



DUNKIRK HOMEOWNERS ASSOCIATION

ESTATE RULES

(AS ADOPTED BY THE DIRECTORS OF THE DUNKIRK HOMEOWNERS ASSOCIATION [“DHOA”] IN ACCORDANCE WITH THE MEMORANDUM OF INCORPORATION [“MOI”] DATED 23 DECEMBER 2012)

In terms of MOI (Section 75) the Board of Directors of the DHOA are empowered to pass Rules for the management, control, administration and use and enjoyment of the Estate and also to repeal, substitute add to or amend any such Rules.

The Rules are essentially designed to regulate the safety, security, and privacy of owners and residents as well as the protection of the environment and quality of lifestyle within the Estate. They operate as a judicious framework to promote fair and sensible interaction between all Home Owners [“HO’s”] and residents and are binding on and apply equally to all.

The Board has the right to impose fines on any HO who transgresses the Rules and any such fines shall be deemed to be a part of the levy due by any such HO. The Board has constituted a Fines Committee to deal with the imposition and review of all fines.

It is the duty of each owner and their tenants to be familiar with the Memorandum of Incorporation of the DHOA as well as the Estate Rules which may change from time to time.

(The MOI and Rules may be viewed/downloaded online from the official Dunkirk Estate website – www.dunkirk.co.za under the “Documents” menu. Copies are available from the Estate Management Offices during office hours).

Note: Any contravention of the Rules by any person who gains access to the Estate under the authorization of an Owner/ member or tenant shall be deemed to be a contravention by that Owner/ member or tenant.

1. SECURITY

1.1 Estate Security

- 1.1.1 The security of the Estate is considered to be of paramount importance and Owners and tenants shall at all times comply with whatever security systems and procedures relating to access control or other security aspects, are implemented by the DHOA.

- 1.1.2 It is to be noted that the perimeter security and access control system serves as a deterrent and detection function and is not guaranteed to prevent a determined attempt at intrusion into the Estate. Accordingly, neither the DHOA nor its Security Contractor nor any of their agents, or employees shall be liable for any loss of life, injury, damage or loss of property suffered by any person on the Estate.
- 1.1.3 Whichever Security Company is contracted to undertake the access control and Estate security is the contracted agent of the DHOA, not of individual Owners or their tenants. No Owner or tenant may issue an instruction to security employees other than directly through the Estate Management.
- 1.1.4 There will be NO tolerance of abuse (verbal or physical) of security employees, or of a lack of co- operation or non-compliance with any issued instructions. Penalties and/or legal and criminal steps will be taken against offenders at the discretion of the DHOA. The Security Company may also institute independent action separately.

Note: The current Security Company contracted by the DHOA is Servest Security. If you have any problems or concerns regarding the Security Company please contact Peter van Wijk at the Estate Office – 032 525 4404 Or 082 958 6273.

1.2 Alarm Systems & Burglar Bars

Should an Owner wish to install their own alarm system on their property they may do so subject to the following:

- 1.2.1 The alarm must be silent and may only be installed by an approved security contractor who complies with SAIDA and SAIA. DIY systems will not be accepted.
- 1.2.2 No outside response services will be allowed onto the Estate as alarms may be connected to the Security Control Room on the Estate for a nominal fee. The Control Room will provide a free monitoring service and on-site guard response at no extra charge to Owners.
- 1.2.3 While the DHOA has the responsibility of securing the Estate perimeter as well as access to and egress from the Estate, it is the responsibility of each Owner or tenant to secure their individual properties.
- 1.2.4 Only flat bar horizontal burglar bars, (charcoal in colour), are permitted on the Estate and all burglar bars are to be installed within window frames. Burglar gates of same shape and colour may be installed on the inside of doors only. Trelli-doors are permitted.

1.3 Access Control

As an integral part of overall security the DHOA shall be responsible for regulating access to and from the Estate. Access and egress is controlled through remote devices, cards and authorized security signed-off entry. No persons may enter the Estate without having been cleared by security and security may detain any person prior to exit to determine their identity.

- 1.3.1 Each property within the Estate shall be entitled to remote access devices against payment of the stipulated cost. Any additional remote access devices can only be purchased by bona fide Owners, provided the Owner can provide proof of that person's residence to the satisfaction of the DHOA.
- 1.3.2 No access devices shall be given to non-residents of the Estate, except by special

application to the DHOA and only in special circumstances such as for a caregiver attending regularly to a resident.

- 1.3.3 The DHOA reserves the right to suspend the operation of an Owner or tenant's access device/cards should the Owner or tenant be in arrears with Estate levies or any other monies owing, including unpaid penalties and fines. Similarly access devices may be suspended at the discretion of the DHOA should the holders conduct – in the opinion of the Estate Security – have jeopardized the integrity of the security system and/or the Estate community.
- 1.3.4 Should any Owner or tenant's access be suspended in any way, then such person will only be allowed access to the Estate through manually signing in at the gate as per any visitors and guests to the Estate.
- 1.3.5 No employees including but not limited to, domestic workers, gardeners, nannies, housekeepers, drivers, agents, au pairs, staff ("Employee") or contractors shall be entitled to receive access devices for the traffic booms at the gates except by special application to the Estate Manager. All such parties requiring on-going access into the Estate must provide their identity document at the Estate Office and undergo a Criminal Clearance Check including the taking of fingerprints. On clearance by the Estate Office such parties may be issued with an access card, at a minimal cost, allowing them daily access to and from the Estate.
- 1.3.6 Should an Employee be discharged from service, the Owner or tenant is obliged to immediately advise the estate Office of such discharge to allow cancellation of any further access to the Estate by such an Employee. This is for the safety and security of all residents of the Estate.

1.4 Visitor Protocol

- 1.4.1 All visitors to the Estate enter at their own risk and will only be allowed entrance once they have fully complied with the Estate entry requirements and procedures.
- 1.4.2 Security has strict instructions not to allow any visitor entry into the Estate without direct confirmation with the Owner or tenant. On arrival of a visitor at the Gate House, security will telephonically contact the Owner or tenant on their speed dial number to confirm approval for entry of the visitor. No visitor will be allowed entry into the Estate without Owner or tenant confirmation. (Please ensure that your speed dial number at the Gate House is correct).
- 1.4.3 Should any unexpected visitor arrive at the Estate, the Security will contact the Owner / tenant telephonically to verify and confirm the entry of such visitor. No confirmation means no entry.

