



Dear New Owner / Tenant

Welcome to Kyalami Estates!

We trust you will be happy in your new home and enjoy all the wonderful facilities and lifestyle benefits that Kyalami Estates has to offer. We hope that this brief information pack will answer any questions you may have and be the perfect reference guide.

If there is something we have missed or if you need additional information, please do not hesitate to give the office a call.

Warm Regards

Jade Harris

Estate Manager

082 908-4909

estatemanager@kyalamiestates.co.za

Important Contact Numbers

Kyalami Estates Switchboard:

011 468 3001

The prompts are as follows:

Select 1: Security Control Room
(24 hours)

Select 2: Estate Office
(Office hours: 07h00 to 16h00, Monday to Fridays)
Email Address: info@kyalamiestates.co.za

Select 3: Site Security Manager
Email Address: justinb@fidelity-services.com

Select 4: Estate Security Manager
Email Address: securitymanager@kyalamiestates.co.za

Emergencies only: 078 771 4268

Community Participation Manual

We have attached the latest version of our Community Participation Manual (“CPM”). You can also view the CPM on our website.

Please read through the Estate rules and regulations and familiarize yourself with them. If you have any questions in this regard, do not hesitate to contact the Estate Office. If you are contemplating undertaking renovations or you are going to be building on your stand, please request the Architectural Guidelines, Access Application and Contractors Code of Conduct from the Estate Office.

Access Applications & Biometric Registration

In order to register for biometric access to the Estate, various forms are required to be completed. These forms are available from the Estate Office.

There are several access categories available each with their own requirements. In order for you to select the correct category to register someone we have provided the list below with a brief description. It is important that individuals are correctly registered on our database.

Owner - An individual who is the registered holder of the title deed of a property within Kyalami Estates.

Resident - An individual who resides at a property within Kyalami Estates on a permanent basis.

Tenant - An individual who occupies a property within Kyalami Estates that is leased from an Owner for a period of time.

Domestic Worker - A domestic worker is a person who is employed within a household in Kyalami Estates to render services defined by the employer. This category includes housekeepers, child minders, carers and gardeners.

Frequent Visitor - A family member of an Owner/Resident/Tenant who resides in Johannesburg and visits the Estate on at least a weekly basis.

Short Term Visitor - A person visiting an Owner/Resident/Tenant for a set period of time.

Contractor - A person or company that is hired by an Owner/Resident/Tenant to supply material or perform services at a specified price within a specified time period as per a mutual agreement.

Resident Service Provider - A company that has a contractual agreement with an Owner/Resident/Tenant to supply a service on an ongoing basis to that person. For example, garden services, a pool company or pet grooming company.

Resident Employee - An individual who is employed by an Owner/Resident/Tenant within a business that operates from the employer's home in Kyalami Estates.

Au Pair, Driver, Chauffeur - An individual who is employed by an Owner/Resident/Tenant on a contractual basis to provide transport for family members.

Shuttle Companies - A private transport service employed by an Owner/Resident/Tenant on an ongoing basis. (This category includes school transport services.)

Levies

Levy statements are emailed to Residents on a monthly basis. They are not posted. Levies are payable monthly in advance, on the first day of every month. Levies can be paid by debit order or alternatively electronic funds transfer (please use your stand number as reference). No cash payments will be accepted by the Estate Office and late payments will incur penalties.

The banking details are as follows:

Account name	:	KEHOA
Bank	:	ABSA
Branch	:	Midrand
Branch Code	:	632005
Account number	:	331 015 2756

Visitor's Pre-Clearance System

All non-residents entering Kyalami Estates have to be booked as visitors through the visitors' pre-clearance system. Unannounced visitors run the risk of being turned away at the gates.

There are 4 methods available to use for preclearing visitors to your stand. You are free to use all of these options.

1. LlamaNET Mobile App

There is a mobile app available on the IOS and Android App store. Please search for "LlamaNET", download and install the App.

