



**Onverwacht Home Owners Association
Onverwacht Estate
P O Box 682
Wellington
7654**

**Tel: 021 873 3400 (Marise @ Pinnacle Property)
Email: office@onverwacht.co.za**

09 mei 2017

ONVERWACHT SECURITY BRIEF

Dear Owner / Resident,

First of all the committee would like to emphasize that Onverwacht is not classified as a Security Estate and therefore the OHOA can not be held liable for any security breach that occurs. Each and every household is responsible to ensure you have your own security system in place for your own protection. At present Baron security has a special offer of R200 per month for owners and residents of Onverwacht. They can take over an existing security system (if you own it) or install a new system. Send an email to security@onverwacht.co.za if you are interested.

The OHOA has however put measures in place to improve security and minimize our risk at Onverwacht Estate for the benefit of all residents. These security efforts are to be seen as a deterrent only and not a 100% fool proof security system.

We have also appointed Baron Security for access control at the entrance of Onverwacht Estate to ensure that only residents or persons who have permission can enter the Estate. Baron staff will do regular day and night patrols within the estate by foot as well as by armed response vehicle.

We have previously installed security beams around the perimeter of Onverwacht Estate, as a first line of defence against any unwanted breach into Onverwacht. The perimeter beams are monitored by the Baron Guards at the entrance. In the event of alarm activation, they will respond immediately to the section breached as well as call the dedicated Baron armed response vehicle in Wellington for assistance.

As in any Community Estate, there must be Procedures, Rules and Regulations to keep Order and Discipline as well as to ensure a Harmonious and Friendly atmosphere.

1. Vehicle Access (Discs are available from Security Committee member)

- All resident vehicles entering Onverwacht are to have a Red Onverwacht Disc displayed on the front windscreen in such a position that the guards can see it at a distance, preferably left side.
- All resident vehicles entering or exiting are to have a fully operational remote control to activate the boom or gate.
- All residents that receive regular visitors e.g. family members or friends, may request a Blue Onverwacht permit from the security subcommittee. The relationship and contact details of the intended recipient as well as frequency of visits need to be provided. The Security Subcommittee will determine the validity of your request before supplying a permit. A maximum of 3 blue permits will be issued to a household. Additional permits may be requested with a motivation and will only be issued under special circumstances. This blue permit must be displayed on the front windscreen, preferably on the left side for ease of visibility at the gate. Applications may be submitted to security@onverwacht.co.za
- Visitors with a blue disc visibly displayed on the windscreen may drive up to the boom / gate. In this case the resident will not be called and the guard will activate the boom / gate to allow entrance or exit should the regular visitor not have a remote.
- All vehicles without either a red or blue Onverwacht Disc visibly displayed on the front windscreen will be treated as a visitor and will need to park in the visitor parking.

**Chairman: Frik Bosman, Vice Chairman: John Gallowitz, Treasurer: Ollie van Schalkwyk, Secretary: Cor Uys
Member: Uwe Pey**

- All other (“foreigner”) vehicles, be it visitors, deliveries, repair companies, removal vans or estate agents, are to pull off left at the demarcated parking before reaching the gate. A guard will approach the vehicle and the driver will inform the guard whom they wish to visit. The guard will call each of the programmed number(s) of the resident(s) of that house three times to get verbal permission from the resident. If permission is granted, the vehicle can enter. If no permission is granted, the vehicle can not enter.
- No Access will be granted to any person if the resident is not at home. If you require a delivery, repair or agent to have access to your home while you are not there, please make arrangements with your neighbour or another resident to allow access at your own risk. The visitor needs to provide the details of your designated person and that person must be aware of your arrangements.
- No parcels or deliveries will be accepted or stored at the guard house at the entrance.

2. Domestic and Garden Workers Access

- All domestic and garden workers are to supply an ID copy to be kept at security for record purposes.
- All domestic and garden workers are to sign in at the security entrance and will receive a security tag, which must be displayed at all times while inside Onverwacht.
- All domestic and garden workers must return the security tag each day when exiting Onverwacht.
- Residents giving domestic or garden workers food, clothing or any other household items to take with, must please give an accompanying letter of permission, as bags of all domestic and garden workers will be subject to a search on exiting. This is to ensure that valuable items of residents will not be carried away without being detected.

