

SUMMARY OF RULES OF THE ELISENHEIM OWNERS ASSOCIATION
ANNEXURE "B" -3- CIRCULAR X

Dear Homeowner/Resident of Elisenheim Estate,

SUMMARY OF RULES - 13/09/2016: Updated May 2018

The issues / information dealt with in this document had all been sent via e-mail at previous occasions to all homeowners but we see that homeowners still ask the same questions again and again on the WhatsApp groups. This document is an edited version of those e-mails, dealing only with the most necessary elements contained therein. You are encouraged to sift through your e-mails received from the Office of the Estate Manager for a more detailed discussion of the said issues. Also visit our website at www.elisebheim.com Go to DOWNLOADS for detailed information on all the rules that are in force.

- 1) **TRAFFIC RULES AND RELATED ROAD USE ISSUES:**
 - a) Traffic rules and related road use issues
 - b) Children playing in the streets / Private parking garages
- 2) **REQUIREMENTS APPLICABLE TO BUILDING AND DESIGN MATTERS**
- 3) **ENVIRONMENTAL MANAGEMENT COMPLIANCE**
 - a) Management requirements for construction and operations
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- 4) **RULES OF Elisenheim OWNERS ASSOCIATION WITH REGARD TO PETS**
- 5) **WATER WASTAGE**
- 6) **GOOD NEIGHBORLINESS**
- 7) **PAYMENT OF LEVIES**
- 8) **PROTOCOL FOR COMPLAINTS**
- 9) **PRIVATE USE OF RECREATIONAL FACILITIES AT THE DAM**
- 10) **ESTATE SECURITY SERVICES**
- 11) **RULES WITH REGARD TO THE USE OF, UPKEEP, AESTHETICS AND MAINTENANCE OF BUILDINGS**

1. TRAFFIC RULES AND RELATED ROAD USE ISSUES - 06/07/2016 // CIRCULAR 42

This notice was prepared on 12/05/2017

CHILDREN PLAYING IN THE STREETS / PRIVATE PARKING GARAGES

It is of great concern for the safety of our vehicle drivers and children of all ages (I have seen children under the age of five) riding bicycles, rollerblade riding, skate boarding or just playing in the streets and in the parking garages of General Residential Units without supervision that I address this latest circular to you.

It is the responsibility of parents to supervise their children when they are playing in complexes and/or veering off into the streets.

- ***Streets are not to be used as a recreational space for children to play or ride in!***
 - ***Children should be encouraged to ride their bicycles on the pavements.***
- ***Disrespectful attitudes by children towards elders will not be tolerated!***

- **Noise created by social gatherings and children playing in the streets or in General Residential units should be kept at a low level so as not to disturb the neighbors.**
- **The parking spaces in General Residential Units are not a bicycle riding or skate boarding track. Residents should discourage their children to ride there to prevent collisions with incoming or outgoing traffic or causing damage to parked cars.**
- **Any form of ball play in the parking areas of General Residential units are to be discouraged to prevent damage to parked vehicles.**
- **Please note that the Office of the Estate Manager shall not be held accountable if anyone playing in the streets are hurt or killed! (God forbid!!!)**
- **Please be reminded that if it can be proved, the parents will pay for damages their children causes as well as a fine levied by Estate Management.**
- All roads in and around the Elisenheim Estate falls under the jurisdiction of the CoW (City of Windhoek) this means that City Police is responsible for enforcing all traffic laws.
- If you want to report traffic violations please do so to City Police Tel No 061 302 302.
- The Estate rules makes provision for an Estate fine that could be given in special circumstances i.e. **where a Homeowner can proof a traffic violation:**
 - For assistance, inform Security at the gate: - 081 658 3338,
- The speed limit on the gravel road to and from the Weigh Bridge is 40kph!
 - **PLEASE only travel 40KPH on that piece of the road so that NO stones can damage other road user's vehicles and windscreens.**
- The speed limit on the tarred road to and from Elisenheim is 60KPH.
- **THE SPEED LIMIT IN THE ESTATE IS 40KM PH! FORTY KILOMETERS PER HOUR!**
- All STOP streets are marked and vehicles should stop, under all circumstances at Stop streets!
- Do not stop or park in the middle of a street.
- Parking spaces in front of houses and complexes are Public Open Spaces and any one is free to park there.
 - These spaces are not to be used for long term storage of vehicles, caravans, trailers, boats, horse carriages, cattle lorries etc.
- The Security Gate had been instructed **not to allow** any Tow-Inn Vehicle to tow a broken down vehicle for parking onto the Estate.
- Road humps on roads. Road humps **would not** be necessary in a 40KM driving zone.
 - A "petition" will be drawn up for submission to the CoW to **AGAIN** consider this.
- ***Sorting out and settling of personal disputes between a homeowners and traffic violators will not be entertained by the Office of the ESTATE MANAGER.***
- Taxis forms an integral part of our transport services to and from the Estate in that Homeowners, their guests and employees are transferred by taxis.
 - Taxis are allowed to enter the Estate for a period of ten minutes only and will be searched for if not back in that time frame.
 - In all instances, taxis shall give an address where it is going to.
 - All regular taxis shall be registered at the office.
 - Taxis are boot and car searched upon exit.

