

ALOE RIDGE CONDUCT RULES

TABLE OF CONTENTS

PRELIMINARY	PAGE
A. APPLICABILITY	3
B. INTERPRETATION	3
C. DIRECTIVES	4
D. GUIDELINES	4
RULE	PAGE
1. ANIMALS, INSECTS, REPTILES AND BIRDS	5
2. REFUSE DISPOSAL	5
3. PARKING AND DRIVING OF VEHICLES	6
4. DAMAGE, ALTERATIONS OR ADDITIONS TO THE COMMON PROPERTY AND STRUCTURAL ALTERATIONS TO THE INTERIOR OF SECTIONS	7
5. APPEARANCE FROM THE OUTSIDE AND OBSTRUCTIONS TO THE COMMON PROPERTY	13
6. SIGNS AND NOTICES	14
7. LITTERING	14
8. LAUNDRY	14
9. STORAGE OF INFLAMMATORY MATERIAL AND OTHER DANGEROUS OBJECTS	15
10. LETTING AND OCCUPANCY	15
11. ERADICATION OF PESTS	16
12. USAGE OF SECTIONS, EXCLUSIVE USE AREAS, COMMON PROPERTY AND RELATED MATTERS	16
13. NOISE, DISTURBANCE AND NUISANCE	17
14. SECURITY	18

15.	INSURANCE	19
16.	EMPLOYEES	19
17.	CONTRAVENTION OF THE RULES	19
18.	IMPOSITION OF PENALTIES	20
19.	FIRE FIGHTING EQUIPMENT	21
20.	COMPLAINTS	21
21.	RELAXATION OF RULES	22

PRELIMINARY

A. APPLICABILITY

- (1) These Conduct Rules, are applicable to and binding upon the Trustees, the Manager (if so contracted), the Managing Agent (if so contracted), and all owners, tenants (lessees), and other occupiers of sections.
- (2) It shall be the responsibility of an owner to ensure compliance with these Rules by the tenant (lessee) or the occupier of his section, including, his or their employees and contractors, visitors (guests) and family members.
- (3) An owner is strictly liable for payment in respect of any damages caused by and for any penalty imposed on him or on any person referred to in Rule 18.2 below.

B. INTERPRETATION

- (1) The clause headings are for convenient reference and shall be disregarded in constructing these Rules.
- (2) Unless the context clearly indicates the contrary intention:-
 - (a) the singular shall include the plural and vice versa; and
 - (b) a reference to any one gender shall include the other genders; and
 - (c) a reference to natural persons includes juristic persons, trusts and partnerships and vice versa.
 - (d) Words and expressions defined in the Sectional Titles Act, No 95 of 1986 and the Sectional Titles Schemes Management Act, 8 of 2011 and Annexures thereto, shall, in all Rules, unless inconsistent with the context, bear the meaning assigned to such words and expressions in the aforesaid Acts and Annexures thereto.
- (3) When any number of days is prescribed in these Rules, the same shall be reckoned exclusively of the first and inclusively of the last day unless the last day falls on a Saturday, Sunday or proclaimed public holiday in the Republic of South Africa, in which event the last day shall be the next succeeding day which is not a Saturday, Sunday or proclaimed public holiday.
- (4) Where numbers are expressed in words and in numerals in these Rules, the words shall prevail if there is a conflict between the two.

C. DIRECTIVES

- (1) The Trustees may from time to time issue Directives in connection with any Conduct Rule.
- (2) The Directives shall not be in conflict with any Management or Conduct Rule.
- (3) The Directives shall provide direction as to the practical application of a Conduct Rule. The Trustees may through their Directives regulate, guide and clarify practical matters pertaining to a Conduct Rule. The Trustees are not authorized to create further Conduct Rules through their issuing of Directives.

D. GUIDELINES

- (1) The Trustees shall from time to time prepare and revise Guidelines in respect of alterations or additions referred to in Rule 4 below. The Guidelines may contain specifications and sketch plans as to the nature, design, material, color and manner of installation required in respect of alterations or additions to ensure uniformity of construction.
- (2) Unless the existing Guidelines were approved by the members by ordinary resolution majority at the meeting at which these Conduct Rules were adopted, the Guidelines shall be so adopted at the first subsequent annual general meeting.
- (3) At every subsequent annual general meeting, any amendments proposed by the Trustees shall be tabled for consideration and be approved by the members by ordinary resolution majority, with or without amendment.
- (4) The Guidelines shall, by virtue of these Conduct Rules, be binding upon owners and occupiers and shall be strictly adhered to by them.

