

THE WATERKLOOF VILLAGE HOME OWNERS ASSOCIATION NPC:
REGISTRATION NUMBER: 1995/000684/08
("Company")

PRESCRIBED ACCESS CONTROL SECURITY POLICY

(Amended and ratified at the 2020 AGM)

A. MAIN GATE:

1. GENERAL:

- 1.1 All the terms defined in the MOI of the Company shall, unless the context otherwise requires, bear the same meanings in this Access Control Security Policy.
- 1.2 For purposes of this Access Control Security Policy, any reference to:
 - 1.2.1 a "**Member**" shall be a reference to the registered owner of an Erf in the Development;
 - 1.2.2 a "**member of a Member's household**" shall be a reference to any occupant including an employee that reside with the Member on an Erf in the Development, unless specifically stated to the contrary in this Access Control Security Policy;
 - 1.2.3 an "**employee**" shall be a reference to an employee of a Member, a member of a Member's household or a tenant, as defined in the Basic Conditions of Employment Act, No. 75 of 1997 (as amended), who renders services to the Member, to any member of a Member's household or to a tenant on an Erf in the Development (excluding any business related employee or staff member of a Member), unless specifically stated to the contrary in this Access Control Security Policy;
 - 1.2.4 a "**Member**" shall not include a reference to any tenant, employee, contractor, service provider or visitor of a Member rendering services or visiting a Member's Erf or elsewhere in the Development;
 - 1.2.5 the "**main gate**" shall be a reference to any of the 3 (three) boomed entrance/exit gates to and from the Development, and shall also include the turnstile pedestrian gate, unless specifically stated to the contrary in this Access Control Security Policy;
 - 1.2.6 a "**tenant**" shall be a reference to a tenant of a Member or tenant who has entered into an oral or written lease agreement with a Member or a member of a Member's household to rent all or a portion of the structures erected by a Member on its Erf, as provided for in the Rental Housing Act, No. 50 of 1999 (as amended);
 - 1.2.7 a "**vehicle**" shall be a reference to a roadworthy motor vehicle classified to transport people on public roads, motor bike and/or scooter on which a valid compulsory and clearly visible license disk has been fitted.

- 1.3 The purpose of this Annexure X is to complement the approved Waterkloof Village House Rules and to provide details regarding the security procedures, -processes, -controls and -protocols governing all access/egress to/from the Development, to assist and enable all residents in the Development to maintain a high security level in the Development and to minimize security risks for all Members, members of a Member's household and employees residing in the Development, and their Erven and assets in general.
- 1.4 Security access disks shall be provided upon approved application exclusively to a Member/member of a Member's household (excluding employees)/or tenant (excluding employees) in order to allow them to gain access/egress to and from the Development. Only 1 (one) security access disk shall be issued upon approved application per vehicle registered in the name of a Member or a member of a Member's household which is parked on the Erf registered in the name of that Member in the Development.
- 1.5 Members residing outside of the Development may still formally apply for the issue of a security access disk for their vehicle to access/egress the Development at the main gate.
- 1.6 Security access disks will not be issued to any 3rd party residing outside of the Development. There could be exceptional cases where formal approval for the issue of an additional security access disk could be granted to a Member, solely as a temporary short-term measure.
- 1.7 Security access disks are to be used to access/egress the Development in a vehicle or on a scooter/motorbike via the booms installed at the main gate.
- 1.8 Each Member/member of a Member's household (excluding employees and children of a Member or of a member of a Member's household under the age of 16 years) and tenant (excluding employees and children of a tenant under the age of 16 years) will be issued with a security access card following the discretionary approval issued after the completion of a formal written application and verification process.
- 1.9 Each security access card will reflect the name, ID number and photo of the approved holder thereof. Each security access card will be programmed to allow the holder thereof access/egress to and from the Development via the turnstile gate at the main gate and where approved, via any of the boom gates installed at the main gate.
- 1.10 Each Member is obliged to timeously inform the Estate Manager if a tenant wants to move into the Development and shall timeously formally and in writing arrange the issue of the required security access disks. When a tenant moves out of a Member's Erf situated in the Development that Member is obliged to ensure that all security access disks/security access cards issued to such tenant and its employees are timeously handed back to the Estate Manager.
- 1.11 When any security guard stationed at the main gate contacts a Member, a member of a Member's household or a tenant to obtain the required approval and authorization prior to allowing any access/egress to and from the Development for any visitor, employee, contractor, service provider, delivery, shuttle service, taxi, e-Taxis, Uber, Bolt etc. via the main gate, the required approval and authorization may only be obtained by such security guard calling the relevant Member's/ relevant member of a Member's household or relevant tenant's registered cell phone number or house phone number installed in the Erf. Each Member, member of a Member's household

and tenant shall for this purpose ensure that the relevant phone numbers are duly registered with the Estate Manager during office hours.

