

MILKWOOD ESTATES

CONDUCT RULES

Happy and mutually satisfying community living is achieved when residents use and enjoy their private property as well as the public areas of the Estate, in such a manner that they show respect for the rights of other owners and/or persons lawfully in the Estate, also to use and enjoy our facilities. Compliance with these Rules and the general consideration of all Residents for each other will greatly assist in achieving a happy community.

These Conduct Rules (hereinafter "Rules") have been established by your Trustees in terms of MILKWOOD ESTATES. They are binding on all residents. Purchasers and owners are responsible for ensuring that owners of their families, their tenants, employees of any nature and all invitees comply with these rules at all times. Any owner who has previously made any alteration or change which is not in accordance with these conduct rules will in no way suggest a precedent to be used by other owners/residents.

In the event of annoyance or complaints, the involved parties should attempt to settle the matter between themselves, exercising tolerance and consideration. In instances where problems cannot be resolved, the matter should be brought to the attention of the Trustees or Managing Agent.

In the interpretation of these Rules, the decision of the Trustees is final and binding.

1. Wherever used in these Rules or The Architectural Design Rules, the following words and phrases shall have the following meanings:
 - 1.1 "Estate" shall mean MILKWOOD ESTATES, a Sectional Title Complex which falls under the authority of the Sectional Titles Act
 - 1.2 "Owner" shall mean the owner of any section or sectional title unit in the Estate and as reflected on the Title Deed therefore;
 - 1.3 "Resident" shall mean the owner or occupant from time to time of any property or unit within the area of the Estate and shall include, where appropriate, any other person lawfully on the Estate at the invitation of a Resident.

- 1.4 "Trustees" shall mean the Trustees of the Estate appointed from time to time in terms of the Sectional Titles Act governing MILKWOOD ESTATES;
2. Please note that should any Rule herein conflict with any provision of the Management Rules or the Sectional Titles Act of the Estate, such Sectional Titles Act shall take precedence.
3. The Trustees of the Estate and the Estate in General Meetings are entitled, in terms of the Sectional Titles Act, to vary or modify these Rules at any time.
4. A reference to the singular shall include the plural and a reference to one gender shall include the other.

B- Use of the Streets

The streets of MILKWOOD ESTATES are for the movement of all residents, whether by foot, roller skate, bicycle, motor cycle, car or otherwise. Note that cars are considered to be part of the street environment but not necessarily the dominating factor.

1. The speed limit is restricted to 15km per hour and pedestrians have right of way at all times.
2. The Road Traffic Act, KZN Road Traffic Ordinance and regulations are applicable, save where further restriction is imposed in terms of these Rules.
3. Parents are responsible for ensuring that their children are supervised at all times when at play in the common areas.
4. Engine powered vehicles including, without limitation thereto, motor vehicles, motor cycles, motor tricycles, motor quadrucycles, golf carts, motorised skateboards etc. are not allowed to be driven anywhere except on the streets of the Estate. Parks and sidewalks are off limits to all engine powered vehicles.
5. Parking on sidewalks and on the road is not allowed. Residents must park in their allocated parking spaces. In the event that additional parking spaces are needed then special arrangements need to be made with the affected neighbours.
6. No unlicensed vehicles or drivers will be permitted into the Estate.
7. Adults and children playing with bikes, toys or any other article are to ensure that they are not left unattended, or on the common property roads. If these articles are found abandoned on the streets, and no children or adults are around, then security has the right to impound the article.

C- Good Neighbourliness

An owner shall have the right of the enjoyment, in common with the other Owners, of the Common Land subject to such rules and regulations as the Trustees may implement from time to time.

1. No business activity, hobby or other activity which could or would cause aggravation or nuisance to fellow residents may be conducted, including without limitation thereto auctions and jumble sales.
2. The sound volume of music and/or electronic instruments shall be maintained at a level so as not to be heard on adjoining properties and no person may allow noise levels on their property to be a nuisance to adjoining or surrounding property owners.
3. Any noisy activity, including without limitation thereto lawn mowing, may only be performed between the hours of 07h00 – 17h00 (Monday to Friday) and between the hours of 08h00 – 12h00 (Saturday, Sunday and Public Holidays) provided no unreasonable noise is made. Electric lawn mowers are preferred.
4. Washing must be hung in the courtyard areas, away from public view. Washing shall not be allowed to be hung outside the premises for drying except on wash lines screened as best as possible from the street and neighbours. No washing may be hung on any railing or balustrade whatsoever. Washing line specifications: windy dryer lines at 1.8m tall to be installed in the courtyard, or a position advised by a Trustee.
5. Refuse and refuse bags may not be placed on the sidewalk, and must only be placed in the wheelie bin provided - see section E3 (except if they will be removed within a period of 1 day.)

