



## SPARREBOSCH HOME OWNERS ASSOCIATION

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### REGISTRATION AND ACCESS PROCEDURES FOR CONTRACTORS

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All building contractors, sub-contractors, landscapers and maintenance contractors must comply with the following SHOA procedures:

1. All of the above-mentioned contract workers must register with the Sparrebosch HOA office. (Contact person: Dirk van Niekerk at 083 444 3386; [dirk@sparrebosch.com](mailto:dirk@sparrebosch.com)).
2. Registration times are **STRICTLY** weekdays: 09h30 to 10h30 and 14h00 to 14h30.
3. Access SHOA access cards will be issued to ALL workers, including supervisors (foremen, etc.) **at a fee of R50 per card**. Cards will ONLY be issued against a valid ID document. Access cards for homeowner's domestic workers are issued at no cost.
4. On arrival at Sparrebosch, contractors will report to the relevant manned security gate where all workers and supervisors will hand their individual SHOA access cards to the security staff, who will positively identify such worker/supervisor before entrance to the estate will be granted. Contractors doing work in areas where there is no permanent security presence at the entrance gate (i.e. Knightshead, Sheerline, Sextant and Forecastle), shall report to the main security gate where they will hand in their access cards and then use the intercom at the unmanned gate for access.
5. 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. These 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
6. At the end of the working day, all cards must be personally collected from the security office by the individual. Access cards left at the security office after 18h30 will be taken up with the contractor, who may be fined and/or refused future entry to the estate.
7. It is the responsibility of the contractor to ensure that all workers on site have been granted proper access at all times.
8. Provision will be made for casual workers or workers without SHOA access cards, to gain access by issuing temporary access cards at the SHOA office. These temporary cards will ONLY be issued against official ID documents (SA ID, passport, driver's license). A maximum of five days will be allowed on temporary access.
9. A fee of R20 will be charged to replace lost SHOA ID cards.
10. Should contractors breach any of the above-mentioned rules or procedures, a minimum fine of R500 per incident will apply. (In terms with paragraphs 2.6 and 3.2 of the Builder's Code of Conduct Contract).
11. Please note: Working hours for contractors are strictly, **Mondays to Fridays, 07h30 to 17h30**.