



OFFICIAL MANAGING AGENT FOR THE ELISENHEIM HOME OWNERS ASSOCIATION

The Resident
Elisenheim Lifestyle Estate
Windhoek

Dear Sir/Madam

**Re: CIRCULAR 10 - IMPLEMENTATION OF THE NEW SECURITY ACCESS CONTROL
PROCEDURE: ELISENHEIM**

We are currently in the process of upgrading the security access control procedures at the Elisenheim Main Gate. Part of this process is the implementation of a new Access Control Permit.

Every household will receive two small transparent stickers as well as one card permit. The transparent stickers will serve as vehicle permits and must be placed on the inside lower right-hand corner of the vehicle's windscreen. This permit should at all times be visible to the security officer at the Main Gate.

The card permit can be used in case a you drive another vehicle for whom no sticker permit was issued.

Please take note that once the new procedures are in place, only residents with a permit visible in the windscreen will be allowed to enter freely. All others will have to sign in at Security.

Resident's visitors will only be allowed to enter Elisenheim once Security has obtained permission telephonically from the resident itself. Once permission is granted, the visitor will sign the entry register and proof of identity will be needed. Kindly inform your visitors accordingly.

NB! In order to accommodate you as the resident, representatives of Tephcor Armed Response will visit you after hours at your home to issue the new permits. There is an information sheet that needs to be completed for each household and you are requested to take a few moments to do so.

A list of Security related standards and procedures as approved by the Elisenheim Owners Association will also be handed to you with the new permit.

We kindly request you to adhere to the new procedures and help us to keep Elisenheim Lifestyle Estate one of the safest residential areas in Windhoek.

Regards

Eon Property Services
On behalf of Elisenheim Owners Association