

**WAPADRAND SECURITY VILLAGE
(NON-PROFIT COMPANY)**

A. THE HOUSE RULES

1. INTRODUCTION:

- 1.1 *These house rules are made in terms of the Memorandum of Incorporation of Wapadrاند Security Village NPC - registration no. 2002/011517/08 ("the company")*
- 1.2 *In the event of express provision not being made in the rules, the Memorandum of Incorporation of the company shall apply.*
- 1.3 *In the event of a contradiction between the rules and the Memorandum, the Memorandum of Incorporation shall apply.*
- 1.4 *In the event of a dispute regarding the interpretation of the rules, the decision of the directors of the company shall be final.*

2. SECRETARY OF THE COMPANY:

- 2.1 *The company secretary is: Ansie Naude.*
- 2.2 *The contact details of the company secretary are as follows: adm.wapadrاند@gmail.com.*

3. PURPOSE OF THE RULES:

The purpose of the rules is to give effect to the main business of the company as set out in paragraph 2 of the Memorandum of Incorporation of the company.

4. APPLICATION OF THE RULES:

- 4.1 *In the application of the rules effect must be given to the following conditions laid down by the Tshwane Metropolitan Municipality on 22 January 2002 in terms of the provisions of the Rationalisation of Local Government Affairs Act 10 of 1998:*
 - 4.1.1 *That both entrances, Wapadrاند Road and Disselboom Avenue be functional and open to traffic, pedestrians, visitors and municipal services.*
 - 4.1.2 *That both entrances, Wapadrاند Road and Disselboom Avenue be manned 24 hours a day, seven days a week.*
 - 4.1.3 *Guarantee of continuous access at both the access control points for Council vehicles and officials for purpose of rendering service, construction, repairs and maintenance.*
 - 4.1.4 *Guarantee of continuous access at both access control points for fire fighting and rescue purposes in accordance with the provisions of the National Building Regulations, read with the relevant Deemed to Safety rules on any other legislation.*
 - 4.1.5 *Accessibility for fire-fighting engines or equipment at both access control points and the re-positioning thereof to the satisfaction of the Manager: Fire Services.*

- 4.1.6 *Guarantee of continuous unrestricted access at both access control points for vehicles of the South African Police Services.*
- 4.1.7 *Compliance with the conditions of existing servitudes pertaining to electricity supply.*
- 4.1.8 *Continuous access for the General Manager: Water and Sanitation to the water supply network in the restricted area and the prohibition of any permanent structure or large trees to be erected over the water pipe line, indicated by the General Manager: Water and Sanitation.*
- 4.1.9 *Erection and maintenance of signs to the satisfaction of the General Manager: Water and Sanitation at the access control points indicating the municipal services within the restricted area.*
- 4.1.10 *Erection of direction signs at the cost of the company, in consultation with the General Manager: Roads and Storm Water, to direct motorists and pedestrians to entrances and/or exits.*
- 4.1.11 *Guarantee of access for meter readers from the Chief Financial Officer at all reasonable times.*
- 4.1.12 *Access control to be conducted in a manner that upholds the constitutional rights of the people of South Africa with particular regard to privacy, dignity and freedom of movement.*
- 4.1.13 *That the company indemnifies the Council against any claims relating to or resulting from the restriction of access. In the event of the Council being held liable to pay any claim for damages or compensation, the Council may summarily revoke the authorization to restrict access.*
- 4.1.13 *The company should take out a public liability policy to cover death, injury and damages to third parties caused by the restriction of access measures, all to the satisfaction of the Chief Financial Officer.*
- 4.2 *The rules shall be applied by the directors of the company: provided that:*
 - 4.2.1 *if circumstances so require, at least two directors shall be entitled to take an interim decision regarding the application of the rules and aspects relating thereto.*
 - 4.2.2. *at least two directors shall be on duty 24 hours a day and those directors' names and contact details shall be submitted to the company secretary and the guard house at the access gates at Wapadrand Road and Disselboom Avenue.*