CONDUCT RULES

(Section 10(2) (b) of the Sectional Titles Schemes Management Act, 2011)

1. ANIMALS, INSECTS AND REPTILES

- 1.1 An owner or occupier may keep two small dogs in a section provided they have written approval from the Trustees and proof that the pets have been spayed and inoculated annually. No future cats may be brought into the complex apart from the already existing ones.
- 1.2 Dogs are not permitted to roam and dogs must be kept on a leash at all times on the common property.
- 1.3 Should animal excrement be deposited on the common property the owner of the animal shall be responsible for the immediate removal thereof.
- 1.4 An owner or occupier of a section shall not keep any other carnivorous animal, insect, reptile, rabbit, bird or fish in a section or on the common property.
- 1.5 An owner or occupier shall not without the approval in writing of the Trustees after the completion of a pet registry, which approval may not be unreasonably withheld, keep any dog in a section or on common property.
- 1.6 When granting approval referred to in Rule 1.5 above, the Trustees may prescribe any reasonable conditions.
- 1.7 For the sake of clarity, a small dog is defined as a dog which is not taller than 40cm from ground to the top of its back when standing on all four legs.
- 1.8 Aggressive dogs, as may be defined in the reasonable discretion of the Trustees on an ad hoc basis, are prohibited.
- 1.9 The Trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of Rule 1.6 above.
- 1.10 In suitable circumstances, the Trustees may apply to a Court having jurisdiction, for an order or interdict for the removal of any animal, insect, reptile, cat, bird or fish from a section or the common property, and the owner of the relevant section shall be liable for such costs as are referred to in Management Rule 25 (4), relating to the application.
- 1.11 The Trustees reserve the right to request an owner to remove his / her animal should it become a nuisance.
- 1.12 Upon the breach of, or non-compliance with this Rule, the owner of the relevant section may become liable for a fine imposed in terms of Rule 18 below.

2. **REFUSE DISPOSAL**

2.1 An owner or occupier of a section shall:-

- (a) Ensure that before refuse is placed in the refuse bin it is securely wrapped in a suitable strong plastic bag, and in the case of tins or other containers, completely drained, before it is placed in such plastic bag and such refuse bin;
- (b) For the purpose of having the refuse collected, place such plastic bag within the refuse bin. No refuse should at any time be left outside of the refuse bin.

2.2 An owner or occupier shall not allow any refuse for the disposal of which he is responsible, to remain in any entrance or passage, staircase or any other part of the common property, contrary to Rule 2.1 above.

2.3 An owner or occupier of a section shall comply with any other Directives issued by the Trustees regarding the refuse disposal.

2.4 Upon the breach of, or non-compliance with, the provisions of this Rule, the owner of the relevant section may become liable for a fine imposed in terms of Rule 18 below.

2.5 An owner or occupier of a unit shall ensure that their bins are put outside of their unit for collection by the garden service on bin day.

3. **PARKING AND DRIVING OF VEHICLES**

3.1 No owner or occupier shall park or stand any vehicle upon the common property outside of his/her garages or permit or allow any vehicle under the control of a visitor to be parked or stood upon outside of designated visitors parking areas on the common property designated for visitors, without the consent of the Trustees in writing.

3.2 Trucks, caravans, trailers, boats or other heavy vehicles may not be parked on the common property without the prior written consent of the Trustees.

3.3 No Tailgating when entering or exiting the complex. Owners need to please ensure that the gate is closed completely before driving away.

3.4 All owners and occupiers shall:-

3.4.1 Observe all road signs on the common property;

3.4.2 Do not exceed a speed of 15 when driving their vehicles on any part of the common property;

3.4.3 Ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid on the common property or in any other way deface the common including the exit and entrance gates.

Noncompliance shall be subject to the imposition of a fine in terms of Rule 18 below.

