



INNESBROOK VILLAGE PROPERTY OWNERS' ASSOCIATION

INFORMATION and RULES

Updated April 2024

1. INTRODUCTION

- 1.1. This document itemises the rules, guidelines and information applicable to the residents of and visitors to Innesbrook Village. The intention is to achieve, enhance and protect the objective of the estate. Such objective is the creation and maintenance of an environment which promotes a lifestyle conducive to the expectations of residents who have bought into the estate.
- 1.2. Estate living necessitates a higher level of control than would be the case of a residential property not located within an estate. This document has been designed to allow for the orderly management of the estate for the benefit of all owners.
- 1.3. In terms of the Constitution of the Innesbrook Village Property Owners Association, the trustees are authorised to amend, substitute or repeal the rules from time to time. Such rules are binding upon all owners, residents, visitors and contractors.
- 1.4. The registered owners of properties are responsible for ensuring that members of their families, tenants, visitors, friends, employees and service providers are aware of and abide by these rules and guidelines.
- 1.5. This document should be read in conjunction with the other documentation that is available on our website www.fernkloofestate.co.za, which documentation includes:
 - the ***Fernkloof Estate Master Property Owners Association (MPOA) Constitution***;
 - the ***Innesbrook Village Property Owners Association (POA) Constitution***;
 - the ***Fernkloof Estate Architectural Design Guidelines***;
 - the ***Fernkloof Estate Contractors Agreement*** which stipulates the conditions under which construction may take place on the estate; and
 - the ***Hermanus Golf Club Rules*** relevant to Fernkloof Estate.
- 1.6. Any uncertainty as to the interpretation of the rules and guidelines, or concerns around alleged transgression of the these should be referred to the Estate Manager.

2. ACCESS CONTROL

- 2.1. Important elements of a secure lifestyle are that of prevention and deterrence. The goal is to have minimum disruption at our entrance gates whilst at the same time protecting the residents.
- 2.2. Residents are requested to familiarise themselves with the procedures which have been developed to manage the entrance and exit of people and vehicles. From time-to-time certain changes may be made to some of these procedures. Residents will be advised accordingly.
- 2.3. Vehicular access for owners and residents is via a Number Plate Recognition (NPR) system and remotes.
- 2.4. Access for visitors, contractors and service providers is via the Mircom system – visitors, contractors and service providers to press the number of the house on the Mircom keypad, and the owner to press 9 on their phone to open for their visitors, contractors and service providers. (Owners to press 6 to open gate partially for pedestrians).
- 2.5. Residents have the responsibility for the conduct of their visitors and for ensuring that they adhere to the access control procedures.
- 2.6. The estate management shall be entitled to require that details of domestic staff be supplied and to implement such procedures as may be applicable for the control of access to the estate.

3. USE OF THE STREETS

To ensure the safety of both vehicles and pedestrians, please note the following:

3.1 Motor Vehicles and Golf Carts

- 3.1.1 The speed limit within Innesbrook Village is 20km/h. Owners must bring this ruling to the attention of their families, friends, as well as their contractors and service providers.
- 3.1.2 Special care is to be taken at the intersections. At the main T-junction the principle of 'First-Arrive-First-Drive' applies.
- 3.1.3 Hand-held cell phone usage whilst driving within the Estate is prohibited.
- 3.1.4 Golf carts, or any other motorised or battery-operated vehicle, may only be driven by a person with a valid driver's licence.
- 3.1.5 Vehicles with very noisy exhaust systems are prohibited.
- 3.1.6 Hooting at the entrance or anywhere within the village is not allowed.
- 3.1.7 Owners, as well as their visitors, contractors and service providers, must make use of the off-street parking bays available on their property before parking in the street.
- 3.1.8 No boats, motorised homes, caravans or trailers may be parked in the street, or any other place where it may be visible, for longer than 3 (three) days.
- 3.1.9 No vehicle which exhibits commercial branding, has external attachments or equipment, or has modifications for use in a commercial operation may be parked overnight or over weekends on any verge or visually within an owner's property without the consent of the Estate Manager.

