BRIGADOON

COUNTRY & LIFESTYLE

Brigadoon Home Owners Association

Reg No: 2002/009587/08

Contractor Code of Conduct

PROFESSIONAL

BODY CORPORATE MANAGEMENT

CONTRACTOR CODE OF CONDUCT

1. Introduction

The prime objective of this Code of Conduct is to preserve and enhance the security, aesthetics and environment during the course of building, repairing or enhancing of a residential building in the Estate. The intention is also to protect the lifestyle, natural beauty, natural vegetation and the surroundings. This serves as the main guiding principles to which contractors and sub-contractors, working on the Estate, are subject to.

This Contractor Code of Conduct must be read together with the Brigadoon HOA Memorandum of Incorporation, Conduct Rules and Architectural Guidelines. In the event of a conflict, the MOI shall prevail.

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2. Access and Egress

All contractors should adhere to the rules and regulations as stipulated in this document at all times.

2.1. All vehicles entering or exiting through the Estate gate may be searched.

2.2. All persons entering or leaving the Estate may be requested to submit to reasonable security screening, including inspection of bags, parcels, tools, equipment and vehicles. Any security screening shall be conducted in a lawful, respectful and non-discriminatory manner.

2.3. No person leaving the Estate through the gate is allowed to loiter at the gate before departing.

2.4. All passengers in a vehicle are to exit the vehicle when requested and make use of the pedestrian entrance.

2.5. Contractors' workers will not be allowed to roam the streets of the Estate.

2.6. Contractors' workers must enter and exit the Estate in an approved vehicle.

2.7. No contractors are allowed to have visitors on the Estate.

2.8. No firearms will be allowed on the Estate for any reason whatsoever.

2.9. No taxis or buses will be allowed onto the Estate without prior arrangement with the Security Manager.

2.10. No person is to be granted access if it is suspected that he/she is under the influence of alcohol or drugs.

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3. Occupational Health and Safety

3.1. All Owners and Contractors will adhere to all aspects of the Occupational Health and Safety Act and will be responsible for all their employees whilst on site at the Estate.

3.2. All staff wear proper overalls.

3.3. All trenches and excavations done, are to be barricaded with “danger tape”.

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4. Conditions regarding Building contractor Activity

4.1. Building activities should be conducted with the minimum inconvenience and disruption to residents.

4.2. The Home Owners Association (HOA) has the right to suspend any building activity in contravention of any of these conditions or Architectural Rules.

4.3. Construction may only commence once the property has been screened on all sides bordering habitable houses with shade cloth – the builder/owner will carry these costs.

4.4. No construction may commence unless a certificate to commence building has been issued to the owner of the property.

4.5. A site toilet must be installed and must be screened off. (In case of new buildings).

4.6. Contractor activity is limited to the following hours:

Weekdays & Weekends	Monday – Friday	07:00 – 17:00
	Saturday	07:00 – 13:00
	Sunday	No activities
Holidays & Public Holidays	Public Holidays	No work unless arranged with, and approved by the HOA.
	December Holidays	No activities are allowed between the 15th of December and the 10th of January each year.

4.7. Contractor personnel are not allowed to remain on any site between the hours 17:00 – 07:00. Contractor workers will not be allowed to roam the streets of the Estate.

4.8. The contractor shall provide facilities/containers for rubbish disposal and is responsible for ensuring that the workers use the facility provided.

4.9. All rubbish, cement bags, papers, plastic, strapping, wood, wrapping, boxes, etc are placed in the skip at the end of each working day and that the skip is removed once full.

4.10. The containers provided by the contractors should be removed or cleared weekly.

4.11. Building refuse, -waste or any other refuse should under no circumstances be burnt; or disposed of on adjacent stands or on the verge/pavement areas outside the screened off construction site.

4.12. Building material will not be allowed on the verge/pavement areas or roadways – it should be on the screened off construction site. Use of vacant stands will only be allowed with written permission from the HOA.

4.13. Building material and any other building waste should be removed from the Estate within 1 (one) week after the building is completed. Failure to do so may lead to a penalty towards the Owner. Should the HOA deem it necessary to clean the site, the cost thereof will either be debited to the owner's levy account or deducted from the deposit referred to in clause 12 of the Architectural Rules and Guidelines.

