

ORIENTATION GUIDE



Estate Living

HOA Management Team

A key characteristic of Estate living is the existence of the Homeowners' Association (HOA), of which all Owners are required to become a member. The HOA sets Rules and regulations, essentially designed to protect the Estate and its assets and keep the peace amongst its Residents.

Rules are there to regulate conduct between neighbour's and, as necessary, must be restrictive to take into account the cumulative rights of use and enjoyment of the Estate by all its Residents.

Residents must understand the need for the Rules and comply with it voluntarily. Neither the Board nor the Estate Staff is in a position to police the community so let's make this community a functional and respectful community.



Estate Manager
Charles Sturgess



Administrator
Malani Reddy

Let's keep in touch

estatemanager@hawaanho.co.za

reception@hawaanho.co.za

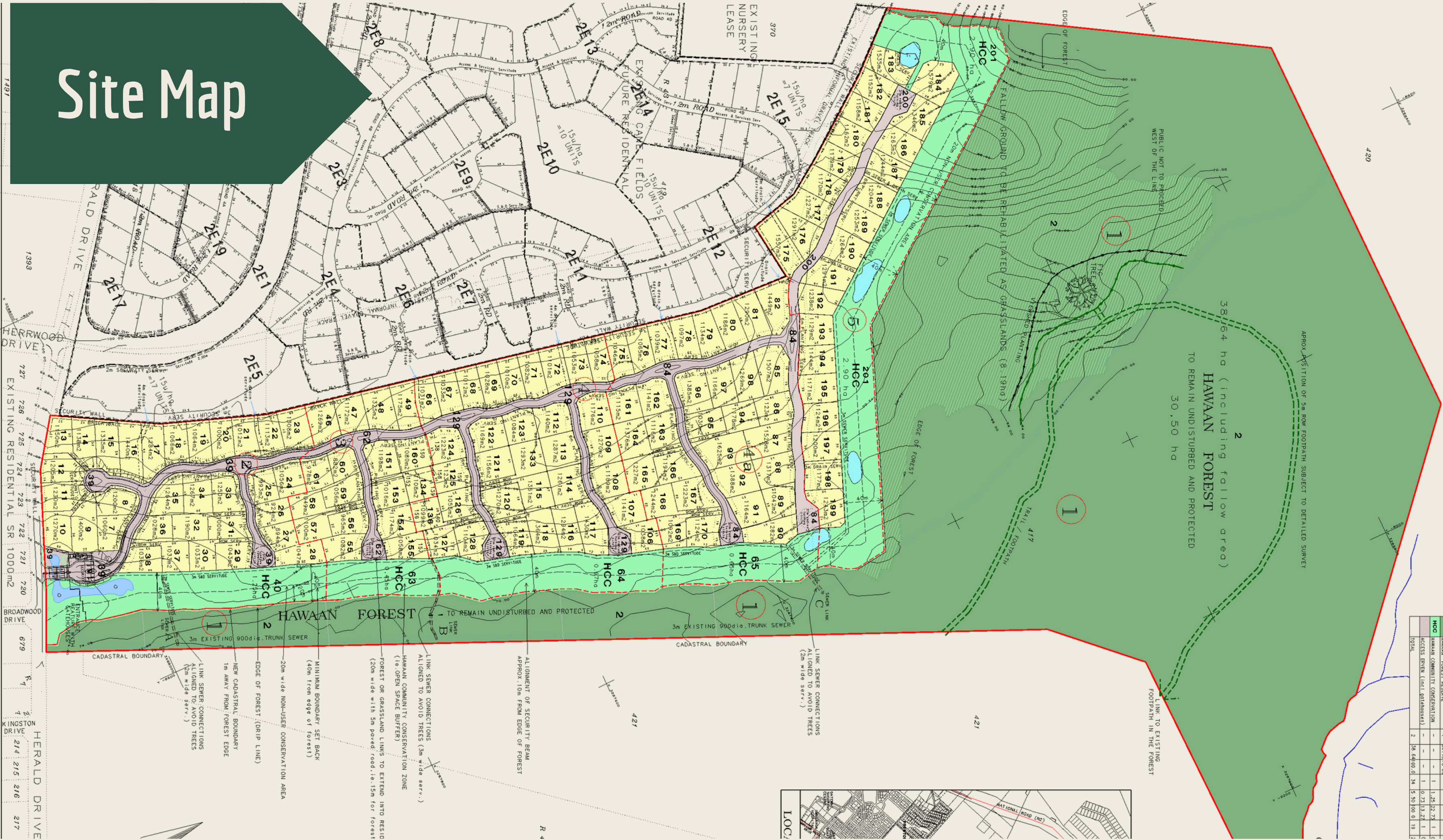
security@hawaanho.co.za

Tel: 031 561 3515

Sms Number: 060 571 7552

PROPOSED ERVEN 2-201 OF
 ERF 1 HAWAIIAN FOREST ESTATE REG. DIV. FU.
 (formerly Portion 417 of the Farm Lot 31 No 1560 Reg. Div. FU.)

	PHASE 1	PHASE 2	PHASE 3
LAND USE	No of AREA of Sites (ha)	No of AREA of Sites (ha)	No of AREA of Sites (ha)
583 (FRIENDLY SITES & MINI SIMS)	-	32	5,52,64,00
RENEW GRASSLANDS	1	0	19
REMAIN FOREST RESERVE	1	0	19
HCC	1	0	19
HABITAT COMMUNITY CONSERVATION	-	1	0
ACCESS ERYEN (Inc. & others)	-	1	0
TOTAL	2	34	19



Hawaan Forest Conservation Trust



There are 4 trail signs to the entrance areas:-

Entrance at the HOA entrance/exit gate called "Bulbul Trail".
Entrance down in Python Place down the embankment called "Francolin Trail".

Entrance off Entrance No. 2 called "Forest to River Trail".

Entrance up in Python Place called "Hadedea Trail".

The safety of the Residents is our number one priority.