- 3.5 Owners or occupiers shall not:-
 - 3.5.1 drive their vehicles within the common property in any manner that creates a nuisance.
 - 3.5.2 allow any unlicensed person to drive any vehicle within the common property;
 - 3.5.3 be permitted to dismantle or effect major repairs to any vehicle on any portion of the common property, an exclusive use area or in a section;
 - 3.5.4 be allowed to reside or sleep in a vehicle or any part of the common property;
 - 3.5.5 be allowed to occupy more than one open parking bay at a time;
 - 3.5.6 be allowed to occupy any parking bay other than the one allocated in terms of the Management Rules to the section number occupied by the occupier.
 - 3.5.7 Use their garages as a storage space and as a result of this park their cars outside their garage or in the visitors parking bay. Owner's cars must be parked in their designated garages.
- 3.6 The parking of vehicles within a section or upon the common property is subject to the express condition that every vehicle is parked at the owner's risk and responsibility and no liability shall attach to the body corporate or its agents or any of their employees for any loss or damage of whatever nature which the owner, or any person claiming through or under him, may suffer in consequence of his her vehicle having been parked on the common property.
- 3.7 An owner or occupier shall comply with any further Directives issued by the Trustees in respect of this Rule.
- 3.8 The Trustees may in accordance with Rule 17.2 below cause to be removed or towed away, or its wheels to be clamped, at the risk and expense, including payment of a release penalty to be determined by the Trustees from time to time, any vehicle parked, stood or abandoned in contravention of these Rules.
- 3.9 Notwithstanding the provisions of Rule 3.7 above, an owner or occupier who is in breach or non-compliance with the provisions of this Rule, or any Directives issued in terms hereof, shall be subject to the imposition of a fine in terms of Rule 18 below.

4. **DAMAGE, ALTERATIONS AND ADDITIONS TO THE COMMON PROPERTY AND**

MINOR ALTERATIONS

- 4.1 As far as minor alterations, fixtures or additions are concerned, an owner, lessee or occupier of a section shall not mark, paint, drive nails or screws or the like into, or otherwise damage, or alter, any part of the common property without first obtaining the written consent of the Trustees.
- 4.2 Notwithstanding Rule 4.1 above, an owner or person authorized by him or her, may install:-
- 4.2.1 any locking device, safety gate, burglar bars, or other safety device for the protection of his or her section; or
- 4.2.2 A satellite dish may be installed with the consent of the Trustees in writing but may not be removed once installed and all satellite dishes which are installed need to be earthed;
- 4.2.3 any screen or other device to prevent the entry of animals or insects;
- Provided that the Trustees have first approved the nature and design of the device and the manner of the installation.
- 4.3 An owner or person authorized by him or her shall not construct, attach to, fix to any part of the exterior of buildings, including balconies, or place or construct on, or fix to any part of the common property any alterations, fixtures or additions, inclusive of but not limited to radio aerials, television aerials, satellite dishes, solar heating systems, air conditioners, chimneys, canopies, awnings, shade covers, carport covers, steps, braais or similar items without the prior written consent of the Trustees, who may attach reasonable conditions to their consents and which consent shall not be unreasonably withheld.
- 4.4 A request for the Trustees' consent or approval contemplated in Rules 4.1, 4.2 Or 4.3 above must be made in writing to the Trustees and must be accompanied by plans and specifications sufficient to explain the nature, design, shape, size, material, colors and location of the proposed item. It is also the responsibility of the owner to incur any additional costs from insurance due to these additions/ alterations.
- 4.5 The Trustees' consent for such structures as contemplated in Rule 4.3 above may at any time be withdrawn in the event of non-compliance with the imposed conditions. In the event of such withdrawal, the owner is responsible for the immediate removal of the item, at his or her own cost. Should an owner fail to remove such item and any such failure persists for a period of 30 (thirty) days after written notice to remove given by the Trustees or the Managing Agent on their behalf, the Trustees may have same removed at the risk and expense of the owner concerned, who shall have no recourse against the body corporate or its Trustees, employees or contractors for any damage resulting therefrom.

