nature) must be submitted for approval to the VRHMHOA and comply with the municipal by-laws of the City of Cape Town.

i. Vacant stands

Only one Van Riebeeckshof area estate agent's board per property may be erected. The placing must adhere to the Municipal by-laws, i.e. parallel to the boundary wall/line.

ii. Single Residential Dwellings

Only one Van Riebeeckshof area estate agent's board per property may be erected in a position that is parallel with the road, and adjacent to the property boundary wall. If the property does not have a boundary wall, the board is to be placed parallel to the boundary line.

iii. Removal of estate agent's board

Where more than one board is displayed, the owner will be notified that all boards will be removed after a two-week period and disposed of.

iv. Gated communities

High density developments within the Van Riebeeckshof area shall adhere to the regulations of the respective gated communities.

b. STREET USAGE

- i. The streets of Van Riebeeckshof are for the movement of all residents, whether by foot, bicycle or motorized transport.
- ii. Engine-powered vehicles may not be driven anywhere except in the streets of the Van Riebeeckshof area. All Private Open Spaces and greenbelt areas are strictly for pedestrian use only.
- iii. Residents must be aware of pedestrians and children walking or playing in the street, as well as animals, and should drive with extreme caution at all times.
- iv. The maximum speed limit is 60km per hour.
- v. Parking on sidewalks and in the road-reserve is prohibited.

c. GOOD NEIGHBOURLINESS

- i. No hobby which, in the considered opinion of the Trustees, causing aggravation or nuisance to fellow residents may be conducted. Jumble/garage sales are strictly prohibited.
- ii. Residents shall not cause a noise nuisance in any way. Local authority by-laws relating to noise will be strictly enforced.
- iii. The use of power tools and petrol driven lawn mowers should be confined to the hours between 08h00 and 18h00 weekdays & 8h00 to 17h00 on Saturdays.

- iv. Washing may only be hung on lines screened from the street.
- v. Refuse containers may only be placed on the sidewalk for removal, for a maximum period of twenty-four hours, on the day of collection.
- vi. No advertising material may be exhibited in front of, or attached to, a property. Estate agent material is excluded, as in paragraph 2.a above.
- vii. No person shall discharge a firearm, air rifle, crossbow or any similar weapon anywhere inside the Van Riebeeckshof area.
- viii. Igniting fireworks is strictly prohibited within the Van Riebeeckshof area.

d. ENVIRONMENTAL MANAGEMENT

- i. Discarding refuse in any public area, including parks and streets is strictly prohibited.
- ii. Dumping of rubble or excavated soil anywhere in the Van Riebeeckshof area, (including Public Open Spaces), by owners, or contractors of owners, is strictly prohibited and offenders will be fined. Owners are responsible for the conduct of their contractors, and will be fined for the transgressions of their contractors. (See Addendum D – FEES & FINES)
- iii. It is the responsibility of each owner to maintain the verge/pavement area of their properties bordering on any road/street.
- iv. Open spaces visited by residents should be kept in a clean condition, and all litter (including pet deposits) must be picked up and removed.
- v. Flora may not be damaged or removed from any public area.
- vi. No animal or bird (Fauna) may be slaughtered or trapped on any property forming part of the Van Riebeeckshof Estate for any purpose, including, recreational or cultural purposes. Any form of hunting, the trapping of birds and animals, and the setting of snares is strictly prohibited.
- vii. Residents are responsible for maintaining trees, plants and shrubs planted on their pavements. In cases where plants have been planted by the Local Authority, such plants or trees may not be removed without the permission of the Local Authority and the VRMHMOA.
- viii. Residents must ensure that declared noxious flora is not planted or grown in their gardens.
- ix. Water from swimming pools may not be emptied onto parks or other public open spaces and has to be channeled into the sewer system.
- x. Owners have to clear vacant stands twice a year – in April and October. If not adhered to, VRMHMOA may clean vacant stands on behalf of owners and bill them accordingly. If a property is transferred on or before 1 April or 1 October, the owner/seller at that time shall be responsible for the cleaning, regardless of when transfer of ownership takes place. (See Addendum D – “FEES AND FINES”)

- xi. Caravans, trailers, boats, tools, vehicle parts and engines as well as accommodation for pets have to be sited out of view and screened from neighboring properties and the street. Wendy Houses and Tool Sheds of any nature will not be permitted.

e. SECURITY

- i. All Homeowners are requested to treat the security service provider's employees who are contracted by the VRHMHOA with respect and in a co-operative manner. Homeowners may not in any manner obstruct security personnel in performing their duties.
- ii. Please be vigilant and aware of suspicious behavior in the area, and report it to the local police, and/or designated security provider in the area. This is in the interest of all residents. (See Addendum F – WELCOME PACK)

f. TENANTS, VISITORS, CONTRACTORS, EMPLOYEES AND VAN RIEBEECKSHOF AREA ESTATE AGENTS

- i. Members (owners) of any property within the Van Riebeeckshof area are liable for the conduct of their tenants, visitors, contractors and employees, and must ensure that such parties adhere to the provisions set out in this document.
- ii. When letting or reselling a property, it is the owners' responsibility to bring the provisions of the VRHMHOA Participation Manual and Design Standards Guide to the attention of any mandated estate agent(s) whom they contract, any tenant, and/or any new prospective owner. This includes the responsibility to communicate any other administrative or conduct rules applicable at the time (as set out in this document).
- iii. New Owners/Prospective Buyers of property, Estate Agents working in the Van Riebeeckshof area and Tenants are all equally liable and responsible, in acquainting themselves and informing all parties concerned, of the conduct rules set out in this document.

g. PETS

- i. Local authority by-laws relating to pets will be strictly enforced. Pets should not cause a nuisance to neighbors as this can lead to unnecessary conflict.
- ii. No person may keep more than two dogs and two cats on the property without written consent from the VRHMHOA. Such consent will not be unreasonably withheld, however, subject to the approval of the Tygerberg Administration/City of Cape Town.
- iii. Poultry, pigeons, aviaries, wild animals, or livestock may not be kept without written consent from the VRHMHOA, subject to the approval of the Tygerberg Administration/City of Cape Town.
- iv. Pets are not allowed to roam the streets or any public area.
- v. Pets have to be walked on a leash in all public areas.

- vi. Owners have to remove pet deposits from all public areas.
- vii. Stray pets without identification tags will be handed to the Municipal Pound.
- viii. Pets that cause a nuisance will be removed by the Tygerberg Administration at the request of the VRHMHOA.