2. **REQUIREMENTS APPLICABLE TO BUILDING AND DESIGN MATTERS**

You will find all your answers related to building issues in the Building Design Manual on the website: www.elisenheim.com

- The natural flow of storm water over your property may not be disturbed.
 - Should the owner build or make his garden over the natural storm water course or deviate such course over the property, the uninterrupted flow of the storm water ***shall be restored or re channeled!***
- Plans must be submitted to the EPDC (The Elisenheim Property Development Company) for DRC approval before it is lodged at the City of Windhoek for Municipal Final Approval for the following:
 - All new builds i.e. a comprehensive set of Architectural Plans for the proposed house.
 - All extensions and alterations to existing houses including swimming pools, outside braai areas, lapas, boundary walls, carports, garage extensions, the creation of a second driveway with associated gate, electrical equipment. TV antennas and satellite dishes etc
 - Hard landscaping plans that involves structural work i.e. retaining walls, water features, paving etc.
 - Closing up of balconies at General Residential Units, outside braai areas and lapas on ground floor units: Please note that the Trustees of the Body Corporate shall first ensure that it is visually complimenting the building as a whole and that all units shall be following the same plans to ensure uniformity of “look” from the outside.
- Plans must be provided for swimming pools and shall be approved by the Municipality.
 - Back wash water must be discharged into the Municipal sewer system.
- No permanent vehicle access ramps may be constructed on places other than the ramps provided for vehicles at homes as per the original Town Planning provisions.
- Surface walls facing the neighbors as well as the streets shall be properly finished i.e. plastered or “bagged” and painted at least one coat contractor’s PVA paint.
 - If you and ***your neighbor share the cost of the wall***, the wall may . . .
 - Be built either on/within your or the neighbor’s Erf boundary.
 - Or you may decide to build the wall in the middle of the two Erf boundaries: - ***but then the two owners must provide the CoW with two letters giving each other consent to do that.***
 - If you pay for the wall alone, the wall shall be built on/within your Erf boundary.
 - If you pay for the wall alone, the wall facing your neighbor shall be bagged or plastered and painted at least one coat contractor’s PVA paint.
- Precast walls are not allowed.
- Construction of a fire place/braai’s inside and or outside a house shall comply with the Standard Building Regulations and safety requirements prescribed by the CoW. Approved Municipal plans are a pre requisite.
- Carports shall be left open: if a carport is to be enclosed, Approved Municipal plans and authority is needed.
- General requirements for all building operations:
 - Each building site shall have a “Client Board” placed in front of the Erf. The specifications for this notice board are available from the Estate Managers Office. The minimum information on this board shall include the following:
 - Name of Homeowner, Erf Number, Name and telephone number of the Building Contractor/s and Engineer.