STRUCTURAL ALTERATIONS

- 4.6 Any structural alteration affecting a section and the common property; and alterations to work to plumbing, electrical installations or conduits, may only be carried out after:-
 - 4.6.1 compliance with all relevant provisions of the Sectional Titles Act, No 95 of 1986, the Sectional Titles Schemes Management Act, 8 of 2011, and the Rules;
 - 4.6.2 obtaining the written approval of the local authority, if applicable;
 - 4.6.3 Obtaining the written consent of the Trustees, this may be accompanied by conditions.
- 4.7 All structural alterations and alterations to, or repairs of, plumbing, electrical installations or conduits, must be done by qualified persons and the work must comply with standards required by the local authority.
- 4.8 Whereas an owner may effect alterations to the interior of his or her section, no work may be done to weight-bearing walls without the written consent of the Trustees, who may impose conditions.
- 4.9 In addition to any other relevant provisions, the following provisions shall apply in respect of any work effected by owners which, in the sole discretion of the Trustees, involves structural alterations or additions to a section, including the removal, creation, or modification of a wall or any structural part of the building and any alterations, additions, modifications, improvement or decorative work which affects the exterior appearance of the section:-
 - 4.9.1 A written application with specifications, time frame, and a sketch plan of the proposed alterations must be submitted to the Trustees, to obtain their provisional consent;
 - 4.9.2 The Trustees may grant provisional consent, or refuse such consent with reasons being furnished. The consent may also be accompanied by reasonable conditions. The Trustees may request that a report by a structural engineer or architect be furnished;
 - 4.9.3 If provisional consent is given, the owner must proceed to have building plans prepared and approved by the local authority (if required), and which may not deviate from the sketch plan;
 - 4.9.4 Before final approval, the owner must canvass the comments of immediate neighbors, and submit it to the Trustees for consideration;
 - 4.9.5 A copy of the approved building plan, or proof that a building plan is not required,

must be submitted to the Trustees;

ANNEXURE "8"10

- 4.9.6 If considered necessary by the Trustees, they may consult an architect, engineer, legal advisor or other professional consultant, regarding the proposed alterations at the cost of the applicant;
- 4.9.7 Within 14 (fourteen) days of obtaining all the required information and advice, the Trustees shall consider the application, reach a reasonable decision, and advise the applicant of such decision. If refused, reasons must be given. The consent may also be accompanied by reasonable conditions;
- 4.9.8 A deposit as determined by the Trustees from time to time, shall be payable by the owner, before work may commence.

INTERNAL ALTERATIONS

- 4.10 In addition to any other relevant provisions, the following provisions shall apply in respect of any work which involves any internal refurbishment, renovation or redecoration of a section which affects the internal walls, ceiling, foundation or sanitary ware:-
 - 4.10.1 An application to proceed, with specifications, time frame, and a sketch plan of the proposed alterations must be submitted to the Trustees, in order to obtain their consent to proceed; and
 - 4.10.2 The Trustees shall within 14 (fourteen) days, convey their consent to proceed, with or without conditions and/or Directives as to access and the maintenance of security, to the owner, or inform him or her why such consent cannot be given. An owner may not proceed with the work without such consent.

ALL ALTERATIONS

- 4.11 In respect of all work done at the instance of an owner of a section, the following shall apply:-
 - 4.11.1 The owner shall liaise with the Trustees concerning all aspects of the daily building operations, including the security measures applicable, the vehicles to be allowed on the premises, the use of outside building hoists or block and tackle gear, and the temporary storage of building material and machinery on the premises. The owner shall furnish the Trustees, the Managing Agent or Manager with the contact details of all contractors who intend to enter the premises.
 - 4.11.2 The alterations and fixtures contemplated in this Rule shall comply with the provisions contained in the Guidelines.
 - 4.11.3 All doors, including garage doors, windows and other external fittings must conform in quality and appearance with similar items generally installed elsewhere in the building or common property.

