



THORNHILL
Estate

THORNHILL ESTATE
DOCUMENT CONTROL SYSTEM

ADD:008:D

**ADDENDUM 8:
BUSINESS RULES AND ACCREDITATION**

Original Issue 'B'	Name	Signature	Date
Prepared by:	Gov Committee	<i>ORIGINAL</i>	29/02/2012
Recommended by Sub Committee:			
Authorised for issue by THOA Chairman:	Ian Boxall	<i>Signed I.B.</i>	08/05/2012

Note: Rev A was never formally issued. It was later updated and issued in accordance with the 2011 Constitution

REV	DESCRIPTION	DATE	CONTENT APPROVED	AUTHORISED
C	Updated and revised. Accreditation fee cancelled	10/04/2015	Trustees Meeting on 31/03/2015	S Burrow 17/04/2015
D	Updated to reflect Operations instead of Estate Manager	19 /05/2015	THOA Board 21-07-2015	S Burrow 21/07/2015

Thornhill Homeowners Association

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ADDENDUM 8: BUSINESS RULES AND ACCREDITATION

(To read in conjunction with the Code of Conduct, Rules and Regulation of Thornhill Estate)

1. PURPOSE

- 1.1** Thornhill Estate (“the Estate”), administered by The Thornhill Homeowners Association (“THOA”), is an up-market and exclusive residential Estate with specific needs and attributes, particularly relating to security. The THOA regulates the conduct of businesses within the Estate by requiring that all businesses be accredited and registered. The THOA is given the power to make rules, through its trustees, in regard to various matters. The THOA implements rules, which may be amended from time to time, to govern the conduct of businesses within the Estate.
- 1.2** The following rules must be strictly adhered to in order to achieve this objective. The THOA has the right to fine transgressors, in such amounts as the THOA may in its sole discretion determine where any of the rules stipulated have been broken. Such fine will be additional to the accreditation fee and be payable on demand

2. ACCREDITATION

- 2.1** No member of the THOA shall be entitled to run a business or render any services, within Thornhill Estate (“The Estate”) unless or until such business has complied with all requirements of the THOA and is duly accredited to operate within the Estate.
- 2.2** The THOA requires that all homeowners conducting business on the Estate shall be registered with the Estate Office and the homeowner shall be the responsible person to sign an acknowledgement of these accreditation rules. Such accreditation shall be subject to assessment by the Operations Manager and Trustees. This process will determine the likely impact of such business on the Estate and its members. Should this impact be regarded as acceptable, then accreditation will be granted.

3. OBLIGATIONS OF ACCREDITED BUSINESSES

- 3.1** An accredited business shall observe the following basic rules:
- 3.1.1** No advertising, including without limitation thereto, signage on walls, umbrellas, bunting or any other form of advertising, shall be permitted outside the business or within the Estate.
- 3.1.2** No cold canvassing or flyer drops on the Estate by business owners will be allowed under any circumstances.
- 3.1.3** Businesses shall not misrepresent the status of the Estate. It is an approved Road Closure where all are members of the association and are bound by its Constitution,

Code of Conduct, Rules and Regulations and associated documentation (Rules). All of these are available on the THOA website (www.thoa.co.za) or from the Estate Office.

- 3.1.4 Visits by all customers and/or clients shall be by appointment during normal working hours and subject to strict compliance with all security rules and protocols in place on the Estate.
- 3.1.5 Business activities shall not cause any disturbance, obstruction or traffic congestion in the Estate.
- 3.1.6 The operating hours of business shall generally be restricted to normal business hours:
 - 08h00 to 17h00, excluding weekends and public holidays;
 - Should businesses wish to operate outside these hours, this must be included in the application for accreditation.

4. CANCELLATION OF ACCREDITATION

- 4.1 In the event that any business does not conform to the guidelines laid down in this procedure, the THOA will decide whether or not to suspend or cancel such accreditation:
- 4.2 The following will be reasons for withdrawal of accreditation:
 - 4.2.1 Any conduct in the opinion of the THOA that is not in keeping with the interests of the THOA or its membership.
 - 4.2.2 Failure to observe the THOA Rules or any direction or instruction from the THOA, its Board of Trustees or the Operations Manager.
- 4.3 In the event that a withdrawal of accreditation is being considered, the business will be notified in writing and it will be entitled to make written submissions to the THOA.
- 4.4 The reasons for any withdrawal of accreditation will be communicated to the business owner(s) concerned, in writing.

5. DOCUMENTATION

- 5.1 All accredited businesses shall ensure that they have a thorough understanding of the contractual documentation relevant to the running of a business on the Estate.
- 5.2 All tenants agree, in respect of any business that they may operate within the Estate, that they shall comply with the Rules (see Section 2 above). In addition, such business is required to produce proof of acceptance thereof by the owner concerned to the Estate Office within 14 (fourteen) days of date of the conclusion of such agreement.
- 5.3 All sale agreements pertaining to properties owned by Predevelopment owners within Thornhill Estate shall contain confirmation by the purchaser that they acknowledge that they will be required to execute a Notarial Deed as part of the transfer documents, in terms of which they will acquire membership to Thornhill Homeowners Association which will bring with it the benefits of the Estate and will confer the obligations associated with it, with specific reference to the payment of monthly levies. This shall not necessarily mean that the new owner will be entitled to run a business from these premises, but will be able to apply for business accreditation.

6. ACCEPTANCE OF BUSINESS ACCREDITATION RULES

We/I _____ (Name of Authorised Representative)

on behalf of _____ (Business Owners Name/Company Name) who by signing acknowledge hereof and agrees to abide by and adhere to the rules contained herein and wish to be an Accredited Business within Thornhill Estate.

Signed in on this day of 20.....

.....
Business Owner's Signature

.....
Witness 1

.....
Witness 2

THOA OFFICE USE ONLY

Accreditation effective date:

Accreditation acceptance date:

Authorised by:

Accreditation fee paid (please attach proof of payment):

.....
Estate Office