



Erinvale® Country & Golf Estate

Access Management and Control Guidelines
and Operating Procedures

*as of 29 February 2020
- with amendments as applicable -*

Record of amendments

Date	Description	By
29 February 2020	New issue of guidelines	Erinvale Security Management and Trustees

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1. PURPOSE

This document describes all aspects of the access control management in Erinvale, and the process of granting authorised persons the right to enter the Estate in a coordinated, safe and effective way with the support of enhanced technology and procedures.

It defines the different types of visitors and guests, the related registration and authorisation procedures, the responsibilities of relevant parties involved, and the usage of different entrance points and access control systems.

The aim is to provide all home owners, members, visitors and guests in Erinvale with an effective and smoothly organised access experience, whilst never compromising security and safety.

All queries relating to these guidelines and procedures should be directed to the Erinvale HOA Office and Trustee Committee.

2. GENERAL RULES

- a. All persons entering the Estate must have a valid form of ID
- b. All persons entering the Estate by vehicle must have a valid driver's license and valid vehicle license disc
- c. All persons entering the Estate must obey the Estate rules
- d. Residents are responsible to ensure that their domestic employees and contractors are registered – people that are not registered are not allowed to be brought onto the Estate
- e. Residents can pre-authorise short term guests and visitors via PT Guest (PAC : personal access code) – it is the responsibility of the authorising party to verify their guests
- f. Contractors are allowed access to the Estate from Monday to Friday from 07h00 – 18h00
- g. Domestic Employees are allowed access to the Estate from Monday to Sunday from 07h00 – 18h00
- h. Normal delivery vehicles are allowed from 08h00 - 16h00 including Saturdays & Sundays
- i. Professional Service Providers may visit at any time as a “pre-authorised visitor” (with PAC)
- j. Estate Agents are required to contact Security in order to arrange their access
- k. Noisy works shall not be performed on Saturdays after 13h00, on Sundays and on Public Holidays

3. DEFINITIONS

3.1. General Definitions

- a. **HOA** – Home Owners Association
- b. **Home Owner** – the registered owner of an erf and a Member of the Home Owner's Association
- c. **Resident** – any person who is an ordinarily resident at the estate and includes, but is not limited to, tenants, visitors, members of the owner's family and their guests
- d. **Tenant** – person who is renting a property for a period of time
- e. **Visitor** – person occasionally entering the Estate
- f. **Contractor** – any person providing a service to persons on the Estate
- g. **Professional Service Provider** – person providing a professional / personal service to persons on the Estate such as an accountant, architect, financial advisor, nurse etc
- h. **PAC** – Personal Access Code

3.2. Type of persons accessing the Estate

3.2.1. Type 1 - Biometrically registered and enter via the Resident and/or Visitor lanes

- a. Residents, their family members and tenants
- b. Golf Club Members
- c. HOA office staff, Golf Club management and Harcourt's office staff
- d. Regular Professional Service Providers

3.2.2. Type 2 - Entrance with a PAC via the Visitor lane

- a. Visitors who have received a PAC from residents
- b. Unannounced visitors who receive a PAC from security staff at the gate (following confirmation with resident or staff member the right to access), including deliveries

3.2.3. Type 3 - Biometrically registered and enter via the Contractor lane and turnstile

- a. Domestic Employees
- b. Contractors and their staff
- c. Companies entering the Estate for the first time must fill in the form in Annexure 5.1 and send it to security@erinvalehoa.co.za at least 24 hours prior to arrival for preloading the staff for biometric scanning. All staff must then show a valid ID on arrival

3.3. Main Entrance point

- a. The only vehicle entry to the Estate is from Lourensford Road
- b. It is guarded and managed 24 hours a day by appointed security staff
- c. There are 3 entrance lanes, 2 departure lanes and 2 turnstiles
- d. Any visitor is required to have their vehicle and license discs scanned by security staff before entering or being provided with a PAC
- e. The PAC will be activated by security staff following the scanning of the vehicles license disc and drivers' license or ID
- f. Following activation, the PAC is valid for a single entry and exit

3.4. Rentals

- a. Any rental on the Estate for longer than 24 hours will be considered either a short-term rental (for up to 2 weeks) or long-term rental (for more than 2 weeks)
- b. Any homeowner wishing to offer rentals on the Estate must register the property with the HOA. The form is found in Annexure 5.2 Failure to register will delay registration of tenants and access to the Estate
- c. A completed tenant agreement must be completed by either the Homeowner or their agent and sent to reception@erinvalehoa.co.za at least 72 hours prior to the arrival of the tenants. This form is found in Annexure 5.3

4. Access to the Golf Course

Access to the golf course by Non-Players is permitted as a general rule at the following times;

High Season (October to April) - before 07h00 and after 19h00

Low Season (May to September) - before 08h00 and after 18h00

The only exception to this rule is where the walking trails, created on the Estate by the HOA, cross a golf course fairway, and such walking trail continues on the opposite side of this fairway. Persons utilising the HOA walking trails, shall, at all times, give right of way and priority to golfers on the golf course. Persons entering any part of the golf course from the residential areas of Erinvale Estate, do so entirely at their own risk.

Note that no Firearms will be allowed on to the Estate.

5. ANNEXES / ATTACHMENTS

- 5.1 Registration of Contractor
- 5.2 Registration of Property for Rental
- 5.3 Tenants Details and Agreement of Tenancy