- ANNEXURE "B"
- 4.11.4 The owner accepts responsibility, and shall be liable to the body corporate (or owners, as the case may be), for any damage caused by him or her, his or her workmen, or contractors, to the common property or to other sections, and indemnifies the body corporate against such damage or any claims arising therefrom.
- 4.11.5 The electricity supply of the body corporate may not be used without the specific consent in writing of the Trustees, who may access the costs of such usage for the account of the owner.
- 4.11.6 Any work done in pursuance of this Rule and involving noise, must be done on weekdays during the hours 08h00 to 18h00 , or during the hours 09h00 to 13h00 on Saturdays, but not at all on Sundays or proclaimed public holidays.
- 4.11.7 Any work done in pursuance of this Rule must be done with the minimum of discomfort, disturbance, obstruction, and nuisance to other occupiers and must be concluded as expeditiously as possible, within the time frame specified, if any. Any rubble or other building material, tools or equipment shall be removed from the common property or any part of a section as soon as possible or within such reasonable time as determined by the Trustees.
- 4.11.8 Any deposit payable in terms of this Rule, to the Trustees or any person designated by them, shall be paid before commencement of work and shall be repayable 60 (sixty) days after completion, subject to any deductions made by the Trustees. The deposit shall be placed in an interest-bearing account, accumulating interest on behalf of the owner.
- 4.11.9 All charges, damages, expenses and penalties raised against the owner in terms of this Rule, are payable upon demand and if unpaid, the Trustees may deduct such items from the owner's deposit and/or add the amount to his or her levy account.
- 4.11.10 The owner must ensure that his or her workmen and contractors comply with the relevant provisions of this Rule.
- 4.12 In the event of approval, or a permit or consent being requires from any local or other authority for the alteration, improvement, fixture or addition or similar item, such approval permit or consent must be obtained by the owner before commencement of the alteration, improvement, installation of the fixture, or addition.
- 4.13 If any work done by or on behalf of an owner in pursuance of the provisions of this Rule results in expenses being incurred by the body corporate, whether it be by obstructing the employees or contractors in the performance of their work, or in any other manner, the owner concerned shall be liable for payment of such expenses, which may be added to his or her levy account.
- 4.14 Any alteration, improvement, fixture or addition or similar item made or

installed by an owner in terms of this Rule shall be maintained by the owner concerned in a state of good repair and in a clean, neat, hygienic and attractive condition, at his or her own expense. If an owner fails to maintain adequately such alteration, improvement, fixture or addition or similar item and any such failure persist for a period of 30 (thirty) days after the giving of written notice to repair or maintain given by the Trustees or the Managing Agent on their behalf, the body corporate shall be entitled to remedy the owner's failure and to recover the reasonable cost of doing so from such owner.

- 4.15 For the purposes of this Rule, the Trustees shall have the discretion to decide what constitutes a "minor alteration", "structural alteration" or "internal alteration" subject to any Directives that may be given by members at a general meeting, by majority vote.
- 4.16 If an owner (or person authorized by him or her) effects any work referred to in this Rule without obtaining the Trustees' consent, or fails to comply with the imposed conditions, or to conform with the Guidelines or required quality and appearance, or should an owner in any other way contravene a Sub-Rule, the Trustees may request an owner to remove such structure at his or her own cost. Should an owner fail to remove or cause the removal of and/or restitution of any alteration, improvement, fixture or addition and any such failure persists for a period of 30 (thirty) days after written notice given by the Trustees, the Trustees may effect such removal and/or restitution at the risk and expense of the owner concerned, who shall have no recourse against the body corporate or its Trustees, employees or contractors for any damage resulting therefrom.
- 4.17 Notwithstanding the provisions of Rule 4.16 above, an owner or occupier who is in breach or fails to comply with the provisions of this Rule, or any Directives issued in terms hereof, shall be subject to the imposition of a fine in terms of Rule 18 below.
- 4.18 Any consent granted by the Trustees in terms of this Rule, will be placed on the agenda and disclosed at the following annual general meeting as well as any amendments to or further guidelines as a consequence hereof.
- 4.18.1 The owner will also be liable for any additional costs that may be incurred with regard to the insurance premium as a result of the alterations. It is the responsibility of the owner to inform insurance of such alterations so that in the event of an accident, insurance will still cover the repairs of damages.

5. **APPEARANCE FROM THE OUTSIDE AND OBSTRUCTIONS TO THE COMMON PROPERTY**

- 5.1 The owner or occupier of a section shall not place or do anything on any part of the common property, or a section, including but not limited to balconies, patios, stoeps and gardens which, in the discretion of the Trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.
- 5.2 Owners and occupiers shall ensure that sections are provided with adequate curtaining or blinds at all time and within 3 (three) days of taking occupation.