1.5 Contractor Procedures

- 1.5.1 Contractors, electricians, plumbers, landscapers, temporary labour for "odd jobs" and any other person(s) doing work of any kind on the Estate are subject to Contractor Procedures, a copy of which is available at the Estate Offices.
- 1.5.2 All contractors must be registered before any entry into the Estate is allowed.
- 1.5.3 All sub-contractors who work on the Estate for a period of more than 3 days must obtain an access card through the Estate Offices
- 1.5.4 No contractor or labour is allowed to walk freely on the Estate and all labour must be

transported by the contractor to and from the work site by vehicle. Once on site, neither the contractor nor his labour may walk from the site under any circumstances.

- 1.5.5 Any contravention of these procedures by a contractor or his labour will result in the contractor being penalized in accordance with the Contractor Protocols.

1.6 Gate House & Guards

- 1.6.1 The Gate House is strictly out of bounds except for security personnel and other authorized personnel.
- 1.6.2 Abuse of security guards is prohibited and security guards may only in emergency situations open/close the gates/boom for any Owner or tenant without such person using their access remote or card.
- 1.6.3 Tailgating (proceeding through the gate/boom when operated by preceding vehicle) at the gate/boom is strictly prohibited.

2. DESIGN GUIDELINES

- 2.1 All homes in the Estate are to be designed and built by Architects and building contractors accredited to the Dunkirk Architectural Review Committee ("DARC").
- 2.2 All plans must be submitted to the DARC for inspection and approval.
- 2.3 All Owners who build on the Estate, must be interviewed by the Estate Manager prior to the commencement of any building.
- 2.4 The design and construction of all proposed new buildings, extensions, alterations, fences, gardens and any material change to all such, must be approved by DARC prior to any work commencing. In addition, the required approvals from the Local Authority must be obtained for all new buildings, alterations, extensions, structure etc.
- 2.5 All buildings, fences and gardens must strictly adhere to the comprehensive "Design Guidelines", "Town Planning Controls" and "Landscaping Guidelines" for the Estate.
- 2.6 The Estate Manager may visit building sites from time to time to ensure compliance with the Estate Rules. The Estate Manager will not supervise or control the quality of any building on any property, as this is the responsibility of the Owner.
- 2.7 No construction or installation may commence prior to Local Authority approvals.
- 2.8 No dwelling may be occupied without:
- The approval by the DARC of the "as built" plans with the approved plans; and
 - Proof of application to the Local Authority's for the Occupation or Beneficial Occupation Certificate.

3. USE AND OCCUPATION OF A UNIT

"Unit" means land, stand, house, home, dwelling or outbuilding

3.1 Use of Unit

- 3.1.1 The use of any unit shall be governed by the Kwadukuza Municipal Town Planning Scheme in force at the time, or any other approved scheme applicable to the Estate from time to time.
- 3.1.2 A unit may be used for residential purposes only i.e. no trading whatsoever will be allowed from any unit, nor will any business operations which necessitate staff/clients visiting the unit or accessing the Estate be allowed. No unit may be registered as a business premise in terms of the Town Planning Scheme.

3.2 Occupation

The maximum number of persons allowed to reside at any one time in one unit shall not exceed the number of legitimate bedrooms in the dwelling multiplied by two.

3.3 Attachments to Unit

Nothing may be placed on, or attached to, a unit or any other structure, other than in accordance with the prior written approval from the DHOA. The request for such approval may require a description and/or a drawing/plan. All air-conditioning plants and equipment are to be positioned out of sight from any boundary or screened appropriately.

3.4 Storage of Harmful Substances

No harmful or inflammable substances, or substances which contravene the Estate EIA, may be kept in any unit in the Estate. This rule does not apply to the keeping of substances and in such quantities as may reasonably be required for domestic purposes.

3.5 Fences

Where additional fencing is required (other than that approved on the original plan submissions), the style and position must be strictly in accordance with the guidelines of the Estate and no fencing may be installed until written approval of the DHOA has been obtained.

3.6 Gazebo's

All plans for gazebos must be approved by the DHOA prior to installation.

3.7 Garden / Tool Sheds

No free standing sheds for tools or gardening equipment are permitted.

3.8 Play Houses / Jungle Gyms

Free standing doll's houses, children's play houses or jungle gyms (play centres) placed in gardens require the written permission from the DHOA prior to installation, and such items shall only be allowed provided they are in line with the style and amenity of the Estate, and have no possible detrimental effects on neighbours. It is recommended that consultation with neighbours is conducted prior to any application to the DHOA.

3.9 Drying of Washing

No garments, household linen or general washing of any nature may be hung out or placed anywhere to dry, except in a screened drying yard or other designated area as approved by the DHOA. Items of washing must not be visible from the roads and must be reasonably screened from the direct view of neighbours. All washing lines, windy driers and laundry lines are to be positioned so that they are not visible from any boundary. Sites which are "below"

road level are to receive special consideration. Screen walls of 2.1 meters are recommended in order to screen laundry yards and lines.

4. MAINTENANCE OF UNIT

- 4.1 Owners shall at all times maintain the exterior of their houses, gardens, boundary walling or fencing, in a clean, tidy, neat and befittingly repaired and painted condition to the satisfaction of the DHOA. The maintenance of the exterior of Sectional Title units is the responsibility of the Body Corporate.
- 4.2 The DHOA may from time to time, by written notice, request the Owner or Body Corporate to undertake maintenance to comply with 4.1 above, within a reasonable time period.
- 4.3 In the event that this maintenance is not carried out within the period stipulated, the DHOA will be entitled to carry out the required maintenance and recover the costs from the Owner or body Corporate.
- 4.4 Should any Owner or Body Corporate wish to repaint their premises, they must ensure that the colour selected complies with the Estate guidelines. Prior approval must be obtained from the Estate Manager regarding colour before any painting commences.
- 4.5 All vacant stands shall be kept in a clean and tidy state at all times. Should this not be done the DHOA shall be entitled to carry out the cleaning and recover the costs of such from the Owner.
- 4.6 No seepage, leakage or discharge of any nature, including water (excluding rain water), is to be discharged onto the sidewalk or road surfaces or onto any area outside or adjoining a stand.

5. NEW GARDENS AND UPKEEP OF GARDEN

The general landscaping philosophy on the Estate is one of controlled landscaped areas within designated erfs, and the infusion of natural vegetation (plant and grassland) into the erfs from outside open spaces and in certain instances encroachment up to the structure, in an attempt to create the "blurring" of property boundaries and open spaces in the Estate.