Black DSW bags - for household refuse ONLY.
Orange DSW bags - for paper/magazine recycling ONLY
Blue DSW bags - for Garden Refuse ONLY.

Refuse bags are to be of an acceptable standard of quality to ensure that the bags do not burst. Personal hygiene goods / feminine products / nappies are to be separately bagged prior to being disposed of.

Refuse bags are to be placed out in front of units for collection on a Monday morning before 07:30. Refuse bags may not be left outside over night, prior to the day of collection.

Orange bags may only be left outside for collection should there be collection service coming into the Estate. Alternatively, it is the onus of the owner to remove the refuse from site.

Failure from Municipality in picking up the bags due to incorrect bags being used, will result in the Estate taking action to remedy the situation and billing the resident in breach for the replacement of bags used and labour of R100

6. All vacant or occupied sections shall be kept in a clean and tidy state at all times, and the cleaning of any refuse or rubble thereon. Residents of properties with Exclusive Use Areas are responsible for maintaining those areas.
7. No owner or occupier may effect any alterations to their exclusive use areas, without obtaining prior approval from the Trustees. This includes, but is not limited to, installation of swimming pools, Jacuzzis and decks.
8. No owner or occupier and no guests or invitees shall be permitted to slaughter any animals or birds, nor allow any lighting of fireworks or discharging of any firearm, pellet gun or paintball gun (sports shooting) within any part of the Estate.
9. No portion of the Common Property shall be subdivided or leased or sold or disposed of in any manner whatsoever, save in accordance with the terms of the Agreement. Occupancy limit: 1 bedroom unit = 2 persons, 2 bedroom unit = 4 persons, 3 bedroom unit = 6 persons, 4 bedroom unit = 8 persons.
10. Residents entertaining people at their homes are to ensure that the noise levels are maintained so as not to be heard by other residents. No loud noise or music is allowed after 10pm on weekends and 9pm on weekdays. Fines will be imposed if disturbances are caused.
11. No hooting is allowed in or around the complex.
12. The MILKWOOD ESTATES access control system is for the use of all residents and visitors in the complex. Residents are to inform their guests of the correct codes and procedures to be used when arriving at the entrance gates.
13. Residents who have domestic workers or contractors who need to gain access into the complex for whatever reason must ensure that they conform to rule 11 as above.
14. Foul language and abusive behaviour towards staff or any persons will not be tolerated otherwise a fine will be levied.

D – Safety and Security

1. No fires are permitted within the common area or streets and driveways. Braais are permitted only in the braai facilities provided.
2. Open flames are not permitted (under or) within 1m of any structure or building. Open flames/braais are not permitted on balconies. All residents are responsible for cleaning up all traces of their activities.
3. Fire hoses and hydrants may only be used in case of emergencies. Hoses may not be used to water the grass, wash vehicles, or spray down walls. An immediate fine will be imposed should a fire hydrant be used for any other purposes.
4. Electronic security beams or any other form of personal security may not interfere with the free movement of security, residents or contractors through common property areas.

E - Ensuring a Pleasing Streetscape

The collective pride of our Estate will depend to a considerable extent on the contribution of every owner in doing his part to create and maintain a neat and pleasing streetscape.

1. Every owner shall maintain their section and Exclusive Use Area in a neat, tidy and proper state of repair and shall forthwith report any damage to the curb or pavement, to the managing agent or Trustee in writing.
2. Any bulky items including, without limitation thereto, tools, equipment, engine and vehicle parts, must be stored in the garage or courtyard area out of public view and screened from neighboring. Accommodation of caravans, trailers and boats are prohibited unless kept inside a garage.
3. No building material or refuse of any nature may be dumped on the common property or sidewalks under any circumstances. All building material or refuse of any nature must be kept in the garage area, out of public view. Littering of any description on the Estate will attract an immediate fine of R250.
4. No Resident may display any signage of any nature on or outside their section without the prior written consent of the Trustees.
5. No resident or occupier may install any frosted / patterned / tinted glass on the external perimeter glass.
6. In the event that an owner/resident/occupant should fail to:
 - 6.1 maintain their section and Exclusive Use Area; or

- 6.2 maintain his garden fences/walls; or
- 6.3 clear any dumping of any nature which has taken place on such sidewalk;

the Estate shall, after 14 days written notice has been given by the Estate to the Owner calling upon them to remedy the breach, be entitled, without prejudice to any rights it may themselves take such remedial action as is necessary and recover the costs thereof from the owner of such property.

