



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

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12 June 2019

Dear Resident,

EMPLOYEES NOT LIVING ON THE ESTATE

Please note that, in accordance with Onverwacht Estate security rules, the following access control measures for any employee not living on the Estate will be implemented effective 8 July 2019 or a date shortly after this if unforeseen circumstances delay the process.

- Each employee not living on the Estate will be issued with an Onverwacht ID card displaying:
 - His / her name and surname
 - House/s registered for
 - Head-and-shoulders photo (ID style).
- Each employee with an Onverwacht ID card will be scanned in when they enter and scanned out when they leave the Estate.
- Any employee not in possession of an Onverwacht ID card will be subjected to the normal procedure for visitors. The resident will be called in order to receive permission that the person may enter. Failure to receive confirmation from the resident will lead to access being denied to the employee.
- A photo of each employee will be taken at the guardhouse during the last week of June. The first batch of ID cards will be printed and delivered in bulk.
- The cost of the first batch of ID Cards for current employees will be covered by the OHOA.
- Any lost card that has to be replaced and / or cards for new employees starting thereafter, will be subject to payment for both the card as well as delivery cost. This will be for the employer's account. The current cost related to this is R15 per permit plus courier costs and will escalate at the rate charged by the supplier.

The following is required from each employer:

- 1) Please complete the attached form for each employee in your employ who is not living on the Estate.
- 2) Hand in this form at the guardhouse no later than **12:00 on 24 June 2019**.

A copy will be kept on record by Dogs and All.

Once the ID cards have been issued, it will abolish the process of the guards calling for permission each morning before allowing your employee/s onto the estate.

We believe that this will help to make Onverwacht a better place for all who live here.

Thank you very much for your cooperation.

Yours sincerely,

Committee

**Chairman: Frik Bosman, Treasurer: Ollie van Schalkwyk,
Members: Etienne Boeke, Mitzi Allen, Stefan Hartmann, Uwe Pey**