3. ENVIRONMENTAL MANAGEMENT COMPLIANCE / GENERAL REQUEST FOR COMPLIANCE CIRCULAR 15 : AUG 15, 2015 / AMENDED AUG 2017 / FEB 2018
SPECIFIC REQUEST (FIRST AND FINAL WARNING) FOR COMPLIANCE

To: Homeowners, Developers, Contractors and Sub Contractors

The Elisenheim Estate is a Lifestyle Estate for people who want the experience of neighborhood living in the countryside; this is only possible if all Homeowners diligently adhere to the rules governing this Lifestyle!

Everyone else who is not an owner at Elisenheim is a guest of the Estate and should likewise adhere to the rules governing the sustainability of the Lifestyle.

Homeowners, Developers, Contractors and Sub Contractors are *individually and collectively* responsible for the overall implementation of the Environmental Management Plan.

Homeowners and Developers are responsible to give a copy of the EMP to their Contractors and Contractors should inform their Sub Contractors of the contents thereof and ensure that they adhere to these rules.

The first and final warning! This is the first and final warning to all parties concerned to follow the rules described herein. The Homeowner and his Building Contractor will NOT be forewarned of site inspections, neither will you be given a first warning at the time of inspections. It is accepted that you, with the presentation of this document, are aware of the rules and that you will at all times follow the rules.

Please instruct your Building Contractor to clean up your site and follow the instructions herein for the entire duration of the building process!

The Rules Regarding Building Contractor Activity (Article 7 of the Articles of Association) is embedded in the Rules of the Estate and is legally binding upon all Homeowners and their Building and Sub-Contractors. This document empowers the Office of the Estate Manager to enforce the rules. The comprehensive document is on our website: www.elisenheim.com Go to Downloads and you will find the document there.

Management requirements for construction and operations.

LEGAL STATUS: (Section 7 of the Rules) *The Office of the Estate Manager has the right to impose a fine, suspend any building activity in contravention of any of the rules and does not accept any losses sustained by a resident or contractor or sub-contractor as a result thereof, or any claims for damages of whatsoever nature.*

- Unless otherwise agreed by the ELISENHEIM OWNERS ASSOCIATION contractor activity is limited to the following times:
 - 06h00 – 18h00 Normal weekdays
 - 06h30 – 13h00 Saturdays
 - Work on Public Holidays is not allowed. The Office of the Estate Manager does waive this in some cases for example when a Public Holiday falls on a midweek-day to close on the Friday instead to allow for a long weekend for Contractors
 - The Estate closes annually for building activity from mid December to mid January
 - Contractor's personnel are not permitted to remain on site between the hours of 18h00 and 06h00
- Roads and sidewalks should not be used for the storing of building materials of any kind
- Building material should be organized neatly and kept that way for the entire duration of the building process
- Building material shall be off loaded and stored within the boundaries of the building site; NOT ON THE PAVEMENT OR THE STREET!
- The Contractor's site shall be kept clean at all times and properly screened as prescribed. If the contractor fails to keep the site clean and tidy (***within reason***), then such a contractor may be fined or prohibited from continuing the building activities until such a time as the site is properly cleaned
- Materials offloaded by a supplier that encroach onto the sidewalk or roadway shall be moved IMMEDIATELY onto the site. Material and/or rubble must not be allowed to remain on the roadway or sidewalk and it is the contractor's responsibility to clear these areas of all such materials and/or rubble. The same applies to sand or rubble washed or moved onto the road during building operations