5. MEMBERSHIP.

The qualification for membership is that the person must own property or reside within the village boundaries. The process for obtaining membership is:

- 5.1 *For owners or residents of houses or duets, an owner or resident must apply for membership in writing using the prescribed form approved by the directors. (Annexure A)*
- 5.2 *For owners or residents of units in a complex, a resident automatically becomes a member when they take occupation of a unit in a complex and levies are being paid by the complex administration.*

6. FINANCIAL OBLIGATIONS:

- 6.1 *Every member of the company shall make all his payments to the company punctually in the amount and at the place from time to time determined by the directors of the company.*

- 6.2. *In the event of a member not being able to make a punctual payment, such member shall be entitled to request the directors of the company via the company secretary, on at least 21 days written notice, for condonation of such non-payment and/or leave to make such payment or part thereof at such later date as determined by the directors: provided that such member shall in his written notice give particulars of the following:*
- 6.2.1 *The fact that payment cannot be made punctually;*
- 6.2.2 *In what particular respect payment cannot be made punctually;*
- 6.2.3 *For what period payment cannot be made punctually;*
- 6.2.4 *In what manner the member anticipates to pay his dues.*
- 6.3 *The directors of the company shall consider the request referred to in subparagraph 5.2 above and inform the member in writing of their decision.*
- 6.4 *A new member shall ensure that his deposit, debit order and any other compulsory financial contributions are paid within one month after commencement of his membership.*

7. CHANGE OF PARTICULARS/SALE OF PROPERTY:

Each member shall:

- 7.1 *Inform the company secretary in writing of any change of his particulars/the particulars of the occupier of his property/the particulars of his employees which appear in the company's records.*
- 7.2 *In the event of the sale of his property, inform the company secretary of the purchaser's details.*
- 7.3 *In the event of the termination of his membership, forthwith return to the company secretary all stickers, proximity tags, etc. and obtain a receipt therefore.*

8. ASSISTANCE TO NON-MEMBERS:

- 8.1 *A member of the company shall not, except in emergency circumstances, in whatsoever manner render assistance to a non-member to obtain access to the security village.*

9. ACCESS CONTROL

The security village has two entrances, namely Wapadrand Road and Disselboom Road. The procedure to gain access is the following:

- 9.1 *Members may purchase windscreen tags that automatically activate the booms in the members lanes.*
- 9.2 *Non-members and visitors shall use the visitor's lane at both entrances and produce their driver's license for scanning. If the driver's license is not available, the vehicle license disc will be scanned. Visitors are to advise the attending guard of their destination.*

Non-members are not entitled to apply for windscreen tags.

- 9.3 *Pedestrians shall be signed in/out by guards at the access gates.*

- 9.4 *Exit booms are manually activated by a waving gesture at the button.*
- 9.5 *All residences shall:*
- 9.5.1 *provide the guards at the access gates with the details of domestic workers, garden workers, service workers, etc. who will from time to time enter the security village;*
- 9.5.2 *ensure that the guards at the access gates have a contact telephone number of that member.*
- 9.5.3 *allow emergency vehicles right of way;*
- 9.5.4 *act in a rational and constructive manner in the case of a delay at the access gates or if approached by the guards at the access gates.*
- 9.5.5 *not use the horn of the vehicle to attract the attention of the guards at the access gates;*
- 9.5.6 *slowdown in order to stop in time when any of the access gates are approached;*
- 9.5.7 *in the event that any access gate is unmanned, wait at the gate, after passing through for it to close;*
- 9.5.8 *inform the company secretary immediately in the event of the disposal of a vehicle;*
- 9.5.9 *not interfere with the duties of any guard at either access gates.*
- 9.6 *The guards on duty have a set of defined duties as set out in the protocols. These protocols shall at all times be strictly adhered to by every member and the guards.*

10. Emergency vehicles:

Emergency vehicles shall be allowed immediate access/exit by the guards at the access gates but the guards shall, upon entry of such vehicle(s), record the details of the vehicle(s) and the purpose of the entry. The same rule shall apply to refuse removal, Eskom, Telkom, and other service provider vehicles.