- 1.12 No Member/member of a Member`s household/ tenant may under any circumstances allow any 3rd party or any other Member/member of another Member`s household/another Member`s tenant to use any of their approved and allocated security access disk and/or security access card to obtain access/egress to and from the Development.
- 1.13 No Member/member of a Member`s household/ tenant may under any circumstances hand any of their approved and allocated security access disk and/or security access card to any 3rd party or to any other Member/members of another Member`s household/another Member`s tenant to obtain access/egress to and from the Development.
- 1.14 Each Member takes full accountability and responsibility for the use of all security access disks and/or security access cards approved, issued and allocated to such Member/member of a Member`s household/ Member`s tenant as well as for the use of all security access cards authorized and issued to employees.
- 1.15 All security access disks and/or security access cards shall at all times remain the property of The Waterkloof Village Home Owners Association NPC, who has the right to any time suspend the use of any such security access disk and/or security access card.
- 1.16 Any security access disk and/or security access card which is lost or stolen or damaged or mislaid must immediately be reported in writing to the Estate Manager without delay. Any replacement security access disks/cards that are issued will be for the cost of the Member in question.

2. ACCESS/EGRESS WITH VEHICLES:

- 2.1 Each Member/member of a Member`s household/ tenant must use their own registered security access disks to obtain access/egress with a vehicle to/from the Development via the main gate.
- 2.2 Where a Member/member of a Member`s household/ tenant has lost or misplaced their security access disk, left their security access disk at home, or if their security access disk has been stolen or damaged, the obtaining of access/egress to/from the Development in a vehicle as prescribed this section will be completely regulated by the access/egress processes and procedures stipulated for visitors to the Development (see section 4 below).
- 2.3 No Member/member of a Member`s household/ tenant may under any circumstances use the security access disk or security access card of any other Member/member of a another Member`s household/another Member`s tenant to obtain access/egress to/from the Development with a vehicle.

3. ACCESS/EGRESS FOR PEDESTRIANS AND CYCLISTS (EXCLUDING EMPLOYEES):

- 3.1 Each Member/member of a Member`s household (**excluding employees**)/ tenant (excluding employees) shall make use of their registered security access card when accessing/egressing the Development via the main gate on foot or by bicycle by means of swiping their security access card on the proximity card reader situated at the main gate.
- 3.2 Each Member/ tenant, and each of their respective children 16 years and older who resides in the Development and who wishes to obtain access/egress to the Development, as a pedestrian/cyclist, is obliged to apply for a security access card to enable them to obtain access/egress at the main gate which access/egress will be effected via the security turnstile gate. Cyclists will access/egress the Development via the relevant boom gate.
- 3.3 Any Child of a Member/ tenant younger than 16 years of age, who wants to access/egress the Development as a pedestrian/cyclist, must be accompanied by at least one of their parents when accessing/egressing the Development at the main gate, in the process obtaining access/egress via the boom gates. The Member/tenant as parent of such minor child will personally have to swipe his/her registered security access card at the main gate to obtain such access.
- 3.4 A formal written application will be submitted to the Estate Manager by each Member/member of a Member`s household or tenant to obtain a security access card. A copy of the relevant ID document will have to accompany each such application.
- 3.5 All security access cards will reflect the name, ID and photo of the approved holder thereof. Each such security access card will be programmed to provide access/egress to the Development via the turnstile gate and where approved, also via the main boom gates.
- 3.6 Each Member/member of a Member`s household/ tenant who wants to obtain pedestrian access/egress to/from the Development is obliged to make use of turnstile gate.
- 3.7 Each Member/member of a Member`s household/ tenant who wants to obtain access/egress to/from the Development as a cyclist shall be obliged to make use of the boom gates by means of their security access cards (NOT security access disks).
- 3.8 Each pedestrian Member/member of a Member`s household/ tenant walking his/her dog/s shall be obliged to access/egress the Development via the boom gates and shall for this purpose use their security access cards, which shall be swiped on the proximity card reader.
- 3.9 No *double swipe* shall be required by a security guard as in the case of employees, contractors, service providers etc.
- 3.10 If any Member/member of a Member`s household/ tenant has lost or forgot his/her security access card or it has been stolen or damaged, access/egress will not be allowed at the main gate.
- 3.11 Any security guard stationed at the main gate may at any time request any Member/member of a Member`s household/tenant to produce his/her security access card for inspection and verification at the time of obtaining access/egress to and from the Development.
- 3.12 Each Member/member of a Member`s household/tenant shall immediately report any stolen, lost or damaged security access card to the Estate Manager. The issue of any replacement security access card will be for the cost of the Member/tenant in question.