- 5.3 No tinted glass windows excluding sand blasted glass may be installed or used in any residential section or exclusive use area.
- 5.4 No items which, in the discretion of the Trustees, are aesthetically displeasing or undesirable may be hung over walls, in windows, in corridors or on any part of the building or the common property so as to be visible to the public or other occupiers.
- 5.5 Owners or occupiers may not leave any obstructions to the free flow of pedestrian or vehicular traffic on any part of the common property.
- 5.6 Notwithstanding Rules 5.1, 5.3 and 5.4 above, an owner or occupier may not, without the prior written consent of the Trustees place, store or leave any object on any part of the common property, or allow or permit it to be so placed, stored or left.
- 5.7 Owners or occupiers may not allow their children or visitors who are children to play in the driveways or leave their bikes or toys on the common property. Children in the complex are to play on the grass or in the designated areas and should not at any time be left unsupervised.
- 5.8 The Trustees may issue further Directives pertaining to this Rule.
- 5.9 Should an owner or occupier place, do or store anything contrary to this Rule, the Trustees may require an owner to remove such object in accordance with Rule 17.3 below.
- 5.10 Notwithstanding the provisions of Rule 5.9 above, an owner or occupier who is in breach or non-compliance with the provisions of this Rule, or any Directives issued in terms hereof, shall be subject to the imposition of a fine in terms of Rule 18 below.

6. SIGNS AND NOTICES

- 6.1 No owner or occupier of a section, used for residential purposes, shall place any sign, notice, flag, billboard or advertisement of any kind whatsoever on any part of the common property or of a section, so as to be visible from outside the section, without the written consent of the Trustees first having been obtained.
- 6.2 The Trustees may remove such sign, notice, flag, billboard or advertisement in the event that no written permission having been obtained. Such removal and any repair of common property which may be reasonably required, will be effected at the risk and cost of the owner and such owner and/or occupier shall have no claim against the body corporate or the Trustees as a result of their functions performed in terms of this provision.

7. LITTERING

7.1 An owner or occupier of a section shall not deposit, throw, or permit or allow depositing or throwing, on the common property any rubbish, including dirt, cigarette butts, food scraps or any other litter whatsoever.

7.2 In particular, an owner or occupier of a section may not throw any material or object out of windows or over boundary walls.

7.3 An owner or occupier shall remove all items when clearing his post-box and shall dispose of any unwanted items in a suitable refuse container.

8. LAUNDRY

An owner or occupier of a section shall not, without the consent in writing of the Trustees, hang any washing or laundry or any other items in windows or on any part of the buildings or the common property so as to be visible from outside the buildings or from any other section.

9. STORAGE OF INFLAMMATORY MATERIAL AND OTHER DANGEROUS ACTS

An owner or occupier shall not store any material, or do or permit or allow to be done, any other dangerous act in the buildings or on the common property which will or may increase the rate of the premium payable by the body corporate on any insurance policy or which would render void any insurance effected over the property.

10. LETTING AND OCCUPANCY

10.1 All tenants (lessees) of units and other persons granted rights of occupancy by any owner of a unit are obliged to comply with these Conduct Rules, notwithstanding any provision to the contrary contained in, or the absence of provisions, in any lease or any grant of rights of occupancy.

10.2 No owner, tenant (lessee) or occupier of a unit shall allow more persons to reside in a unit at any one time other than as set out below:

10.2.1 2 (two) persons in respect of a studio;

10.2.2 2 (two) persons in respect of a one-bedroom section;

10.2.3 4 (four) persons in respect of a two-bedroom section;

10.2.4 5 (five) persons in respect of a three-bedroom section.

10.3 Notwithstanding Rule 10.2 above, with the prior written consent of the Trustees, which may not be unreasonably withheld, an additional person or persons may be allowed to reside in a section temporarily, but not for a period of more than - 14 (fourteen) days at a time and not for an aggregate period of more than 28 (twenty eight) days in any calendar year.

