

# CODE OF CONDUCT

## BUILDING CONTRACTORS

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**THIS DOCUMENT REGULATES BUILDING CONTRACTOR ACTIVITIES WITHIN GREENWAYS COUNTRY ESTATE.**

This document must form part of any building contract. It must be signed by owner (or his/her appointed representative) and the main contractor.

### **1. DEPOSIT**

- 1.1 Prior to any building approval the Home Owners' Association requires that a deposit of R30'000,00 has to be lodged at the Managing Agent's office, which will be invested in an interest bearing Trust account for the benefit of the depositor. A deposit of R7'000,00 is to be lodged for alterations to an existing dwelling. The deposit will be used to defray expenses incurred in repairing damage to adjacent off-site properties caused in the building process and any other damage referred to in Clause 15. On completion of building and related activities the owner must, prior to occupation, apply for a final inspection, jointly executed by the Estate Manager and the owner or their appointed representatives. Once a completion certificate is issued by the Estate Manager, the owner may apply for the release of the balance of the deposit together with accumulated interest.

### **2. WORKING HOURS**

- 2.1 Building contractors are permitted on the Estate only from 07h00 to 18h00 on weekdays. Given the mature nature of the Estate and protecting resident's rights to peace and quiet, **NO** building activity will be permitted on Saturdays, Sundays or Public Holidays. However, in the event of extraordinary circumstances, special permission must be obtained from the Estate Manager at least 48 hours prior to a requirement to work on a Saturday between 07h00 and 13h00. This permission must be obtained for every event and must not be regarded as a blanket approval. Should the owner or contractor dispute that decision, the matter will be referred to the Trustees for a final decision. In the event of an extension of not more than two hours being required for the completion of a critical aspect during normal working days, permission must be requested from the Greenways Management office before 15h00 on the day in question.

### **3. ENTRY AND EXIT**

- 3.1 All contractors must obtain an access permit from the Greenways Management office.  
3.2 Builders and their workers may enter or leave the Estate only through the Gordons Bay Road gate and by vehicle only – workers on foot will not be permitted entry to or exit from the Estate.

- 3.3 No workers will be permitted on any part of the golf course, walking over the dunes to the beach or on property other than that on which they are authorized to work. Drivers of vehicles are responsible and accountable for the activities and behaviour of all occupants of the vehicle. Any worker ignoring these rules will immediately be denied access to Greenways Estate.
- 3.4 It is the responsibility of the builder to ensure the good behavior of his personnel during their presence on the Estate.
- 3.5 All personnel must be taken in by the builder/sub-contractor to the work site. At the entrance gate (Gordon's Bay Road) security will issue a tag to each worker. The builder/sub-contractor is responsible to take all personnel out again in the evening and to return all tags issued in the morning to the security company. For every tag short, the builder/sub-contractor has to pay a fine of R100,00 to the Estate Manager before entering the estate again.
- 3.6 It is the responsibility of the builder/owner to ensure that no unauthorized person is present on his construction site.
- 3.7 The Home Owners' Association reserves the right to rectify any contravention of these regulations summarily at the builders/owner's cost.
- 3.8 It is the responsibility of the builder/owner to ensure that all public open space (including, but not limited to side walks) is kept free from building material and/or rubble.

#### **4. MAIN CONTRACTOR BOARD**

- 4.1 Prior to any building activities commencing, one main contractor board must be erected on site in accordance with the specifications depicted at the end of this document . Please note maximum size specifications and that the minimum information is the erf number and the name of the contractor / project manager and contact telephone number. The boards are not to be erected on the verge landscaping. No sub-contractor boards are allowed. The contractor board must be removed upon completion of construction.

#### **5. ENCROACHMENT**

- 5.1 No encroachment onto adjacent site/s is allowed, unless written permission has been obtained from the adjacent site owner/s and lodged with the Greenways Management office.
- 5.1.1 Before building activities commence, a well anchored fence with netting must be erected on all the site boundaries other than the road boundary to minimise splattering on neighbouring properties.
- 5.1.2 Building activities, builders' and sub-contractors' employees, delivery personnel and as far as practically possible, their vehicles and building material, must not encroach onto adjacent sites or side walks causing interference with pedestrians and/or traffic safety.
- 5.2 Permission to encroach onto common areas or the golf course must be obtained from the Greenways' Management office. In the absence of such permission, the relevant site boundaries must be fenced. Permission will be granted in exceptional circumstances only.