- 3.13 In the event of the “ClickOn” system being out of order, a manual authorization and identification process will be followed where the security guard on duty at the main gate will match the identity of the card holder with the photo on such security access card. Access/egress will in such event only take place via the boom gates.
- 3.14 **If a Member/member of a Member`s household or tenant is not in possession of a valid security access card, no access/egress will be allowed by the security guards into/from the Development.**

4. ACCESS/EGRESS BY VISITORS TO THE DEVELOPMENT:

- 4.1 The driver of a vehicle (including the driver of a scooter/motorbike/bicycle) shall be obliged to produce a valid RSA ID or valid South African driver`s license to the security guard on duty at the main gate – **if such visitor can`t produce the required valid documentation or if no documentation can be produced, no access shall be allowed to the Development.**
- 4.2 If access is telephonically authorized by the specific Member/member of that Member`s household/tenant being visited, an access code will be produced at the main gate to facilitate such access and egress. The said access code shall be valid for a period of 24 hours. If the Member/member of a Member`s household/ tenant being visited is unavailable or not answering any of his designated telephone numbers, no access will be allowed by the security guard on duty.
- 4.3 Only a Member/member of a Member`s household/ tenant being visited may authorize access to the Development i.e. no 3rd party may authorize any such access/egress.
- 4.4 The security guard on duty will carry out the validation process and the scanning of the visitor`s vehicle license and ID/driver`s license at the time of such visitor requesting access/egress at the main gate. No action will be taken by the security guard on duty in respect of the passengers in such visitor`s vehicle, the security guard on duty will, however, record the number of passengers in such visitor`s vehicle.
- 4.5 Under no circumstances whatsoever may a visitor make use of the security access disc or security access card of any Member/member of a Member`s household/tenant`s to obtain access/egress to/from the Development.
- 4.6 In exceptional pre-approved instances a security access disk could be made available to a visitor to obtain access/egress to/from the Development with a vehicle. The latter will be a temporary measure for a specific time duration and a formal written request will have to be submitted to the Estate Manager for consideration and approval. The Member in question shall at all times remain fully accountable and responsible for the use of any such temporarily issued security access disk.
- 4.7 In the event of the “ClickOn” system being out of order, a manual authorization and identification process will be followed where the security guard on duty at the main gate will record the detail of the visitor in question in a book whilst access and egress to/from the main gate is obtained. A slip will be issued by the guard on duty, and the Member/member of a Member`s household/tenant being visited will have to sign each such slip to allow egress from the Development – if this slip has not been signed no egress will be allowed by the guard on duty. **If such visitor can`t produce the required valid documentation or if no documentation can be produced, no access shall be allowed to the Development.**