- NB! Sand, stone or rubble washed or moved onto the road during daily building operations SHALL be swept back neatly onto the Erf boundary EACH DAY AT THE END OF THE BUILDING OPERATIONS!
- Building rubble and waste should be removed from the site at least on a weekly basis
- While the waste is on site it should be contained in a safe and neat way e.g. empty cement bags should be bagged or placed in a drum so that the wind cannot blow it all over the Estate.
- Excavated soil should NOT BE DUMPED on other sites or Public Open Spaces. It should be removed on a weekly basis
- Water connections should be inspected daily for leaks and NOT LEFT OPEN to spill water
- Water taps should NEVER run freely, wasting water
- Make sure that your water is connected to the site you are building upon. WE DO NOT USE ANOTHER SITE'S WATER
- Each site must have a waterborne construction type toilet fitted **at the start of the construction period**
- The contractor should ensure that its workers DO NOT use the site or public open spaces for a toilet
- Temporary storage erected and Containers must comply with the ELISENHEIM OWNERS Association's specifications;
 - To be placed as far as possible within the Erf boundaries of the site.
 - Not on the opposite Erf of the site on that sidewalk and neither on that of the neighbors
 - All temporary structures and containers must be removed immediately after the building is finished, **before the Office of the Estate Manager is requested to issue a Completion Certificate. A Completion Certificate will not be issued if any of the rules are not adhered to in its entirety**
- The Member and the contractor shall be responsible for damage to curbs and/or plants on the sidewalks and/or damage to private or EOA property.
- The contractor should familiarise himself with protected tree and shrub species and NOT fell any tree or shrub without prior consultation with the ESTATE MANAGER
- No firewood shall be collected
- No open fires shall be allowed within the construction areas or Public Open Spaces
- Vehicles shall not be driven or parked on "no-go" areas i.e. in the street, on Public Open Spaces.
- Traffic rules shall be respected i.e. the speed limit on the Estate is 40km p/h. Stop signs shall be respected etc.

Dumping of hard and soft building rubble:

The landfill on the Estate to the left of Phase Two is not a dumping space for waste of any kind. ***In fact the entire Estate is not a dumping site!***

Please dump your waste in the following way:

- Hard building rubble
 - At the farm Elisenheim's dump. Contact Mr. Andreas Werner @ 081 127 9643 for directions
 - At the Eros land fill site in Omuramba Road
- Soft building rubble e.g. cement bags, plastic or polystyrene, cardboard etc

- At the Eros land fill site in Omuramba Road
- At the waste recycle site on the Brakwater Road (Drive over the bridge on the highway at the Weigh Bridge, turn right on the Brakwater Road drive +/- 2km to the waste recycle site on your right)
- Excavation material
 - At the farm Elisenheim's dump. Contact Mr. Andreas Werner @ 081 127 9643 for directions
 - At the Eros land fill site in Omuramba Road

4. RULES OF Elisenheim OWNERS ASSOCIATION WITH REGARD TO PETS

The majority of the Residents of Elisenheim are sensitive towards the wellbeing of their fellow residents by controlling the behavior of their pets; however there are unfortunately a small number of pet owners who just do not take responsibility for the behavior of their animals. While we do understand the sentiments of animal lovers, there should be some common courtesy towards neighbors and your pet should not become the problem of other homeowners!

RULES

(Please note that all the Rules and Penalties described in this Circular are validated by one or all of the Acts and Regulations mentioned in the comprehensive Circular that you may find on our website)

1. DOGS AND CATS

- a. Residents may ONLY keep two dogs of reasonable size AND two cats on their property without the written permission of the ELISENHEIM OWNERS ASSOCIATION. (A total of four animals)
 - i. *Please note that the Office of the Estate Manager Elisenheim gave a special concession to all homeowners owning more than two dogs e.g. for those that owns three or four dogs. According to this concession, the resident is requested NOT to replace the "extra" animals once it dies in order to get into the rule of not owning more than two dogs and two cats.*
- b. The enclosure should one hundred percent prevent your pet from straying off your property.
- c. All enclosures shall conform to the Architectural and Town Planning Guidelines and Regulations of the CoW. ***(You will find these guidelines at the Town Planning Division of the Municipality)***
- d. Your dog should NOT be allowed to roam without supervision within the entire perimeter fence area of the Estate and dogs should **AT ALL TIMES** be on a leash not longer than 1.5 meters in length through which control can be kept and under your personal supervision when taken for its daily exercises.
- e. Taking dogs for a run without a leash, running free outside of your vehicle while you are driving, is not allowed within the entire perimeter fence area of the Estate.
- f. "No person shall allow any dog owned or kept by him to be a source of annoyance or discomfort or to create a disturbance or nuisance to the neighbors or to the neighborhood by constant or excessive barking, howling or whining or to behave in any other manner so as to interfere materially with the ordinary comfort, convenience, peace or quiet of neighbors" ***(Section 94(1)(z)(af) (5.1) of the Local Authorities Act, Act No. 23 of 1992)***
- g. No person shall permit or urge any dog owned or kept by him to attack, worry or terrify any other person or animal.

