



## WELCOME PACK

*Capolavoro is people focused, where we engage with Integrity and Respect. We strive for Operational and Environmental Excellence whilst living a quality life.*

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## INFORMATION SHEET FOR RESIDENTS

### ENQUIRIES

All enquiries or correspondence with the Trustees of the Home Owners Association

should be directed **HELENA BARRATT** | *Portfolio Manager*

[status3@status-mark.co.za](mailto:status3@status-mark.co.za)

**Status-Mark Property Management:**

Tel: +27 (0)44 691 3054

Fax: +27 (0)44 691 1520

### RULES

An electronic copy of the extended rules can be requested via email from

[status3@status-mark.co.za](mailto:status3@status-mark.co.za)

\_ All new residents should request the rules and are expected to familiarize themselves with them.

### Capolavoro WHATSAPP GROUP:

A broadcasting WhatsApp group exists for residents of Capolavoro where general matters pertaining to Capolavoro is communicated. Only the Estate Manager of Capolavoro communicate on it to minimize phone traffic for people. Please ensure that you notify Reagon of your arrival so that you can be added to the group.



## CAPOLAVORO RULES AND REGULATIONS

### IMPORTANT RULES (See extended rules for details)

5.3 Owners and their visitors and employees must adhere to security procedures and respect the security personnel's role. Security guards may under no circumstances be abused or obstructed from performing their functions

5.6 Owners are permitted to employ their own domestic assistants. All domestics assistants must however be registered with security.

6.1 Extreme care must be taken by drivers when driving on the estate. Pedestrians and cyclists will be crossing the streets and drivers should approach them with caution. Pedestrians and cyclists have the right of way.

6.2 The speed limit is 20km/hour, and the appropriate regulations of the Western Provincial Road Traffic Ordinances shall apply.

6.4 Owner's / renter's cars should be parked in the owner's / renter's garage and on the owner's / renter's paved driveways. Visitor's cars should be confined to the owner's / renter's paved driveway. Visitor's cars that cannot be accommodated on the owner's / renter's property, should be parked in the designated visitor areas, and in the indicated parking bays, and should not obstruct access lanes. When and if necessary, owner's / renter's cars may be parked in the visitor parking areas on a temporary basis only. Permanent or recurring parking of owner's / renter's cars in the visitor parking areas is not permitted.

8.2 The planning concept for Capolavoro Mountain Estate is one of openness and visual transparency. Garden areas on both street and open area sides of any house are therefore open to viewing, and must be kept clear and uncluttered.

8.3 The storage of materials, boats, windsurfers, caravans, building materials, bird aviaries, motorcycles, and any other unsightly objects are not permitted in gardens or driveways. Trailers may be parked in the Owner's driveway or in an Owner's garage, subject to it being covered with the correct green cover. Trailers may not be parked in gardens or public



spaces. In particular, but without limiting the generality of the aforementioned, an owner shall not hang any flag, washing or laundry or any other items that are visible from the road or open area, or over any boundary fence.

8.4 Owners are encouraged to keep their garage doors closed whenever possible in the interests of the general appearance of the Estate.

10.1 Pets are permitted at the discretion and with written consent of the HOA. Such consent may be withdrawn at any time, without reason, justification or liability. An owner of a pet shall be obliged to immediately remove such pet from the Estate in the event that such pet causes a nuisance, is not on a controlled leash, or displays aggressive behaviour.

10.1.1 The number of dogs and cats per household is restricted to 3, and may not be of the same sort. Either 2 dogs and 1 cat, or 2 cats and one dog allowed.

12.1 The Stellenbosch Municipality provides a weekly refuse removal service. On the day of service, residents should place their refuse bins provided, on the sidewalk adjacent to their Erf by no later than 08h00. After collection, bins must be removed by 19h00 the same evening, and placed within residents properties, out of view from the road, common areas and neighbours.

14.2 Dogs may be walked on the Estate whilst on a leash. Dog excrement must be removed immediately.

16.6 All tenants must register themselves and the guests who are staying with them at security on arriving at the Estate. A copy of their written agreement of lease must also be handed in to security on arrival.



*Please complete additional form(s) for other residents who require Gate Entry/Exit Card*

**RESIDENTS ACCESS CONTROL / CONTACT DETAILS FORMS**

ERF NUMBER	
STREET ADDRESS	

OWNERS NAME & SURNAME	

<b><u>Resident 1</u></b> <b><u>Full Name</u></b>		<b><u>Resident 2</u></b> <b><u>Full name</u></b>	
ID / Passport Number			
Resident SA Cell Number			
Office Number			
Email address			
Vehicle Type			
Vehicle Registration			



IF THE **RESIDENT IS A TENANT**

- THE OWNER / LETTING AGENTS DETAILS MUST BE PROVIDED

Owners Name	
Owners ID / Passport number	
Owners Contact Number	
Owners Email Address	
Letting Agency (if applicable)	
Contact Name	
Contact Number	
<u>Is the tenant in possession of the HOA Conduct rules and have they been explained to them?</u>	
Signature of owner or letting agent / electronic submission of this form serves as acknowledgement of the Terms and Conditions contained herein.	

**Access Control System (booms).**

Note: Only persons that drive / own vehicle will be loaded on the system (Biometric to open booms).

1 <sup>st</sup> Driver:	
2 <sup>nd</sup> Driver:	
3 <sup>th</sup> Driver	



**FOR OFFICE USE ONLY:**

Entered on Access control system (booms)	
Processed by:	

**DOMESTIC ASSISTANT INFORMATION & FORM**

As per rule 5.6 of Capolavoro Estate this document must be completed, signed and placed on file prior to domestic assistants being allowed to enter the estate. The future implementation of further security measures is to be expected and adhered to.

Please be cognisant of the requirements of the estate rules 2.3; 2.4; 4.1; 5.1; 5.3 and 5.6 relating to access and conduct of persons granted entry to the estate to work as domestic assistants.

Domestic assistants are defined as persons routinely required to perform domestic duties in the homes and gardens of residents and are appointed long term. This excludes workers that only perform casual tasks of a temporary nature such as building, painting, renovation etc. Such workers will be required to conform to access and transportation requirements as per the relevant codes of conduct for improvements.

**Owners (jointly and severally with their tenants) will be held fully responsible for the conduct of their domestic assistants as well as (jointly and severally with their tenants) fully liable for any action taken against an offending domestic assistant.**

Erf number
Name of Owner
Name of resident (if not owner)
Contact number of resident
Name of domestic assistant
Identification type and number

Place Colour ID Photo  
Here



Please indicate the times access to your property will be required, this must be strictly enforced:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From: To:	From: To:	From: To:	From: To:	From: To:	From: To:	From: To:

I, the responsible resident of erf ..... hereby undertake to strictly comply with all the above provisions and the Capolavoro Home Owners Constitution, Estate Rules and regulations.  
Please mail this document back to [manager@capolavoro.co.za](mailto:manager@capolavoro.co.za). I acknowledge to notify the estate manager of the Deregistration of my Domestic Assistant in the event of any changes.

X

\_\_\_\_\_  
Print Name and Surname  
Owner/Resident

Date Signed:

\_\_\_\_\_  
**For Official use only**

Checking Agent / trustee: .....

Date received: .....

Date processed: .....