Once installed, click on "New User? Register here". You can select your own username and password. In addition, you will need to enter the following:

- Cell Number – The number you have registered for preclearance with the Estate.
- It will verify in the next step!
- Secret Prompt – This is the shared word that you gave the Estate Office when loading your profile. Please do not share this word as you are compromising the security of the Estate.

If your cell number and prompt is correct, you will be taken to the verify step. A One Time Pin will be sent to your phone to verify your number, and you need to input that number on the verify screen. You will now be able to login.

Please note that the login details are bound to the phone that you registered with. You CANNOT use that login on another phone, it will not work. If you acquire a new phone, you need to register again following the above process.

2. WhatsApp

Save the number **066 258 8449** into your phone contacts as “LlamaNET”. Type in “Hi” on WhatsApp, you will receive an answer and then follow the prompts.

This service is still in BETA from WhatsApp, please be patient if you experience delays and remember you are talking to a Bot.

3. Telegram

Download Telegram from your app store. Search on Telegram for @LlamaNET_bot. You will be asked to verify your cell phone number and secret prompt. Thereafter, say “Hi” and then follow the prompts. Remember you are talking to a Bot.

4. Via SMS

Save the number **08116002009953** into your phone contacts as “LlamaNET”. You can then send an SMS to this number with the following text:
Code(space)1(space)VisitorName

VisitorName should be the name of the person visiting. The 1 is the amount of entries you require for your guest. If Bob is visiting you, you would send the following:

Code(space)1(space)Bob

The system will check that your cell number is loaded onto the Estate preclearance system, and send you a message back with the code for Bob, which you can then forward to Bob.

5. Booking Guests for a large gathering

If you are expecting a large number of guests for a once off function, please compile a typed list as follows:

- Residents name
- Stand number and Contact Number
- Date of function – or function specification i.e., John’s Birthday
- Visitor’s names and cell numbers

Please bring or email your list to the Estate Office at least two working days before the event, for assistance.

LlamaNet Portal

Residents have access to the Llamamet Portal. The portal allows you to make and view your access codes. You can also review access transactions related to your access codes. You can make, view and cancel facility bookings. You can also send messages to the Estate Office from the portal. You will be able to view documents that the Office has uploaded for you via the portal too. The web address for the portal is as follows, please save this link.

<https://portal.llamanet.co.za/>

Refuse Collections & Recycling

Mondays - Garden Greens Collection

KEHOA offers a greens collection service to residents of the Estate. Garden refuse (plant material only) must be placed in Garden Greens Collection Bags (available from the Estate office at a nominal fee) outside your property every Monday morning at 07h00. A maximum of 5 bags per property will be collected free of charge. Should you require greens collection on any other day or you have a large collection, please book a special collection at the Estate Office. This service is offered from Tuesday to Friday, subject to availability. Please do not leave your garden refuse on the pavement on any other day as you will be penalised by the Estate Office.

Collection Cost

R350 Bakkie Load

R500 Large Load

Mondays – Bokashi

What is Bokashi?

Bokashi is a probiotic infused bran used to ferment all your food waste (including raw and cooked food, bones, tea bags etc.) quickly into a valuable soil enhancer. It is packed with essential microorganisms. The product is layered with food waste in an airtight container (digester/ large bucket), this promotes decomposition through fermentation in the absence of oxygen.

How to use the Digester

Step 1:

Sprinkle a little bokashi on the bottom of the digester. Add your food waste. If you have large pieces, chop or break them up as this speed up the fermentation process.

Step 2:

Sprinkle a handful of bokashi over each layer of food waste. If you are adding naturally smelly foods, like onions, fish etc. add a bit more bokashi. Cooked and uncooked meat, small bones, sea food, fruit, vegetables and dairy can be added to the digester.

Step 3:

Make sure your lid is tightly sealed and avoid opening the digester as much as possible. The bokashi seals each layer of food waste and therefore no flies are attracted and there is no smell of rotting food. During the fermentation process pathogens are eliminated and no measurable greenhouse gases are produced.

