Kranspoort Management Rules

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CENTRAL OFFICE

General Information

Office Hours

Monday to Friday: 07:30 – 16:00
Saturday: Closed
Sunday: Closed
Public Holidays: Closed

Address
P.O. Box 855
Kranspoort
1080

Tel. No.: 079 886 4260
Assistance: 071 255 3774
Email: reception@kranspoort.co.za
Website: www.kranspoort.co.za

EMERGENCY NUMBERS

Police: 10111

Langamed Intensicare:
013 249 1111
013 282 0911

ER24:
084 124
071 884 2642

Renier Nortje (Paramedic): 081 745 8749
Leandri Nortje (Paramedic): 061 212 6252

Ambulance:
064 516 3108
067 411 7582

Fire Department (STLM): 013 243 2222

Falcon Security: 072 868 6519

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1. PURPOSE OF THE MANAGEMENT RULES

The purpose of these Management Rules is to enable the **Kranspoort Owners Committee (KEK)** (Memorandum of Incorporation Registration Number 2004/023323/08) to maintain acceptable community order without depriving any reasonable person of his or her freedom, while taking into account the considerate and reasonable expectations of co-owners regarding Kranspoort, in which they have invested.

These rules also aim to promote the objectives of KEK as set out in its **Deed of Establishment, Memorandum of Incorporation (MOI), Statutes, and Management Rules**.

Members/owners are responsible for ensuring that **builders, workers, tenants, and visitors comply with the Management Rules**. Disregard of Kranspoort' Management Rules by contractors, subcontractors, or any service providers may result in the imposition of fines.

Any complaints reported will be referred to the relevant management of the service provider and to the **Operational Manager of Kranspoort Holiday Village**.

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2. AUTHORITY OF THE BOARD/MANAGEMENT

2.1 The authority of the Board of KEK to establish and/or amend Management Rules and regulations regarding any matter necessary for the orderly management and administration of the village is derived from **Section 24 of the Memorandum of Incorporation (MOI)**.

2.2 These Management Rules form an integral part of the MOI and are not separable from it. In the event of any conflict, the wording of the MOI shall take precedence.

2.3 The general approach is not to over-regulate Kranspoort but to maintain acceptable community harmony that does not deprive any reasonable person of his or her freedom, while considering the reasonable expectations of co-owners regarding Kranspoort.

2.4 KEK must ensure that the Management Rules are respected and has full authority to address and fine offenders (members, residents, or visitors) where necessary.

Fines issued under the Management Rules will be collected by Management by means of written notice and will be charged to the monthly account of the relevant owner for payment within **30 days**.

2.5 Overarching Management Rule:
No owner, member, resident, or visitor to the village may, through his or her actions, behavior, or statements, obstruct, frustrate, or limit the promotion of the objectives of KEK as set out in the **Deed of Establishment, MOI, and Management Rules.**

2.6 Any person from any institution, government department, or interest group outside Kranspoort who wishes to inspect, investigate, review, visit, or examine any infrastructure, documents, assets, or working methods of Kranspoort must obtain permission from the **General Operational Manager, Chairperson, or Vice-Chairperson of KEK** before such action may take place.

Failure to obtain such permission may result in a fine charge to the relevant owner's account.

2.7 Anyone who violates or fails to comply with any provision of these Management Rules may be subject to disciplinary action and fines.

2.8 Specific Management Rules

- Pets and farm animals – Clause 7.1
- Fencing – Clause 7.2
- Noise control – Clause 7.3
- Traffic matters – Clause 7.4
- Waste removal – Clause 7.5
- Building activities – Clause 7.6
- Security – Clause 7.7
- Environmental management – Clause 7.8
- Firefighting – Clause 7.8.6
- Security measures and access control – Clause 8

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3. DEFINITIONS

For the purposes of these Management Rules, unless the context indicates otherwise, the following definitions apply:

3.1 **KEK or Company** – Kranspoort Owners Committee (NPC Registration Number 2004/023323/08).

3.2 **"Kranspoort"** – Kranspoort Holiday Village.

3.3 **"Owner"** – any person who owns immovable property or a plot within Kranspoort.

3.4 **"Workers"** – includes garden or domestic workers, or any person assisting an owner or tenant with building work or other tasks, whether temporarily or permanently employed.

Contract Worker/Contractor – a person forming part of any contractor or service provider delivering a service to a Kranspoort owner or tenant.

3.5 **"Appointed/Assigned Officer"** – the Operational Manager and/or security contractor officially appointed by KEK through a certificate of appointment.