- 4.8 Authorisation of access/egress for any visitors to an employee of any Member/member of a Member's household/tenant may only be obtained from the Member/member of the Member's household (excluding employees)/ tenant (excluding employees) employing such employee i.e. no 3rd party may authorize any form of access/egress to/from the Development. Each such visitor shall produce a valid RSA ID or passport and work permit, and only once same has been verified will an access code be provided for each such visitor, which access/egress will only be obtained via the turnstile gate (such code will be valid for a period of 24 hours). **If such visitor can't produce the required valid documentation or if no documentation can be produced, no access shall be allowed to the Development.**
- 4.9 In the case of any visitor arriving on foot (pedestrians and/or cyclist) access will have to be authorized by the Member/member of a Member's household/tenant being visited, where after an access code will be produced for each visitor to obtain such access/egress to/from the Development. Such code will be valid for a period of 24 hours. If the Member/member of a Member's household/ tenant being visited is unavailable, no access will be obtained. No 3rd party may authorize any such access/egress. Each such visitor will have to produce a valid RSA ID/ valid driver's license. Once same has been verified an access code will be provided by the security guard on duty to each such visitor which access/egress shall only be obtained via the turnstile gate except in the case of a cyclist who will have to obtain access/egress via the boom gate in the process using a valid access code (Such code will be valid for a period of 24 hours). **If such visitor can't produce the required valid documentation or if no documentation can be produced, no access shall be allowed to the Development.**
- 4.10 Visitors to the Development may only obtain access/egress to/from the Development via the main gate once he/she has followed the prescribed security processes, procedures, protocols and controls.

5. ACCESS/EGRESS BY CONTRACTORS:

- 5.1 Each contractor (e.g. to perform building alterations, painting, construction etc.) appointed by a Member/member of a Member's household/tenant need to register with the Estate Manager before any access can be obtained to the Development and any work can commence.
- 5.2 Each contractor (including a contractor's employees and all maintenance staff) and each service provider providing any service or effecting a delivery (including a pickup) will all be processed and controlled in the same manner before any access/egress to/from the Development can be obtained.
- 5.3 The driver of each vehicle (including the driver of a scooter/motorbike/bicycle) will need to produce a valid RSA ID or valid driver's license (or valid passport accompanied by a valid work permit) in order to obtain any access to the Development – **if such driver can't produce the required valid documentation or if no documentation can be produced, no access shall be allowed to the Development.**

- 5.4 If access is telephonically authorized by the specific Member/member of a Member's household/ tenant being visited an access code will be produced at the main gate to facilitate such access and egress. The said access code shall be valid for a period of 24 hours. If the Member/member of a Member's household/ tenant being visited is unavailable or not answering any of his designated telephone numbers, no access will be allowed by the security guard on duty.
- 5.5 Only a Member/member of a Member's household/ tenant being visited may authorize access/egress to the development i.e. no 3rd party may authorize any such access/egress.
- 5.6 The security guard on duty will carry out the validation process and the scanning of such contractor's vehicle license and ID/driver's license at the time of such contractor requesting access/egress at the main gate.
- 5.7 Each passenger in a vehicle of a contractor and service provider (inclusive of contract workers/staff/ contractor's employees and delivery/pickup staff) will be obliged to produce a valid RSA ID/driver's license (or valid passport accompanied by a valid work permit). Once same has been verified by the security guard on duty an access code will be provided to each such individual, with access/egress to/from the Development only being provided via the turnstile gate (The said access code shall be valid for a period of 24 hours).. **If such contractor's or service provider's passenger can't produce the required valid documentation or if no documentation can be produced, no access shall be allowed to the Development.**
- 5.8 Under no circumstances may any contractor, sub-contractor, service provider, delivery/pickup staff or any of their employees make use of any security access disk or security access card of any Member/member of a Member's household/ tenant's to obtain access/egress to/from the Development.
- 5.9 In the event of the "ClickOn" system being out of order, a manual authorization and identification process will be followed where the security guard on duty at the main gate will record the detail of the contractor/service provider delivery/pickup staff or any of their employees in question in a book whilst access and egress to/from the main gate in the Development is obtained. A slip will be issued by the guard on duty to each contractor/service provider/delivery/pickup staff or any of their employees in question, and the Member/member of a Member's household/tenant being visited will have to sign each such slip to allow egress from the Development – if this slip has not been signed no egress will be allowed by the guard on duty from the Development. **If such contractor/ service provider/delivery/pickup staff or any of their employees can't produce the required valid documentation or if no documentation can be produced, no access shall be allowed to the Development.**
- 5.10 The security guard on duty at the main gate may at any stage in his discretion search the vehicle when access/egress to/from the Development is being requested.
- 5.11 If a contractor/service provider or any of their respective employees has any item he/she wishes to "remove" from the Development, a written letter signed by the relevant Member/member of a Member's household/tenant will have to be made available and produced to the security guard on duty. If no such letter is available or can't be produced, the security guard on duty will telephonically contact the Member/member of a member's household/tenant to enquire whether such person is entitled to remove the said items from the Development. If permission cannot be

provided/obtained, the security guard on duty will not allow the removal of such items from the Development.

