

SPRINGERBAAI ECO ESTATE

INFRASTRUCTURE PROCEDURE



INFR001

	TRUSTEE NAME	DATE	APPROVED	DATE
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1 Aim and Purpose

To ensure that the estate's infrastructure is well maintained and to optimise the economic life of our assets by increasing general neatness, cleanliness and longevity of each structure in line with Springerbaais' public image.

Scope

This procedure is applicable to Management and employees of Springerbaai. Members are requested to report any defects to Management immediately.

2 Definitions & Abbreviations

Term	Definition/Explanation

3 Responsibilities

Trustee of Portfolio -	Infrastructure: Provides the strategy towards maintenance in line with AGM and Trustee decisions, sets up procedures in line with the strategy, gives guidance where necessary and approves changes to procedure.
The Estate Manager -	Ensures that this procedure is being followed by the Superintendent and if new procedures are implemented procedures are to change accordingly to ensure it is implemented by the Superintendent. The maintenance is performed in line with the Budget of that year.
Superintendent –	Executes the steps & actions agreed with Management in order to comply with the procedure. Enforces the guidelines to ensure that overall neatness of infrastructure is maintained and upgraded.

4 General

4.1 Contravention

Breach of this Procedure:

The procedure needs to be adhered to and breach by Management can lead to disciplinary action.

5 Detailed Procedure

5.1 Steps in the Process

- The Infrastructure Trustee – conducts yearly reviews & proposes the Maintenance Plan and after approval by Trustees then discusses the plan with Management.
- Management reviews the Strategy, Plan and Procedure and decides what steps need to be executed to comply with strategy and procedure.
- A detailed plan is then executed by Superintendent

5.2 Areas and Details of Maintenance:

5.2.1. Bird hide, Gardens & Troughs:

- Exterior frame of bird hide needs to be oiled with a 1:1 mixture of paraffin and genheat oil.
- Interior of bird hide needs to be inspected each day to ensure neatness of the structure
- Garden watered once a week depending on rainfall
- Garden to be maintained.
- The water level in both the 5000L tank at the hide & construction site needs to be checked regularly as they feed game water troughs.
- Water troughs to be cleaned once a week. The troughs are at the following locations:
 - 1) next to the first dam closest to the office,
 - 2) NW of the construction camp,
 - 3) at the bird hide,
 - 4) between Blue crane dam and bird hide,
 - 5) at the turn-off to Melkhouthoek
 - 6) at the Duck pond.
- To ensure that there are no water leaks to the 5000lt tanks & pipes feeding all water trough.

5.2.2 Fire Equipment and Extinguishers

Contractors to service the fire extinguishers on an annual basis.

- Hose reels
- Fire Hydrants
- Hose Boxes & Fire beaters,

Need to test all hydrants and inspect hose boxes – every 3 months

2 x Bakkie Sakkies tested for working condition on a weekly basis and a logbook must be kept.

5.3 Boardwalk maintenance

- MONDAY & FRIDAY inspections:
 - Inspect the boardwalk boards
 - Inspect the keypads that they are in working order
 - Any visible soil / sand on & banked up against the boardwalks to be removed.
 - Hinges and locks to beach gates to be sprayed with Q20 once a week to ensure that gates open easily
 - To ensure locks are in working order, when one enters the code.
 - Clear refuse bins at the end of each boardwalk, and refuse to be taken to the refuse chamber
 - To ensure there are enough black & blue bags at these refuse bins
 - If any faults are picked up during weekly inspections, they are to be repaired immediately.
 - Clear dry wood and rooikrans for a distance of 3m from the boardwalks

- MONTHLY maintenance
 - Ensure the structural integrity of the boardwalks is up to standard
 - Ensure that all keypads are in working order
- BI-ANNUAL maintenance
 - Reprogramming of the boardwalk codes to be done twice a year, mainly after a December holiday and before the next December holiday.
 - Oiling of boardwalks are done annually approximately during February / March, when there is warm weather. They are to be inspected before the December holiday to assess whether they need another coat.
 - White strips to be painted after oiling of boardwalks.
 - Spray gravel approach to boardwalks for weeds before each school holiday.
 - The boardwalks are coated with a 1:1 mixture of paraffin and genheat oil.
 - Dry plant material within 3m from the boardwalk to be removed.
 - If possible, remove rooikrans around the boardwalk which can be used for firewood – to be sold to members.
 -

5.4 Viewpoint/Uitkyk Toilet/Tables & benches

- Inspected twice a week during patrol.
- Clean and replace toilet paper & air freshener if necessary.
- Once a year the septic tanks needs to be sucked out. – Contractor to be contacted for this procedure. To be inspected and done before the December holiday.
- The Fire extinguisher at the parking area to be serviced on an annual basis by a Contractor.