This certificate may be presented when required. The security contractor is authorised to act on behalf of KEK to enforce these Management Rules.

3.6 **"Public Place"** – any road, street, passage, bridge, footpath, open space, garden, park, or enclosed space owned by KEK or the local authority.

3.7 **"Communal Property"** – property owned collectively by Kranspoort owners but not allocated to any specific owner.

3.8 **"Fencing" and "Screening"**
These terms refer only to enclosed open areas not covered by a roof.
Fencing:
Any structure or barrier erected to serve as a division or boundary between plots or areas. This includes barriers that obstruct wildlife movement.

Permitted fencing includes:

- Welded mesh (50 mm × 50 mm)
- Clearview fencing
- Wooden structures

All fencing must be **human- and animal-friendly** and must not detract from the aesthetic appearance of the village.

Screening:
Any structure erected to enclose swimming pools, entertainment areas, washing lines, or small sections of a property for privacy or protection.

All screening must be **animal-friendly and visually compatible with the natural surroundings**.

3.9 **"Street"** – any road or passage shown on the General Plan of Kranspoort to which the public has access.

3.10 **"Farm Animals"** – cattle, sheep, pigs, goats, chickens, turkeys, ducks, or any other domesticated animals not naturally found in Kranspoort.

3.11 **"Pets"** – dogs, cats, rabbits, birds, fish, or any other non-wild animal kept as a companion animal.

3.12 **"Noise"** – any sound, music, or disturbance that disrupts the comfort or rest of other residents.

3.13 **"Builders' Rubble"** – waste generated by demolition, excavation, or building activities.

3.14 **"Household Refuse"** – waste normally generated from residential properties and capable of being removed in plastic refuse bags.

3.15 **"Garden Refuse"** – waste generated from normal gardening activities such as grass cuttings, leaves, plants, and branches.

3.16 **"Refuse Removal Service"** – a refuse removal service that, in the judgement of the Manager, can be provided on a regular basis.

3.17 **"Operational Manager"** – the appointed manager responsible for the day-to-day management of Kranspoort Village.

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4. CRITERIA FOR MANAGEMENT RULES

The Management Rules are based on the following principles:

4.1 Respect for nature.

4.2 Consideration towards fellow owners and residents.

4.3 The general aesthetic impact must complement the natural environment.

4.4 Protection of owners' capital investment.

4.5 The free movement of wildlife within the village.

4.6 Regulation of inspections and entry by authorised officers.

4.7 Regulation of the construction, erection, and installation of fences, walls, shelters, and wooden structures within property boundaries.

4.8 Enforcement of building regulations.

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5. RIGHT OF ENTRY AND ASSISTANCE

5.1 The security contractor may, for any purpose related to the enforcement of the Management Rules and without prior notice, enter any property within Kranspoort in order to:

5.1.1 Conduct any investigation, inquiry, or inspection deemed necessary; and

5.1.2 Exercise any authority in terms of these Management Rules.

5.2 The appointed officer may require the owner or occupant to aid in the execution of his duties or to provide information, including full names and addresses, as may reasonably be required.

5.3 **Any person who:**

- Refuses access to an appointed officer.
- Obstructs such officer in the execution of his duties, or
- Refuses to provide required information,
- or provides false or misleading information, shall be guilty of an offence under these Management Rules.

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6. OFFENCES AND PENALTIES

Owners have invested in Kranspoort because of its unique natural environment, vegetation, and free-roaming wildlife. It is therefore expected that residents will respect the rules and accept the necessity of a penalty system to maintain the character of the village.
In the event of any offence, the Board/Management of KEK will be guided by recommendations from the relevant portfolio Committee or Director (MOI Section 8.2.5).
The Board reserves the right to impose fines and take legal action should a written warning from the Manager fail to resolve the matter.

All complaints must be submitted **formally and in writing** to the KEK office.
The Operational Manager and **three community members who do not hold director positions** will investigate the complaint.
Each alleged offender will be given the opportunity to present his or her side of the matter before any action is taken.
The Director responsible for the relevant portfolio may provide testimony during the hearing of complaints.

Appropriate fines or corrective actions will then be considered by the Board depending on the nature and frequency of the offence.
The Board retains full authority to impose fines.
Refer to the **Annexure on fines** for details.

Specific Provisions

6.1 Any person who contravenes the provisions of these Management Rules, or fails to comply with them, or neglects to comply with conditions contained in the written notice served under these rules, shall be guilty of an offence and liable for fines.