- 5.12 The security guard on duty may at any stage search the parcels/backpacks/bags of any male contractor/service provider and that of any of their male employees when they request access/egress to/from the Development.

6. ACCESS/EGRESS BY EMPLOYEES:

- 6.1 Any reference to a Member`s/ member of a Member household`s/tenant`s employee shall be deemed to include all full time, temporary and living-in employee physically staying and/or rendering their services in/on an Erf in the Development (“**employee**”). This paragraph specifically excludes all business employees/-staff or company employees/-staff of each Member/member of a Member`s household/tenant who render his/her services to a Member/member of a Member`s household/tenant outside of the Development, which employees will be treated and processed by the guard on duty at the main gate strictly as a visitor to the Development.
- 6.2 Each employee must be formally registered with the Estate Manager in order to obtain a security access card containing all of the required information of such employee. Any such employee, as a minimum requirement, will be in possession of a valid RSA ID document or valid passport accompanied by a valid work permit. A formal application form, signed by the Member/tenant will have to be completed and submitted to the Estate Manager for consideration and, if accepted, approval. Such security access card will be programmed for the specific days/times when access will be required (where relevant) by such employee, which will also have to be approved by the Estate Manager.
- 6.3 A formally approved and programmed security access card will allow an employee to obtain access/egress to/from Development. Each employee is obliged to use his/her own security access card to obtain access/egress to/from the main gate in the Development. Such access/egress will only be allowed via the turnstile gate, situated west of the main gate. The said access/egress can only be obtained by an employee via the said turnstile gate, if the security guard on duty also “double swipes” his security access card at the said turnstile gate. This procedure shall apply to all employees for each and every time when accessing/egressing the Development, even in the case where the employee in question is being conveyed in the vehicle of a Member/member of a Member`s household/ tenant or being conveyed in the vehicle of any other person or visitor.
- 6.4 If an employee has lost or forgot his/her security access card or if it has been stolen or damaged, access/egress to/from the Development will not be allowed. The relevant Member/member of a Member`s household (excluding employees)/tenant (excluding employees) of such employee will be telephonically contacted to obtain the required authorization before any such access/egress to/from the Development can be obtained, subject to such employee being able to produce a valid RSA ID or valid passport accompanied by a valid work permit to the security guard on duty at the main gate. Once such access/egress application has been processed and approved an access code will be provided to such employee in order to obtain the required access/egress to/from the Development via the turnstile gate, situated west of the

main gate. The said access code shall be valid for a period of 24 hours. **If such employee can't produce the required valid documentation, if no documentation can be produced or if the Member/member of a Member's household/tenant can't be found on any of his/her telephone numbers in order to provide such approval, no access shall be allowed to the Development.**

- 6.5 Only a Member/member of a Member's household (excluding employees)/tenant (excluding employees) may telephonically authorize access/egress to/from the Development for their employee i.e. no 3rd party may authorize any such access/egress.
- 6.6 No employee may under any circumstances use any other person's security access card or the security access disk of any Member/member of a Member's household/tenant to obtain access/egress to/from the Development.
- 6.7 In exceptional pre-approved instances a security access disk could be made available to an employee (e.g. to a driver of a Member/tenant) to obtain access/egress to/from the Development. The latter will be a temporary measure for a specific time duration and a formal written application will have to be submitted in writing to the Estate Manager for consideration and approval. The Member/tenant in question shall at all times remain fully accountable and responsible for the use of any such temporarily issued security access disk.
- 6.8 If an employee has any item he/she wishes to "remove from the village" a written letter signed by the relevant Member/member of a Member's household/tenant will have to be made available and produced to the security guard on duty. If no such letter is available or can't be produced, the security guard on duty will telephonically contact the Member/member of a Member's household (excluding employees)/tenant (excluding employees) to enquire whether such person is entitled to remove the said items from the Development. If permission cannot be provided/obtained the security guard on duty will not allow the removal of such items from the Development.
- 6.9 Each employee is obliged to immediately report any stolen, lost or damaged security access card without delay to the Estate Manager. The cost of each replacement security access card will be recouped from the Member/tenant.
- 6.10 The security guard on duty at the main gate may at any stage request any employee to produce their security access card for inspection and verification at the time of access/egress to/from Development.
- 6.11 In the event of the "ClickOn" system being out of order, a manual authorization and identification process will be followed where the security guard on duty at the main gate will record the detail of the employee in question in a book whilst access and egress to/from the main gate in the Development is obtained.. A slip will be issued by the guard on duty to each employee, and the Member/member of a Member's household/tenant where services will be rendered will have to sign each such slip to allow egress from the Development – if this slip has not been signed no egress will be allowed by the security guard on duty from the Development. **If an employee can't produce the required valid documentation or if no documentation can be produced, no access/egress shall be allowed to/from the Development.**
- 6.12 The male security guard on duty may at any stage search the parcels/backpacks/bags of any male employee when access/egress to/from the Development is being obtained.