- h. Should a dog bite another dog, cat or resident when the “victim” of such attack did not provoke the attack; in other words, your dog must have been the aggressor the following rules prevail:
 - i. ***Actions of self defense where a dog comes into the personal safety area and threatens another person shall not be seen as provocation!***
 - ii. ***The principle here is that if an animal is on a leash it would not be able to come within the personal safety area of any other animal or person causing some form of harm.***
 - iii. ***The severity of the injury i.e. a small bite or a severe bite will not be caused to negate the severity of the incident.***
- i. Animal excrement deposited in a **public area**, should immediately be removed by the pet owner.
 - i. ***Animal excrement should not be allowed to accumulate in the enclosures on your property and removed every day;***
 - ii. ***Treatment of the affected area should receive regular attention to prevent infestation of parasites as well as that your neighbors are not bothered by foul odors.***
- j. Every dog or cat shall wear a collar with a tag indicating the name, telephone number and address of its owner.
- k. Dogs and cats shall be licensed at the CoW as per the Cities’ Regulations.
- l. Pets roaming within the entire perimeter fence area of the Estate without supervision will be collected by the S P C A and the home owner shall, in addition of a fine, also pay for the cost involved by the S P C A.

2. BIRDS

- a. PARROTS AND COCKATOOS: Only one Parrot or one Cockatoo may be kept ***inside a dwelling*** in a special cage built for this purpose.
- b. NB! Parrots or Cockatoos ***may NOT be kept in cages outside of the dwelling*** i.e. on front and back porches or on balconies of complexes.
- c. Birds shall have to be removed when its noise become a nuisance in the neighborhood.
- d. BUDGIES, SOUTH WEST “PARAKEET”/LOVE BIRD AND SYRIES:
 - i. ONLY TWO Budgies or TWO South West Parakeets, Love Birds or TWO Sysies may be kept inside a dwelling in one specially built cage for this purpose.
 - ii. ***Homeowners shall submit to the Office of the Estate Manager the type of bird if it is not on the list above.***

3. RABBITS/Guinea Pig (SMALL ANIMALS)

- a. In addition to dogs, cats and birds, Homeowners may keep two Rabbits or two Guinea Pigs in an enclosure on their Erf or
- b. One Rabbit and one Guinea Pig.
- c. The enclosures of these animals shall be kept clean on a daily basis.
- d. The ELISENHEIM OWNERS ASSOCIATION reserves the right to instruct a resident to remove a pet from the Estate If the owner fails or refuses to follow any of these rules:
- e. The Association may impose penalties and or procure its removal from Elisenheim and recover any costs from the Homeowner concerned without prejudice to its rights to recover any penalty imposed.

4. Poultry, pigeons, outside built aviaries, wild animals, livestock or the like shall not be kept within the Estate.
5. Residents shall deal with any form of nuisance they experience with their neighbors themselves and not expect Estate Management to act on their behalf.
6. Only when these interventions fail, a formal complaint can be lodged at the Office of the Estate Manager at elisenheim@eonproperty.com
7. The ESTATE MANAGER shall NOT become involved in domestic disputes between "warring" parties.

5. **WATER WASTAGE**

18/04/2016

General common sense rules prevail in the conservation of water.