- 5.1 The installation of new gardens must comply with the guidelines as laid down by the DHOA and the Dunkirk Environmental Master Plan (EMP). New garden installations must be completed by the Owner or tenant within 3 calendar month of occupation of the unit and an audit of the garden will be conducted by the Estate Management after approximately 9 calendar months (allowing for 6 months of growth) from occupation. Once accepted, the ongoing maintenance of the garden will be the sole responsibility of the Owner or Body Corporate.
- 5.2 A minimum standard of maintenance of all gardens is required by the DHOA. Where, in the opinion of the DHOA the condition of a garden is not up to the required standards of the Estate, written notice will be given to the Owner or Body Corporate to carry out the necessary upkeep within a reasonable time period. Should this upkeep not be carried out then the DHOA shall be entitled to do so and to recover the cost thereof from the Owner or Body Corporate, which cost shall be deemed to be part of the levy due.
- 5.3 The cutting down and removal of any trees and indigenous vegetation in the Estate is prohibited unless by approval of the DHOA. Any Owner or Body Corporate wishing to do so

must make application to the Estate Management for permission. Failure to comply with such will result in severe penalties.

6. GENERAL HOUSEKEEPING RULES

6.1 Rubbish Recycling & Garden Refuse

- 6.1.1 The Estate operates a rubbish recycling system. Each Unit in the Estate is supplied with 2 x plastic bins by the DHOA for plastic and glass waste respectively. All other waste ("wet" waste) is to be placed in the black garbage bags supplied by the DHOA.
- 6.1.2 Refuse will be collected on Monday, Wednesday and Friday mornings by the Estate waste management vehicle. All bins and black bags are to be placed on the verge outside each unit for collection before 8 am on these days. Failure to do so will result in no collection of bins and bags.
- 6.1.3 All bins are to be removed from the verges on the same day of collection.
- 6.1.4 Garden refuse is collected every Thursday and all garden refuse is to be placed in the municipal approved bags and left on the verge before 9 am for collection by the Local Authority

6.2 Street Address Numbers

- 6.2.1 Standard uniform signage has been designed for the Estate and such designs may be obtained from the Estate Offices.
- 6.2.2 All street numbers and address signage must be submitted to the Estate Office for review and approval before any installation

6.3 Reception Devices

- 6.3.1 Any reception devices, such as TV antennae, satellite dishes and the like, are to be positioned in an inconspicuous manner and are to be clearly indicated on drawings for approval by the Dunkirk Architectural Review Committee.
- 6.3.2 No devices may be installed without approval.

6.4 Outside Lighting

- 6.4.1 In general landscape lighting is recommended and is to be indicated on the landscape proposal for scrutiny by the Dunkirk Architectural Review Committee. Plans must indicate extent of surface / areas to be lit.
- 6.4.2 Down lighting is encouraged but floodlights and up-lights should be avoided. Light pollution is prohibited.

6.5 Services

- 6.5.1 All waste and soil pipes are to be concealed within walls or ducts of units and may not be exposed to the exterior.
- 6.5.2 All solar panels are to be fitted flush with the roof of units.

6.6 Swimming Pools

- 6.6.1 At all times swimming pools are to be positioned so as not to be a nuisance to neighbours.
- 6.6.2 All pool filters and services are to be concealed in a chamber, and located at a place where it will be of no nuisance to neighbours.

6.7 Car Ports / Storage of Boats and Trailers

- 6.7.1 Carports are not allowed on the Estate unless approved by the DARC.
- 6.7.2 No caravan, trailer boat, quad bike, golf cart or other like items that is stored on or about any property and is visible from the road or within public view will be allowed. The DHOA shall have the right to instruct the Owner to remove or conceal any such items, failing which the DHOA reserves the right to remove offending vehicles and recover the costs from the Owner.
- 6.7.3 All garden sheds; staff accommodation and refuse bin areas must be linked to the body of the main building through walls.

6.8 Generators

- 6.8.1 There is a generator policy in place and all installations must be in compliance as per the policy.
- 6.8.2 Any installation of a generator, whether purchased or rented and irrespective of output or portability, requires approval from the Estate Manager.
- 6.8.3 All applications for installation will be reviewed against the criteria of location, operating times noise levels and nuisance factor.

6.9 Neighbours / Noise Levels

- 6.9.1 Consideration for neighbours in terms of privacy and noise levels is to be shown at all times. Municipal By-laws state that party noises and loud music are to cease by 22H00 Sunday through to Thursday, and by 12 midnight on Friday and Saturday nights. Owners and tenants must abide by the by-law stipulations and should any neighbour be in contravention of the by-laws kindly report this to security at the Gate House so that the situation can be dealt with accordingly.
- 6.9.2 The sound volume of music, TV's, video/DVD players and/or any other such device shall be maintained at a level so as not to be a nuisance to adjoining or surrounding properties.
- 6.9.3 No loud music may be played in the open/common areas and recreation facilities of the Estate, including roads and parking areas.

7. ROAD USAGE

It is the intention of the DHOA to achieve an environment that is safe for all Owners and tenants. Accordingly all Owners and tenants are required to drive on the Estate with the utmost care at all

times. Please take special note that all the Roads within the Estate are classified as Private Public Roads and as such are subject to all the provisions and requirements of the Road Traffic Ordinance. The Estate may not relax any of the requirements of the relevant ordinance and all Owners and tenants and their invited guests are requested to treat all the Estate roads as they would any roads outside the Estate.

7.1 Speed Limit

A speed limit of 25 km/h shall apply on all roads within the Estate. Failure to adhere to the speed limit will result in the imposition of a penalty. There is NO GRACE LIMIT applicable. The penalty applicable for driving in excess of the limit or driving in a manner deemed to be dangerous shall be:

- A warning for first offence;
- R200 fine for the second offence;
- R400 fine for the third offence
- thereafter, any offender will be referred to the Board for appropriate censure.

7.2 Operating Restrictions for Vehicles

- 7.2.1 The DHOA must comply with the SA Road Traffic Ordinance and accordingly only registered and licensed motor vehicles in a roadworthy condition shall be permitted to use the roads within the Estate.
- 7.2.2 No unlicensed vehicle may operate on the Estate except for golf carts that have both front and rear lights fitted.
- 7.2.3 No person shall operate any vehicle (including a golf cart) at any place within the Estate unless they are the holder of a valid driver's licence for such vehicle. Any person found driving a motor vehicle on any road in the Estate without a valid driving licence will be subject to a fine of R200 for the first offence. Any subsequent offence will attract a fine of R2,000.
- 7.2.4 Engine powered vehicles, cars, golf carts and motorcycles may be operated only on roads in the Estate. Common areas such as sidewalks, open lawn areas and paths are strictly "out of bounds" to vehicles.
- 7.2.5 Motorcycles, quad bikes, scooters, quad bikes and like – where such vehicles are driven on the Estate by children under the age of 18 years, the parent/guardian of the driver shall assume full responsibility for any and all claims, penalties or actions arising from the use of such vehicles on the Estate. Appropriate protective safety helmet must be worn at all times on the Estate.
- 7.2.6 Bicycles, Stand up scooters, Skateboards, Roller Blades and like - While no one wishes to turn the Estate into a "non-playing area", in the interest of safety, parents are obliged to instruct their children riding any such vehicles to stop and move off the road when any vehicle approaches.

