



XANADU ECO PARK

BUILDERS CODE OF CONDUCT & CONTRACTOR ACTIVITIES

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1 CONTRACTOR ACTIVITY

- 1.1. Contractor activity is only allowed during the following public time hours: Mon to Fri 07h00 – 18h00, Saturday 07h00 – 13h00. **NOTE:** No contractor activity is permitted on Sundays and Public Holidays or during the December builder's break, as these days are viewed as private time.
- 1.2. No night watchmen are permitted on any site.
- 1.3. All contractors, sub-contractors and their workers must enter the Eco Park through the designated entrances, whether in vehicles or on foot, and must strictly adhere to the security rules and regulations in force at the time. These rules are subject to change without prior notice being given.
 - 1.3.1 All workers must be in possession of a valid identity document and / or work permit. XHOA reserves the right to deny access to anyone not in possession of the above documents. This rule will be strictly enforced and no exceptions will be made. The appointed security company's personnel on routine patrols have standing instructions to evict any defaulters.
- 1.4. The contractor shall provide facilities for rubbish disposal and ensure that the workers use the facility provided and that the rubbish is removed weekly and not burnt on site.
- 1.5. It is incumbent on the contractor to provide toilet facilities for the workers. These must be placed as inconspicuously as possible so as not to be seen from the street. Such placement shall occur as soon as boundary walls are completed.
- 1.6. Should a contractor not provide the facilities for rubble and refuse or toilet facilities, the Association will curtail construction and impose a fine.
- 1.7. Contractors shall not make use of any area other than the construction site to stockpile/store any materials and equipment.
- 1.8. 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 Eco Park should the site not be kept clean to the satisfaction of XHOA. XHOA accepts no liability for losses sustained as a result thereof.
- 1.9. Where materials are off-loaded by a supplier encroaching onto the pavement, roadway, neighbouring stand or public open spaces, these materials must be moved onto the site by the contractor. No material must be allowed to remain on these areas and it is the contractor's and owner's responsibility to clean the roadway and pavement of all such materials. The same applies to sand and rubble washed or moved onto the abovementioned areas during building operations.
- 1.10. Deliveries from suppliers must be scheduled in public times only.

- 1.11. The owner shall be responsible for damage to kerbs and / or plants on the sidewalks and / or damage to private or Eco Park property.
 - 1.12. Should XHOA have any concern with the conduct of the contractor and / or sub-contractor, XHOA may rectify as deemed necessary and / or reserve the right to suspend building activity until such undesirable conduct is rectified which the XHOA may do at any time and without notice and without recourse from the owner and / or contractor and / or sub-contractor.
2. **BUILDERS SIGN BOARDS**
- 2.1. Only one builders sign board per building site may be erected in compliance with the XHOA's requirements. The sign board may not be erected on the pavement and no sub-contractor boards are allowed. All boards must be removed after completion of construction.
 - 2.2. Boards must be manufactured in two sections. The top section must display the Xanadu Eco Park logo and the stand number. No variations of colour to the XHOA logo will be accepted and should be consistent with the XHOA colours which colours can be obtained from the XHOA Office. The bottom section is for the contractor logo and information which may coincide with their individual colour preferences and advertising themes. This provides for the top section to be removed separately allowing the bottom section to be used outside Xanadu Eco Park thereby minimising wastage to builders.
 - 2.3. All boards are to be uniform in size and must measure 1,2 X 1,2 meters inclusive of top and bottom sections.

The above document is to be read in conjunction with the Agreement and Undertaking by the Owner Builder whereby the owner undertakes to comply with the above points and to ensure compliance by contractors and sub-contractors employed by the owner.



Agreement and Undertaking by Owner Builder

As agreed to between the Xanadu Eco Park Homeowner's Association (XHOA) and the Owner, the following will be applicable to all new building/construction sites within Xanadu Eco Park Residential Estate, and the owner and his/her contractor hereby undertakes to fully comply with these measures.

General

1. All levies will be paid up in full before building work will commence.
2. All deposits, including the water meter installation costs, will be paid in full.
3. A full set of the approved building plans will be handed to the XHOA before construction will commence.
4. 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.
5. Work will only commence once the owner and his main contractor have met with the Estate General Manager and the Estate Operations Manager. This will contribute greatly towards preventing misunderstandings and possible unpleasantness.
6. One main contractor signboard may be erected on the site. It will not encroach on the sidewalk and will not be larger than 1,2m x1,2m in size. The board will be removed once construction has been completed.

Building Activity

7. All stand pegs were put in place during the initial proclamation of the Estate. If pegs cannot be found, the owner will appoint a surveyor to reinstate the pegs.
8. The owner, contractor or a duly authorised representative will be on site at all times during building operations including earthworks.
9. A refuse receptacle (skip) will be provided on site for the disposal of rubbish at the date of commencement of building operations. It will be ensured that 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. No rubbish will be burned on site. Should the above not be complied with, it is agreed that the XHOA may impose the relevant penalties and/or not allow workers back onto the site until the penalty has been settled (see List of Penalties below).
10. Boundary walls must be constructed before building work on the main building commences. The street-front wall may be completed later to allow ease of access if required.