3. ARCHITECTURAL REQUIREMENTS

The decision of the VRHMHOA in respect of interpretation of these controls will be binding. No waiver of any of these controls will create a precedent for future applications.

a. ARCHITECTURAL DESIGN AND STYLE

Design principles have been established with the intention to create compatibility of Architectural styles rather than repetition.

- i. To encourage a variety within the constraints of these GUIDELINES, interpretation and flexibility is vitally important to achieve a harmonious aesthetically pleasing development character without being excessively prescriptive and without eliminating freedom of choice.
- ii. The intended style for this DEVELOPMENT could be defined as that of Ancient English Country Villages and / or Regional Cape Architecture as well as Contemporary Cape Architecture. It is acknowledged that the different architectural styles may apply to developments within Group Housing Developments falling within area of jurisdiction of the VRHMHOA.
- iii. Face brick architecture is the exception and special permission must be obtained from the VRHMHOA to erect such a dwelling.
- iv. The GUIDELINES will permit architects maximum freedom with regard to design expression whilst retaining the benefits of overall harmony for the entire DEVELOPMENT through restrictions on basic materials, fenestration and finishes.
- v. The requirements of the LOCAL AUTHORITY Town Planning scheme and the National Building Regulations shall apply to all developments.
- vi. Please note that restrictions pertaining to building lines, heights, building platforms as well as HOUSE positions for single and double-storey dwellings, apply to all large single residential erven on the boundary of the nature reserve.
- vii. These restrictions have been documented in the Van Riebeeckshof Design Guidelines' Site Analysis and must be read with the Master Home Owner's Community Participation Manual and Design Standards Guide (this document).
- viii. Specifically excluded elements are listed to encourage flexibility but prevent drastic style clashes.
- ix. Exclusions
 - Flat roofs without parapets

- Deconstructive Architecture
- All face bricks which do not conform to the required architectural design style. Samples must be submitted for approval.

b. GENERAL REQUIREMENTS

- i. Exposed plumbing must be screened from the street.
- ii. Building plans must indicate external finishes and basic colour choice.
- iii. Cottages, granny flats, outbuildings, and additions have to match the character of the original main building.
- iv. Washing yards have to be screened from neighboring properties by means of walling, 1.8 meter in height.
- v. Staff accommodation should be integrated into the overall design and should be further from the street than the main dwelling, unless it forms part of the outbuildings and is adequately screened.
- vi. TV aerials, satellite dish and other exterior items' positions have to be indicated on the plans for approval, and where practically possible, should be positioned out of sight.
- vii. Radio ham antennae, all other types of antennae and wind-powered generators will not be permitted without the written consent of the VRHMHOA.

c. BUILDING LINES

- i. Building lines vary from property to property depending on the DEVELOPMENT rights of a particular property and have to be ascertained from the Zoning Requirements of the LOCAL AUTHORITY.

d. BURGLAR BARS / DOORS

- i. Only internally mounted burglar bars will be considered. A simple grid pattern, purpose-made to suit the dimensions of the window is preferred.
- ii. Exclusions:
 - External burglar bars
 - Externally installed Trellidor / Expanda-gate, roller shutters or similar security system.

e. GATES

- i. Gates have to generally match either the fencing or the garage doors.
- ii. Sheeting in any form (metal, plastic, fibre, cement, etc.) is not permitted in the construction of gates.
- iii. All gates including pedestrian gates must be submitted for approval to the VRHMHOA.

f. BOUNDARY WALLS

- i. No pre-cast concrete walls of any structure will be allowed at any boundary whatsoever. Wood paneling and wood palisade is acceptable.
- ii. If a street boundary wall is required, it should be designed within the following parameters:
 - a) All walls are to be plastered and painted (including walls facing the green belts or public open spaces).
 - b) Maximum height of walls to be 2000 mm from the natural ground, taking into consideration, practicality, natural elevation and the architectural design.
 - c) Columns / pillars at approximately 3-5m centers should subdivide the balance of the boundary with open timber palisade type fencing between.
 - d) Maximum height of columns / pillars allowed 2000 mm.
 - e) Maximum height of palisade fencing allowed 1800 mm above the natural ground level.
 - f) Palisade fencing to be painted historic green, charcoal, black or white.
 - g) The street boundary wall has to be returned on the side boundary until it aligns with either the outbuildings or main dwelling. A solid wall may be built from the return of the street boundary wall to enclose the property. The solid wall has a height restriction of 1800 mm above the natural ground level.
 - h) At corner stands with more than 30m total street frontage, entrances have to be defined by means of gate posts / pillars. The remaining boundary should be subdivided with columns at regular intervals as described under point (d) above.
- iii. Exclusions:
 - Pre-cast concrete walling of any description.
 - Diamond Mesh Wire fencing, on a boundary. This will only be allowed on a temporary basis, until such time as your immediate neighbour has completed the construction of his dwelling. Upon completion thereof, such wire fencing must be removed immediately.
 - Flora – Hedges, Trees, Plants, Shrubs and any other vegetation which may be used to create any boundary.

g. EXTERNAL BALUSTRADING

- i. Exclusions
 - Steel or aluminum paneling

h. EXTERNAL WALL FINISHES (house & boundary walls)

- i. Plaster and paint
- ii. Colour options:
 - a) Warm neutral or light earth tone (See Annexure E)
 - b) To ensure that the external walls of properties in the VRHMHOA reflect the colour-options indicated above, members need to present proposed colour combinations to the VRHMHOA and the CONTROLLING ARCHITECT for approval before any painting of external walls is initiated (this includes new developments and changing the colour of existing houses)
 - c) Examples of colours (and any similar shade thereof) that would NOT be allowable, are set out in Annexure E.