3.2 Pedestrians

- 3.2.1 Pedestrians are to note that the road's primary use is for vehicular traffic.
- 3.2.2 Special care is to be taken whilst walking in the road, taking into consideration the number of construction and service provider vehicles.
- 3.2.3 It is suggested that young children use the roads under adult supervision only.
- 3.2.4 Children should be encouraged to play in the park, not the road.

4. SECURITY/SAFETY

- 4.1. A central feature to the quality of life in Innesbrook Village is security. To minimise unauthorised access to the estate the village is protected by Closed-Circuit Television (CCTV) infra-red cameras as well as electrified fencing. The fence is also intended to deter baboons from entering the estate. The cameras and electrified fence are monitored by an off-site service provider.
- 4.2. Interference or tampering with any security or access control installations i.e. cameras, fencing, lighting, gates, booms, signage, etc. is not permissible.
- 4.3. Whilst walking after daylight hours, residents are requested to remain within the confines of the village perimeter to avoid activating the CCTV cameras. This could result in Armed Response activation which carries an associated call-out cost. Residents can familiarise themselves with these zones by contacting the Estate Manager.
- 4.4. Whilst there is no specific law strictly regulating home security cameras, the South African Constitution and the Protection of Personal Information Act (POPIA) protects privacy, so responsible use is key. The following guidelines are to be adhered to:
 - Cameras installed on private property may not capture footage from neighbouring properties and must restrict the coverage of public spaces to the road immediately in front of their property.
 - Cameras may not have tilt and zooming functions or sound recording capabilities.
 - The Estate Manager and Security Trustee will be allowed to inspect the camera specifications and the actual coverage should there be a possible invasion of privacy.
- 4.5. The installation of homeowner's external and/or security lights should not have an adverse effect on any properties within the village or neighbouring villages. See 7.5 re lights.
- 4.6. All house alarms must be internally mounted and must preferably be 'silent' alarms.
- 4.7. When not in use garage doors are to remain closed.
- 4.8. No person shall discharge any firearm, air-rifle, crossbow, bow and arrow, or similar weapon or device within the Fernkloof Estate other than in self-defence.
- 4.9. Drones may not be operated within the boundaries of the entire Fernkloof Estate without the prior written approval of the Estate Manager.

5. NOISE/PARTYING

- 5.1. Persistent and excessive noise such as loud music and partying should be restricted so as not to offend neighbours or other villages.
- 5.2. It would be common courtesy to advise neighbours if a party is to be held.
- 5.3. No partying with loud music may continue beyond 23h00.

5.4. See 7.14 re the use of motorised equipment.

6. PETS

- 6.1. Pets must not be a nuisance to other residents, either within their own property or in the common areas.
- 6.2. Residents must ensure that their dogs are contained within the boundaries of their properties, unless in accordance with 6.3.
- 6.3. When on common property dogs must be kept on a leash and at all times be under the control of the person walking them.
- 6.4. The person walking dogs must have plastic bags at hand to collect defecation. No defecation may be left on the verges or within the common areas.
- 6.5. Walking of dogs on the golf course property is not permitted at any time.
- 6.6. In accordance with municipal regulations the number of animals allowed is limited to two dogs and three cats per household.
- 6.7. For identification purposes it is preferable that pets have an identification collar with the telephone number of the owner.
- 6.8. In the best interest of saving our bird life, it is advisable to fit your cat with a collar that has a bell.
- 6.9. Feeding of wild birds is not encouraged as they become easy prey for cats to hunt.