6.2 Any costs incurred by KEK because of a violation of the Management Rules will be recovered from the offender.

6.3 A person who obstructs an appointed officer in the execution of his duties, refuses to comply with lawful instructions, or behaves in a threatening or abusive manner towards such officer shall be guilty of an offence.

6.4 Written statements from **two or more members or officers** confirming that a person has contravened a Management Rule will be accepted as sufficient evidence that the rule has been violated.

6.5 KEK, through authorised officers, may remove any pet or farm animal from any location within Kranspoort after **30 days' written notice** to the owner.

6.6 KEK will not be liable for any compensation to any person because of actions taken under paragraph 6.5.

6.7 Persons who refuse to grant access to an appointed officer, or who fail to comply with a written notice requiring that a violation be rectified within a reasonable time, shall be guilty of an offence.

6.8 Fines imposed under these Management Rules will, after written notice, be charged to the relevant owner's levy account and must be paid within **30 days**.

6.9 Offenders will be given the opportunity to prove their innocence. It may constitute a valid defense if the alleged offender can prove that the offence could not reasonably have been foreseen or prevented.

7. MANAGEMENT RULES ON SPECIFIC MATTERS

7.1 PETS AND FARM ANIMALS

7.1.1 No pets, farm animals, or domesticated wild animals are permitted within Kranspoort.

7.1.2 Birds and fish kept indoors in cages or aquariums are exempt from this prohibition, provided they do not negatively affect the ecology of Kranspoort or cause disturbance or excessive noise.

7.1.3 Owners who require a pet for psychological reasons must submit a written application supported by a report from a **registered psychologist or psychiatrist**.

The application must be submitted to the Operational Manager for consideration by the Board.

Such pets may be permitted provided they do not create a nuisance for other residents.

7.2 FENCES AND SCREENING

7.2.1 No person may erect, alter, repair, demolish, or remove any fence, wall, barrier, or screening without prior written approval from the Operational Manager.

Only **30% of a property may be screened**.

7.2.2 The Operational Manager may approve or reject an application and may impose specific conditions.

7.2.3 If the applicant is dissatisfied with the decision of the Operational Manager, the matter may be appealed to the **Technical Committee**, which will make a recommendation to the Board.
The Board's decision will be final.

7.2.4 Screening may be installed for swimming pools, entertainment areas, or privacy purposes, provided that it complies with building standards and aesthetic requirements determined by the Technical Committee.

7.2.5 Swimming pools must be secured with a **minimum 1.2-meter fence or screening** in accordance with the regulations of the **Steve Tshwete Municipality**.

7.3 NOISE AND DISTURBANCES

7.3.1 No excessive noise may be made within Kranspoort between **22:00 and 07:00**. Shouting, singing, or loud noise in public places or residential areas is prohibited during these hours.

7.3.2 No person may play music or operate sound equipment in a manner that disturbs residents or the public.

This includes radios, televisions, musical instruments, amplifiers, or similar devices.

Guesthouse owners and rental agents must enforce these rules on behalf of property owners.

7.3.3 Warning devices such as sirens or hooters may only be used in emergencies or where legally required.

7.3.4 Burglar alarms or security alarms may not sound continuously for more than **10 minutes**.

7.3.5 Lawnmowers, hedge trimmers, and other garden machinery or power tools may only be used:

- Monday to Saturday
- between **07:00 and 18:00**
- They may **not be used on Sundays or Christian holidays**.
  16 December is regarded as a Christian holiday within Kranspoort.

7.4 TRAFFIC MATTERS

Kranspoort falls under the jurisdiction of the **Steve Tshwete Local Municipality**, and therefore the traffic regulations of the municipality apply within Kranspoort.

The following additional traffic rules apply within Kranspoort:

7.4.1 Only persons in possession of a **valid driver's license** may drive a motor vehicle within Kranspoort.

7.4.2 Only **licensed and roadworthy vehicles** may be used on Kranspoort roads, streets, and designated 4×4 routes.

7.4.3 The **maximum speed limit within Kranspoort is 30 km/h**, and this limit may not be exceeded.

7.4.4 No person may drive a vehicle **recklessly, negligently, or without due care** within Kranspoort.

7.4.5 No **three-wheel or four-wheel motorcycles (quad bikes)** are permitted on Kranspoort roads or properties.

Two-wheel motorcycles may travel **only between the security gate and the owner's residence**.

Visitors using motorcycles must obtain permission from the **Operational Manager** before travelling within Kranspoort.

Motorcycle gatherings or recreational rides are strictly prohibited.

Motorcycle owners must register with the office to prevent unauthorised access by motorcycle riders.