Step 4:

When the digester is full, ensure it is properly sealed and let the office know that your digester is ready for collection. It will be collected, emptied and returned clean to your home within a few days.

Wednesdays - Municipal Refuse Collection

Please place your refuse in your municipal wheelie bins (in black refuse bags purchased from supermarkets) on the pavement on the morning of collection only.

Thursdays – Pikitup Recycling

Please place your recyclables (paper, plastic, tin, glass) in the blue plastic bag (received upon enrolment) on your pavement every Thursday. There is no need to separate these into different bags. Pikitup will collect your bags weekly and leave you with empty bags. If you require extra bags please contact the office. We strongly urge you to utilize this service.

Recreation Facilities

Parks - We have 16 parks and 5 dams on our Estate. Please read the CPM regulations clause 10, page 6 regarding the use of parks and recreation areas.

Tennis Court - Tennis Court bookings can be made via the Llamonet App or the Portal. Please see the CPM clause 13, page 7 regarding the regulations.

Squash Court - Squash Court bookings can be made via the Llamonet App or the Portal. Please see the CPM clause 14, page 8 regarding the regulations.

If you wish to make use of the tennis or squash facilities in the Estate, you will require a utility card. This card will be registered to your stand and any member of your family will be able to make use of it to gain entry to the facilities mentioned.

Club House - Club House bookings are made via the Estate office. Bookings are secured on completion of booking forms and full payment. Please see the CPM clause 12, page 7 regarding the regulations.

Sports Area - The sports area, situated at Fontainebleau Street, has three cricket nets, a basketball court, mini netball court, soccer pitch, pavilion and toilet facilities. There is also an outdoor gym. The area operates on a first come, first served basis. Please be considerate to other Residents who come to use the area and share the facilities. The opening times for the sports area are as follows:

Summer	:	09h00 to 18h30
Winter	:	09h00 to 18h00

Pet Register

The Estate Office maintains a register of pets within the Estate. This service is to assist in the unfortunate event of your pet getting out of your property and straying in the Estate. All pets must wear a collar with an identity disc engraved with the owners contact telephone number, however, should the disc have come off for some reason, we use the pet register to try and identify the pet and return it home so that it does not have to spend time in our Estate kennel facility. In order to register your pet, send a photograph, your pet's details (name, breed, description) and your contact details to info@kyalamiestates.co.za

Clubs, Classes and Activities

Karate Club

Monday and Thursday in the Clubhouse
Contact: Vanessa Naidu 082 808 0876
vanessa.nair@gmail.com

Kyalami Cycle Club

Contact: Philip Coetzee
kecycle@flightcommunications.com

Kyalami Running Club

Time trials on a Wednesday evening starting from the Clubhouse at 17h45
Contact: Marelise da Silva 0828554572 / Kobus Ludick 083 273 7952
marelise@wsioms.co.za / kobus@promomania.co.za

Kyalami Social Squash League

Monday - Friday
Contact: Sudesh 0795281755
pandaycorp@gmail.com

Kyalami Wine Society

Meet monthly for a wine tasting and supper
Contact: Philip Coetzee 0833779001
pfcoetzee@gmail.com

Little Kickers Football Club

Training Times: Mondays and Wednesdays 15h00 – 17h00
Ages 18 months - 7 Years
Contact: Manuela Jardim
tmdjardim@gmail.com

SA Cricket Academy

Training Times: Mondays to Sunday
Contact: Kevin de Kock 060 900 0625
admin@sacricquetacademy.co.za

Tennis Coaching

Brandon Ebersey 074 111 6757

Yoga

Tuesday & Friday 09h00 – 11h15 in the Clubhouse
Contact: Sello Pesa 0735646928
info@ntsoana.co.za

Xstatic Dance at Kyalami Estates

Dance Classes for all ages every Monday in the Clubhouse

Contact: Lindy 0794972680

lindy@xstaticdance.co.za

Squash Training at Kyalami Estates

Squash training for all ages

Contact: Mike Bester 082 442-0298

mikebester24@gmail.com