- 7. Should the managing agents have to send more than three letters to any one owner within a three month period, pertaining to the section or exclusive use maintenance or refuse removal and the like, where contractors have been called out to clean the unit, the Estate has the right moving forward to automatically have the unit's maintenance done without having to gain consent from the owner. Formal notification of the process and costs associated will be sent to that owner.
- 8. The employees of MILKWOOD ESTATES have strict working times and are paid by the Estate. No resident or tenant is permitted to engage the services of any staff owner for private work during their hours of employment at MILKWOOD ESTATES. This includes during their lunch and tea breaks. Residents or tenants may make use of their services only on weekends or public holidays at their own. The consumables, tools and equipment is the property of the estate and is not for use by owners or residents". Should a staff member be found servicing any units on a private basis during their times of employment, they will be immediately dismissed. The resident or tenant responsible for the work will also receive a fine at the discretion of the Trustees.

F – Pets and Animals

- 6.1 No owner shall be permitted to keep pets on its premises, without the prior written consent of the Trustees of the Estate and subject to compliance with the provisions of this agreement. Pets must be confined in a fenced area and must not be allowed to roam freely all over the Estate. Pets outside the property must be accompanied by an owner and must be on a leash. Any dog mess/faeces must be cleaned up by the owner of the pet.
- 6.2 A maximum of 2 pets per house hold will be permitted. With the exception of rule 6.8 F
- 6.3 Any cats brought into the Estate will be required to be neutered / spayed and must wear a bell.
- 6.4 Size of dogs:
Only small and medium size breeds (Equal to, or below 30cm shoulder height will be accepted. The board of Trustees will, without prejudice and at their sole discretion, have the right to decline any application.

- 6.5 Breed: Those pets viewed as aggressive or that show aggressive tendencies in nature will not be permitted.
- 6.6 All Animals must wear an identification tag with the owners name, unit number and cell phone number.
- 6.7 Any pet found to be a persistent nuisance within the estate, may by way of the instruction of the board of Trustees, be removed from the estate.
- 6.8 The following is a list of offences and the protocol that is to be followed should these offences occur.
- a) Walking dog without a lead: when walking your dog within the estate, a lead is to be attached to the dog and this lead is at all times to be firmly held by the owner.
 - b) Soiling of sidewalk and common property: it is the responsibility of the owners to remove any soiling/ dog mess immediately upon incident. Owners walking their pets should carry a packet of sorts in which to put the doggy doo.
 - c) Barking dogs; As the living conditions within the estate is one of close proximity, should you hear your dogs barking, it is the owners responsibility to take the time to investigate why the dogs are barking and as such bring this to an end. The estate will not tolerate animals that bark persistently.
 - d) Dogs roaming around the estate: all pets should be confined to their respective property. As this is a pet friendly estate, it is understood that pets will on occasion "get out". Should this be the case, please notify the owner of the animal. The owner is to immediately collect the animal and take it home. Pets roaming the estate aimlessly will not be permitted.
 - e) The estate has a total of 54 stands, realizing a small close living community. Should you be experiencing a problem with any pet in the estate, please take the time to address the owner of the pet and explain the problem. More often than not, this will resolve the problem in friendly manner. Those reluctant to discuss the matter with the owner of the offending pet, are to officially lodge a complaint with the management company or Trustees.
 - f) Owners who wish to house any other kinds of pets besides those mentioned above are to apply in writing on a pet permission form. The board of Trustees will, without prejudice and at their sole discretion, have the right to decline any application.
 - g) All pets must have their relevant inoculations

G – Adhering to Architectural Standards & building regulations

1. In addition to any rules or regulations which may be imposed by the MILKWOOD ESTATES , no new dwellings, no alterations or additions to existing dwellings, and no outbuildings (including any permanent or temporary structures such as wendy houses) shall be erected or made until such time as plans of such dwellings, alterations, additions or outbuildings have been submitted to and approved by the Trustees. The Trustees or its nominee shall be obliged to approve or reject such plans within 3 weeks of the date of submission.
2. External lighting shall be designed and installed not to be intrusive or to create a nuisance to other Residents.
3. A owner shall be entitled to construct a fence on its boundary provided the written consent of the Trustees thereto shall have first been obtained which consent shall not be unreasonably withheld. All fences must be of a nature in accordance with the appearance of other fences in the estate and any fence erected shall at all times be kept in good order and condition and shall not be allowed to fall into disrepair.