7.4.6 The **designated 4×4 routes** may only be used during approved hours and only by vehicles with proper **low-range 4×4 capability**.
Any violation of this rule will result in a fine.

7.4.7 No person may leave the designated roads or drive through the **veld**.

7.4.8 No person may create **obstructions, excavations, or damage** on any road or road reserve.

Where removal or repair is required, the offender will be responsible for **all associated costs**.

7.4.9 No person, including **estate agents, guesthouse operators, rental agents, or contractors**, may erect advertising boards or signage in road reserves or servitudes without written approval from the Operational Manager.

7.4.10 No barrier may be erected on any road, road reserve, or access area without approval from the **Technical Committee**.
Authorised officers may remove any unauthorised barrier.

7.4.11 Driving a vehicle on the **golf course** with the intention of causing damage is strictly prohibited and will result in a fine.

Only authorised **service vehicles or emergency vehicles** may access the golf course areas.

7.5 WASTE / REFUSE REMOVAL

No person may dump or allow refuse to be dumped in any **public place, road, open space, undeveloped stand, or ditch.**
All refuse must be disposed of at the **designated refuse site**.
Littering is strictly prohibited.

7.5.1 KEK provides a **household refuse removal service** from private properties on scheduled collection days.

Household refuse may **only be placed outside on the scheduled collection day**.

7.5.2 Where **builders' rubble or garden refuse** is generated, the owner must ensure that it is removed within a reasonable period as determined by the Operational Manager.

Should the owner fail to do so, KEK may remove the refuse and charge the owner for the **costs incurred**.

7.5.3 Where KEK removes building rubble or garden refuse, the **tariff determined by KEK** will apply.

7.5.4 Garden refuse must be transported to the **designated dumping site** by the owner or occupant.
Garden refuse may also be used for **composting** on the property.
Garden refuse or building rubble may **not be placed along streets**.

7.5.5 Communal property must be treated with the same respect as private property.
Dumping of garden refuse or waste in **communal areas or grazing fields** is prohibited.

Violations may result in fines and recovery of removal costs.

7.6 BUILDING ACTIVITIES

The full set of **Building Rules and Regulations** is available at the Central Office.

Building plans must be approved by:

- the **Kranspoort Technical Committee**, and
- the **Steve Tshwete Local Municipality**

before any building activity or structural alteration may commence.

The Technical Committee ensures compliance with **architectural and aesthetic requirements**, while the Municipality ensures compliance with **engineering standards and boundary regulations**.

The building rules apply to:

- completed structures
- structures under construction
- structures in planning
- structural additions

7.6.1 No caravans, tents, camping equipment, or temporary structures may be erected without written approval from the Operational Manager.
Such structures must be removed once construction is completed.

7.6.2 Building projects must be completed within **24 months**.
Extensions may be granted by the **Operational Manager and Technical Committee**.

7.6.3 Rehabilitation of the property must be completed within **30 days** after construction.
All surplus building materials must be removed or stored out of sight.

7.6.4 No permanent **workers' accommodation** may be erected on any property.
Adequate **toilet facilities for workers** must be provided.

7.6.5 Wendy houses must be placed **out of public view** and must comply with municipal building regulations.

7.6.6 Washing lines must be installed **behind screening walls**.

7.6.7 Unsightly equipment must be stored **out of sight**.

7.6.8 Dumping building rubble on **neighbouring properties** is strictly prohibited.

7.6.9 Building materials may not be stored on pavements without written permission from the Manager.
Permission will be limited to **three months**.

7.6.10 Delivery of building materials may only take place **between 07:00 and 18:00**.
Heavy vehicles may not enter Kranspoort after **17:30** unless special permission has been granted.

7.6.11 Building activities may only occur:

- Monday to Saturday
- between **07:00 and 18:00**
  No building work is permitted on **Sundays or Christian holidays**.

7.6.12 Workers must:

- Be always supervised
- Be transported to and from building sites
- Not walk freely around the village
- Use designated toilet facilities
- Ensure cooking fires are controlled and contained

7.6.13 All building waste must be **removed daily**. Burning waste is prohibited.

7.6.14 In the event of boundary disputes, KEK may appoint a **registered surveyor**.
If the owner is found to be incorrect, the owner will be liable for the survey costs.

7.6.15 Corrugated iron or metal roofs and walls must be painted in **approved colours**.

7.6.16 Kranspoort **Fire Prevention Regulations** apply during building operations.
Owners responsible for fires will be liable for **firefighting costs**.

7.6.17 Building contractors must receive a copy of the **Management Rules** before commencing work and must ensure full compliance.