- iii. Exclusions:
 - a) Bagged and painted brick work
 - b) Exposed block work
 - c) Timber/Fibre-cement cladding
 - d) Construction with timber logs
 - e) Clay face brick – except where the style of the building/s conforms to the required architecture. Also refer to 2.a
- iv. All members are required to ensure that all external walls (house and boundary walls) are well maintained.

i. PAVING AND DRIVEWAYS

- i. Required finishes:
 - a) Railway sleepers
 - b) Brick paving
 - c) Cobbles
 - d) Concrete paving with exposed natural pebbles
 - e) Stone chip with brick edging
 - f) Natural pebble paving (aggregate disallowed)
- ii. Exclusions:
 - a) Slasto
 - b) Concrete slabs
 - c) Crazy paving
 - d) Chip and spray
 - e) Premix

j. POST BOXES

- i. Brass or stainless-steel slot in wall-type required.
- ii. Exclusions:
 - Free standing boxes or boxes perched on top of walls or pillars

k. ROOF FINISHES

- i. Pitched roofs are required, with the following materials:
 - a) Natural slate
 - b) Fibre cement slate
 - c) Clay and cement tiles
 - d) Natural thatch (these roofs are allowed to have a pitch greater than 45 degrees)
 - e) Chromodek type sheeting
 - f) Pitch roofs may not be less than 25 degrees or more than 45 degrees, excepting at verandas.
- ii. Flat roofs to be concealed behind fascia, beam or parapet wall and may not be visible from the street. Chromodek type sheeting (black, grey and beige range) or concrete with natural stone chips may be utilized to construct flat roofs.
- iii. Exclusions:

- Unpainted reflective steel roof sheeting.

I. SOLAR HEATING & PHOTOVOLTAIC PANELS

- i. Solar heating panels may be installed, provided it forms an integral part of the design and must (where practical) not be visible from the street. Solar panels have to be indicated on the plans for approval. All external plumbing must be screened. Geysers and heat pumps of any nature will not be allowed to be installed or mounted on any roof.
- ii. Solar heating and/or photovoltaic panels, if used, should be incorporated into the building and form part of the basic structure. No panels may be mounted on a sub-structure or framework.

m. WATER TANKS

- i. Water tanks, if used, should be incorporated into the building, covered and form part of the basic structure and not be visible from the road.
- ii. Underground water tanks may not be installed between the boundary and building line of a property.
- iii. No tanks may be mounted on a sub-structure or framework.
- iv. Water tanks should be clearly indicated on plans that are presented for approval of the VRHMHOA.

n. MECHANICAL EQUIPMENT

- i. Mechanical equipment and plant such as air-conditioners, grills, ducts, pool pumps etc. must be designed into the buildings and/or adequately enclosed and screened off from the street view and adjoining properties.
- ii. Proposed mechanical plant to be clearly indicated on plans that are presented for approval of the VRHMHOA.
- iii. Use of small petrol/diesel generators are allowed during periods of load shedding.
- iv. When using small generators, residents are required to be considerate of their neighbor's right to live in a peaceful environment. Noise levels shouldn't exceed residual noise levels by more than 5dBAs. If noise levels are exceeded, the City of Cape Town will be approached with a view to enforce applicable regulatory provisions.

o. STREET NUMBERS

- i. All properties are required to display street numbers that are clearly visible.

p. GARAGES

- i. Garages should form part of the overall architectural design.
- ii. Exclusions:

- Pre-fabricated garages.

q. SWIMMING POOLS

- i. Must be submitted for approval and indicated on building plans.
- ii. Exclusions:
 - Above ground level type pools and Porta Pools.

r. VERANDAS, BALCONIES, PERGOLAS AND CARPORTS

- i. These structures must be designed to be sympathetic to the overall architectural theme.
- ii. Pergolas and carport roofing to be recessed behind a fascia or beam.
- iii. Exclusions:
 - Free standing carports.
 - Polycarbonate sheeting, Perspex and fiberglass visible from the street.
 - Shade cloth of any nature.

s. AWNINGS

- i. Awnings may be used subject to approval.
- ii. If awnings are used, the covering that is used has to match the overall colour theme of the dwelling.

t. WINDOWS AND DOORS

- i. The use of Winblocks is not allowed.
- ii. Preferred materials:
 - a) Natural and painted timber.
 - b) Anodised aluminum.
 - c) Epoxy coated aluminum.
- iii. Proportions:
 - a) Windows to have a vertical rather than horizontal impact.
 - b) Vertical dimensions must be equal to, or greater than horizontal dimensions.
- iv. Exclusions:
 - a) Steel window frames.
 - b) External steel door frames.
 - c) Natural anodised aluminum (silver).

u. ZONING REQUIREMENTS

- i. Rezoning will not be allowed, unless written approval is obtained from the VRHMHOA. In addition to this, any proposed rezoning is also subject to approval from all applicable LOCAL AUTHORITIES, City of Cape Town (Tygerberg Administration).

v. BULK AND COVERAGES

- i. Bulk and coverage vary from property to property depending on the DEVELOPMENT rights of a particular property and have to be ascertained from the Zoning Requirements of the LOCAL AUTHORITY.
- ii. A minimum floor area of 200 square meters per dwelling is required, excluding outbuildings and garages.
- iii. Second dwelling units should be clearly indicated on building plans and the intended use confirmed in writing along with building plan submission.

w. HEIGHT RESTRICTIONS

- i. Two storeys maximum (ground plus first floor).
- ii. Only with the LOCAL AUTHORITY, City of Cape Town (Tygerberg Administration), the approval of the OWNERS of the neighbouring properties and the VRHMHOA may the buildings exceed two storeys. Double storey plus attic or basement.

x. LARGE SINGLE RESIDENTIAL ERVEN

- i. Restrictions pertaining to building lines, heights, building platforms as well as HOUSE positions for single and double storey dwellings apply to all large single residential ERVEN on the boundary of the nature reserve.
- ii. These restrictions have been documented in the Van Riebeeckshof Design Guidelines' Site Analysis and must be read with the VRHMHOA Community Participation Manual and Design Standards Guide (this document). A site development plan submission on these ERVEN (with building plans submission) is required.
- iii. This site development plan has to indicate contours, building platform heights, building heights as well as proposed landscaping. The proposed structures have to be fully illustrated as well.
- iv. After approval of the site development plan the working drawings may be commenced with for submission to the CONTROLLING ARCHITECT and the LOCAL AUTHORITY. This submission has to include a land surveyor's certificate to certify the platform level (height) and position of the building footprint. It also has to indicate contours and proposed landscaping.
- v. FENCE: The boundary between the large residential ERVEN on the upper slopes of the DEVELOPMENT and the adjoining nature reserve has to be fenced, with a transparent fence to the satisfaction of the Head of the Parks Department of the City of Cape Town (Tygerberg Administration). The fence is owned and maintained by the Parks Department of the City of Cape Town (Tygerberg Administration).