11. OTHER SECURITY MEASURES:

- 11.1 *Members shall allow the company to erect an electric fence, as determined by the directors of the company, along the borders of the security village. In the event of a member already possessing an electric fence, such member shall allow the company to integrate that fence with the electric fence of the security village or to bypass such electric fence.*
- 11.2 *A member shall immediately report any fault, etc. in the electric fence of the security village to the guards at the access gates, who shall immediately dispatch the security company to inspect the fence and to advise the directors of the company as to what measures should be taken to rectify the problem.*
- 11.3 *Nobody shall interfere with the duties of the guards who patrol the security village.*
- 11.4 *The speed limit in the security village shall be 40 km per hour.*

11.5 All security issues shall be dealt with by the security company with the directors or the directors on duty.

12. ENVIRONMENTAL MANAGEMENT MEASURES:

All public spaces, i.e. roads, side-walks and parks belong to the City of Tshwane, and as such are subject to all Municipal regulations and by-laws. The following are mentioned as of special relevance to members:

12.1 No rubble or refuse shall be dumped or discarded in any public area within or bordering the security village.

12.2 Flora shall not be damaged or removed from any public area within or bordering the security village.

12.3 Fauna shall not be chased or trapped in any public area within or bordering the security village.

12.4 Members shall maintain a high standard of gardening on their pavements.

12.5 Pets shall not be allowed to run free in any public area. Dogs must be on a leash and carry identification and contact details of the owner.

12.6 Pet faeces must be removed from open public areas by the owner of the respective pet.

12.7 Vacant stands shall be kept clean on a regular basis to the satisfaction of the company and if not so maintained, the company reserves the right to clean such stand at the member's/owner's expense.

13. LINES ON COMMUNICATION:

As a general rule, the following lines of communication shall be adhered to:

13.1 Company secretary/management agent:

All matters regarding members' information, access tag problems, accounts, debit orders, etc.

13.2 Security Manager and company:

All security incidents or enquiries

13.3 Guard houses:

Notification of late visitors, or special arrangements if large numbers of visitors are expected. The names and details of domestic workers, gardeners, garden services, other workers, etc.

B. PROTOCOL

14. GATE TIMES:

14.1 Both Lynnwood and Disselboom access gates shall be staffed 24 hours per day, seven days per week, by at least two guards per gate.

14.2 The access gates shall be opened at 05h00 and closed at 22h00.

14.2 During the times that the access gates are open, the booms shall be used.

14.3 During the times that the access gates are closed, they shall only be opened by:

14.3.1 the guards-

i) after having recorded details of the non-member or a visitor.

ii) in order to let in/out an emergency vehicle.

14.4.1 Pedestrians shall be signed in/out by guards at the access gates.

14.4.1 Pedestrians who are visitors or non-members shall be signed in/out by the guards at the access gates and use the manually operated gates.

14.4.2 Legitimate residents may apply to for registration on the bio-metric register and use the automatic "turnstile". Residents may apply to have their employees included on this register.

14.5 In the event of an emergency vehicle, Telkom vehicle, Eskom vehicle, etc. such a vehicle shall be allowed immediate access but the guards at the access gates shall record the particulars of the vehicle and the time when such vehicle enters and exits the security village.

14.6 The guards at the access gates shall not leave their post except to execute emergency duties, in which event each of the gates shall be manned by at least one guard.

14.7 In the event of a guard at the access gates having to leave his post, this shall be communicated to the control room of the security company and appropriate arrangements shall be made.

14.8 The guards shall not receive visitors whilst on duty.

14.9 No unauthorized persons shall be allowed access the guard house.

14.10 At the end of each shift the guards at the access gates shall complete a reconciliation of the visitors/emergency vehicle book.

15. CONFIDENTIALITY:

15.1 Information recorded by the guards shall be dealt with the necessary confidentiality, and the record books shall be handed to the company security and or Wapadrang for safekeeping to be destroyed after three months.

15.3 Membership information shall be utilized by the company only for purposes of the proper application of the Memorandum of Incorporation and the rules.