7.7 SECURITY

The **Security Committee** oversees all security matters within Kranspoort.
A **24-hour manned security service** operates at the entrance gate.
Security officers may deny entry if security procedures are not followed.

Officers may inspect vehicles to prevent:

- illegal pets
- poaching
- theft of property

7.7.1 All residents must register with the **FA / BCS access system** for entry and exit.
Visitors may obtain **barcodes** for access.
The visitor register remains available as a backup.

7.7.2 All workers must sign in and out at the gate and receive **security identity cards**. Workers may not enter Kranspoort on foot.

7.7.3 Personal security of property and persons remains the **responsibility of owners and tenants**.

7.7.4 Right of access to Kranspoort is **reserved**.
Any person who obstructs or threatens a security officer is guilty of an offence.

7.8 ENVIRONMENTAL CONTROL

The **Environmental Committee** monitors environmental protection within Kranspoort.

<u>This includes the protection of:</u>

- wildlife
- birds
- indigenous vegetation

Recommendations for disciplinary action may be submitted to the Board.

7.8.1 Trees and Shrubs

Only **indigenous trees and shrubs** may be planted.
No tree or shrub may be removed without written permission from the Manager.

<u>The Environmental Committee maintains lists of:</u>

- invasive plants
- prohibited species
- plants requiring removal

7.8.2 Wildlife

Wildlife existed in Kranspoort before human settlement and must be protected.
No person may intentionally frighten, chase, or disturb wildlife.
Night driving with spotlights is prohibited without permission.
Feeding wildlife must be done responsibly.
Feeding **monkeys, baboons, or pigs** is strictly prohibited.
Animals that become dangerous may be destroyed.
Game feed must be purchased through the **Kranspoort office** to prevent weed contamination.

7.8.3 Soil, Stone and Wood

No person may remove soil, sand, stone, wood, or other natural materials belonging to KEK without written permission.

7.8.4 Firearms

No person may discharge any firearm, air rifle, bow, crossbow, or similar weapon within Kranspoort unless authorised by the Board for wildlife management.

7.8.5 Fireworks

Fireworks are strictly prohibited within Kranspoort due to fire risk and wildlife disturbance.
FIREWORKS ARE COMPLETELY PROHIBITED WITHIN KRANSPOORT
Violators will be fined.

7.8.6 Firefighting

The Veld and Forest Fire Act (Act 101 of 1998) applies.
The Kranspoort **Firefighting Team** consists of officials, workers, and volunteer members.

<u>The Manager and Fire Chief must ensure:</u>

- membership of the **Fire Protection Association (FPA)**
- cooperation with neighbouring farms
- annual firebreak creation
- training exercises
- maintenance of firefighting equipment

<u>Owners must:</u>

- report fires immediately
- maintain firefighting equipment
- keep properties free of combustible debris

Burning of refuse or veld fires is prohibited.

Arson is a **serious criminal offence** and will be reported to the **South African Police Service**.

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8. SECURITY MEASURES AND ACCESS CONTROL

Security measures governing access to Kranspoort apply to:

- people
- vehicles
- animals
- goods including luggage

8.1 Access control is managed by **designated security personnel**.

8.2 Security officers may:

- deny access
- search vehicles
- verify identities
- record visitor details

8.3 Residents must register with the **barcode access system**.
Visitors must obtain barcodes from the resident they are visiting.

8.4 Workers / Contractors

Workers must:

- register at the administrative office
- be linked to a responsible owner
- be transported to and from the gate
- work only between **07:00 and 18:00 (Monday–Saturday)**

Emergency contractors may work outside these hours only with permission.

9. ANNEXURE: PENALTY AND FINE CLAUSE

Fines are imposed in accordance with paragraphs **2.4 and 6** of the Management Rules.

Offence	Minimum Fine	Maximum Fine	Reference
General management rule violation	R1,000	Equivalent to 1 month's levy	Para 2.5
Pets and farm animals	R1,000	R1,500	7.1
Fences and screening	R1,000	—	7.2
Right of entry violation	R1,000	R1,500	5
Continuing offence	R200 per month	—	6.9
Noise and disturbances	R1,000	R1,500	7.3
Traffic violations	R500	R1,500	7.4
Waste removal violations	R500	R1,500 + costs	7.5
Building rule violations	R500	R1,500	7.6
Security violations	R1,000	R1,500	7.7
Environmental offences	R1,500	R1,500	7.8
Fireworks	R1,500	—	7.8.5
Arson	R1,000	R1,500	7.8.6