7. BUILDING & LANDSCAPING MAINTENANCE

- 7.1. Owners are required to maintain all structures on their premises i.e. buildings, boundary walls, pergolas, pools, paving, etc. in an acceptable condition. This is to be done in accordance with the high standard of an upmarket estate and to the satisfaction of the trustee committee.
- 7.2. External paint colours must conform to the guidelines. A colour chart is displayed in the estate office.
- 7.3. Swimming pools are to be kept in a visually attractive state and must comply with the municipal safety guidelines.
- 7.4. In an effort to eliminate the visual impact of solar panels, the following is required;
 - Solar panels may only be fitted on roof surfaces.
 - Panels fitted to a primary pitched roof to be mounted flush with the roof and should not extend beyond the roof ridge or edge.
 - Solar panels fitted to a secondary roof (as defined in section 3.3.3 in the Architectural Guidelines): If the solar panels do not follow the angle of the roof, the panels, as well as their mounting structures, must be screened from all affected boundaries and neighbours when viewed at eye level from the ground.
 - Panels, including their mounting structures, fitted to flat roofs must be screened from all affected boundaries and neighbours.
- 7.5. Lighting is to comply with the *Architectural Guidelines*. In an effort to maintain the rural character of the estate and to eliminate light pollution, 'soft' lighting is required. The idea is to see the pool of light, but not the source of light.

- External light fittings affixed to outside walls must shield the direct light source i.e. lights may not shine towards a neighbour, the street, upwards against the house, or have an impact on a neighbouring village. The use of low output globes is required i.e. 'Warm White globes to a maximum of 6W' and for solar external lights 'Warm White globes to a maximum of 10W'.
 - Internal lighting is to be suitably neutralised by either blinds or curtains so as to not be a disturbance to neighbours.
 - All security spotlights to be fitted with motion detectors and have a timer to ensure the light is switched off after a short period. Motion detectors must not be triggered by passing pedestrians.
 - Subtle Christmas lights may be installed over the festive period (1 December to 5 January).
- 7.6 Gardens, including the street verge gardens adjacent to the property, are to be planted and maintained to a standard in accordance with the landscaping guidelines and to the satisfaction of the trustee committee.
- 7.7 No structure, garden furniture or statues will be permitted outside of the erf boundary lines, i.e. on the street verge.
- 7.8 The street and gutter adjacent to the verge of an owner's property must be kept free from weeds, sand, driveway stone chips, or any other foreign material.
- 7.9 No gardening on common estate property is allowed by owners or residents i.e. planting, pruning or removal of trees or shrubs, etc. No cuttings are to be taken from the common gardens.
- 7.10 No interference or vandalism of Hermanus Golf Course property or gardens will be tolerated.
- 7.11 No trees or plants may be removed on the golf course property. Under special circumstances application can be made in writing to the Estate Manager to request the removal of trees, taking into consideration the effect of neighbouring properties.
- 7.12 For those properties that border onto the golf course permission may be requested to expand your garden onto their property. A contract is required and an annual fee is applicable. The Estate Manager is to be contacted if such a contract is required.
- 7.13 Service providers e.g. garden contractors, pool and cleaning services, etc. will not be permitted to work at several sites at the same time, i.e. one property is to be completed before moving on to the next. During tea and lunch breaks the staff must remain within the confines of the property where they are working.
- 7.14 The use of petrol or battery-operated motorised equipment, i.e. lawnmower, weed-eater, pruner, blower, chainsaw, hedge trimmer, power tool, etc., is not permitted on Saturday afternoons, Sundays or Public Holidays. Permitted operating hours: Weekdays 08h00-17h00, Saturdays 08h00-13h00.
- 7.15 No generators allowed, except during total grid failure (an unplanned, widespread, and potentially prolonged loss of power due to a major system-wide issue). Operating hours will be limited from 08h00-17h00. To ensure that our systems remain online at all times, the security office is excluded from this rule.
- 7.16 Washing lines should not be visible to other owners.
- 7.17 The positioning of movable laundry drying racks should be done with due consideration to neighbours.