y. NATIONAL BUILDING AND LOCAL AUTHORITY REGULATIONS

- i. These regulations, conditions and constrictions must be adhered to.

z. AESTHETIC STANDARDS

- i. Every effort will be made to ensure that these standards are observed by all RESIDENTS.

aa. PREPARATION AND SUBMISSION OF BUILDING PLANS

- i. HOMEOWNERS who are in good standing with the VRHMHOA in all respects and who intend to erect new dwellings or effect renovations and / or alterations to existing dwellings, must arrange for detailed building plans to be prepared in this regard. THIS APPLIES TO ALL BUILDING ACTIVITIES, INCLUDING MINOR ALTERATIONS, IRRESPECTIVE OF DEGREE. Two (2) sets of working drawings in colour, drawn up in accordance with LOCAL AUTHORITY by-laws and the Architectural Rules of the VRHMHOA, must be submitted to the CONTROLLING ARCHITECT by the HOMEOWNER, or his appointed agent, together with the building deposit, scrutiny fee and completed Building Submission forms for perusal by the CONTROLLING ARCHITECT and TRUSTEES before being submitted to the LOCAL AUTHORITY for approval.
- ii. Neighbours` consent for departure of building guidelines
 - a) Building plans for new dwellings, alterations or extensions to existing dwellings which require a departure from the building guidelines must be accompanied by the relevant letter of consent as required by the LOCAL AUTHORITY. Neighbours submitting comments are further required to sign one (1) complete coloured set of the building plans to be submitted, so as to ensure that there is no misunderstanding of the building work that is proposed. In the case of the so-called townhouse / cluster home complexes, a letter of consent from the chairman of the complex and the VRHMHOA is required in addition to neighbours consent stipulated above.
- iii. One coloured copy of the building plans together with relevant documents will be kept by the CONTROLLING ARCHITECT for record purposes.
- iv. Building deposits as determined by the VRHMHOA from time to time are payable to the MANAGING AGENT before the final approval of any building plan will be granted.
- v. The design and layout of the entire ERF will be considered from the outset. Accurate citing of all corner pegs, the main dwelling, patios and outbuildings must be shown. Special consideration should be given to existing natural features on the site. Contour lines should be shown on the plans.
- vi. Building plans submitted are to include the following:
 - a) Site plan specifying the height of all corners of the ERF, plus the area of the ERF.
 - b) All floor plans clearly specifying the total ground floor area and the area of each floor level.
 - c) All elevations including the height of the dwelling at the highest point.
 - d) A schedule of specifications indicating the roof construction, materials and colour to be used in the roof and the finishes of the external walls.

- vii. Double storey structures:
 - a) Building plans must clearly specify the floor areas of both the ground floor and the first floor.
 - b) The approval of plans will be conditional upon the HOMEOWNER undertaking to submit a surveyor's certificate regarding the datum line of the lowest finished floor level (FFL), from which measurements can be determined.
- viii. Approved building plans, including copies for the LOCAL AUTHORITY, will be stamped "APPROVED", subject to any conditions imposed, dated and signed by the CONTROLLING ARCHITECT or an agent of the VRHMHOA duly authorized thereto, prior to the HOMEOWNER or his ARCHITECT submitting them to the LOCAL AUTHORITY for their approval.
- ix. Only building plans approved in accordance with the above procedures will be scrutinized by the LOCAL AUTHORITY for compliance with Building Regulations and by-laws. Only building plans carrying the stamps of approval of both the VRHMHOA and the LOCAL AUTHORITY shall be in use on the specific ERF for the construction of the dwelling. These building plans must at all times be available on site to facilitate inspection by the TRUSTEES.
- x. Any TRUSTEE of the VRHMHOA or appointed agent has the right of access during working hours to any ERF or property on which building work is taking place to ensure that:
 - a) The dwelling, or any extension thereto, is being built in accordance with the approved plans,
 - b) The Architectural Rules are being complied with, and
 - c) The building deposit can be refunded.
- xi. The VRHMHOA reserves the right to –
 - a) Refuse to peruse any drawings of an OWNER who is in breach of any ESTATE RULE, or
 - b) Interdict any OWNER (at such OWNER'S cost), or to take any action deemed fit, to prevent such OWNER or any person from commencing or continuing any construction work without plans having been approved in accordance with the above procedures.

bb. APPROVAL OF BUILDING PLANS, DEVIATIONS AND EXTERNAL PAINTING

- i. The VRHMHOA will not fulfil the function of approving plans insofar as compliance with the LOCAL AUTHORITY by-laws etc. is concerned, but will merely ensure that plans comply with the GUIDELINES, and where possible, identify matters of possible conflict.
- ii. All building plans must be submitted to the office of the MANAGING AGENT (Refer to chapter 5 for details).
- iii. The VRHMHOA will meet from time to time to evaluate the plan submissions. The VRHMHOA will provide written responses to submissions that have been made, and will be made available by the MANAGING AGENT after these meetings.
- iv. Approved building plans will be stamped by the VRHMHOA and made available for collection by the ARCHITECT or HOMEOWNER for submission to the LOCAL AUTHORITY.

- v. All council fees are for the HOMEOWNER'S account.
- vi. No building activity will be allowed without proof of the approved building plans from the VRHMHOA as well as the City of Cape Town (Tygerberg Administration) or a letter from the City of Cape Town (Tygerberg Administration) authorizing the HOMEOWNER to start.
- vii. A plan scrutiny fee, as determined from time to time for new buildings & additions and / or alterations, is payable to the MANAGING AGENT with the plan submission for reviewing the building plans.
- viii. If any changes are made to the exterior of the HOUSE after the plans have been approved, new plans have to be drawn up indicating the intended changes and must be submitted to the MANAGING AGENT for approval subject to all the stipulations above including the plan scrutiny fee. Such plans must be approved by the VRHMHOA before the changes are affected on the IMPROVEMENTS.
- ix. Where alterations are made without such approved plans the VRHMHOA reserves the right to insist they must be reversed and may levy a monthly penalty for every month during which such reversal has not been completed.
- x. Where painting of external walls of properties in the VRHMHOA area is envisaged, members are required to present the proposed colour samples (and combinations) to the VRHMHOA and the CONTROLLING ARCHITECT for approval before any painting of external walls is started.