7.3 Condition of Drivers

The operating or driving of any vehicle in the Estate whilst under the influence of alcohol or drugs is strictly prohibited. The DHOA reserves the right to stop any person suspected of being under the influence of alcohol or drugs whilst driving a vehicle in the Estate, and to prevent such person from driving whilst in that condition. Should a driver question such prevention, they will be invited to undergo a breathalyzer or blood test to clarify the suspension (this may involve calling upon the traffic authorities).

7.4 Removal vehicles

No double articulated trucks and trucks longer than 10m in length are permitted to enter the Estate. Persons moving household furniture should be aware of this when arranging their removal, and should liaise with Security when a problem is foreseen.

7.5 Parking

- 7.5.1 Parking in the Clubhouse parking area is reserved for bona fide patrons of the Clubhouse and surrounding recreation facilities and residents/hotel guest.
- 7.5.2 Parking in designated parking areas and cul-de-sacs is for temporary parking of residents and their guests. No vehicles may be parked for an extended period in these areas, except with the express permission of the DHOA.
- 7.5.3 The DHOA is under no obligation to provide parking facilities for residents. Should residents possess vehicles that they are unable to park off the street in their own unit, they are then required to make alternative arrangements for storage off the Estate.
- 7.5.4 Residents should ensure that their vehicles and those of their guests are parked neatly off the street in their driveways. Where parking has to encroach onto the road, it should be done in such a way so as not to cause an obstruction or nuisance to neighbours. Sidewalks are the property of the DHOA and special approval can be obtained from the DHOA to utilize these areas.
- 7.5.5 Parking at the Beach Clubhouse premises is for the sole use of Owners and tenants. No guest vehicles are permitted to park inside the Beach Club premises.

8. RECREATION AND COMMUNITY FACILITIES

8.1 General

- 8.1.1 The Estate currently has the following Community and Recreation facilities:
 - The Estate Clubhouse – which houses facilities:
 - Lounge
 - Restaurant
 - Gym
 - Swimming Pool
 - Sauna & Steam Room
 - The Beach Clubhouse
 - Tennis Court
 - Dams and Picnic Spots
 - Forest Walkway, Paths and Open Spaces
- 8.1.2 These facilities are for the use and enjoyment of Owners, tenants and their guests.
- 8.1.3 In the spirit of good neighbourliness Owners, tenants and their guests are expected to leave all facilities in clean, tidy and in good condition. Please ensure that any litter is removed and placed in the appropriate refuse bins and not left at the site.
- 8.1.4 Units bordering on dams are private residents and the privacy and avoidance of

disturbances to these properties must be considered at all times.

8.2 Estate Clubhouse

8.2.1 The Clubhouse may only be utilised by Homeowners, tenants and their guests.

8.2.2 Use of the Clubhouse facilities is subject to the following rules and regulations:

- Right of admission is reserved.
- Entry and use of all facilities are at own risk.
- All children under the age of 12 years using the facilities must be accompanied and supervised by an adult at all times.
- No children are to be left unattended.
- DHOA and Dunkirk Real Estate (Pty) Ltd do not accept any responsibility or liability whatsoever should the above rules not be adhered to.
- Any person causing damage to, or breakage of, any facility or anything contained in the Clubhouse will be held liable for the repair thereof.
- Please treat all furniture and fittings with respect.
- When leaving a facility, please ensure that the facility is left clean and neat, and lock the entry door behind you.
- NOTE: No skateboards or bicycles or the like are to be used anywhere in the Clubhouse and its Facilities specifically including the passageways and timber deck.
- No pets are allowed in the Clubhouse area including the pool and gym areas.

8.2.3 The Lounge & Restaurant

- The Lounge and Restaurant are open for use by all Owners, tenants and guests as well as to the general public who have reservations at the Restaurant.
- Homeowners during operational times, and as such cannot be booked exclusively as other Homeowners are to be allowed access during those operational times.

8.2.4 Swimming Pool

- The use of the Swimming Pool and surrounding area is strictly at own risk.
- The swimming pool is available for use between the hours of 05H00 to 21H00 during summer, and between 05H00 and 20H00 during winter.
- The pool is equipped with a heater, and will be switched on in the cooler months of the year.
- Children under the age of 12 wishing to use the swimming pool must be accompanied by parents and supervised at all times.
- No jumping off the wall into the pool is allowed. Please ensure that children do not climb on the balustrading anywhere in the pool area and surrounds. Walking on the blue tiles is also prohibited.
- Any lost property can be claimed from the Estate Offices.

8.2.5 Sauna & Steam Room

- The sauna and steam room are available for use between the hours of 05H00 to 21H00 during summer, and between 05H00 and 20H00 during winter.
- THE STEAM ROOM AND SAUNA CANNOT BE USED BY PERSONS UNDER THE AGE OF 16 UNLESS UNDER ADULT SUPERVISION.

- Any persons using the Sauna and Steam Room must ensure that they are switched off after use and that the doors are properly closed.

8.2.6 Gym

- The use of the Gym and gym equipment is solely for Owners and tenants. Guest of Owners and tenants are entitled to use the Gym but Owners and tenants have preference at all times.
- The gym may be used between the hours of 05h00 and 20h00. There will be cleaner on duty between the hours of 06h30 and 16h00 on weekdays and the toilets and showers will be open for use from 06h00 to 20h00.
- No persons under the age of 16 are allowed to use the Gym equipment unless under the supervision of an adult. Children can hurt themselves on the equipment and therefore extreme care must be taken at all times.
- It is preferable that any user of the Gym and equipment have knowledge thereof or receive instruction from another qualified, however, written instructions will be placed on the equipment to assist you. Please read before using.
- Only safe and responsible use of the Gym equipment will be allowed and no fooling around on the equipment will be tolerated. Disregard hereto will mean an immediate termination of the use of the equipment by the offender and expulsion from the Gym.
- Users of the Gym are not to move the standing equipment around and must at all times show due consideration for other users.
- Appropriate clothing and footwear (no bare feet or slops) are to worn in the Gym at all times and users are to shower before use of the equipment if they have been in the sun and have been used sunblock creams.
- Gym equipment is to be toweled off for safety and hygiene purposes. Spray bottles and hand towels are provided for this purpose. Do not spray directly onto the equipment due to possible electrical shorting. Spray the hand towel first and then wipe down the equipment.
- Please keep noise levels down as the gym is close in proximity to places of residence, and sound does travel.
- Each user is to ensure that the gym is locked when leaving and users must turn off the lights and airconditioning unit unless still occupied on leaving.