8. REFUSE REMOVAL

- 8.1. Refuse must be placed in a municipal approved bin that has been fitted with a baboon proof lock. These bins are available from the municipality.
- 8.2. Refuse bins must be stored where they are not visible from the street.
- 8.3. Household refuse must be in black bags and placed inside the bins. Garden refuse must be placed in a green bag (limited to one bag per week).
- 8.4. Refuse removal, including recycling, is undertaken by the local authority every Friday. Recyclable refuse must be placed in clear bags next to the refuse bin.
- 8.5. Bins must be put outside on Friday mornings only and be returned soonest back in the yard, but no later than night-fall on the same day.
- 8.6. In exceptional circumstances i.e. age/health, on written request, bins may be placed outside at dusk on Thursday evening.

9. BUILDING PROJECTS

It is requested that the Estate Manager be contacted prior to any planned construction or maintenance so that he can advise, assist and guide owners as to the steps to be followed. Besides the security risk, any building project causes disruption, frustration and inconvenience to fellow residents. All projects will therefore be strictly monitored and controlled by the Estate Manager. The goal will be to complete the project within the shortest possible time.

There are 2 categories of building work.

A Contractor's Agreement needs to be signed for each.

The agreements can be downloaded off the website or hard copies are available from the office.

9.1 Alterations/Renovations:

These must be built according to the framework of the '*Fernkloof Estate Architectural Design Guidelines*'. The guideline is available on the Fernkloof Estate website: www.fernkloofestate.co.za.

Procedure to be followed:

- 9.1.1 Plans to be drawn up by a registered draftsman or architect.
- 9.1.2 Plans must be submitted to our scrutinising architect:
Contact person: Alan McIntyre 083 216 2756 / fernkloof@munnikvisser.co.za.
- 9.1.3 He will assess the plans and liaise with the Fernkloof Estate Manager as well as the Infrastructure Trustee.
- 9.1.4 Once approved, the stamped plans will be returned to the architect/owner.
- 9.1.5 The architect/owner must submit the plans to the *Overstrand Municipality* for final approval.
- 9.1.6 The building contractor will only be permitted to commence work on site once the following documents are handed in at the office:
 - A physical copy of the approved plans i.e. stamped and signed by both Alan McIntyre Architect and the Overstrand Municipality.
 - The completed and signed *Contractor's Agreement*.

- 'Proof of Payment' of the Owner and Contractor deposits.

9.2 Maintenance

A 'Contractors Agreement – Maintenance' needs to be completed for all maintenance work that will last for more than a day.

The contractor will only be allowed to commence work once the completed and duly signed form is handed in at the office by the owner.

Examples of maintenance work:

- Painting, internal or external;
- Upgrading or relining of swimming pool;
- Driveway or paving upgrade or repair;
- Installation of decking;
- Pergola/canopy/eyelid replacement or repair;
- Refurbishing flooring; etc.

9.3 Building Penalties

The following building penalties are applicable:

- Alterations/Renovations: R10 000 for the first month and will escalate with a further R5 000 each month thereafter that the project exceeds 6 months.
- Maintenance: No monetary penalties are applicable for maintenance work but the owner will be held to the duration dates listed on the contract.

10. CONTRACTORS HOURS

10.1. Contractor hours are restricted to the following times:

| | |
|-----------------|--|
| Monday – Friday | 07h00 to 17h00 (to be off the estate by 17h30) |
| Saturday | No work permitted |
| Sunday | No work permitted |
| Public Holidays | No work permitted |

10.2 Emergency repairs will be allowed after hours. As far as is practically possible prior approval is to be gained from the Estate Manager.

11. PROPERTY SALES

11.1 Property sales are permitted through any registered estate agent.

11.2 Owners are to ensure that agents are aware of and inform potential buyers of all estate rules and regulations.

11.3 No signage is permitted on any property within the village or on any part of the common property.

11.4 As per municipal regulations one sign per agency will be allowed to be placed on the verge outside the main entrance from 12h00 on a Friday to 12h00 on a Monday.