H - ENVIRONMENTAL MANAGEMENT

"The degree of environmental care exercised by a community says much of the level of culture and refinement attained by the said community."

1. Flora and Fauna may not be damaged in or removed from any public area e.g. breaking branches, chasing or disturbing fauna.
2. Every owner must ensure that contractors in his employ adhere specifically to the environmental management stipulations of the Contractors Code of Conduct.
3. Only indigenous plants are allowed on the common property.

I - RESELLING OR LETTING OF PROPERTY

1. All sections shall be used solely for private residential purposes and shall not be used or let out in separate portions or at all as flats, boarding houses, separate residences or dwellings, private hotels or anything whatsoever of a like nature. The dwellings shall not be used either wholly or partly for the purpose of carrying out any business, trade, vocation or calling. No person is allowed to live in a garage, store room or wendy house.

2. No owner shall operate or permit the operation of any property time sharing scheme in respect of his section.
3. No transfer of ownership shall take place whether by transfer of a registered section or by the transfer of a owner's interest without the selling owner first obtaining a valid levy clearance certificate from the Managing Agent.
4. The seller, or any agent representing the seller, must personally ensure that the buyer is informed about and receives a copy of the conduct rules, Contractors Code of Conduct and any other administrative regulations applicable at the time of purchase. Failing this, the buyer will only have recourse against the seller. It is the owner's responsibility to supply these rules with the lease agreement to the tenants and the signed copies must be lodged with the managing agent.
5. The seller of a property in the Estate shall ensure that the sale agreement contains the following clauses:
 - A. The Purchaser acknowledges that he shall upon registration of the property into his name, become a Owner of MILKWOOD ESTATES and the purchaser agrees to be bound to and abide by the Conduct Rules, and the Sectional Titles Act governing such Estate.
6. If the owner is letting the property, the owner must inform the Managing Agent and Trustees of such intent to do so and ensure the following are complied with:
 - a) The lessee shall be bound to and abide by the Sectional Titles Act and these conduct rules.
 - b) All contact details for the lessee to be given to the Managing Agent and Trustees.
 - c) In the case of the lessee not abiding by the rules the Owner will be liable for fines & levies that may be imposed.

J- Administration

1. In addition to any rates which may be charged by MILKWOOD ESTATES , the Owner shall be obliged to pay to the Estate on demand such levy as may be fixed by the Trustees from time to time to cover such expenses as maintenance, such expenses including capital expenditure and legal expenses, general expenses incurred on behalf of the complex, reasonably required to be made in regard to the preservation of the common property and the supply of the services.
2. All levies are due and payable in advance, without set-off or deduction whatsoever, on the first day of each and every month.
3. Interest will be raised on all accounts in arrears at a rate to be determined by the Trustees from time to time. As at April 2014, the rate is set at 3% per month on the outstanding, compounded.

4. Accounts which remain overdue for longer than 60 days will be handed over to the attorneys for collection.
5. An owner shall be liable for and pay all legal costs, including costs as between attorney and own client, collection commission, expenses and charges incurred by the Estate in obtaining the recovery of arrear levies, or any other arrear amounts due and owing by such owners to the Trustees, or in enforcing compliance with the rules of the regulations.
6. In the event of a failure to comply with these Rules, the Trustees shall be entitled, after due notice to the resident concerned, to remedy such breach and thereafter to recover the cost thereof from the owner concerned. Owners will be held liable for the conduct of their tenants.
7. The Trustees reserve the right to take any necessary action they may deem fit in the instance of a continued contravention of a rule, after expiry of a written notice with respect to the issue. Such action can include rectification by the Estate. The cost of which will be charged to the transgressor, or imposition of a fine in terms of "K" hereto and/or legal action.
8. Should a difference between the Estate and an Owner not be resolved along normal avenues, and litigation ensue, the Owner and the Trustees consent to the jurisdiction of the Magistrate's Court.
9. In the event of the Estate instituting any legal proceedings against any Owner or Resident of the Estate for the enforcement of any of the Rules set out herein, as amended from time to time, the Estate shall be entitled to recover all legal costs from the Owner or Resident concerned, calculated as between attorney and client.
10. Every Owner of a section within the Estate nominates domicillium citandi et executandi for the purpose of the service of any document or process necessary for the enforcement of these Rules at the address of any land, erf, or cluster unit in the Estate owned by him, unless he shall have notified the Estate of another address for such service.
11. The electricity boxes and/or bulk water meters may not be tampered with at all by any resident. These should only be handled by an employee of the municipality and/or an electrician with prior consent from a Trustee of the Estate.
12. Gate motors and electric fencing, mini sub stations, fire-fighting equipment, water meters or any other common property equipment should never be tampered with. If residents do tamper with these, immediate fines will be imposed. The Estate will