5.3 Owners and contractors should note that where verge landscaping has already been completed, only limited off-street storage and site access will be available. Arrangements must be made via the Greenways' Management office to remove plant material where possible or to protect it during construction.

5.4 The HOA reserves the right to replace plant material at the owner's expense should material be irrevocably damaged.

## **6. TOILET FACILITIES**

6.1 Prior to ANY activities commencing, an adequate toilet, properly tied down (see Clause 19 below) must be erected within the site boundaries in a position which will be screened from view from the golf course and street when the building reaches eaves height. If this is not possible a suitable screen must be erected. The toilet must conform to the specifications detailed in clause 19 below. Anyone found not using the toilet will be ushered off the Estate.

## **7. STORAGE FACILITIES**

7.1 **Equipment Store.** If a store is placed on site it must be acceptable, adequate, secure, properly tied down, conform to Clause 19 below and placed within the site boundaries

7.2 **Building Sand Storage.** Sand must be covered prior to vacating the premises every day. In addition the heaps must be covered during working days, if wind is causing it to be blown away. Loose sand must not be left to spread over the building site and must be regularly heaped. All heaps to be covered with a suitable tarpaulin or shade cloth which must be adequately secured. Note that builders and/or owners will be held responsible should neighbours be effected by wind blown sand.

## **8. DISPOSAL OF RUBBISH**

8.1 Before building operations commence, suitable containers for the ongoing accumulation of litter, plastic bags, cement bags, etc must be placed on the site. These must be emptied and the contents removed from the Estate at appropriate intervals, but in any event, not less frequently than once a week. Burning of rubbish and fires is not permitted under any circumstances.

## **9. DISPOSAL OF RUBBLE**

9.1 During building operations, rubble must be accumulated and covered in a suitable pre-designated area within the boundaries of the site and must be removed from the Estate on Fridays.

## **10. DISPOSAL OF FILL**

10.1 During building operations, fill arising from building activities must be accumulated and covered within the boundaries of the site and, if not required for landscaping purposes, must be removed on Fridays.

## **11. DELIVERIES**

11.1 Deliveries from suppliers must be scheduled during working hours only. Delivery vehicles will not be allowed entry after 17H00 on weekdays and not at all on Saturdays, Sundays or public holidays.

- 11.2 Vehicles carrying abnormally large or heavy loads may be denied access to certain parts of the Estate. Similarly, abnormally long or articulated vehicles will not be permitted entry for practical reasons. Contractors must make suitable advance arrangements with suppliers and the Greenways Management office in this regard.
- 11.3 Owners and contractors will be liable for damage caused by any vehicle associated with activity on their site and recovery of any related costs from owners or drivers of those vehicles will be the responsibility of owners and contractors.
- 11.4 Where materials are off-loaded by a supplier and encroach onto road verges, these materials must be moved immediately onto the site by the contractor. No material must be allowed to remain on the road verges and it is the contractor's and owner's responsibility to clean the verges and road of all such materials. The same applies to sand or rubble washed or moved onto the road verges during building operations.

## **12. SPEED LIMITS**

- 12.1 Only licensed drivers are permitted to drive vehicles on the Estate. The driver of any vehicle considered by an appointed official of the HOA to be exceeding the speed limit of 30 km/h will be stopped and warned. A subsequent transgression by the same driver will result in the driver being denied access to the Estate and a fine issued to the owner.

## **13. NOISE**

- 13.1 All noise on site must be kept to a minimum. Where objections to excessive noise are lodged by nearby residents, the HOA will take appropriate action.

## **14. SLEEPING ON SITE**

- 14.1 Under no circumstances may any employee of a builder, sub-contractor, or security firm reside or sleep on a building site during the period of construction. Anyone found doing so will be evicted from the Estate.

## **15. DAMAGE**

- 15.1 Owners shall be responsible for any damage caused by contractors or their agents on the Estate including, without affecting the generality hereof, damage to kerbs, verges, plants on the sidewalks, common areas, golf course and private property.