12. LETTING

- 12.1 Owners may not let their property, or permit their property to be sub-let, on a short-term basis i.e. for any period less than 1 (one) month.
- 12.2 Rentals for longer than 1 (one) month will be subject to the following:
 - 12.2.1 Obtaining a conditional once-off approval by the trustee committee by completing a 'Rental Application Form' - available from the office;
 - 12.2.2 Prior to each new rental, a form, which sets out the required details, must be completed by the owner. This form is required by the office 48 hours prior to arrival of the tenants;
 - 12.2.3 Sleeping accommodation as per approved municipal plans, maximum 2 persons per bedroom;
 - 12.2.3 No advertising within the estate will be allowed. Online advertising is allowed and must detail all applicable rental rules;
 - 12.2.5 No pets allowed;
 - 12.2.6 Not more than two motor vehicles will be allowed, unless by prior written request and approval by Estate Management;
 - 12.2.7 No boats, caravans, trailers and motorised homes are allowed; and
 - 12.2.8 Signed confirmation by the owner that a copy of the rules has been given to the tenants and that they have given an undertaking that they will abide by these rules.
- 12.3 The tenant must remain the sole occupant, together with his direct family and friends i.e. the property must be used solely for themselves during the rental period.
- 12.4 Owners whose tenants and/or their guests cause a disturbance and/or do not abide by the rules of the Association will be held responsible for their tenants/guests' actions.
- 12.5 Persistent disturbances and contraventions of the rules of the Association by tenants and/or their guests can result in permission to rent out an owner's property being withdrawn by the Trustee Committee at their discretion.

13. HERMANUS GOLF CLUB RULES – relevant to all villages within Fernkloof Estate

A full copy of the *Hermanus Golf Club Rules* is available on the website.

Some highlights to note:

- 13.1 No random playing of golf is allowed. No chipping, putting or practicing anywhere on the golf club property will be permitted, other than at the designated practice areas.
- 13.2 The use of bicycles, skateboards, roller skates or any other similar items are forbidden on golf club property.
- 13.3 Access to golf club property from the estate is via the link cart paths only. Estate owners or residents are prohibited from taking short cuts across the golf course.
- 13.4 Outside of normal golfing hours (early morning and late afternoon) when no play is taking place or any golf players are visible, the golf course may be used for recreational walking or jogging. Tees, bunkers and greens are to be avoided.
- 13.5 The wetland areas are no go areas and may not be entered under any circumstances. The wetlands may only be viewed from the demarcated boundaries thereof.
- 13.6 No pets are allowed anywhere on the Golf Club property.
- 13.7 See points 7.10, 7.11 and 7.12 re landscaping/gardening.

14. PENALTIES

- 14.1 For purposes of the enforcement of the estate rules the trustee committee may, as provided for in clause 41 of the constitution, impose penalties in the event of an owner contravening, breaching or disregarding any provision of the constitution or rule, hereinafter referred to as the 'offence'.
- 14.2 Clause 41 of the constitution sets out the process whereby the owner is informed of the alleged offence and is given an opportunity to make representations to mitigate why a penalty should not be imposed.
- 14.3 The trustee committee will, in terms of clause 41.5 of the Constitution, have the authority to impose an 'initial penalty' for the first offence and 'subsequent penalties' for every identical offence thereafter.
- 14.4 The penalty amount will be considered and ratified or amended annually at the Annual General Meeting and the latest penalty amounts approved are as follows:
 - 14.4.1 a maximum of R500 (five hundred rand) for the first offence;
 - 14.4.2 a maximum of R1 000 (one thousand rand) for the second identical offence; and
 - 14.4.3 a maximum of R5 000 (five thousand rand) for any identical offence thereafter;which amounts shall then be deemed to be a debt owing by the owner concerned to the association.
- 14.5 The decision of the trustee committee to impose an 'initial penalty' and/or 'subsequent penalty' in terms of clause 41.5 shall be final and binding, but shall not restrict the rights of the offender who is dissatisfied by the decision to invoke the provisions of clause 37 and 38.