Below are the most distinguished security protocols and procedures currently in place.

Control room:

We have control room operators 24/7. The control room undertakes the following:

- CCTV monitoring, including access boom gates and turnstiles.
- Patrols: The estate is continuously patrolled, with an on-site perimeter foot patrols 24/7, reaction vehicle of a golf cart and arm reaction in an event of emergency

Access control: Access to the estate is managed extremely tightly.

This includes:

1. Biometric registration (Residents, Guests (Staying Over), Domestic workers, and Contractors.
2. Visitor/ delivery management using access codes (My Estate Life).
3. Secured boom gate control.
4. Turnstile access for all Domestic workers and Contractors.
5. Contractors are access controlled onto a working hours schedule.
6. CCTV monitoring all ingress and Egress traffic.

MARSHALL SECURITY



security@hawaanhwa.co.za

Tel: 031 561 3515 (Opt. 2)

Sms Number: 060 571 7552

My ESTATE LIFE

How to Register

Step 1 : Download the app

Select your phone model



Search for "My Estate Life" in the App store
Then download or Install the app below



My Estate Life
Lifestyle

App store



This icon



Search for "My Estate Life" in the Play store
Then download or Install the app below



My Estate Life
Lifestyle

Play store

This icon



Search for "My Estate Life" in the App Gallery
Then download or Install the app below



My Estate Life
Lifestyle

App Gallery

This icon



Step 2 : Register a profile



Click on your profile to
update your info or add
info about your car/s



Step 3 : Add a property

Hawaan Forest Estate

Estate Identifier

HA38D954E7



Press "Manage my
properties" under Profile
Or Add Property on the
home screen

Manage My Properties

Scan this estate identifier
when prompted to in the
process.

Select your address and
complete the property
registration.

