



26 February 2010

Dear Homeowner

Registration of Contractors and Maintenance Contracts/Projects

Since February this year we have introduced new procedures to control access of contractors on Sparrebosch, whether it is for construction on new building sites or maintenance/additions/alterations on existing homes.

These procedures, we trust, will enhance the security on the Estate and we kindly request all home and landowners, should they wish to contract individuals or companies for such activities, to ensure that the **project and contractor** is registered with SHOA (contact person: Dirk van Niekerk at 083 444 3386 or dirk@sparrebosch.com). See the *Registration and Access Procedures for Contractors* on our website (<http://www.sparrebosch.com/downloads/index.html>). Kindly note that a **valid identity/passport/drivers license document is required** in order to gain access to the Estate.

Maintenance contracts/projects include, *inter alia*, repainting of houses/roofs and the addition of boundary walls/fences. Please remember also that some projects may require approval from the SHOA architectural design review committee and/or the local authority. Please contact the SHOA management if in doubt. See also the latest Architectural Design Manual on our web under Downloads and Notices.

Please note that the working hours for contractors on the Estate have been changed to **07h30 to 17h30 Monday to Friday** No work is permitted on Saturdays, Sundays and Statutory Public Holidays or during the official builders' Christmas holidays (December shutdown). Domestic workers employed by homeowners/tenants are normally excluded from registration and should be transported to and from their workplace to the main security gate by the homeowner or tenant. Should such a worker use his/her own transport, taxi, lift club, walk on the estate, etc., he/she should register for a domestic worker's entrance permit. Domestic workers do not hand in their cards to security, but should keep it on person at all times when travelling unescorted on the estate.

Please note that this memorandum, and future communications, will be published on the Bulletin Board of our website (<http://www.sparrebosch.com/board/index.html>).

Yours sincerely

Cobus Albrecht
Sparrebosch Estate Manager