



Horizon Bay Body Corporate - Security Policy - Annexure “B”

SECTION A

1. Management Overview:

The management of the security in Horizon Bay resides with the Horizon Bay Body Corporate, herein referred to as HBBC. This security policy is an extension of the Conduct Rules as filed with the Ombudsman and will be managed, adapted and updated from time to time by the Trustees of the HBBC.

The management and any outsourcing of the responsibilities relating to security is the responsibility of the Trustees and these responsibilities may be delegated to any appropriate contracted third party from time to time.

2. Management Procedures:

- 2.1 At all times the Building Manager takes responsibility for security at Horizon Bay.
- 2.2 There are six main areas of responsibility to be undertaken. Surveillance, Perimeter Monitoring, Guarding, Rapid Response, Access Control and Enrolment.
- 2.3 These six areas of responsibility may be fully or partially outsourced to an appropriate company, control room or service provider chosen by the Trustees who's responsibilities include monitoring the performance of such providers.
- 2.4 Any security related incidents must be reported to the Building Manager or the concierge at the reception desk.

3. Guidelines:

Within the building, security is everyone's responsibility. Residents and visitors to Horizon Bay must remain vigilant at all times, ensure the gates and doors close behind them and not allow entry to the building by unidentified or unknown persons and report lost security remotes & tags immediately.

SECTION B

4 Surveillance:

Horizon Bay has invested in an IP Based Camera System that provides us with motion activated recordings. All people entering the premises will be subject to surveillance whilst on common property. To view any recordings a request must be submitted in writing with valid reasons to the Building Manager which will be subject to trustee approval.

5 Perimeter Monitoring:

Perimeter Access Rules

Tampering with or blocking the building entrances are prohibited. There are two settings for access, vehicle and pedestrian. Vehicle access is only to be used when an authorized vehicle is passing through the booms. Using the vehicle setting for pedestrian access is prohibited.

6 Guarding:

This matter will be revisited from time to time by the Trustees.

7 Rapid Response:

This matter will be revisited from time to time by the Trustees.

As a principle HBBC will elect a single service provider to have access to the building which includes rapid response monitoring arrangements of individual Apartment owners. The elected Rapid Response Company must be used by all Apartments wishing to have their domestic alarm systems linked to a Rapid Response Company.

8 Access Control:

8.1 General rules for Access Control:

- 8.1.1** Access control devices such as vehicle remote controls and pedestrian access tags are the exclusive responsibility of the person to whom they are allocated. The responsibility for loss or theft will remain with the assigned enrollee at all times. Each resident must be in possession of an access control device in order to gain entry to the premises.
- 8.1.2** The number of access control devices per apartment will be limited to the number of parking bays & residents, plus one for a contractor, such as a domestic worker or a letting and estate agent managing the property for the owner.
- 8.1.3** Entry to the building for contractors, service providers, domestic workers, letting and estate agents or any other non –resident will be limited to business hours only, or as approved by the trustees for after hour's access.
- 8.1.4** Access control devices and keys are not to be left unattended in public places or in hiding places such as post boxes. It is highly recommended that residents do not leave their access control devices inside their vehicles. Residents must exercise proper control over their access control devices, to prevent them from falling into the wrong hands and thereby compromising the security of Horizon bay.
- 8.1.5** Tailgating through the vehicle booms must be avoided at all times. Residents are requested to remain vigilant when entering or exiting the premises and should watch the gate close completely before driving away.
- 8.1.6** Residents must remain vigilant of any loitering around the ramps and trying to gain access to the premises via tailgating or by walking through the doors behind the resident.
- 8.1.7** Any suspicious behaviour should be reported to the concierge at the front desk immediately.
- 8.1.8** Emergency services, such as SA Police, ambulance or fire services, will gain access to the premises through the entrances via assistance from the staff or via the rapid response company's assistance. The rapid response company should be called to site immediately in case of any such emergency to assist with access.
- 8.1.9** Neither the concierge at the front desk nor the Building Manager are permitted to receive any keys, remotes, parcels or other items for safe keeping. Arrangements needs to be made between the owner of the unit and or the Estate Agent/Agency and or Tenant.

8.2 Disclaimers:

- 8.2.1** All persons shall enter the Common Property and the building, at their own risk and shall make use of the Common Property and common amenities at their own risk. No person shall have any claim against the Body Corporate of whatsoever nature arising from such use, or for anything which may befall a person during the course of such use, whether human or animal, natural phenomena or other occurrence. The Body Corporate shall not be liable for any injury, loss or damages of any description which any person may sustain, physically or to his property, directly or indirectly, in a Section, on an Exclusive Use Area, or on the Common property or when using common amenities.
- 8.2.2** The HBBC shall not be liable for any act done or for any neglect on the part of the Body Corporate or any of its Trustees, employees, agents or contractors.
- 8.2.3** The HBBC shall not be liable for damages, loss or non-delivery of goods or postal matter to an Owner or Occupier.
- 8.2.4** Residents shall also bring these regulations to the attention of their visitors, guests, contractors and workers.

9 Enrolment:

General rules for Enrolment:

Access control devices will only be activated for residents residing in the building. Week day activation requests will be attended to on the same day if notification is received before midday, otherwise remote activations will be done by noon of the following day. Should you require access on a Saturday, Sunday, Public Holiday OR if a Public Holiday fall on a Monday then please NOTE these activation requests must be received by no later than midday on the preceding Friday. All prospective non-residents including owners and representatives for owners such as rental agents are warned to take this into account. Enrolment will only be done along with a valid form of photo Identification document.

- 9.1** The enrolment process will require either a copy of the lease agreement or a written confirmation from the unit owner of the lease agreement along with its duration. Access to the building will be activated on the first day of the lease and be suspended on the last day of the lease agreement. Appointment for enrolment can be made by completing the “Horizon Bay - Security Enrolment Application Form” which can be obtained from the Managing Agent.
 - 9.2** All new residents and visitors staying over are required to complete the Resident Checklist with the concierge at the reception desk when entering the premises. The Resident Checklist must be completed, signed and a tour conducted by the concierge on duty before access will be granted.
 - 9.3** Should any access device not be activated as prescribed in paragraph 9 and the Building Manager or the concierge at the reception desk be approached for whatsoever reason a R300 handling admin fee will apply.
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