Step 4 : Await Approval

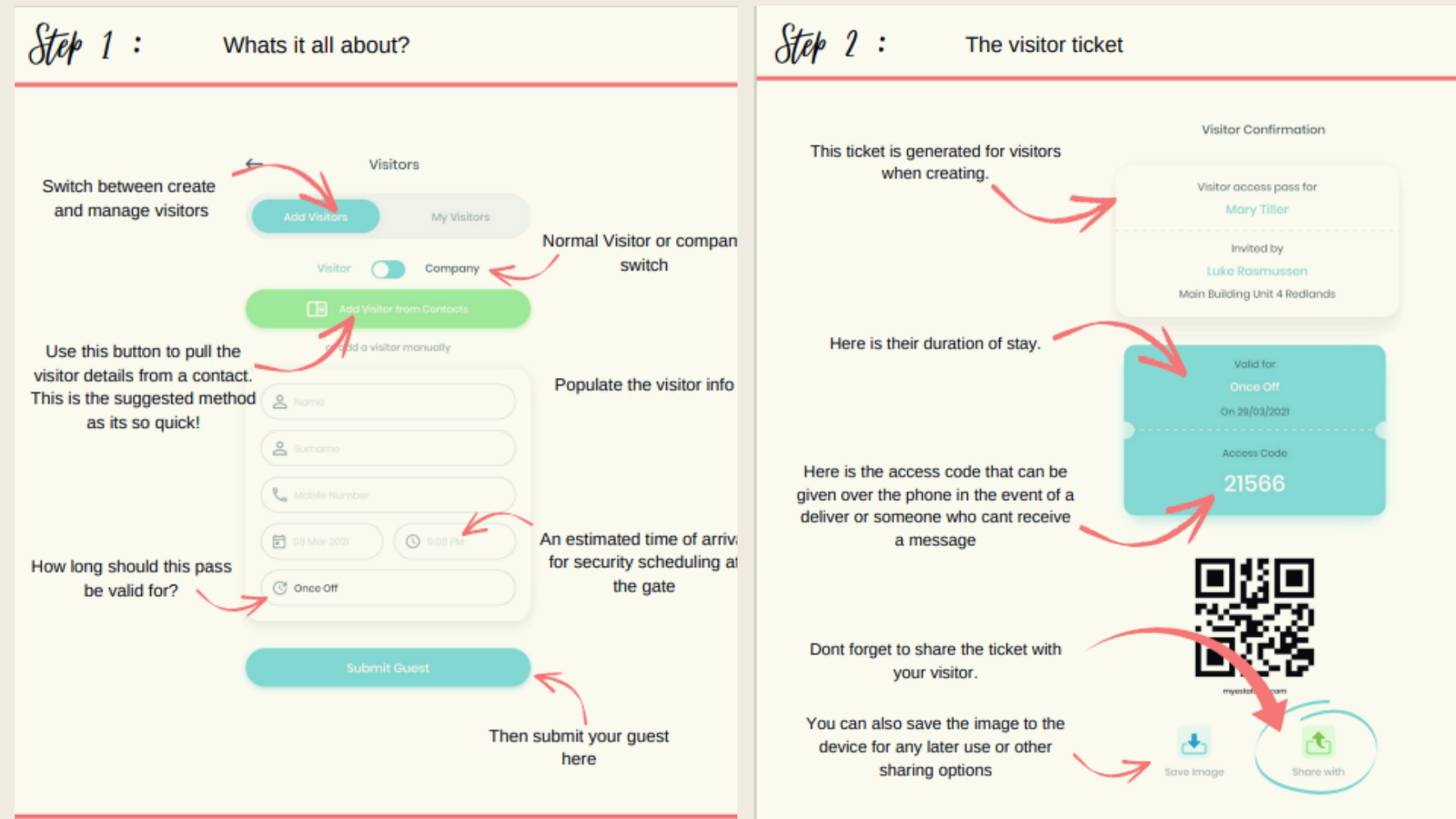


Your profile will need to be approved by the
estate management team in order to gain access
to the app.

Integrated
Bluetooth and QR access
control in app

QR Code at the Entrance & Exit:

The QR code is linked to the Boom Gate, allowing Residents to easily enter/ exit the Estate using the MEL App



Visitors/ Deliveries

Open the MEL App, select your contact or punch in the details. When they arrive they will present the code to Security, who will validate their id and allow access. You will recieve a notification when your visitor/ delivery arrive or leave the Estate.

Estate Communications

Estate Notifications/ News are easily sent by the HOA Office/ Security to Residents through the My Estate Life App e.g. Dear Residents, Please note DSW is onsite. Kind Regards HOA Office

The Communications are viewable on the App and also sent to the Residents email.

Helpful Tip:

When adding a company like "Mr Delivery" or "Takealot" use the company function and if you are unsure on the arrival date then use the duration of visitor to allocate a period to the courier service

Note:

Your visitor/ guest/ contractor to present a valid driver's license at the entrance gate to enable the guards to scan both vehicle and driver's license.