- Automatic irrigation systems save water.
- Recycling of grey water is encouraged.
- Installing a rain water tank at the ***back of your property i.e. out of sight of the street*** is encouraged.
- Trees, shrubs, and perennials can survive if watered ***only once a week*** under controlled conditions.
- Hosing down of vehicles is not necessary: use a bucket and a cloth.
- Do not hose down interlocking and houses.
- Report water wastage directly to the City of Windhoek for action. ***Make sure to be VERY specific about the house number as well as date and time this is seen. A WhatsApp photo will also help for those, come penalty time, whose memory needs to be refreshed.***

6. **GOOD NEIGHBORLINESS**

Homeowners will at all time take neighbors into consideration when they are at their homes and or in their Erven. This rule relates to the following: -

- Shouting matches (domestic disputes) should be kept indoors . . . please.
- Care should be taken that people movement created by social gatherings on the front stoep/porch does not spill over into the street in front of the Erf.
- Ensure that your guests do not leave their empty beer cans/bottles/take away paper bags or boxes onto the street or in front of your house.
- Noise created by social gatherings should be kept at a low level so as not to disturb the neighbors.
- If your guests stay late, after 23H00 in the evening, make sure that noise are kept at an absolute minimum.
- Music should at all times be at a sound level that does not disturb the neighbors.
- ***The following rules for a Homeowner planning a social gathering are:***
 - Inform your neighbors before the party that a social gathering is going to take place. Also use the WhatsApp group for this.
 - Make sure that your guests do not park in front of the entrances of the neighboring properties.
 - Inform your neighbors that all noise will cease after 23H00 in the evening.
 - Reassure your neighbors that if the party is going to go beyond 23H00 that you will NOT disturb them.
 - When your guests leave, greet them quietly and ask them not to blow the vehicles horn!

- Enjoy your party!
- **Procedures to follow when noise is TOO LOUD AND OR are keeping on after 23H00: -**
 - **Ask the neighbor to cease the noise or directly call Tephcor Security @ 081 658 3338 to ask the resident causing the noise to stop.**
 - **If the resident is still going on causing noise, call City Police @ 061 – 302 302 or call the general Police number @1 0111 and report the disturbance.**
- **The following rules shall prevail and strictly enforced:**
 - All visitors shall sign in at the Security Gate and state the Erf number where they visit.
 - The vehicle of guests guilty of creating noise and disrupting the peace shall be black listed and not allowed on the Estate in future.
 - Noisy guests shall be asked to leave the Estate after the second complaint the same night.
 - The owners of homes where tenants do not follow the rules shall get 2 warnings letters which will also be sent to the Homeowner of the leased property.
 - Upon the third transgression, the Homeowner shall receive an instruction to evict the Tenant within 30 days.
 - Tenants evicted as well as car number plate shall be black listed and denied entrance of the Estate in future.
 - Security shall be called out to houses where the rules are not followed.
- Mechanical maintenance and the use of power tools, lawn mowers and the like shall only be undertaken between the following hours: -
 - Monday to Saturday 07H30 – 18H00
 - Sunday – NONE
- General NON MECHANICAL i.e. use of lawn mowers, gardening **is** allowed on Sundays.

7. PAYMENT OF LEVIES

- a. Articles of Association
 - i. Article 1.1.24 “Levy” means the levy or levies referred to in Article Six of the Articles of Association.
 - ii. Article 6.18 A Member or the Member’s successor in title shall be liable, as from the date upon which he/she becomes a Member pursuant to the transfer of an Erf or Unit to him/her, to pay the levies attributable to that Erf of Unit with ***effect from date of transfer.***
 - iii. Levies are determined by taking into account the running cost of the Estate.
 - iv. The payment of Levies are not optional e.g. in the case of where the Homeowner does not know what the levies are spent on or in the case of any dissatisfaction the Homeowner may have.
 - v. The rules of the Estate, embedded in the Articles of Association, also make provision for a specific procedure to be followed when a Homeowner wants to deal with dissatisfaction of any kind. Refusing to pay or withholding a Levy payment is not one if it, neither is it negotiable!

