



ELISENHEIM OWNERS ASSOCIATION

EOA CIRCULAR 55

3 October 2024

To all Homeowners and Residents,

Following the recent problems experienced with break ins and security related matters on the Estate and the increase of new domestic/gardener workers rotating through the estate, the Elisenheim Management has decided to implement new entrance rules to ensure the safety of the estate.

The key changes are as follows:

1. Expiration dates on entry cards:
 - 1.1 Entry cards for domestic/gardener workers will now have an expiration date and will be valid for 1 year only.
 - 1.2 Namibian ID presentations - Domestic/gardener workers must present their ID when applying. If not a Namibian citizen, a work permit for foreigners will be required.
 - 1.3 Cost: The cost for registration and reprinting there will be no cost. For new domestic/gardener or if you move to a different erf, the cost remains N\$80.

Prohibited action

It has come to our attention that some residents are picking up their domestic/gardener outside the estate and bringing them into their property. This practice is not allowed and poses a security risk to the estate. Security will no longer permit this.

License Disk for Residence

We hereby also request that residents please ensure that license disks are readable and registrations match with the vehicle being used. License disks will have expiry dates on them and will be valid for 1 year. In the event that your current vehicle is temporary unavailable / in for repairs and your making use of a courtesy vehicle, a temporary disk can be issued for your convenience.

Spot checks

The estate managing office, in collaboration with security, will conduct spot checks on domestic/gardener cards and license disks.



ELISENHEIM OWNERS ASSOCIATION

Kindly find attached to this circular the form to be completed when applying for a Domestic /Gardner card and Licence disk.

We appreciate your cooperation and understanding in assisting to keep our community safe. We will allow sufficient time for registration to take place, deadline for registration will be 29 November 2024.

Thank you and regards,

Estate Management