cc. COMPLETION CERTIFICATE

- i. For the purpose of these rules, final completion of the IMPROVEMENTS shall mean that all items and snagging for both exterior and interior shall be fully completed and that all contractors and sub-contractors will have moved off site.
- ii. Once the HOMEOWNER is satisfied that the IMPROVEMENTS have been completed, in accordance with the approved plan, the HOMEOWNER will request an inspection by the CITY OF CAPE TOWN and obtain a certificate of completion.
- iii. The VRHMHOA will inspect the IMPROVEMENTS once the inspection in terms of sub-section ii has been concluded.
- iv. If there are no claims or outstanding fees of any nature against the OWNER, the VRHMHOA will refund the building deposit. In the event of any fees still outstanding the VRHMHOA will offset such outstanding fees against the deposit and refund the balance.

dd. HOUSE KEEPING

- i. The VRHMHOA will regularly carry out inspections to building sites to ensure that the ERVEN where IMPROVEMENTS are being made comply with the approved building plans.
- ii. The VRHMHOA will monitor the OWNER concerning and issue spot FINES and / or written instructions where applicable.

ee. BUILDING COMPLETION

- i. It is required that the complete / initial building be completed within nine (9) months if this is not completed timeously, the owner needs to request an extension from the VRHMHOA. Approval may be granted subject to conditions as set by the VRHMHOA from time to time.
- ii. Should a BUILDING PROJECT be phased, written permission from the VRHMHOA must be obtained, and the first phase must be equal to the minimum requirements of 200 square meters, excluding outbuilding and garages.

4. BUILDING CONTRACTOR ACTIVITY

a. GENERAL

- i. The VRHMHOA TRUSTEES have adopted certain Rules relating to BUILDING CONTRACTOR activity within the ESTATE. The primary aim of these Rules is to ensure that all building activity within the ESTATE occurs with the least possible disruption to RESIDENTS. All HOMEOWNERS are obliged to ensure that their BUILDING CONTRACTORS are informed of the ESTATE RULES and that they comply strictly with them.
- ii. The VRHMHOA reserves the right, at any time and with no notice given, to suspend building activity for contravention of any ESTATE RULES, or in instances where undesirable conduct is established.

b. TIMES

- i. Building operations is only allowed during the following times:
 - a) 08h00 – 18h00: Normal weekdays
 - b) 08h00 – 17h00: Saturdays
 - c) No building activity is allowed on Sundays & Public Holidays.
- ii. Special prior permission must be obtained from all adjacent neighbours concerned, and the VRHMHOA, if building activities of any nature is anticipated after hours.

c. SUB-CONTRACTOR

- i. All restrictions applying to Main Contractors also apply to Sub-Contractors.

d. REFUSE & BUILDING RUBBLE REMOVAL

- i. Facilities for refuse storage and removal are to be provided by the BUILDING CONTRACTOR and responsibility for the use of these facilities by the contractor's labourers rests with the BUILDING CONTRACTOR.
- ii. Refuse is to be removed weekly.
- iii. Refuse may not be burnt on site. It is expressly prohibited to dump rubble on public open spaces and green belts.

- iv. Regular cleaning of the site is imperative during building operations and the site must be kept as clean and neat as possible.
- v. The roadway and pavement must be kept clean of all material, rubble and sand at all times.

e. DELIVERIES

- i. Suppliers providing building material may only deliver such during normal working hours on weekdays. The contractor is responsible to move building materials onto the site when a supplier has off-loaded such on the pavement or roadway.

f. TOILET FACILITIES

- i. It is the responsibility of the contractor to provide toilet facilities for the labourers, which must adhere and conform to all LOCAL AUTHORITY regulations.

g. SECURITY

- i. The contractor is only allowed one representative to remain on-site after working hours, in the capacity of a watchman.

h. NOTICE BOARDS

- i. All architects, engineers, builders, sub-contractors and suppliers involved with a specific BUILDING PROJECT, must consolidate all their boards onto a single board which may be erected on site. Such board must be removed immediately upon the completion of the project.

5. PLAN SUBMISSION ADDRESS

All plans (sketches, alterations, swimming pools, etc.) and working drawings of proposed projects within the Van Riebeeckshof area, must be submitted to the Managing Agent. Currently this is Nolands Accountants.

Regus Offices, First Floor Willowbridge Centre, Carl Cronje Drive, Bellville, 7530
PO Box 6146, Welgemoed, 7538, South Africa
T (+27) 21 943 4340
W www.nolandstyg.co.za
Nolands Incorporated Reg No 2008/017619/21

6. PENALTIES, FINES AND STOP WORK ORDERS

- a. The TRUSTEES have the right, in terms of Section 16 of the CONSTITUTION of the Van RIEBEECKSHOF MASTER HOMEOWNERS` ASSOCIATION, to take all reasonable steps to enforce and remedy transgressions of ESTATE RULES. The imposition of fines is regarded as a last alternative to remedy conduct that violates the rules set out in this document.
- b. The imposition of any fine or order in terms of this document will follow a process (as determined by the trustees of the VRHMHOA) to ensure that members who are adversely affected are afforded the right to be heard (audi alteram partem-rule) before such fine is

imposed or order is made.

- c. HOMEOWNERS are responsible for ensuring that members of their families, their tenants, visitors, friends, employees and contractors abide by these rules. In the event of a family member, tenant, visitor, friend, employee or contractor of a HOMEOWNER is being found to be in breach of any ESTATE RULE, which results in the imposition of a FINE, the HOMEOWNER will be held responsible.
- d. FINES will be imposed on transgressors of ESTATE RULES, and such FINES will be debited to the HOMEOWNER'S levy account and be payable immediately, or be deducted from a member's Building Deposit.
- e. In instances where a HOMEOWNER has failed to pay a FINE,
 - i. Such HOMEOWNER will be liable to pay interest on all outstanding moneys, at a rate as determined by the TRUSTEES from time to time;
 - ii. Such a HOMEOWNER will be regarded as not being in good standing with the VRHMHOA and will consequently not have a vote at any meeting of the VRHMHOA;
 - iii. The building plans of HOMEOWNER'S not in good standing with VRHMHOA, will not be considered for approval; and
 - iv. No Clearance Certificate for the transfer of the property or consent to a bond registration will be issued.
- f. Stop Work Orders for Suspension of Building Activities:
 - i. A Stop Work Order will be issued by the VRHMHOA should any contractor be found to be in contravention of the ESTATE RULES, or to be deviating from the approved plans.
 - a) A Stop Work order will be issued by the VRHMHOA should any contractor, without having obtained prior written permission, be found to be using any part of a Public Open Space, or crossing it with a VEHICLE.
 - b) In the event that a Stop Work Order is issued, the Building / Work Deposit being held by the VRHMHOA will be forfeited to the extent of the cost of reinstatement of the damaged area.
 - c) Work will be permitted to resume only after receipt by the VRHMHOA of an additional deposit, as stipulated by the TRUSTEES, and / or the reinstatement of the damaged area to the satisfaction of the TRUSTEES.
 - d) A HOMEOWNER will be FINED (as determined by the Trustees) for each subsequent breach of the Rules regarding the use of Public Open Spaces.

