



Erinvale® Country Estate Homeowners' Association

Access Policies and 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
16 August 2023	<ul style="list-style-type: none"> • Addition of Annexure 5.4 	Erinvale Security Management and Trustees
01 July 2024	<ul style="list-style-type: none"> • Addition iro biometrics • Renumbering Items 5 and 6 • Renumbering of Annexures 	Erinvale Security Management and Trustees
23 rd August 2024	Clarification on Items 2f & 2l	Erinvale Management
1 st February 2025	Annex 6.3, addition of 6) & old clauses renumbered	Erinvale Management

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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 homeowners, 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 contractors entering the Estate must have an original or certified copy of their ID.
- b. All drivers entering the Estate by vehicle / motorcycle must have a driver's license.
- c. All persons present on the Estate must obey the Estate Rules.
- d. Residents are obliged to register their employees and service providers (inclusive of contractors) at the Estate Security as may be determined by the Homeowners' Association (HOA). Such employees and service providers not duly registered shall not be allowed onto the Estate.
- e. Residents may pre-authorise short term guests and visitors via the My Estate Life system (PAC: personal access code). Residents are obliged to acquaint themselves with the terms and conditions pertaining thereto, in particular the ultimate responsibility residing with residents regarding the verification of the identity of their guests.
- f. Contractors are allowed access to the Estate from Monday to Friday from 07h00 – 18h00. Access is not allowed on Public Holidays.
- g. Service Vehicles will only be granted access to the Estate subject to the terms and conditions described in Annexure 6.4 - Service Vehicles Access Control Guidelines

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- h. Domestic Employees are allowed access to the Estate from Monday to Sunday from 07h00 – 18h00.
 - i. Normal delivery vehicles are allowed access to the Estate from 08h00 - 16h00 including Saturdays & Sundays.
 - j. Professional Service Providers may visit at any time as a “pre-authorised visitor” (with PAC).
 - k. Estate Agents are required to contact Security with a view to arranging their access and of their clients.
 - l. Noisy works (by residents or their service providers) shall not be performed on Saturdays after 13h00, on Sundays and on Public Holidays. (See also ‘m’).
 - m. The use of noisy equipment, including but not limited to, power tools, lawnmowers, grass trimmers, outdoor power equipment and the like used for private purposes (maintenance, hobbies, etc.) whether used by residents or not shall only be allowed between the following hours: Mondays to Fridays (07h00 to 20h00), Saturdays (07h00 to 18h00) and Sundays (in instances of emergencies only).

3. DEFINITIONS

3.1 GENERAL DEFINITIONS

- a. **HOA** – Erinvale Homeowners’ Association.
- b. **Homeowner** – the registered owner of an erf and a Member of the HOA.
- 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 in the Estate for a specific period.
- 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.
- i. **“Biometric”**– An Access Control Technology and System approved by the Trustee Committee.

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 6.1 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 an original or certified copy of their 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.
- f. Following activation, the PAC is valid for a single entry and exit.
- g. Entry for service vehicles is subject to Annexure 6.4 Service Vehicles Access Control Guidelines

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 120 days) or long-term rental (for more than 120 days)
- b. Any homeowner wishing to offer rentals on the Estate must register the property with the HOA. The form is found in Annexure 6.2. Failure to register will delay registration of tenants and access to the Estate.

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- c. A 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 6.3

4. ACCESS TO THE GOLF COURSE

Access to the golf course by residents (non-players) is permitted generally during the following times;

High Season (October to April)	-	before 07h00 and after 19h00
Low Season (May to September)	-	before 08h00 and after 18h00

Deviation from the general rule stated above is only allowed with reference to the usage of the walking trails created on the Estate by the HOA in instances where the walking trail is designed as to cross a golf course fairway and to continue on the other side thereof.

Persons utilising the HOA walking trails, shall always give right of way and priority to golfers on the golf course.

Important to note that all persons entering any part of the golf course from the residential areas of Erinvale Estate, do so entirely at their own risk.

5. UPGRADING AND REPLACEMENT OF SECURITY SYSTEMS

The Trustee Committee is in terms of its Constitutional Mandate obliged to apply access and egress control at Erinvale with a view to safeguarding the safety and security of residents and their property.

With due regard to the prevailing safety and security risks, and the imperative to apply effective and efficient control systems, the Trustee Committee is obliged to regularly upgrade and/or replace existing systems. In this regard cognisance is taken of current legislative frameworks and the protection of the concomitant rights of residents and other people entering the Estate.