General / Common contraventions

Post Box:

- We have designated post boxes available for residents. If the Estate Agent and / or Owner provides you with a key, we can point out where these post boxes are. If they are unable to provide a key, the HOA Office can arrange for a locksmith to change the key which will be invoiced to your account. The HOA Office sorts the post weekly , kindly check your mailbox.
- The postal address would be as follows:-
Your Name & Surname
Your Street Address
Hawaan Forest Estate
Umhlanga Rocks
4319

Speed Limit:

- Residents are reminded that the speed limit in the Estate is 30km per hour.
- Please ensure that you adhere to the speed limit at all times to prevent any potential danger, injury or death to a resident, child or animal. Please remind your regular Contractors of our Rules; you're ultimately responsible for their behaviour.

Pets:

- Strictly no pets allowed

Functions:

- The HOA Office requires notice in advance of any functions that you may wish to host.
- This allows us enough time to notify your neighbour's and to arrange for parking on a close by vacant plot.
- For functions of 25 and more guests, an additional guard is required due to the strain it places at the main gates. The guard will be in place for the duration of the function. 50+ guests will require two guards.
- The HOA Office will invoice you directly for the guard/s.

Refuse Collections

- Refuse collection day is on Wednesdays, unless otherwise communicated.
- The HOA Office sends weekly notifications when DSW & the Recycle truck are on site.
- No garbage or garden rubble may be left outside the property at any time, especially overnight, except for collection on date of collection.
- Domestic Refuse need to be in EtheKwini black bags.
- Garden Refuse need to be in EtheKwini blue bags.
- Recyclables need to be in EtheKwini Beige/ Orange Bags.
- Please ensure the bags are place in the green/black wheelie bins.
- 1 x Refuse and 1 x Recycle pack of bags can be collected once every 3 months from the Security Control Room.
- DSW will not remove any bags that do it if it's not an EtheKwini bag.

BUILDING PERIOD

Vacant Plot Owners kindly be reminded of the following in accordance with your Sale Agreement and building process :-

1. Plans are required be submitted within XX months from date of transfer, failing which penalties become applicable.
2. Once the plans have been reviewed and approved, a site handover will take place with the Owner, Architect, PA, Contractor and the HOA.
3. Requirements for the Handover will be communicated via the PA, prior to the handover and the Construction may commence once the site has been handed over.
4. Construction must be completed within the timeframe stipulated in the Sale Agreement, failing which penalties become applicable.
5. PA is required to submit all outstanding documents/ plans/ certifications and request for a site completion.



Accredited Contractors/ Architects

We have an accredited list of Building Contractors and Architects to be used for the building process (Details below).

Architects

Kevin Lloyd Architect

Contact number: 031 764 7535

Email : kevin@kevinlloydarchitects.co.za

Bloc Architects

Contact number: 031 566 3320

Email : brandon@bloc.archi

Patrick Ferguson Architects

Contact number: 031 564 7984

Email: admin@fergusonarchitects.co.za

Contractors

Lamic Construction

Name: Lance

Contact number: 0833256755

Email: lancewaberski@telkomsa.net

Ucon

Name: Lenny

Contact number: 0828511370

Email: lennygovender12@gmail.com

R&I Construction

Name: Rishi/ Aatish

Contact number: 0315392274

Email: admin@riconstruction.co.za

ADD Construction

Name: Ryan

Contact number: 082 633 1446

Email: ryan@addconstruction.co.za

Colarossi

Name: Riccardo

Contact number: 0847717200

Email: riccardo@colarossi.co.za

Marvin Projects

Name: Leslie

Contact number: 0828566964

Email: twinbuilders2@gmail.com

Note: All plans are to be approved by the HOA prior to the construction/ installations.
Plans are to be submitted to the HOA on a Monday before 12H00, to be reviewed by the HOA Architect on a Tuesday.

OFFICE HOURS

Monday – Thursday

07H00 – 16H30

Friday

07H00 – 16H00

Weekends/ Pubic Holidays

Office is closed

Resident Name:_____

Signature:_____

Date:_____