7. ADMINISTRATION FEE PAYABLE ON ARREAR LEVIES

In terms of Clause 13 of the Constitution of the VRHMHOA, all levies are due and payable by members on the first day of the month immediately following the month in which such liability arose. Clause 16 of the Constitution provides that the trustees may make regulations and rules to ensure good management of the association to collect levies from Members.

To manage the prompt payment of levies by members, an administrative fee will be charged to members' levy account on levies that are due and payable that have fallen into arrears. The trustees will determine the amounts of such administrative fees from time to time.

The following administrative fees will be charged on arrear levies and added to the member's levy account:

1. An administration fee of R250 will be charged to defaulting members to whom a 30-day reminder notice is issued; and
2. An administration fee of R500.00 will be charged to defaulting members to whom a 60-day reminder notice is issued.

Any levy account of 90 days or older, will be handed over to the Home Owners' Association's attorneys for collection. All legal fees based on an attorney and own client scale will be charged to the member's levy account.

VAN RIEBEECKSHOF HOMEOWNERS' ASSOCIATION**DEFINITIONS**

The words and expressions used in this document shall have the meanings hereby assigned to them:

| | |
|--|--|
| Architects | or such other architect as may be appointed by the Association from time to time. |
| Association | the Van Riebeeckshof Master Homeowners' Association which is established by and bound by the Constitution (otherwise also known by the abbreviated term, the VRHMHOA) |
| Chairman | the Chairman of the Trustees. |
| Code | means the Contractors' Code of Conduct set out in these Rules. |
| Constitution | the Constitution of the Van Riebeeckshof Master Homeowners Association. |
| Building Contractor | any person or business entity appointed by an Owner to undertake any building or related activity within the Van Riebeeckshof Master H.O.A. region, this definition also applying to any sub-contractor or other person or agent appointed by any Contractor to undertake a specific aspect of such building or related activity |
| Definitions | to be read in conjunction with the definitions contained in the Constitution. |
| Developer | Van Riebeeckshof Plase (Pty) Ltd. |
| Van Riebeeckshof area | certain immovable property being Erf 11624 11625, 35973 and remainder of Erf 11618 Bellville, which has been subdivided into a township to be known as "Van Riebeeckshof" in accordance with approval obtained from the LOCAL AUTHORITY and includes all/any extension/s of the Township approved by the LOCAL AUTHORITY. |
| Erf | every erf in the Van Riebeeckshof area which in terms of the subdivision of the VAN RIEBEECKSHOF AREA enjoy single residential use rights. |
| Guidelines and Rules of Conduct | the architectural and horticultural guidelines prepared for and applicable to the Van Riebeeckshof area. |
| Improvements | any structure of whatever nature constructed or erected on any erf. |
| Levy | the levy referred to in clause 13 of the Constitution. |
| Local Authority | the local authority having jurisdiction over the Van Riebeeckshof area being the City of Cape Town or its successor-in-title. |
| Managing Agent | any person or body appointed by the Association as an independent contractor to undertake the functions of the Association. |
| Member | every registered owner of an erf and Member of the Association. |
| NHBRC | National Home Builders Registration Council. |
| Owner | means the registered owner of any Erf in the Van Riebeeckshof area. |
| Persons | means any owner, tenant, visitor, family member, friend, employee or any other person domiciled on or visiting an Erf within the Van Riebeeckshof area for whatever reason. |
| Residents | means those Persons who ordinarily reside in the Van Riebeeckshof area. |
| Rules | the Community Participation Manual & Design Standards Guide which govern the conduct of Members and of which the Contractors' Code of Conduct is an integral part. |
| Trustees | the Member Trustees of the Association appointed by the Members. |

VAN RIEBEECKSHOF HOMEOWNERS' ASSOCIATION

ACKNOWLEDGMENT OF RECEIPT OF VRHMHOA GUIDELINES AND RULES OF CONDUCT

| | |
|----------------------|--|
| Name of owner(s) | |
| Telephone number | |
| E-mail address | |
| Erf no | |
| Street name & number | |

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ AND UNDERSTOOD THE VRHMHOA GUIDELINES AND RULES OF CONDUCT DOCUMENT.

Signature of owner

Signature of Managing Agent

Date: _____

VAN RIEBEECKSHOF HOMEOWNERS' ASSOCIATION

CONTRACTORS' CODE OF CONDUCT

ERF NO: STREET NO:.....

VAN RIEBEECKSHOF REGISTRATION NO:.....

NAME OF OWNER:.....

NAME OF BUILDING CONTRACTOR:.....

CONTACT DETAILS OF BUILDING CONTRACTOR:

ADDRESS:.....

TEL:.....

E-MAIL:.....

MASTER BUILDERS ASSOCIATION NO:.....

NHBRC CERTIFICATE NO:.....

COMMENCEMENT OF BUILDING ACTIVITY:...../...../.....

COMPLETION OF BUILDING ACTIVITY:...../...../.....

SIGNATURE OF COMPLIANCE:.....

H.O.A. TRUSTEE BUILDINGS:.....

H.O.A. TRUSTEE SECURITY:

DATE:...../...../.....

VAN RIEBEECKSHOF HOMEOWNERS' ASSOCIATION

FEES

In the event of the VRHMHOA deciding to clean a vacant erf after a member (owner) has not complied with a request to do so, (Paragraph 2(d)(x)) the VRHMHOA will commission the cleaning thereof. The fees for the cleaning of such vacant properties will be determined by the VRHMHOA and communicated to members from time to time.

(Please also refer to Resolutions published on the VRHMHOA website in this regard.)