8.3 Beach Clubhouse

The Beach Clubhouse is for the exclusive use of Owners, tenants and limited invited guests and is situated outside the Estate at Salt Rock Main Beach, adjacent to the public parking bay. The Rules pertaining to the Beach Clubhouse are as follows:

Definitions / Interpretation:

- **“The Beach Club”** means the beach club and facilities on Portion 297 of the Farm Salt Rock No. 1521, situated at 1 Hotel Road, Salt Rock, and which is owned by the Company.
- **“The Company”** means Ptn 46 of Erf 61 Homeowner’s Association NPC (the Dunkirk Estate Homeowner’s Association [“HOA”]);
- **“Estate”** means the Dunkirk Estate which includes all the amenities built or to be built on the property, as well as the beach club and its amenities and which is administered Dunkirk Estate Homeowners Association (HOA).
- **“Member”** means a member of the Company / HOA as per the Memorandum of Incorporation.

- **“Beach Club Members”** means any persons holding a legitimate Access Card to the Beach Club as allocated.
- **“Access Card”** means a Beach Club identification card issued by the Dunkirk Administration office to Beach Club Members as per the Rules.
- **“Rules”** shall mean the Estate Rules in force and amended by the directors of the Company from time to time.

Membership of the Beach Club

1. The Beach Club and its facilities are for the sole use of the Members.
2. Each Member shall be entitled to (The Number of Dunkirk Residence living on the property PLUS TWO) Beach Club Access Cards per household (to a maximum of SIX).
Access Cards may be used by the Member, or guests of the Member, should the Member be present with the guests.
3. In the event of a Member leasing his property on the Estate to a tenant the Member must elect to either retain his Beach Club Member rights to use the Beach Club for himself and family, or cede such right to his tenant for the duration of the lease period.
4. If the Member elects to cede his Beach Club Member rights to the Tenant, he will not receive any Access Cards and may not use the Beach Club unless as a guest of another Member or his Tennant.
5. Any Tennant who has been ceded the Beach Club Member rights by the Member, will receive the same number of Access Cards as per point 2 above.
6. Any Member may take guests to the Beach Club, which guests must carry Access Cards, must accompany the Member at all times and may only be present at the Beach Club while the Member is so present.
7. All Beach Club Members must obtain their allotted amount of Access Cards from the Dunkirk Administration Offices and must carry their Access Card with them at all times whilst at the Beach Club. Beach Club Members and guests are obligated to present such Access Cards at the request of the Clubhouse Manager or Security Staff for identification purposes.
8. Members are responsible for their guests and should ensure that all guests abide by the Rules at all times and behave in a good, orderly and proper manner.
9. Members or their respective tenants will be denied access to the Beach Club if their levy/HOA account is in arrears.

Children:

- Children are welcome at the Beach Club but must be accompanied by, and be under the supervision and firm control of, an adult Beach Club Member at all times while at the Beach Club.
- the Beach Club, including the entire wooden deck area is primarily for the enjoyment of adults.
- Beach Club Members and their guests are requested to please respect other Beach Club Members privacy and must ensure that children's behaviour is not rowdy or offensive to other patrons using the Beach Club. Beach Club Members expect the Beach Club to be a place to relax without having the annoyance or unruly children.
- No ball games, use of bicycles, skateboards other wheeled vehicles, toys and the like are allowed in any part of the Beach Club or wooden deck area.
- No climbing of trees in the Beach Club grounds is permitted.
- Young children must be closely supervised at all times.

Access to the Beach Club and Management:

- The Beach Club shall be open from 07h00 in summer (08h00 in winter) and close at 19h00. Beach Club Members may make use of the premises outside of these times but will not have access to the Beach Club house and facilities, only access to the change rooms and toilets.
- The HOA has appointed a permanent Beach Club Manager (Bernie Munks 072 588 9571) who will be responsible for managing all the daily affairs of the Beach Club, including access and security. The Manager will have the authority to control and deny any access to the Beach Club in accordance with these Rules.
- The Beach Club will have a security guard stationed on the premises 24 hours a day under the control and supervision of the Beach Club Manager.
- The Administration Office for the Beach Club is the Dunkirk Estate Offices, situated at Dunkirk Estate and office hours are from 08h00 to 16h00, Monday to Friday.

Use of the Beach Club:

- Use of the Beach Club is principally for Members and their family and all Beach Club Members and guests must bear this in mind when utilizing the Beach Club.
- Exclusive use of the Beach Club by any Member is not permitted and membership of the Beach Club shall not give a member any proprietary right, interest, claim or demand in, or to, any of the property of the Beach Club, but shall confer the rights and privileges to utilize the Beach Club and its facilities in accordance with these Rules.
- No member may claim any right of use over any part of the Beach Club whatsoever.
- Parking inside the Beach Club premises is for the sole use of Beach Club Members vehicles. No guest vehicles are permitted to park inside the Beach Club premises.
- Private use or hire of the beach Club by outsiders is not permitted and no commercial activities may be conducted at the Beach Club.
- As a direct result of the 2014 AGM (and a decision made by the homeowners), the Beach Clubhouse can only be hired by Dunkirk Owners although it **cannot** be hired for EXCLUSIVE USE.
- The Upper deck area may be hired for the following costs:
R8 000 (On a Friday/Saturday or Sunday)
R4000 (Monday – Thursday)
Dates of the function must be agreed upon with the Directors so that notice is circulated to the homeowners informing them of the fact the Upper deck is not available on a particular date.

The Upper deck is not available for hire during holiday seasons nor long weekends (governed by the KZN school holidays) and not between 15th December and 15th January. The number of people allowed must also be negotiated, however NO more than 80 pax and an indemnity must be signed by the Owner for the use of the Upper deck for the agreed date and time while any persons (other than Dunkirk Owners) are on the premises of the Dunkirk Beach Club.