7. ACCESS/EGRESS BY GARDEN-/SECURITY SERVICE PROVIDERS:

- 7.1 This section covers only the Company's contracted garden-and security service providers.
- 7.2 Each service provider's staff must be formally registered with the Estate Manager in order to obtain a security access card containing all of the required information of each such contractor's employee. It is essential that each such contractor's employee shall, as a minimum requirement, be in possession of a valid RSA ID or valid passport accompanied by a valid work permit. A formal application form, completed and signed by the employer of each such contractor's employee, will have to be lodged with the Estate Manager in respect of each such contractor's employee and thereafter submitted to the Estate Manager for consideration and, if successful, approval. Each such security access card will be programmed for the specific days/times when access will be required (where relevant) by each such contractor's employee, which will also have to be approved by the Estate Manager.
- 7.3 The security access card of each contractor's employee will reflect the name, ID and photo of the approved holder thereof. These security access cards will be programmed in order for contractor's employee to obtain access/egress to/from the Development only via the turnstile gate situated to the west of the main gate and where approved, in specific circumstances, via the main boom gates.
- 7.4 The service provider and employer of each such contractor's employee will have to formally apply to the estate manager to be issued with his own security access card, which security access card will be programmed to allow such service provider to obtain access/egress to/from the Development through the main gate. For each separate incident of access/egress to/from the Development via the main gate, the service provider will be obliged to use his/her own security access card. Such access/egress will only be allowed via the turnstile gate at the main gate. The said access/egress can only be obtained by the service provider via the said turnstile gate, if the security guard on duty also "double swipes" his security access card at the said turnstile gate. This procedure shall apply to all service providers when accessing/egressing the Development, even in the case where the service provider in question is being conveyed in the vehicle of a Member/member of a Member's household/ tenant or being conveyed in the vehicle of any other person or visitor.
- 7.5 Where any service provider, in order to effect the rendering of his services, needs to take a machine/equipment/tools through the main gate to execute work or perform its/his duties, access/egress to/from the Development may take place via the boom gates. The security access card of each such service provider will have to be swiped in the proximity card reader situated at the main gate for each individual time that access/egress to/from the Development is obtained.
- 7.6 If any service provider has lost or forgot his/her security access card or it has been stolen or damaged, the security guard on duty will not allow any access/egress to/from the Development to be obtained. In such event, the service provider in question will have to immediately contact the Estate Manager with the request to authorize such access/egress to/from the Development subject to a valid RSA ID or valid passport accompanied by a valid work permit being produced to the security guard on duty at

the main gate. Once processed and approved an access code will be provided to such service provider in order to obtain access/egress to/from the Development via the turnstile gate situated at the main gate. The said access code shall be valid for a period of 24 hours. **If a service provider or any of its/his employees can't produce the required valid documentation or if no documentation can be produced, no access/egress shall be allowed to/from the Development.**