FINES

A fine for transgressing any of the rules set out in the Van Riebeeckshof Estate Master Home-owners' Association (VRHMHOA) Community Participation Manual & Design Standards Guide:

1. For a 1st offence, an amount of R500.00 (or such amount as may be determined by the Trustees based on the severity of the offence) may be imposed.
2. For 2nd and further ongoing offences (i.e. if an offending member does not respond or rectify the offending conduct within 14 days of having been formally requested to do so), fines equal to the initial fine imposed for a 1st offence may be imposed on a monthly basis for every month that the offending conduct has not been rectified.
3. The maximum fine that may be imposed by the Trustees is R10 000.00

Please note that these fees and fines will change from time to time.

VAN RIEBEECKSHOF HOMEOWNERS' ASSOCIATION

COLOUR ALTERNATIVES THAT MAY BE USED (See Paragraph 3(h)(ii) and 3(bb)(x)):

- Warm neutral or light earth tone colours
- Members need to present proposed colour combinations to the VRHMHOA and the CONTROLLING ARCHITECT for approval before any painting of external walls is initiated.

COLOURS NOT ALLOWED

- Problematic colours and shades of it (due to copying colours may not be correct)

| | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| NCS S 1030-R30B | NCS S 1040-R30B | NCS S 1050-R30B | NCS S 1060-R30B | NCS S 2060-R30B |
| NCS S 1030-R50B | NCS S 1040-R50B | NCS S 2040-R50B | NCS S 2050-R50B | NCS S 3055-R50B |
| NCS S 1040-R70B | NCS S 2040-R70B | NCS S 1550-R70B | NCS S 1555-R70B | NCS S 2080-R70B |
| NCS S 1030-B | NCS S 1040-B | NCS S 1050-B | NCS S 1060-B | NCS S 1565-B |
| NCS S 1030-B30G | NCS S 1040-B30G | NCS S 1050-B30G | NCS S 2050-B30G | NCS S 2555-B30G |
| NCS S 1020-B60G | NCS S 1040-B60G | NCS S 1050-B60G | NCS S 2050-B60G | NCS S 2555-B60G |
| NCS S 1030-G | NCS S 1050-G | NCS S 1060-G | NCS S 2060-G | NCS S 1565-G |
| NCS S 1040-G30Y | NCS S 1050-G30Y | NCS S 1060-G30Y | NCS S 1070-G30Y | NCS S 1080-G30Y |
| NCS S 1030-G50Y | NCS S 1050-G50Y | NCS S 1060-G50Y | NCS S 1070-G50Y | NCS S 1075-G50Y |
| NCS S 1040-G70Y | NCS S 1050-G70Y | NCS S 1060-G70Y | NCS S 1070-G70Y | NCS S 1075-G70Y |
| NCS S 0530-G90Y | NCS S 0540-G90Y | NCS S 0560-G90Y | NCS S 0570-G90Y | NCS S 0575-G90Y |
| NCS S 0540-Y | NCS S 0550-Y | NCS S 0560-Y | NCS S 0570-Y | NCS S 0580-Y |
| NCS S 1040-Y50R | NCS S 1050-Y50R | NCS S 1060-Y50R | NCS S 1070-Y50R | NCS S 1080-Y50R |
| NCS S 1040-Y80R | NCS S 1050-Y80R | NCS S 1060-Y80R | NCS S 1070-Y80R | NCS S 1080-Y80R |
| NCS S 1040-R | NCS S 1050-R | NCS S 1060-R | NCS S 1070-R | NCS S 1080-R |
| NCS S 4500-N | NCS S 5000-N | NCS S 5500-N | NCS S 6000-N | NCS S 6500-N |
| NCS S 7000-N | NCS S 7500-N | NCS S 8000-N | NCS S 8500-N | NCS S 9000-N |

VAN RIEBEECKSHOF MASTER HOMEOWNERS ASSOCIATION

WELCOME PACK

Welcomes you to Van Riebeeckshof

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Visit the website for further detail: www.vanriebeeckshof.co.za

1. Introduction

Welcome to Van Riebeeckshof. This document will assist you with general information about the area, and contact numbers in the case of queries.

2. What is the Van Riebeeckshof Master Home Owner's Association (VRMHOA)?

Van Riebeeckshof Master Home Owners Association (VRMHOA) was established under the Land Reform Act, and a Home Owners Association with a constitution was formed for the entire suburb of Van Riebeeckshof. The area was subdivided further into single residential plots and portions of land were zoned for smaller Home Owners Associations within the Master Home Owners Association.

Every person purchasing a property in the Van Riebeeckshof area automatically, without choice, becomes a member and is legally subject to the constitution of VRMHOA.

The main objective of the Master Home Owner's Association, with its rules and guidelines, is to create, maintain and protect for residents a high quality lifestyle. It may provide certain services where these services are not supplied by The City of Cape Town.

a. Trustees

The trustees act on behalf of the members (owners), and are bound by the Constitution of the Van Riebeeckshof Master Home Owners Association Constitution – a copy is available on the website www.vanriebeeckshof.co.za. Every year an Annual General Meeting is held, and at this meeting the trustees, nominated by members in Van Riebeeckshof, are elected.

The trustees, in turn, appoint a Managing Agent and various service providers to manage the area effectively. They also work closely with the Ward DA councillor, the Mayor of Cape Town and the SAPS representatives.

The current trustees are:

| Trustee | Portfolio |
|-------------------------|------------------|
| Emil Scheepers | Chairman / Legal |
| Talana Crous | Environment |
| Marlene J van Vuren | Environment |
| Thelouise van der Merwe | Architecture |
| Erina Veldsman | Communication |
| Johan Bester | Security |
| Gavin Riley | Security |
| Nicolene van Niekerk | Finance |

| Consultants | Portfolio |
|----------------------|--------------|
| Freddie van Rensburg | Architecture |

b. Levies

The current monthly levy structure is **R242** for single erven, and **R121** for units in gated communities. The levies are utilised for general improvements and maintenance, environmental projects, and additional security.

A 10% discount is offered to members who pay annual levies upfront – for the period 1 March

to 28 February. The budget for the financial year is annually presented at the Annual General Meeting with the Financial Statements being audited by an independent auditor.

3. Building

Before an owner embarks on building alterations of any nature, please refer to the Estate Design Standards of VRMHOA for full clarification. If still in doubt, contact the managing agent for details. This will prevent costly mistakes.