not be held responsible for any injury caused to any persons found tampering, who are not authorized to do so.

13. Residents will receive all communication by email. Email addresses must be provided. For those that have e-mail addresses, all correspondences will be sent to the email address provided. Owners without email will be SMS'd and failing this, will be posted to.
14. Prior to any alteration, addition or maintenance work of any nature being undertaken the owner shall ensure that the rules contained in the Contractors code of conduct are adhered to. See rules at the end of the Conduct Rules.

K – Fines and Penalties

1. If a owner of a section or an occupier of any dwelling, whether by itself or by its lessee, invitee, guest, agent, servant or employee(which persons are together for the purposes of this clause referred to as "the occupant") , commits a breach of any of the provisions of these rules, and fails to remedy such breach within SEVEN days after having been given written notice to remedy such breach by the Trustees, or by the Agents, or if the occupant commits a repetition of any breach or substantially the same breach or a breach of a similar nature or type on more than two occasions within any period of THREE continuous months, or if the occupant fails to heed any request by the Trustees shall be entitled to such action as may be available to it in terms of this agreement or otherwise in law and to recover from the occupant all the cost and expenses howsoever incurred by the Trustees, including in the case of legal costs incurred.
2. Any Owner who contravenes, breaches or fails to comply with any provisions of these Rules, conditions imposed there under or directions given in terms thereof will, Inter alia, and without limitation of the Estate's rights in respect of such conduct, be subject to any penalty, fine or charge imposed by the Estate from time to time.
3. The Owner concerned shall be liable for the payments of any fines imposed as a consequence of any breach by owners or Resident's household, employees, invitees, guests and/or tenants.
4. Any fine imposed on a Resident shall be a debt due and payable to the Estate on delivery of written demand therefore.
5. The fines imposed for any first offence shall be:
 - 5.1 For the first breach of failure adjudicated upon, an amount not exceeding R250
 - 5.2 For the second breach of failure adjudicated upon, an amount not exceeding R500

- 5.3 For the third and any subsequent breach of failure adjudicated upon, an amount not exceeding R1000.
 - 5.4 for any traffic/driving/"use of streets" violations – R500;
 - 5.5 for any safety or security violation – R1000;
 - 5.6 for any pet violation – R250
 - 5.7 for cleaning of property - a minimum of R250 and if costs to Estate exceeds this, resident will be billed R250, plus the additional costs and a admin fee of R50.
6. The decision of the Trustees shall be communicated to the occupant by the managing agent and shall be final and binding upon the occupant, and such penalty or fine so imposed or levied shall constitute a debt due to the Estate and shall be recoverable by the Estate from such occupant.
 7. The fine for any subsequent offence by any person for whom such Owner is liable shall be the amount set out above plus 20% compounded for each subsequent offence.

L – Arbitration

1. Any dispute of whatsoever nature which arises out of or in connection with these Rules, including any dispute as to the validity, existence, enforceability, interpretation, implementation, breach or enforcement of these Rules or as to any parties rights and/or obligations in terms of these Rules shall be referred to arbitration at the instance of either party by giving notice to the other. Such dispute shall then be submitted to arbitration in accordance with this clause and the arbitration laws for the time being in force in the Republic of South Africa.
2. This clause shall not preclude either party from obtaining interim relief on an urgent basis from a court of competent jurisdiction, pending the decision of the arbitrator.
3. The arbitrator shall, if the dispute is agreed in writing by the parties to be:
 - 3.1 Primarily an accounting matter, and independent practicing accounting of not less than ten years good standing as such;
 - 3.2 Primarily a legal matter, an attorney of not less than 10 years good standing as such or a practicing senior counsel;
 - 3.3 Any other matter, a suitably qualified individual person; agreed upon in writing by the parties; provided that if the parties do not within three days after the date on which arbitration is demanded, agree in writing as to the nature of the dispute and the identity of the arbitrator, the arbitrator shall, irrespective of the nature of the dispute, be appointed by the chairman of the Arbitration Foundation of

Southern Africa or his/her successor in title upon request by any party to make such appointment after the expiry of such three day period.