3. Constructor and Builders Access

- The owner is to register any building prior to commencement of any construction on site (see the Construction Document for details), provide a start date of project and date of completion to the Committee, so security measures and controls can be put into place.
- The owner is responsible to ensure that each subcontractor is aware of and complies with the rules.
- Each subcontractor is responsible to ensure that each of the employees is aware of the rules on site (see the Construction Document for details).
 - A list of names and ID numbers plus copies of ID documents of all staff (management, drivers and labour) entering the Estate needs to be filed at the entrance security booth for record purposes.
 - A list of names and ID numbers plus copies of ID documents of construction staff need to be presented at the gate every day before staff will be allowed to enter.
 - This list and ID copies will be returned when the staff leave the estate.
 - A “no ID no entry” policy will be enforced.
- The registration number of the vehicle transporting construction staff entering and exiting Onverwacht must be provided to security for record purposes.
- All construction staff must check in at security each day before entering Onverwacht and will be supplied with a security tag that must be displayed at all times.
- All construction staff must check out and return the security tag at security each day before exiting Onverwacht.

- The constructor must provide water and ablution facility's on site for his staff as per the requirements in the Construction document.
- The constructor is responsible to ensure his construction staff stay on the building site and do not roam around in Onverwacht.
- The constructor is responsible to liaise with security for expected deliveries of building materials and supplies.

4. Parties or Functions

- Any resident expecting a large number of visitors or guest for a party or function is to inform the committee in advance.
- To ease congestion at the entrance, to facilitate a smoother entrance and to plan for parking, we request the resident to supply the committee with the following info:
 - Type of function – so we can inform other residents if required as a courtesy.
 - House no. – Date of function - Start time – End time of event.
 - Estimated no. of vehicles
 - Estimated no. of guest
 - Names of guests for ease of entry.
- If needed, the committee may be requested to grant temporary parking which permission will not be unreasonably withheld. The committee will inform the entrance guards, who will coordinate the entry and exit for this function.

5. General Security

- Should any resident observe anything or anyone suspect or out of place in or around Onverwacht, day or night:
 - First call the security at the gate and give them the information so that they can react immediately and investigate,
 - Residents may also contact the Committee Member on Duty (0766211194) to report the matter.
- Should any resident feel threatened by an intruder on your property or in your home:
 - First inform your own security company or the Wellington police,
 - Then call the security at the gate and give them the information so that they can react immediately,
 - Then inform the Onverwacht Neighbourhood Watch group.
- Residents who wish to be aware, may ask to join the Onverwacht Neighbourhood Watch WhatsApp group. Residents who prefer to remain ignorant may also exercise their freedom to choose and not join.
- **Please note** that the Onverwacht Neighbourhood Watch on WhatsApp has a rule that only immediate security related communication may be communicated on the group. Only when you and/or your family feels in danger in your house or on your property, and secondly, when there is a fire threat, may you use the ONW. NO OTHER CONVERSATIONS WILL BE ALLOWED ON THIS GROUP. Any other communication will result in the transgressor being removed from the group immediately.
- Residents are NOT allowed to visit the guardroom and make any arrangements regarding security matters. Always contact the Committee Member on Duty (0766211194) or the Security Committee Member.

- For other security related enquiries, please send an email to security@onverwacht.co.za

Please keep a copy of this document handy for easy reference.

Should anything be unclear or additional information is required or if you have any suggestion for improvement of security, please send an email to security@onverwacht.co.za.

Thank you,

OHOA Committee

COMMUNICATION WITH COMMITTEE AND MANAGERIAL AGENT

1. COMMITTEE MEMBER ON DUTY: 0766211194
2. Security – security@onverwacht.co.za

IMPORTANT EMERGENCY TELEPHONE NUMBERS

1. Guard Room Onverwacht: 0716807658
2. Police Sector: 0824691502 – Vehicle 0825223179 - HQ
3. Police Wellington: 021 8648440
4. FIRE BRIGADE: 0218076320 (Wellington) 021 8722323 (Main Control Room Paarl)
5. SPCA: 021 8641191
6. Municipality: All services: 021 8731121
7. Paarl Medi Clinic: 021 807 8000 ER 24: 084 124