- 7.7 Only the Estate Manager may authorize access to the Development i.e. no 3rd party may authorize any access/egress to/from the Development.
- 7.8 No service providers may under any circumstances use the security access card or the security access disk of any Member/member of a Member's household/ tenant to obtain access/egress to/from the Development.
- 7.9 Each service provider and each of its/his employees shall be obliged to immediately report any stolen, lost or damaged security access card without delay to the Estate Manager. The cost of issuing any replacement security access card will be for the account of the relevant service provider.
- 7.10 In the event of the "ClickOn" system being out of order, a manual authorization and identification process will be followed where the security guard on duty at the main gate will record the detail of the service provider/each of his employees in question in a book whilst access and egress to/from the main gate in the Development is obtained.. A slip will be issued by the guard on duty to the service provider and each of its/his employees, and the Estate Manager will have to sign each such slip to allow egress from the Development – if this slip has not been signed no egress will be allowed by the security guard on duty from the Development. **If a service provider and each of its/his employees can't produce the required valid documentation or if no documentation can be produced, no access/egress shall be allowed to/from the Development.**
- 7.11 The security guard on duty at the main gate may at any time request any service provider or any of its/his employees to produce their security access card's for inspection and verification at the time of obtaining access/egress to/from the Development.
- 7.12 The male security guard on duty at the main gate may at any time search the parcels/backpacks/bags of any male service provider or that of any of its/his male employees at the time of obtaining access/egress to/from the Development.

8. **ACCESS/EGRESS BY ANY SHUTTLES/UBER/TAXI/PRIVATELY ARRANGED TRANSPORT/BOLT/e-TAXI etc.:**

- 8.1 The driver of the vehicle in question shall be obliged to produce a valid RSA ID or valid driver license to the security guard on duty at the main gate – **if no valid documentation or any documentation can be produced, no access will be allowed by the security guard on duty to the Development.**
- 8.2 If access has telephonically been authorized by a Member/member of a Member's household/ tenant an access code will be produced by the security guard on duty at the main gate to obtain access/egress to/from the Development. Each such access code will be valid for a period of 24 hours. If the Member/member of a Member's

- household/ tenant in question is unavailable or does not answer his/her telephone numbers which have been provided, no access will be allowed to the Development.
- 8.3 Only a Member/member of a Member's household/tenant who is being collected or delivered to/at his/her Erf in the Development may telephonically authorize access to the Development i.e. no 3rd party may authorize any access/egress to/from the Development.
 - 8.4 The security guard on duty at the main gate will carry out the process of validation and the scan of vehicle license and the ID/driver's license of the driver of such a vehicle at the time of such driver requesting access to the Development.
 - 8.5 The security guard on duty at the main gate may at any time search the vehicle when access/egress to/from the Development is being obtained.
 - 8.6 Under no circumstances may the driver of any such vehicle make use of the security access disk or security access card of any Member/member of a Member's household/ tenant to obtain access/egress to/from the Development, even if the Member/member of a Member's household/tenant is a passenger in such vehicle. The driver of any of these types of vehicles will at all times be treated and processed by the guard on duty at the main gate as being a visitor driving a vehicle.
 - 8.7 In the event of the "ClickOn" system being out of order, a manual authorization and identification process will be followed where the security guard on duty at the main gate will record the detail of the vehicle in question in a book whilst access and egress to/from the main gate in the Development is obtained. A slip will be issued by the guard on duty to the driver of such vehicle, and the Member/member of a Member's household/tenant will have to sign such slip to allow egress from the Development – if this slip has not been signed no egress will be allowed by the security guard on duty from the Development. **If the driver of this vehicle can't produce the required valid documentation or if no documentation can be produced, no access/egress shall be allowed to/from the Development.**

B. ACCESS/EGRESS VIA THE PCC GATE:

1. A formal lease agreement has been entered into by and between the PCC and the Company ("**Lease Agreement**") which Lease Agreement prescribes, inter alia, the use by each Member/members of a Member's household of the PCC access security gate. Each Member is deemed to be the holder of 2(two) PCC social memberships for the exclusive use by a Member and 1(one) extra member of a Member's household. The two names associated with these PCC social memberships will annually or as deemed necessary be submitted to the PCC General Manager by the Estate Manager of the Company to obtain the required authorization from the PCC General Manager of each such membership.
2. The purpose of the PCC security access gate is not to enable or allow access to the Development by any visitor wishing to visit any Member/member of a Member's household/tenant residing in the Development. Only the main gate of the Development shall be used by visitors to obtain access/egress to/from the Development, once they have followed the prescribed formal access/egress security processes, procedures and protocols.