- As the Beach Club is primarily for the use of Members/tenants, it is not to be considered as a venue for regular entertainment of guests, this should be done at private residences on the Estate.
- The Beach Club may be used for social activities by the HOA, provided such use is for the benefit of the Members.
- No sound systems or speakers may be used at the Beach Club unless authorized by the HOA.
- Under no circumstances may any furniture, fixtures, fittings or equipment be removed from the Beach Club at any time by Beach Club Members or guests.
- It is the duty of all Beach Club Members who use the Beach Club to clear away all rubbish, stack away the cushions and chairs, and to leave the Beach Club in a clean and tidy condition.
- Any damage or breakages caused to the Club House or its facilities, furniture, fixtures and fittings is to be immediately reported to the Beach Club Manager and, if any such damage is caused through the actions of a Beach Club Member or guest, then any replacement or repairs to rectify such, will be for the account of such Member. Any additional cleaning that may required will also be for the account of the Member.
- The HOA reserves the right to stop any activities at the Beach Club should it be considered that any of the Rules are being breached or any disturbance is caused to neighbours.

General:

- No unlawful gambling will be permitted at the Beach Club.
- No dogs or other pets are permitted in the Beach Club premises. Dogs may be walked on the beach with access through the Beach Club premises, provided such dogs are on a leash at all times and under the control of the Beach Club Member whilst passing through the beach Club premises. The Beach Club Member shall at all times be responsible for the removal and cleaning up of any dog faeces deposited in the Beach Club.
- The Directors of the HOA reserve the right to amend and alter the Rules of the Beach Club from time to time as and when necessary.

Discipline:

- These rules are published in accordance with the terms of the Memorandum of Incorporation of the Company. These Rules are to be strictly observed by Members, Beach Club Members and guests for the benefit of all.
- All Beach Club Members shall adhere strictly to the Rules and should any Member or their guests commit any breach thereof such Member shall be liable to a fine as determined by the HOA.
- No Member shall introduce any person whose presence may be prejudicial to the Beach Club. No unruly behavior or ungentlemanly conduct or conduct prejudicial to the character, interest or reputation of the Beach Club will be tolerated and the right of Admission to the beach Club is reserved.
- Members shall at all times abide by any instruction given by the Beach Club Manager or security staff. The Beach Club Managers decision in the event of any dispute shall be final and binding upon Beach Club Members and their guests and the Beach Club Manager has the right to remove any persons from the beach

Club for misconduct. Failure to follow such instruction may result in a fine or suspension of membership.

- Neither the HOA, Beach Club, its officers, employees nor servants shall be liable for any loss, damage or injury suffered to the person or personal property of any Beach Club Member or guest while on the Beach Club premises.

Indemnity:

Members, tenants, Beach Club Members and guests acknowledge and agree that they enter the Beach Clubhouse and utilise the Beach Club facilities entirely at their own risk and that the HOA and Company shall not be liable under any circumstances whatsoever for any injury to person or any loss or, or damage to any property that may occur as a consequence of any person entering upon Beach Club premise or using the Beach Club facilities.

Members, tenants Beach Club Members and guests waive any and all claims against the HOA and the Company for any loss of or damage to property or injury to person that may be sustained in or about the Beach Club or through use of any of the Beach Club facilities howsoever such loss or damage to property or injury to person may be caused. Members, tenants Beach Club Members and guests indemnify the HOA and the Company against any and all such claims.

8.4 Tennis Court

- 8.4.1 The Tennis Court is for the exclusive use of Owners, tenants and their guests.
- 8.4.2 There is a booking system for use of the court and players are required to make prior bookings in the diary through the Gate House. Phone bookings are accepted. Note: prior bookings take priority at all times.
- 8.4.3 The court will remain locked at all times when not in use and players are to collect the key and sign for it at the gate House. After use players must lock the court and return the key to the Gate House immediately.
- 8.4.4 The court may only be used between the hours of 06H00 and 22H00.
- 8.4.5 The court is equipped with floodlights that can be turned on at the power box adjacent to the court. Players must turn the lights off immediately after use.
- 8.4.6 Appropriate clothing and footwear must be worn on the court at all times.
- 8.4.7 The court is for the exclusive use of tennis players and no other activities, (including skateboards, bicycles, scooters, roller skates and similar), may be conducted on the court whatsoever.

8.5 Dams and Picnic Spots

- 8.5.1 Dams and ponds that are part of the Estate have certain areas of common property around them that are accessible to residents. Residents are required to exercise respect and not intrude on the privacy of residents whose properties front onto these dams/ponds/.
- 8.5.2 No watersports or such activities, (in particular boating or swimming) are permitted on or in the vicinity of the dams with the exception of fishing.
- 8.5.3 Fishing is allowed in the Weaver's Nest dam only. The following rules apply to fishing:
 - A maximum of 2 rods per person/household (including guests);
 - Guests may only fish with an Owner or tenant;
 - Only 1 hook per rod of suitable size is allowed;
 - No nets are permitted;
 - Fishing is strictly on a catch and release basis and fish must be returned to the water as soon as possible after being caught;
 - Fish may not be transferred to any other dam on the Estate;
 - People fishing must at all time be aware of and respect the birds and waterfowl.
 - Fishing line may not be discarded at the dam / surrounding area;
 - Any children under the age of 12 and fishing are to be supervised at all times. All parents have a duty to ensure that junior anglers are informed about the rules and fish in a responsible manner.
- 8.5.4 Picknicking is only permitted on common property that has been specifically zoned by the DHOA for such use. The common property around the Weaver's Nest Dam and below the Tennis Court are currently the only areas zoned for picknicking on the Estate. No picknicking is allowed at the Forest Lane dam.

8.6 Forest Walkway, Paths and Open Spaces

The Estate has numerous Open Spaces with paths for walking, jogging and cycling as well as a Forest Walkway boardwalk for the enjoyment and pleasure of Owners and tenants.

The paths are cut regularly and users are asked to please to take due care of the environment whilst on the paths and Forest Walkway. Fauna of any nature may not be chased, trapped or harmed in any manner.