4.14. The Owner shall be responsible for damage to curbs, plants, roads or damage to other Estate property.

4.15. Only approved contractors and/or Contractors' employees who are in possession of a legitimate Identity document will be allowed access to the Estate.

4.16. The HOA shall be entitled to levy fines against owners with regard to any contravention of these rules.

4.17. All contractors shall sign the code of conduct applicable to the Estate.

4.18. All contractors shall register their workers at Security.

4.19. Should a contractor not provide the facilities for rubble and refuse or toilet facilities, the Association will curtail construction and impose a fine.

4.20. Contractors shall not make use of any area other than the construction site to stockpile / store any materials and equipment.

4.21. The site is to be kept as clean as possible of building rubble, with regular cleaning taking place during building operations. The contractor or sub-contractor may be denied access to the Estate should the site not be kept clean to the satisfaction of the HOA. The HOA accepts no liability for losses sustained as a result thereof.

4.22. Where materials are off-loaded by a supplier encroaching onto the verge/pavement areas, roadway, neighbouring stand or public open spaces, these materials must be moved onto the screened off construction site by the contractor **within 72 hours**. No material must be allowed to remain in these areas and it is the contractor's /owner's responsibility to clean the roadway and the verge/pavement area of all such materials. The same applies to sand and rubble washed or moved onto the abovementioned areas during building operations.

4.23. The owner shall be responsible for damage to kerbs and / or plants on the verge/pavement area and / or damage to private or Estate property.

4.24. Only one builders sign board per building site may be erected in compliance with the HOA's requirements. The sign board may not be erected on the verge/pavement and no sub-contractor boards are allowed. All boards must be removed after completion of construction.

4.25. All levies will be paid up in full before building work will commence.

4.26. All deposits, including water meter installation costs, will be paid in full.

4.27. A full set of the approved building plans will be handed to the HOA before construction will commence.

4.28. The owner remains ultimately responsible for the site and all construction activities. Any penalties that may be incurred may be added to his / her levy account.

4.29. The owner / contractor shall ensure that a competent supervisor or duly authorised representative is available on site during building operations.

4.30. Neighbouring stands and public open spaces will not be used for stockpiling of building material or for the dumping of rubble. The surface of these areas will not be distributed and should this occur, it will be rehabilitated without delay.

4.31. No dumping of rubbish and rubble will occur anywhere in the Estate. Should this happen, the HOA may impose a penalty which will be settled in full by the owner before building operations will be continued with.

4.32. Building materials shall be offloaded directly onto the screened off construction site. Offloading or storing materials on the verge/pavement or roadway is not permitted.

4.33. Deliveries from suppliers will be scheduled to occur during working hours (07h00 to 17h00 Monday to Friday) and the contractor or his authorized representative will be present during deliveries.

4.34. Vehicles will not take shortcuts through neighbouring stands, walkways or park areas.

4.35. Neighboring stands and public open spaces will not be used for parking of vehicles under any circumstances. Vehicles must park on the verge/pavement area adjacent to the site or on screened off construction sites.

List of Building Related Penalties

Refer to the Penalties and Enforcement Table (point 14) as per the Architectural Guidelines and Regulations.

5. Undesirable Conduct

Should the HOA have any concern with the conduct of the contractors and / or a sub-contractor, the HOA may rectify the misconduct as deemed necessary, and / or reserve the right to suspend building activity until such undesirable conduct is rectified which it may do at any time and without notice and without recourse from the owner, contractor or sub-contractor.

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6. General

6.1. No work shall commence until the Owner and Principal Contractor have signed this agreement and submitted it to the HOA.

6.2. No work is to commence unless the building deposit of R15,000.00 is in place and paid into the banking account of Brigadoon HOA.

6.3. Of the building deposit total amount, R8,000.00 minus deductions for damages and/or penalties is refundable on completion of the building project. The balance constitutes a non-refundable administration, inspection and plan scrutiny contribution.

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7. Agreement

The above document is fully understood and agreed to by the owner. He / she further undertakes to comply with the above in addition to any further controls which the HOA may institute from time to time, which will be communicated in writing. The owner will also ensure compliance by the contractor and any sub-contractors.

Home Owner:

Signature	Name in Full	Date

Owner or Manager representing Contractor Company:

Signature	Name in Full	Date

Building Supervisor Contractor Company:

Signature	Name in Full	Date

Home Owners Association Representative:

Signature	Name in Full	Date