



HORIZON BAY BODY CORPORATE – VISITOR PARKING BAY PROCEDURE

- ANNEXURE “D”

1. Management Overview:

The management of the security, relevant to the visitor parking bay procedure in Horizon Bay, resides with the Horizon Bay Body Corporate, herein referred to as HBBC. This procedure 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.

A visitor parking bay is defined as an allocation for a short term visitor/guest visiting a resident in Horizon Bay. Please be aware that visitors parking bays are only allocated for a period of 2/3 days. Should an owner request a visitor bay for an additional vehicle, he/she may enquire to rent such a parking bay from the HBBC, which will be applicable for a short term period only.

2. Management Procedures:

These matters will be revised from time to time by the Trustees.

Motor vehicles of visitors may only be parked on such areas as are specifically demarcated for that purpose. Where parking areas are demarcated for visitors, such areas may only be used for visitors parking and under no circumstances may any owner or any member of their families park their vehicles in such areas;

3. Disabled OR Wheelchair Parking Bays:

- 3.1 Wheelchair Parking Bays & Disks are for persons who use wheelchairs and drive themselves or who are transported in a vehicle.
- 3.2 According to SANS 10400 of the Building Regulations Part S, Horizon Bay has provided 1 (one) Disabled Bay in the Basement for the Commercial Section and 1 (one) Disabled Bay on Ground Floor for the Residential Section. These parking spaces are identified by a blue sign showing the international blue symbol for disability, which is also clearly PAINTED IN yellow DB 15 & DG 96 on the floor surface.
- 3.3 Any disabled person may use these bays if they have a legal disabled disc clearly displayed in their windscreen.

4. Visitor Parking Bays:

Motor vehicles of visitors may only be parked on such areas as are specifically demarcated for that purpose. Where parking areas are demarcated for visitors, such areas may only be used for visitors parking and under no circumstances may any owner or any member of their families park their vehicles in such areas;

- 4.1 Visitor Parking Bays can only be used by a guest visiting a permanent resident in the building. These parking spaces are located in the Basement & P2 Parking Level for the Commercial & Residential Section and are clearly identified and painted either in YELLOW for Visitor Retail (VR) OR WHITE for Visitor Residential (VR) on the floor surface.
- 4.2 Enquire at the Reception desk (071 546 7463) if a visitor parking bay is available 24 hours before arrival in order to activate the remote for the visitor/guest.



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- 4.3 The concierge/security officer will allocate a visitor parking bay to your visitor/guest either in the basement or on P2 level.
 - 4.4 The driver of the vehicle must complete the Horizon Bay Visitor Parking Bay Register located at the Reception Desk.
 - 4.5 A R500 refundable deposit must be paid in order to activate the remote by the Building Manager. When the remote is returned in working order (during office hours only) the refundable deposit will be returned.
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