5.5 Nursery

- The main purpose of the nursery is to provide plants that can be sold to owners as well as part of a indigenous plant rehabilitation program for the estate.
- Cuttings in greenhouse watered twice a week
- Collect wild seeds from the Estate.
- Seeds with a hard seed coat must be placed in 1lt of water mixed with 10ml of pool acid for 24 hours. Rinse seeds with clean water after the 24 hours and plant in seed trays. Staff to work with gloves when working with the seeds and acid.
- Semi hardwood cuttings taken at the start of February.
- Plants in nursery watered twice a week.
- Worms to be fed once a week.
- Worms to only be fed: coffee grounds, vegetables and eggshells. Do not feed citrus, meat or dairy & the food needs to be cut up into smaller pieces.
- See annexure for list plants being used for cuttings and how to do it.
- Herb garden to be maintained twice a week by weeding and watering as well as harvesting. Annexure attached for list of herbs / veggies preferred times for planting.
- Annexure of list of indigenous plants allowed to be planted on Estate.

5.6 Cuttings

- There are three types of cuttings; softwood, semi hardwood and hardwood cuttings
- Softwood: Fresh, new growth which should usually be taken in spring or summer.
- Semi hardwood: Fresh growth with some bark. Normally a year's growth and should be taken midsummer to fall.

- Hardwood: Stem covered in bark. Usually woody stems that have gone dormant in late fall or winter.
- Select healthy growth (7-15cm)
- Early morning is best time to take cuttings.
- Sharp cut at an angle.
- Remove leaves around cutting and only keep two leaves at the top.
- Dip cutting in appropriate hormone.
- Soil medium: Mixture of sand, compost and peat.
- Keep them moist with misting.
- Waiting period around 2-5 months.
- Keep them warm and humid.

5.7 Construction Camp/ Refuse Chamber

- Clean & separate all recyclable material at the refuse chamber first thing Wednesday mornings before the Municipal collection - out of season
- Clean & separate all recyclable material at the refuse chamber first thing on Wednesdays and Fridays after collection - during season
- All recyclable materials collected every second Friday by Interwaste.
- The 4 x 10 000L tanks need to be checked as well as the copper ball valves once a week.
- Bins cleaned on beach: Refuse to be dropped off and all recyclable material to be split from normal refuse.
- The 5000lt tank behind the refuse chamber leading to the trough needs to be inspected when all the water troughs are inspected.
- No building rubble allowed to be dumped by contractors.
- Ensure that Springerbaai Construction Camp/ builder's yard is kept neat and refuse chamber door and fencing to be oiled on a bi-annual basis.

5.8 Reservoir & Tanks / Waterpipes

- Check the water level once a week on Fridays during daily inspections.
- Inspect the ball valve if the water has dropped,
- Transparent pipe (indicates the water level), on the seaside of the reservoir to be cleaned. Process to clean: pipe to be loosened at both ends and cleaned with a cloth on the inside.
- Bermit valves to be serviced once every two years.
- Ensure that the area inside the fence and around is cleared from all dead wood.
- Fence and signs to be maintained.
- Walk the water pipe route once every 6 months.

5.9 Fence

- Western and Eastern side fence inspected once a week
- Check the voltage of the fence once a week.
- Inspect the connectors for any loose ends.
- The game fence to be inspected and replaced if and when necessary.
- To ensure that the razor wire is in place and still in good condition.
- Inspect for gaps under the fence and to be closed if excessive.

- Vegetation along the fence to be cleared to ensure that the electric fence is not affected. This is done by removing large plants & only spraying herbicide if necessary.
- If a contractor has tendered (quantity & quality) for the fencing their work must be inspected by Management.
- Strategy for replacing the boundary fences every 10 years to be considered.
- Check fire breaks.

5.10 Roads

- Fix any potholes when visible.
- Spray for weed control four times a year, depending on rainfall
- Remove vegetation that has grown onto the side of the road
- Ensure bird droppings are cleaned from signs if visible
- Repair any house number signs when broken
- Escape routes to be cleared
- Annual strategy on road maintenance agreed by Trustees
Check Road Contractors that do work – delivery of goods, inspection after delivery of goods and services.

ANNEXURES

- 1) Road strategy
- 2) List of plants being used for cuttings
- 3) List of herbs
- 4) List of indigenous plants

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