11. 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 disturbed and should this occur, it will be rehabilitated without delay.
12. The site will be kept as clean as possible, rubble will be removed weekly and sites will be left clean and tidy over weekends. If the site has not been cleaned by Friday, it is agreed that the XHOA may impose the relevant penalty as per the Penalty List and/or not allow workers back onto the site until the penalty has been settled.
13. The road in front of the site will be kept clean and free of debris at all times. If this is not complied with, the XHOA may impose a penalty which will be settled in full before workers may continue with their work. Where concrete has been spilled onto the road surface during pouring, this will be washed off and the surrounding area will be cleaned.
14. No dumping of rubbish and rubble will occur anywhere in the Estate. Should this happen, the XHOA may impose a penalty which will be settled in full by the owner before building operations will be continued with.
15. Power generators will not be used and municipal electrical connection and supply will be arranged before building work commences.

Sanitation

16. A toilet will be placed on the site and workers will be informed to make use of this and not to relieve themselves in public.
17. Workers will be informed not to wash and/or change in public.

Deliveries and Stockpiling

18. Building materials will be offloaded onto the site or onto the pavement and will remain at least two (2) meters away from the road.
19. Deliveries from suppliers will be scheduled to occur during working hours (07h00 to 17h00 Monday to Friday) and the contractor or his authorised representative will be present during deliveries.
20. Deliveries by three axel trucks cannot be permitted and the owner and his main contractor agree that suppliers will be advised accordingly.

Vehicles

21. Vehicles will not take shortcuts through neighbouring stands, walkways or park areas.
22. Neighbouring stands and public open spaces will not be used for parking of vehicles under any circumstances. Vehicles must park on the pavements adjacent to the site or on the site.
23. No vehicles in excess of three (3) tons will drive over the low water bridge. Should this occur, the XHOA may impose a penalty as per the Penalty List.

Working Hours

24. The following working hours are agreed to:
 - a. Weekdays from 07h00 to 17h00.
 - b. Saturdays from 07h00 to 13h00.
 - c. Sundays and public holidays - No work.
 - d. December builder's break – No work.
 - e. Note: All contractors and their workers will leave the site by 7h15 on weekdays and 13h15 on Saturdays.

Security

25. All contractors, sub-contractors and their workers will enter the Estate through the designated access gate and will strictly adhere to the security regulations in force at the time. These regulations are subject to change from time to time without prior notice.
26. All workers will be in possession of a valid South African identity document or a valid work permit. Access may be denied to anyone not on possession of these documents.
27. All workers will be transported by the contractor or his authorised representative between the access gate and the construction site. Workers will remain on the site and will not roam around on the Estate, walk between stands or to/from the access gates.
28. It is agreed that no night watchman will be placed on the site.

Fittings and Finishes

29. No air-conditioning units, solar panels, water tanks, gutters, down pipes or TV dishes/aerials will be installed before the Operations Manager has not been consulted.
30. Roof tiles will only be ordered once approved by the Operation Manager.
31. The external surfaces of the house, outbuildings and boundary walls will be painted only in the colours as approved by the XHOA.
32. The dwelling will be reticulated for Smart Village connectivity.

Repair of Damages

33. The owner will be responsible for damage to roads, kerbs, plants on sidewalks and/or to damage to other Estate or private property that have been caused by his contractor, sub-contractors and suppliers.

Undesirable Conduct

- 34. Should the XHOA have any concern with the conduct of the contractor and/or a sub-contractor, the XHOA 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.

Completion and Occupation

- 35. It is agreed that the newly constructed dwelling will only be occupied once all building work, paving, landscaping and finishing-off have been completed in full and when the site and adjacent areas have been cleaned and rehabilitated to the satisfaction of the XHOA.
- 36. Despite the fact that the Madibeng Town Council issues the occupation certificate, the dwelling will not be occupied before the XHOA has inspected the house and the surrounds and have issued an Estate Occupation Certificate. The following steps will be taken to obtain an Estate Occupation Certificate:
 - a. An inspection of the house and surrounding arrears will be arranged.
 - b. Copies of the building plans and all compliance certificates (electrical, plumbing, glass, slab, roof, etc.) will be submitted to the XHOA.
- 37. Should the dwelling be occupied without the necessary consent from the XHOA, the right is reserved to deny or restrict the resident access to the Estate and to impose a monthly penalty, as per the Penalty List, until all certificates have been issued.

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 XHOA 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.

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ESTATE MANAGER

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ESTATE OPERATIONS MANAGER

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HOME OWNER

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CONTRACTOR.

List of Building Related Penalties

The table below contains a list of penalties that the XHOA may impose should any of the above rules be contravened

Penalty	Amount
No skip on site / rubbish on site / site not clean.	R 500.00
Rubble not removed.	R 500.00
Road in front of building site not cleaned.	R 500.00
Rubble and / or rubbish dumped on the Estate	R 5,000.00
Vehicle in excess of 3 tons that drove over the low water bridge.	R 3,000.00
Occupation of the dwelling without XHOA consent.	R 5,000.00 per month.
Any other contravention of the above rules.	R 300.00