

Woodhill Lavender

ACCESS CONTROL POLICY

Overview

The purpose of physical access control is to ensure the personal safety and security of the residents of Woodhill Lavender. Great emphasis is placed on boundary wall security, poor physical access control at the main gate of the estate could result in the gate being a serious security risk. The success of the access control process is therefore dependent on the cooperation of all residents of the estate.

1. Scope

This policy applies to all residents of the estate and governs physical access at the main Woodhill Lavender gate for motorised vehicles and pedestrians. Physical access involves the use of proximity tags, remote control devices and biometric fingerprint access.

2. Definitions

- 2.1 **Access Control** – Control of entry and exit at the main gate of the estate.
- 2.2 **Access Control Device** – Refers to proximity tag (*tag*) or battery operated remote control device (*remote*) to operate the boom at the main gate. Fingerprint or biometric access is used at the pedestrian gate.
- 2.3 **Access Registration form** – This document is completed by new and existing residents to request access to the estate or to maintain existing access.
- 2.4 **Resident** – any person or a member of his/her family who occupies a unit in the estate on a permanent basis (*a period not less than six months*), has a valid driving licence and a vehicle parked overnight in the estate.

3. Policy

3.1 **Residents** – access control devices are only issued to residents of the estate (*read 2.4 above*). Access control devices for non-residents will be issued at the discretion of the Directors of the estate.

3.2 Access Registration

3.2.1 **New Residents** - new residents must complete an access registration document to apply for access to the estate. New residents may only use existing tags or remotes from previous owners once these have been reprogrammed for the new resident.

3.2.2 Existing Residents – existing residents must complete an access registration document to have tags, remotes or fingerprints removed from or added to their access profile.

3.3 Limit on number of access tags or remotes – a maximum number of three (3) tags or remotes in total, are allowed per unit. Residents may apply to the Estate Manager to have additional tags or remotes assigned to them. Additional tags or remotes will be issued at the discretion of the Directors of the estate.

3.4 Inactivity – tags or remotes which are inactive for longer than one month will be cancelled.

3.5 Cost of tags / remotes – tags and remotes are for the cost of the resident. Repairs to remotes, including batteries, are for the cost of the resident. Residents will receive no refund for returned tags or remotes.

3.6 Lost tags / remotes - lost or stolen tags and remotes must be reported to the Estate Manager immediately.

4. Responsibilities

4.1 Residents – are responsible for the tags or remotes registered and issued to them. Residents must return unused tags to the Estate Manager and may not loan tags or remotes to any non-resident. Residents moving from the estate must return all tags and/or remotes to the Estate Manager.

4.2 Residents – may not leave tags or remotes with the security guards at the gate to be passed on to people wanting to access the estate. This could cause a security breach at the gate for which the offending resident will be held accountable.

4.3 Residents – wanting to return tags or remotes, must hand these devices to the Estate Manager in person and may not leave the devices with security at the gate.

4.4 Residents – must ensure the Estate Manager is notified via access registration form of changes in the employment of domestic workers, gardeners etc. The biometric access for these workers must be kept up to date to ensure no security risk is created.

4.5 Woodhill Lavender Home Owners Association – The H.O.A will endeavour to maintain the privacy of all personal information supplied by the residents.

5. Sanctions

Any resident found guilty of causing a security breach by not adhering to the Access Control Policy, will be levied with a minimum amount of R 2,000 (Two Thousand Rand).

The HOA Directors reserves the right to disable access control devices which are being abused or illegally used.

6. Arrear Levy

Arrear levy may result in the cancellation of all access control devices issued to the specific resident. The cancellation will be at the discretion of the HOA Directors.