8. PROTOCOL FOR COMPLAINTS

- a. Complaints can only be lodged where residents transgress the Rules or the Articles of Association. Any matter that is a criminal offense or civil matter should be dealt with by the Namibian Police and the courts.
- b. The following matters shall be referred directly to the Municipality:
 - i. Blocked sewers and drains @ 061-290 2162 or 290 2402
 - ii. Water failures @ 061-290 8905
 - iii. Faulty street lights @ 061-290 2452 / 3 / 4
 - iv. Power failures @ 061-290 2452 / 3 / 4 or 222 658
- c. Complaints with regard to disturbing the peace shall be reported to the Security and when the neighbors do not comply please call City Police @ 061-302 302
- d. Traffic violations shall be reported directly to City Police @ 061-302 302
- e. Complaints with regard to Dogs causing a nuisance should FIRST be dealt with between the Resident and the Neighbor. Only after your efforts to solve the issue did not have the desired effect, an official complaint, in writing, can be lodged at the Office of the Estate Manager Elisenheim via e-mail at elisenheim@eonproperty.com
- f. WhatsApp groups **ARE NOT an official complaint channel**: all complaints shall have to be communicated in writing to the official e-mail address of the ELISENHEIM OWNERS ASSOCIATION containing the following information:
 - i. Name and surname of complainant
 - ii. Erf number that you represent
 - iii. Date AND time it occurred
 - iv. Any special information, such as
 - 1. Discussion with the culprit and the result of the discussion without leaving out information
 - 2. Photos
 - 3. Other information

9. PRIVATE USE OF RECREATIONAL FACILITIES AT THE DAM

- a. The use of this facility is at the sole risk of the resident and his/her family and or guests of the residents be it injury, loss of life or damage to the resident's property.
- b. Residents and guests shall at all times accompany minors and keep them under strict supervision.
- c. Residents shall under all circumstances make a booking to use the facility at the Assistant Estate Manager's number 081 143 9966
- d. Residents without a booking shall be asked to vacate the site immediately until a booking is confirmed.

10. ESTATE SECURITY SERVICES

- a. Estate Security is contracted for the following services only:
 - i. To do access monitoring and control for the general safety of the entire Estate.
 - ii. To provide perimeter fence control for the entire perimeter fence.

- iii. To assist the Office of the Estate Manager with the enforcement of the rules for the benefit of the entire Estate.
- b. The security services are NOT contracted to safeguard the property of individual homeowners, and or their Building Contractors. If a Resident wishes them to provide this service, the Resident shall have to enter into a separate response alarm contract or for the placement of a private guard at your property/building site, with the Security Services themselves @
- c. Residents shall refrain from giving any instructions to the Security men on duty but rather direct your requests to the Estate Manager to determine the validity of such instruction.
 - i. Security Supervisor Number is 081 277 0585
 - ii. Security Gate Number is 081 658 3338

11. RULES WITH REGARD TO THE USE OF, UPKEEP, AESTHETICS AND MAINTENANCE OF BUILDINGS

Elisenheim is a Lifestyle Estate and every effort should be made to follow the rules so that this Lifestyle concept is protected and adhered to.

a. OCCUPATION OF UNFINISHED HOUSES

- i. Rule 5.8 clearly states that “No building may be occupied unless all work is complete or a Temporary Completion Certificate, valid for 3 (three) months had been obtained. Completion of work shall include painting, interlocking of the driveway, and the installation of plumbing, electrical fittings, and all items as per the approved plans.
- ii. Residents who need to occupy a house that is not complete should ***apply for a Temporary Completion Certificate before they move into that house.***
- iii. ***Residents who had moved in without a Temporary Completion Certificate are requested to immediately apply for one giving the Estate Manager the following information:***
 - 1. Present the Estate Manager with a Completion Certificate for your house received from the City of Windhoek.
 - 2. What are the reasons for your occupation of the unfinished house?
 - 3. What are the reasons for your house not being completed?
 - 4. An undertaking and presentation of a time line to finish your house not exceeding three months.
 - 5. To supply proof that the necessary funds are available to finish the agreed upon work.
- iv. If the Resident did not finish the house within the grace period received, the EPDC shall serve upon him a notice to vacate the property immediately until the commitment is completed.

Thank you,

SCHALK KRUGER SR
 ESTATE MANAGER ELISENHEIM
 081 143 9966 / 081 127 8755