The VRMHOA requests owners to inform the trustees or the managing agent of illegal dumping of building rubble or rubbish on any public open space, pavement or open erf. Action can then be taken.

a. **Open erven**

Stands need to be cleared twice a year – April and October.

The HOA will offer the service to owners, if they cannot arrange it themselves. The current fee structure is:

- Large erf (larger than 1 000 square meters): R5 350
- Small erf (smaller than 1 000 square meters): R2 150

Please note these rates are subject to change

4. Communication

a. **Owner's Contact Details**

The trustees and managing agent need to communicate with residents regularly with relevant and important information. Please update all your contact details with the Managing Agent as soon as possible. We need the following:

- Name
- Address, and/or Postal address
- Erf number
- E-mail address (our primary method of contact)
- Telephone numbers

b. **Website**

The website is a central point for information and communication. Please visit our website www.vanriebeeckshof.co.za

5. Contact Numbers

Managing Agent:

Nolands Incorporated

Tel: 021 943 4340

ADT:

Van Riebeeckshof Patrol Car

083 677 3699

Control Room (Emergency)

086 121 2301

Control Room (non-emergency)

086 121 2300

Patrick Hall (zero billing contracts, new clients)

083 676 5693 or patrickh@adt.co.za

SAPS:

Durbanville Police Station

(021) 970 3811/2

Sector Commander is Captain Wentzel

082 5636 769

Sector vehicle patrolling in our area 082 5222 639
This number can be used to report:

- Crime in progress
- Suspicious activity
- Other emergencies

Environmental maintenance:

Landscape Garden Company www.gardencompany.co.za
Henk Pepler 082 783 9429

General:

Informal squatters (Displaced people's unit) 0800 87201
Nuisance behaviour (Law enforcement) (021) 912 3580
Illegal dumping 086 0103089
Street lights power@capetown.gov.za
Water, sanitation services, roads 0860 103054
Bellville Night Shelter (021) 949 1939

6. Environment

a. Vagrants

Vagrants are a major problem in the entire Valley, due to the large proportion of open public areas and parks. The VRMHOA has identified a few key reasons for vagrants in the area:

- **Refuse bins on pavements before collection:** Please leave refuse bins outside for the shortest period of time possible to discourage vagrants. Refuse collection happens on a Monday and recyclables on a Tuesday.
- **Feeding homeless people:** Please do NOT leave food on refuse bins, or feed vagrants in any way. This stance is endorsed by the City of Cape Town as it keeps the unfortunate in a cycle of dependence and promotes vagrancy. If residents want to help the less fortunate, contact your local church for donation options.
- **Casual Labour:** Vagrants are encouraged to stay in the area if residents give them odd jobs. This is also a security concern. If you need casual labour, contact the Labour Exchange, behind the Durbanville taxi rank, tel: 082 7269 750.

b. Maintenance

The Garden Landscape Company is currently our landscaping and maintenance service provider, tasked to remove rubbish, weeds, and execute ad hoc requests from the VRMHOA.

c. Renosterveld

The Renosterveld above Chianti Villas, bordering the public open space, is on the critically endangered list. The VRMHOA has erected a board opposite the circle in Middelvlei Road to provide information about the uniqueness of this fast-disappearing piece of flora.

d. The Tygerberg Wetlands

The area, which is fenced in, and at the entrance to Van Riebeeckshof, is managed in cooperation with the City of Cape Town by the Tygerberg Wetlands Association, a duly registered NPO. The fence is electrified, and is powered by the electricity supply of the Oude Westhof Retirement Village. This serves to keep the area relatively immune from vagrants. The long-term plan is for the Parks Board to remove all the alien vegetation that has invaded the area.

e. The Van Riebeeckshof Valley - NPC

The Van Riebeeckshof Valley NPC (VRHV-NPC) was formed in 2022 with representation on the Ward 70 Committee. All MHOA's and most large HOA's in the Van Riebeeckshof Valley are members of the VRHV-NPC.

The focus of the VRHV-NPC is to advance the sustainable and coordinated urban management of the Van Riebeeckshof Valley, and to maintain and extend its status as a desirable living, working and recreational area of which its residents and property owners are proud, whilst conserving the natural heritage of the area and enabling local inhabitants and visitors to continue fully enjoying its many positive attributes and amenities.

This to be achieved by focusing on a sustainable basis on safety, cleanliness, place-making and conservation of natural heritage by coordination of urban management initiatives and functions (liaising with and providing a link between both the municipality and the home / property owners' associations and other main role players in the valley) and to provide top-up services (funded by its members) in line with locally determined priorities, to the benefit of the area's residents, inhabitants, property owners and their investments.

7. The Management Agent

The VRMHOA has appointed a Managing Agent to do the day to day work on its behalf.

a. The Role and Function

- Keep and update owners' contact details
- Invoice owners and collect levies
- Occasional communication with invoices
- Attends trustee meetings and Annual General meetings and keep minutes thereof
- Payment of service providers
- Issue clearance certificates for property sales in the area
- Execute instructions from trustees
- Handling queries from owners on an ad hoc basis
- Approval of building/alteration plans prior to submission to the council for approval
- Collection of building deposits

b. Nolands Incorporated

The company Nolands Incorporated was appointed as Managing Agent in March 2011 – their website address is www.nolandstyg.co.za

| | |
|-----------------|-------------------------|
| Contact person: | Anel van Wyk |
| Tel: | (021) 943 4340 |
| Fax: | (021) 914 8242 |
| E-mail: | anelvw@nolandstyg.co.za |

8. Security

Every home owner is responsible for his/her own security.

a. Fidelity–ADT

Over and above individual security measures, Fidelity-ADT is contracted to Van Riebeeckshof

to patrol the entire area 24 hours a day. Their role is to provide visible security monitoring, give pro-active reports to the trustees, and offer all residents services, like 'meet and greet', and respond to suspicious behaviour or distress calls.

Fidelity-ADT can only enter home owner's premises if a home owner has a contract with them. In the case of an emergency the homeowner might want Fidelity-ADT to enter and assist, even though the home owner has a contract with another security company. To activate this service, contact Fidelity-ADT to create a zero-billing contract.

The trustees also negotiated with Fidelity-ADT for a reduced fee for new Fidelity-ADT clients in the area. The new client must contact Fidelity-ADT in this regard.

We would like to encourage each one of you to contribute to make Van Riebeeckshof safer and better for all of us!

Thank you
Van Riebeeckshof MHOA Trustees