Compliant with its mandate and the fundamental rights of individuals the Trustee Committee in its endeavour to execute its Constitutionally embedded responsibilities decided to introduce new biometric access systems, such as facial recognition and Automatic Number Plate Recognition- ANPR. However, being aware of the fact that

some residents and visitors to the Estate may have certain reservations about modern technology and the protection of their identity, the Trustee Committee decided to provide for such by allowing certain special and practicable arrangements to remain in place.

Affected residents and visitors to the Estate must contact Security to acquaint themselves with the detail in this regard. This may result in a change of access and egress protocol for such, but the Trustee Committee has ensured that all reasonable and cost-efficient arrangements are being implemented to restrict any concomitant inconvenience. The co-operation of all residents and visitors is highly appreciated.

6. ANNEXES / ATTACHMENTS

- 6.1. Registration of Contractor
- 6.2. Registration of Property for Rental
- 6.3. Tenants Details and Agreement of Tenancy
- 6.4. Service Vehicles Access Control Guidelines



ERINVALLE® COUNTRY ESTATE HOMEOWNERS' ASSOCIATION

Unit 6005, Erinvale Estate, Somerset West, 7130, South Africa

Tel: +27 (021) 847-1563/1249 Fax/Ans: +27 (021) 847-1129

E-Mail: info@erinvalehoa.co.za

CONTRACTOR REGISTRATION

The Erinvale® Country Estate grants access to the estate using biometric scanners. We need to load your company details and that of all staff that require access to the estate on our database and then capture the biometrics when you first enter the estate. To enable us to pre-load you prior to your first visit, please will you complete the details below and send it back to security@erinvalehoa.co.za

PLEASE NOTE that a recognized form of ID will need to be shown before capturing the biometrics of the person. No ID, no access to the estate. This applies to anyone wishing to enter the estate.

Company name _____

Company registration # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Staff Name & ID # _____

Erinvale Estate Rules, Guidelines and Code of Conduct – 25th February 2025



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Tel: +27 (021) 847-1563/1249 Fax/Ans: +27 (021) 847-1129

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REGISTRATION OF RENTAL PROPERTY

Erf#: _____ Reg Owner: _____

Name(s): _____

Street Address: _____

Contact tel no#: _____ E-mail address: _____

I acknowledge that residents at Erinvale Estate are bound by a Constitution and a set of Estate Rules governing the use of the Estate and its facilities.

I/we agree to familiarise myself/ourselves and abide by the Estate Constitution and Estate Rules. I/we acknowledge that it is my/our responsibility to notify my/our guests of all Constitutional and Estate Rules applicable to them.

Failure to comply, by myself / ourselves or any of our guests, employees or any other invitee may result in the Homeowners' Association issuing penalties to the home owner and/or tenant of the property as well as taking any other measures deemed reasonable by the Homeowners' Association.

Signed

Date

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Tel: +27 (021) 847-1563/1249 Fax/Ans: +27 (021) 847-1129

E-Mail: info@erinvalehoa.co.za**TENANCY AGREEMENT**

ERF # _____ Reg Owner _____

Street Address _____

Rental Agent Name, Company & Contact details _____
_____**TENANT DETAILS****Please complete all fields for any person's 18+**

Name #1: _____ Cell #1: _____

Email #1: _____ ID #1: _____

Name #2: _____ Cell #2: _____

Email #2: _____ ID #2: _____

Name #3: _____ Cell #3: _____

Email #3: _____ ID #3: _____

Erinvale Agreement of Tenancy

Name #4: _____ Cell #4: _____

Email #4: _____ ID #4: _____

Other (Name): _____ Relationship _____

Other (Name): _____ Relationship _____

Other (Name): _____ Relationship _____

Other (Name): _____ Relationship _____

LEASE DETAILS

Short Term ☐ Long Term ☐
 (Less than 120 days) (More than 120 days)

From: ____ / ____ / 20____ To: ____ / ____ / 20____

Agreement of Tenancy

I, the undersigned, _____, acknowledge that I am aware of and agree to the following conditions relating to my occupation of the abovementioned property at Erinvale Country Estate.