8.7 General

- Playgrounds and Jungle Gyms – The Estate has a Jungle Gym situated in the Open Space below the Tennis Court for the use of Owners and tenants. Use of the Jungle Gym is strictly at own risk and parents are asked to ensure that children are supervised at all times.
- Camping – Camping is not permitted anywhere within the Estate
- Firearms - Discharging of any firearm, air-gun or other lethal weapon is strictly prohibited, save in self-defence, or where authorized in special circumstances by the Estate Manager.
- Fireworks - Fireworks of any form are strictly prohibited at ALL times, including the celebration of religious festivals. A penalty according to the schedule of penalties as updated from time to time, will apply.
- Pamphlets and Notices - It is expressly forbidden to stick pamphlets and personal notices at the entrance gates, or anywhere else on the Estates common Property, except for the Notice Boards located at the Clubhouse and then only with prior permission from the DHOA. No pamphlet(s) may be distributed within the Estate without prior permission from the DHOA. No door-to-door sales, canvassing or fund raising may be conducted within the Estate without prior permission from the DHOA.
- Vandalism - The DHOA has a zero tolerance approach to vandalism (damage) of Estate property. The following action will be taken against the perpetrators of any such acts:
 - Any damage to Estate property will attract a penalty of R 1000.00.
 - The SAPS will be called and a case of damage to property will be opened.
 - All damages will be restored at the perpetrator or his/her parent's expense.
 - The perpetrators will be named and shamed in the Estate news letter.
 - Should damage be caused to the property of an Owner within the Estate the DHOA will provide the Owner with all the information at its disposal with regards to such damage and any legal action will then be at the discretion of the Owner.
- Noise - No unreasonable noise shall be created before 07:00 Mondays to Fridays and before 08:00 Saturdays and Sundays. No noise shall be created after 22:00 Sundays to Thursdays and after 24:00 Fridays and Saturdays.
 - The sound volume of music, TV's, Video/DVD players and/or other instrument or device shall be maintained at a level so as not to be a nuisance to adjoining or surrounding property Owners or tenants.
 - No loud music may be played on any of the COMMON AREAS of the Estate, including all the Roads as well as any Parking Areas.

9. PETS AND PET POLICY

The Kwadukuza Municipal bye-laws relating to pets apply to all pet owners and pets on the Estate and must be complied with (i.e. licensing/numbers/rabies inoculations etc) at all times.

Prior to introducing a pet onto the Estate, and when a pet is replaced, written permission must first be obtained from the DHOA. This permission will not be unreasonably withheld provided compliance with the following rules are observed ;

- 9.1 No more than 2 dogs or 2 cats will be permitted per unit on the Estate.
- 9.2 Each dog and cat must at all times wear a collar. All collars are to have a name tag indicating the owners name and contact details.
- 9.3 Caged birds will be allowed on the Estate subject to not more than 2 birds per cage and a maximum of 2 cages per household. Aviaries are not permitted.
- 9.4 Pigeons, poultry, peacock, wild animals, livestock, snakes, reptiles and the like are not allowed to be kept on the Estate at any time.
- 9.5 Dogs must be kept in an adequate contained area within the Owner's property and, when outside the property, must at all times be on a leash under the control of a responsible and capable person.
- 9.6 Fouling by dogs on common areas, verges, green belt areas or other properties on the Estate must be marked with the allocated flags (obtainable from the Estate Office). The dog fouling and flags will be collected periodically and all flags can be retrieved by Owners from the Estate Office.
- 9.7 It is the responsibility of Owners to ensure that pets are not a nuisance or cause a disturbance or annoyance to others on the Estate through their barking, howling, squawking and the like.
- 9.8 If an Owner is notified through the Estate Office that their pet/s are a source of nuisance/disturbance/annoyance, then there is an obligation on the Owner to rectify the situation immediately. Any further related complaints will result in a fine of R200.00 with an escalation of R200.00 per reported incident. After 2 such incidents the offending pet will have to be removed from the Estate.
- 9.9 No pet may be left alone in a unit for an extended period of more than a few hours and pets may under no circumstances be left overnight unattended in a unit. If this is the case, then suitable arrangements of engaging a friend or house sitter must be made, or the pets must be taken to an off site kennel.
- 9.10 The Owner of a pet, which pet is responsible for injuring or threatening any person, other pets or wildlife on the Estate will be held accountable for any costs or claims arising there from, and will be obliged to remove such pet from the Estate immediately
- 9.11 The DHOA reserves the right to ban any breed of dog.
- 9.12 No pets are allowed unattended on the common Areas of the estate. Such pets will be deemed as strays and may be removed from the Estate by the SPCA to protect the safety of Owners and tenants and or to prevent pets from becoming a nuisance.
- 9.13 Any pets found without a collar and name tag will be taken to the Estate Office and may be taken to the SPCA if the Owner is not identified. A fine of R200 will be payable by the Owner who will also be responsible for any SPCA costs levied. Any subsequent offences will attract fines in R200.00 increments.
- 9.14 Dogs must be leashed at all times when outside a unit. Any dog found outside of its Owner's property and not on a leash will attract a fine of R200.00. Any subsequent offences

will attract fines in R200.00 increments.

9.15 Cat owners must ensure that their cats do not roam and enter other units on the Estate. If this occurs a fine of R200 will be payable by the Owner. Any subsequent offences will attract fines in R200.00 increments.

9.16 Sectional Title Developments (Bodies Corporates) may, at their own discretion, ban the keeping of any pets within their Body Corporate area. Should pets be allowed then they must comply with all the rules as above.

10.LETTING OF HOMES

10.1 Any Owner who lets out his unit must notify the Estate Office of the names and contact numbers of the letting agent and full details of the tenants, as well as the term of the lease.

10.2 Only Letting agents accredited with the DHOA may be utilized by Owners and such agents will be responsible for assisting tenants with any problems they may have in their units.

11.OWNERS RESPONSIBILITY

11.1 The Owner of each property is responsible for ensuring compliance with the Estate Rules by his or her family, tenants, visitors, invitees, employees, contractors, sub-contractors, delivery persons and the like.

11.2 The Owner shall be responsible for payment of any penalties levied against such persons by the DHOA, and shall be prevented from denying responsibility for any non-compliance of the Estate Rules by them.

12.LIMITATIONS OF DHOA LIABILITY

12.1 The DHOA, its Directors, Employees, Servants or Agents shall not be responsible to the Owner or to any family member, tenant, employee, servant, agent, customer, visitor or invitee of the Owner or any other person claiming through the Owner for any accident, injury (including death), damage or loss caused by or through or while using any of the roads or common property in the Estate and the facilities on or under the control of the DHOA including but not limited to the Lakes and Dams, the Estate swimming pool facility, the tennis courts, the gym and playground, whether or not arising from or accountable to negligence, or however else occasioned, or arising from any defect in the aforesaid roads, common property or facilities, or as a result of any act whatever or neglect on the part of the DHOA or its Servants, Directors, its Employees, or Agents, or by reason of any repair to be effected by the DHOA not being effected timeously or at all.

12.2 The Owner acknowledges that the roads, common property and facilities envisaged in this clause will be used at his sole risk and indemnifies the DHOA and its Directors, Employees, Officers and Agents against any claim in respect of any of the foregoing.