## **16. PROTECTION OF WILDLIFE**

- 16.1 Any person found disturbing, harming or destroying any animal, reptile or bird, or setting any traps or snares will be summarily evicted from the Estate and may be prosecuted in terms of the Wildlife Protection Legislation.

## **17. SITE SAFETY**

- 17.1 Owners and contractors are responsible for ensuring that all legislated requirements are complied with.

## **18. DEVIATIONS**

- 18.1 The Estate Manager will monitor all buildings for deviations on an on-going basis. Where building work deviates from previously approved plans, the Estate Manager has been authorized to stop all building work related to the deviation with immediate effect. Building may not resume until an amended plan is submitted together with the appropriate fee and approved obtained on the deviation.

## **19. SPECIFICATIONS FOR TEMPORARY STRUCTURES**

- 19.1 Temporary structures will only be permitted at Greenways for use on building sites as storage sheds or to house temporary toilet facilities.
- 19.2 Each structure must be fitted with a solid door which is fitted with a minimum of two hinges. The door must be lockable from the outside by means of a sliding bolt or hasp and staple in the case of a storage shed and both internally and externally in the case of a temporary toilet. The door to the toilet shall be closed at all times.
- 19.3 The above structures must be adequately anchored to the ground to withstand storm conditions.
- 19.4 The toilet must be fitted with a waterborne flush toilet and connected directly into the foul sewer system.
- 19.5 The builder must ensure that adequate supplies of toilet paper are on hand to prevent the use of cement bags or newspaper which will lead to blockage of the system.
- 19.6 Both the storage and toilet structure must be painted dark green.
- 19.7 No advertising or other notices will be permitted on these structures.

## **20. UNDESIRABLE CONDUCT**

- 20.1 Should the HOA be dissatisfied with the conduct of any contractor, sub-contractor or supplier, the HOA may rectify as deemed necessary, including:
- 20.1.1 suspend building activity until such undesirable conduct is rectified;
- 20.1.2 Levy a fine of up to R1'000,00 for each contravention of any of the Rules in this Code of Conduct;
- 20.1.3 deny the builder and/or sub-contractor continued or any future access to Greenways should a builder, his sub-contractor or any of the personnel persistently ignore any of the above regulations.

## **21. UNDERTAKING**

- 21.1 By their signatures hereto owners and contractors acknowledge that they understand the content of this document and agree to be bound by its provisions and by those

additions and/or amendments to its provisions which may be introduced from time to time:

Name of Owner	
Greenways Address	
Tel. no. of Owner	
Name of Contractor	
Tel. no. of Contractor	

.....  
Signature of Owner

.....  
Signature of Contractor

.....  
Date

**Note:** If the development of sites is being undertaken by appointed representatives of owners, acceptable authority for those representatives to act on owners' behalf must be attached to this document.

**BOARD TO BE ERECTED ON SITE**

The maximum size is 1220x1020mm and the minimum information required is the site number and the name of the building contractor and a contact telephone number. In the case of an owner/builder, or where the owner acts as the main contractor, the owner's name must be provided. This information is needed so as to enable Management to make contact with the appropriate party when necessary. No sub-contractor boards of any kind, including painting, landscaping, interior decoration etc. are permitted in Greenways. The boards may not be erected on the verge landscaping. In the case of alterations replace 'NEW HOUSE' with 'ALTERATIONS'.

<h1 style="margin: 0;">GREENWAYS</h1> <p style="margin: 0;">GOLF ESTATE</p>	
<p><b>NEW HOUSE FOR MR &amp; MRS OWNER</b> <b>ERF 10876</b></p>	
ARCHITECTS / DESIGNERS <i>ABC Architects</i>	Tel: 021-123-4567 Cell: 082-123-4567
PROJECT MANAGERS <i>DEF Projects</i>	Tel: 021-123-4567 Cell: 082-123-4567
STRUCTURAL ENGINEERS <i>GHI Engineers</i>	Tel: 021-123-4567 Cell: 082-123-4567
QUANTITY SURVEYOR <i>JKL Surveyors</i>	Tel: 021-123-4567 Cell: 082-123-4567
CONTRACTOR <i>MNO Construction</i>	Tel: 021-123-4567 Cell: 082-123-4567

Colours : Board is beige with green borders and interior divisions.  
 Heading : 50mm in black  
 Detail and numbers : 30mm in maroon.