- 1) I, my household, guests or employees (collectively referred to hereinafter as “I” or “me”) are subject to the provisions of the Constitution and Estate Rules of the Erinvale Country Estate Homeowners’ Association (hereinafter referred to as “the Association”), copies of both having been provided to me by the agent or owner of the property, and I agree to them.
- 2) Contravention of the Constitution and/or the Estate Rules may lead to penalties being imposed against me and/or the owner of the property and may result in access to Erinvale being denied to me.
- 3) Golf tee-off times are limited, and no guarantee can be given that I will be able to play on the course. Times for visitors are particularly restricted and costs are higher. I shall be regarded as a

Erinvale Agreement of Tenancy

visitor unless the owner of the property I am staying in has made prior arrangements to have me play as an unaccompanied guest of such owner, or if I am accompanied by a member, or I am myself a member.

- 4) I am subject to the rules of the Erinvale Golf Club, copies of which are available at the club for inspection, and I agree and abide by them.
- 5) Access to the golf course other than as a golfer is subject to the rules of the Association.
- 6) All golf carts, where rented or privately owned, must be registered at the Erinvale Golf Club. A temporary number will be assigned to rental carts which must be clearly displayed at all times.
- 7) Erinvale is a residential Estate, and I will respect the necessity for privacy and quiet.
- 8) I acknowledge that I have entered Erinvale entirely at my own risk and absolve the Association, the Erinvale Golf Club and the Erinvale Golf Course Association (Reg. no. 9405573) from any claim for damages or injury which either I, my household, guests or employees may sustain on Erinvale and howsoever arising and state that I am fully aware of the importance and significance of this waiver.
- 9) In respect of participating in the facilities available at the Erinvale Golf Club and receiving information regarding any of their special offerings or events:
 - ☐ I consent to my contact details being shared with the Erinvale Golf Club
 - ☐ I **do not** consent to my contact details being shared with the Erinvale Golf Club

 Tenant signature

 Date Signed

 Tenant name

 Homeowner or Property Agent signature

 Date Signed

 HOA Approved

 Date


ERINVALE® COUNTRY ESTATE HOMEOWNERS' ASSOCIATION

Unit 6005, Erinvale Estate, Somerset West, 7130, South Africa Tel: +27 (021) 847-1563/1249

 E-Mail: info@erinvalehoa.co.za
SERVICE VEHICLES ACCESS CONTROL GUIDELINES

 First issued on 16th August 2023

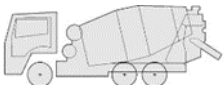
SERVICE VEHICLE CONTROL

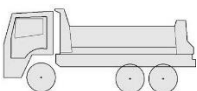
General restrictions:

- Horse and trailer configurations are not permitted
- Maximum vehicle height 3.5 meters
- No vehicles with oil leaks are permitted on the Estate

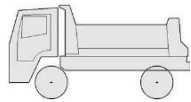
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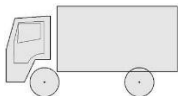
- A maximum of 6 Ton load per truck/heavy vehicle axle is permitted

	PERMITTED CAPACITY IN M³ / PALLETS / TONS OF FREIGHT WEIGHT
Concrete mixers [10 and 14 wheels]	3.5 m ³

	PERMITTED CAPACITY IN M³ / PALLETS / TONS OF FREIGHT WEIGHT
Sand trucks [10 and 14 wheels]	5.0 m ³
Stone trucks [10 and 14 wheels]	4.0 m ³
Brick trucks [10 and 14 wheels]	5.0 pallets

Erinvale Service Vehicles Access Control Guidelines

	PERMITTED CAPACITY IN M³ / PALLETS / TONS OF FREIGHT WEIGHT
Sand trucks [6 wheels]	3.5 m ³
Stone trucks [6 wheels]	3.0 m ³
Brick trucks [6 wheels]	3.0 pallets

	PERMITTED CAPACITY IN M³ / PALLETS / TONS OF FREIGHT WEIGHT
Removals trucks – shuttle units	4 Tons

Refuse trucks [10 and 14 wheels]

- Municipal and private operator trucks are permitted

CONCRETE DELIVERY CONTROL

Concrete casting is not permitted on Fridays after 12h00.

It is the responsibility of the building contractor to inform the suppliers of concrete of the rules regarding concrete deliveries and the exact address to ensure access.

Drivers found contravening the code of conduct and regulations will be escorted off the development and refused re-entry. The repairs of any damage incurred by concrete trucks will be for the account of the building contractor.

The washing off of concrete delivery vehicles must take place within the confines of the building site and spillage and run off contained within this site. Under no circumstances may concrete be spilt onto the road surface and drains. The contractor will be held responsible for the repair to the road if this occurs.

The building contractor shall ensure that the kerbs and paved verges in front of the building site are adequately protected from damage by the building operations.