13.AMENDMENTS TO THE RULES

13.1 In terms of Section 75 of the Memorandum of Incorporation, the Directors are entitled at any

time to amend, add to, or delete items from the Estate Rules in whatever manner they may deem necessary in order to protect the interests of the DHOA.

13.2 The Directors may amend the Estate Rules without incurring any liability to any person, and any amendment shall become binding upon all Owners and their tenants once the relevant Rule has been updated on the official Dunkirk Estate Website.

13.3 The DHOA shall communicate any changes to the Rules to Owners by email or mail as soon as is reasonably possible.

14. REQUESTS AND COMPLAINTS

In order to offer Owners an efficient and effective method to handle requests for action within the Estate, as well as to deal with any complaints, the DHOA requires the following procedure to be adhered to:

14.1 Requests

- 14.1.1 Any request by an Owner must be in writing, completed, with as much detail as possible, and delivered to the Estate Office, for the attention of the Estate Manager. This may be per email, fax, or hand delivered.
- 14.1.2 The request will be logged in the appropriate register at the Estate Office and assigned a reference number.
- 14.1.3 The DHOA is committed to acknowledging receipt of the request within 3 working days of receipt.
- 14.1.4 The DHOA further commits itself to respond to the matter and to provide the lodgee with feedback within 7 working days of receipt or such extended period as may be required in appropriate circumstances.
- 14.1.5 Owners are assured of the DHOA's commitment to administer the Estate as efficiently as possible, and that ALL requests raised will be considered and where possible, handled to the satisfaction of the Owner.
- 14.1.6 Information regarding the requested action, the notes and details of action taken, will be kept on file in the Estate Office for reference purposes.

14.2 Complaints (General/Pets)

- 14.2.1 All complaints must be in writing and submitted by hand, electronically or via Fax, marked for the attention of the Estate Manager.
- 14.2.2 Complaints received will be recorded in the appropriate register where after they will be referred to the Estate Manager for the appropriate investigation and action.
- 14.2.3 The DHOA commits itself to acknowledging receipt of any written complaint within 3 working days of receipt thereof.
- 14.2.4 Complaints will only be dealt with if residents furnish their names, addresses and telephone numbers on the written complaint.
- 14.2.5 The DHOA is committed to responding to the complaint within 7 working days of receipt or such extended period as may be required in appropriate circumstances.
- 14.2.6 The DHOA will address a formal letter to the resident against whom a complaint has been lodged, advising them that an official complaint has been received and attaching a copy of the complaint received. Such letter will invite the resident to submit written comment to the Estate Manager for consideration within 3 working days of receipt of

- the letter.
- 14.2.7 The DHOA will then consider the complaint and any written representations and make a ruling with regards to further action to be taken which may include dismissal of the complaint; the issuing of a warning; the imposition of a penalty or such further instructions which in the opinion of the committee it considers appropriate.
- 14.2.8 Such ruling will then be communicated to the resident in writing with a copy to the complainant.
- 14.2.9 Information regarding the complaint, action taken and notes describing the manner in which the matter was resolved will be kept on file in the Estate Office.
- 14.2.10 The DHOA is not prevented from taking action on its own initiative if evidence of unacceptable conduct should come to its attention from a source other than a written complaint.
- 14.2.11 If the resident is dissatisfied with the ruling, they may lodge an objection with the Disciplinary Committee. Such objection must be in writing and lodged within 3 working days of receipt of the ruling referred to in 15.2.7 above.
- 14.2.12 The Disciplinary Committee shall comprise at least 1 member of the Board of the DHOA and 1 other member appointed by the Board.
- 14.2.13 The Disciplinary Committee shall consider the objection or appeal lodged within 7 working days of receipt of such notification, together with details of any mitigating circumstances.
- 14.2.14 The ruling passed by the Disciplinary Committee shall be communicated to the resident in writing. Such decision shall then be final and binding on the resident and no further correspondence will be entered into.

15. PENALTIES

- 15.1 The DHOA is entitled (in terms of Section 75 of the Memorandum of Incorporation) to impose a financial penalty on an Owner or tenant for non-compliance with, or breach of, any of the Estate Rules, including breaches by guests or invitees.
- 15.2 The amount of the penalty shall be at the discretion of the DHOA, but subject to the maximum per the current Schedule of Penalties approved at the most recent AGM. Exceptions to this may be permissible for contraventions not covered by the existing schedule.
- 15.3 The recipient of the penalty shall be entitled to receive written notification of the offence and the amount of the penalty.
- 15.4 The recipient is entitled to lodge a written objection to or an appeal against the penalty with details of any mitigating circumstances. Such objection shall be received at the Estate Management Offices within 3 working days of receipt of notice of the penalty. If no such objection or appeal is lodged, within the aforesaid 3 days, then the penalty becomes final and binding on the recipient.
- 15.5 In terms of the MOI, the Disciplinary Committee shall be required to consider the objection or appeal and give a decision as to whether or not the penalty stands or should be amended. Such decision shall then be final and binding on the recipient.
- 15.6 The penalty shall be payable within 21 working days of the appeal decision or the initial notification in the absence of any appeal. Any penalty imposed on an Owner or tenant, shall constitute a debt due and payable to DHOA by the Owner or tenant.

16. GENERAL INFORMATION

The DHOA is administered via a Board of Directors elected annually at the AGM. The Estate is managed by Dunkirk Real Estate (Pty) Ltd, through the Estate Offices whose responsibility is the day to day running of the Estate and in particular the following activities:

- Maintenance of the verges and public open spaces on the Estate.
- Replacement of light bulbs in street lights, bollards and fountain lights.
- Maintenance of the fenceline
- Maintenance of the Clubhouses and the Recreation and Community Facilities

The Estate Office is situated at the entrance to the Estate just past the Gate House.

Robin Streit is the General Manager of the Estate and on-site agent whilst Peter van Wijk can be contacted regarding any construction, contractor or security matters. Carolyn Ten-Bokum deals with all general administrative matters and accounts queries. Bernie Munks manages all matters to do with the Estate and Beach Clubhouses.

Contact details are as follows:

Office telephone number:	032-525 4404
Office fax number:	032-525 4403
Email:	admin@dunkirkestate.co.za
Website:	www.dunkirkestate.co.za

Robin Streit (cell number):	072 279 7535	email: robin@dunkirkestate.co.za
Peter van Wijk (cell number):	082 958 6273	email: peter@dunkirkestate.co.za
Carolyn Ten-Bokum (cell number):		email: carolyn@dunkirkestate.co.za
Bernie Munks (cell number):	072 588 9571	email: bernie@dunkirkestate.co.za