3. Only a Member and 1 (one) other member of a Member's household (excluding employees) who **reside** in the Development, can be granted PCC social membership status, subject, however, at all times to the terms stipulated in the Lease Agreement i.e. the awarding of a maximum of 2 (two) PCC social memberships per registered Member.
4. It is the responsibility of the Board of the Company, in consultation with the Estate Manager, to submit the name of each Member plus the name of the designated 1 (one) extra member of such Member's household to the PCC General Manager to be registered as PCC social members.
5. The Board of the Company has been designated by the PCC to manage, control and approve of the access procedures in respect of the PCC gate (i.e. provide the cell phone activation mechanism and establish the procedures, controls and protocols to be followed) subject to the relevant conditions in the Lease Agreement read with the Waterkloof Village Conduct and House Rules.
6. Cell phone activation in respect of the PCC gate will only be authorized for use by Member's and 1 (one) extra member of a Member's household (excluding employees) who have been registered as PCC social members. In order to obtain such cell phone activation, each Member shall be obliged to complete and sign a formal application form which shall be delivered to the Estate Manager for consideration and, if approved, to register the relevant 2 (two) cell phones to obtain access/egress at/from the PCC gate.
7. The cell phone activation mechanism may only be used by the 2 (two) Waterkloof Village registered PCC social member's per Erf. The activation for the opening of the PCC gate may only be done whilst standing next to the PCC gate, and under no circumstances from a distance, from a remote location or by any 3rd party or from the mobile phone of any third party who is not 1 (one) of the 2 (two) registered Waterkloof Village PCC social member's.
8. In the case where there is over and above the 2 (two) Waterkloof Village registered PCC social member's a member of a Member's household (excluding employees) who **reside** in the Development (member's erf) and who is at the same time a registered member of PCC, cell phone activation mechanism may be used in addition to the 2 (two) Waterkloof Village registered PCC social member's per Erf. The activation for the opening of the PCC gate may only be done whilst standing next to the PCC gate, and under no circumstances from a distance, from a remote location or by any 3rd party or from the mobile phone of any third party. In order to obtain such cell phone activation, the relevant Member shall be obliged to complete and sign a formal application form which shall be delivered to the Estate Manager for consideration and, if approved, to register the relevant cell phone.
9. A Waterkloof Village registered PCC social member shall be entitled to be accompanied by a few visitors when obtaining access/egress to/from the PCC gate, by making use of the cell phone activation mechanism. Under no circumstances may a Waterkloof Village registered PCC social member not accompany any of his visitors/guests when obtaining access/egress to/from the PCC gate. No distant or remote cell phone activation will therefore be allowed.
10. A Waterkloof Village registered PCC social member shall be entitled to be accompanied by the Member's household (excluding his/her employees) to access/egress the PCC via the PCC gate, making use of the cell phone activation

mechanism registered. Under no circumstances may a Waterkloof Village registered PCC social member not accompany any of the members of his/her household when obtaining access/egress to/from the PCC via the PCC gate. No distant or remote cell phone activation will therefore be allowed.

11. No tenant shall be entitled to access/egress the PCC via the PCC gate unless he/she is accompanied by a Waterkloof Village registered PCC social member when obtaining access/egress to/from the PCC via the PCC gate, except where a Member's tenant in his personal capacity is a registered full member of the PCC in good standing – in which event such tenant shall be entitled to access/egress the PCC via the PCC gate.
12. No employee of any Member/member of a Member's household/tenant may under any circumstances obtain or be provided access/egress to/from the PCC via the PCC gate.
13. Each Member takes full accountability and responsibility for the use of his/her registered and approved cell phone activation mechanism.
14. The PCC gate shall only be used by pedestrians and golf carts registered with the Estate Manager of the Company.
15. Service providers (e.g. garden contractors, security contractor's and their registered employees) may obtain access/egress via the PCC gate for the sole and absolute purpose of performing routine maintenance work at the Company's pump house or security installations etc. The Estate Manager of the Company is, in each such instance, obliged to inform the General Manager of PCC, by e-mail, that such access is required and that it will be effected.