4. The arbitration shall be held at any venue and in accordance with formality and/or procedures determined by the arbitrator and may be held in an informal and summary manner, on the basis that it shall not be necessary to observe or carry out the usual formalities or procedures, pleadings and/or discovery, or the strict rules of evidence.
5. The arbitrator shall have the power, Inter alia, to:
 - 5.1 investigate any matter, fact or thing which he considers necessary or desirable in connection with the dispute and, for that purpose, shall have the widest powers of investigating all the books, records, documents and other things in the possession or under the control of any party, the right to take copies thereof and/or make extracts there from, the right to inspect goods and/or property of the parties and the right to have such books, records, documents, goods and/or property produced and/or delivered at any place reasonably required by him;
 - 5.2 summons as a witness any person who may be able to give relevant evidence. Each party undertakes to use reasonable endeavors to procure the attendance when summoned of any witness employed by it or otherwise under its control;
 - 5.3 interview, question and cross-examine under oath any witness;
 - 5.4 record evidence;
 - 5.5 make an award regarding the amount and responsibility for payment of legal fees and the arbitrator's remuneration;
 - 5.6 call for the assistance of any other person who he may deem necessary to assist him in arriving at his decision;
 - 5.7 make such temporary or final order award (including a rule-nisi, a declamatory order, an order for specific performance, an interdict and an award of damages or a penalty) as a High Court would be competent to make in the circumstances; and
 - 5.8 Exercise any additional powers which are conferred on him in terms of the Arbitration Act No. 42 of 1965; and to allow or cause any of the aforementioned things to be done.
6. The arbitration shall be held as quickly as possible after it is demanded with a view to its being completed within thirty days after it has been so demanded.
7. Immediately after the arbitrator has been appointed, either party shall be entitled to call upon the arbitrator to fix a date and place when and where the arbitration proceedings shall be held and to settle the procedure and manner in which the arbitration proceedings will be held.
8. Any order or award that may be made by the arbitrator:-

- 8.1 shall be final and binding;
 - 8.2 shall be carried into effect; and
 - 8.3 may be made an order of any competent court.
9. The hearing of the arbitration shall be recorded on camera or dictaphone. Save to the extent strictly necessary for the purpose of the arbitration or for any court proceedings related thereto, no party shall disclose or permit to be disclosed to any person any information concerning the arbitration or the award (Including the existence of the arbitration and all process, communications, documents or evidence submitted or recorded

Signed and adopted

MILKWOOD ESTATES

Contractors Rules

All contractors and their staff are to carry SA Identification documents and produce these on demands. No person without correct documentation will be permitted on the Estate.

All contractors must at all times wear their company ID cards in a prominent place.

All contractors are to adhere to the entrance and exit controls at MILKWOOD ESTATES and abide by all legal requests and orders from the Security company.

All contractors and staff are to be registered with the UIF as well as Workman's compensation. Proof of this may be required.

The contractor is responsible for the behavior of his /her staff at all times.

All contractors are to produce proof that they have Public Liability insurance to the value of R5million.

All contractors are to adhere to the Labour Relations Act. And the Trustees and all Body Corporate Members will have no responsibility to ensure compliance in this regard.

All Occupational Health and safety regulations shall be adhered to.

No contractor may access the estate before 7am and must leave by 5 pm. Work on weekends must be in line with the Conduct Rules time and noise requirements. Emergency work to be sanctioned by the trustees prior to work commencing.

All work sites to be left clean and tidy at the end of every day. Any material must be stored out of sight over a weekend.

Toilet facilities are available and must be left in a clean state. Urinating in public may lead to sanction.

Staff are to behave in a professional manner and no unnecessary loud noise or foul language will be tolerated.

By order of the Trustees

MILKWOOD ESTATES.

Company name: _____

Contractors name _____

Date _____

Signature _____