10.4 An owner who concludes a lease agreement in respect of his or her section shall

supply the Trustees, Manager or Managing Agent with the name and contact details of the tenant or lessee. ANNEXURE "8"15

- 10.5 The Trustees (or Manager or Managing Agent on their behalf) shall supply a tenant (lessee) with a copy of these Conduct Rules in accordance with Management Rule 32 (2), for a sum deemed reasonable by the Trustees.
- 10.6 An owner shall notify the Manager, Managing Agent or Trustees forthwith in writing of any change of ownership in, or occupation of his section, or any change in membership or shareholding or beneficiaries of any close corporation or company or trust being the registered owner, and of any mortgage of or other dealing in connection with his or her section.
- 10.7 No form of "time-sharing" or any similar arrangement whereby a person other than the owner, his immediate family or his tenant, may utilize a section for a specific period or periods of time may be concluded in respect of a section.
- 10.8 All persons occupying a section shall have and produce a valid identity document or passport on request by the Managing Agent.

11. ERADICATION OF PESTS

- 11.1 An owner shall keep his section free of cockroaches, white ants, borer and other wood destroying insects and to this end shall permit the Trustees, the Managing Agent, and their duly authorized agents and employees, to enter upon his section from time to time for the purpose of inspecting the section and taking such action as may be reasonably necessary to eradicate any such pests.
- 11.2 The costs of the inspection, eradicating any such pests as may be found within the section, replacement of any woodwork or other material forming part of such section which may be damaged by any such pests shall be borne by the owner of the section concerned.

12. USAGE OF SECTIONS, EXCLUSIVE USE AREAS, COMMON PROPERTY AND RELATED MATTERS

- 12.1 Except for a sale in execution of a unit, no auction, or similar sales or exhibitions, shall be held on the common property or in a section, nor may a residential section be used for any professional, commercial or industrial purpose whatsoever.
- 12.2 An owner, lessee or occupier will be responsible for adequate supervision of his or her children, or children of their visitors, and shall foresee that no nuisance is caused or common property damaged.
- 12.3 No quad-bikes, carts, scooters or motorbikes may be used on the common property for recreational purposes.
- 12.4 No ball games may be played on the common property.

- 12.5 The throwing of stones or other solid objects on the common property is prohibited.
- 12.6 Children are to be supervised by an adult at all times on common property and may not leave bikes or toys of any kind on the common property.
- 12.7 In the event of damage of whatsoever nature being caused to the common property, including exclusive use areas, by an owner, lessee or occupier or any of their visitors, contractors or employees, the owner will be responsible for the costs of such repair.
- 12.8 All persons on the common property or using any of its facilities or services, will be there and do so entirely at their own risk, and no person shall have any claim against the body corporate of whatsoever nature arising from such use, nor for anything which may befall any person during the course of such use, whether caused by human or animal agency, natural phenomena or otherwise. The body corporate shall not be liable for any injury, loss or damage of any description that any person may sustain, physically or to his or her property directly or indirectly, in or about the common property, its amenities or in the individual sections nor for any act done or for any neglect on the part of the body corporate or any of the body corporate's employees, agents or contractors.
- 12.9 The body corporate or its agent's representatives or domestic employees shall not be liable or responsible for the receipt or no-receipt and delivery or non-delivery of goods, postal matter or any other property.
- 12.10 The transportation or moving of any furniture or heavy or bulky goods is the responsibility of the owner, occupier or lessee and the repairing of any damage to any section or part of the common property as a result of such activity shall be that the owner concerned (who will be responsible for his lessee or occupier).
- 12.11 No trading or business activities of any nature or extent shall be allowed in the scheme - neither in sections nor on common property.
- 12.12 No Churches may be run from any exclusive use area or on common property at any time.
- 12.13 The slaughtering of animals on common property is subject to the Trustees approval in writing.
- 12.14 No owners or occupants may do gardening of on the common property without the prior approval in writing of the Trustees.

13. NOISE, DISTURBANCE AND NUISANCE

- 13.1 No owner, lessee or occupier may permit anything to be done in his or her section, exclusive use area or on the common property, which constitutes a nuisance or an unreasonable invasion of the privacy of the other occupiers of the buildings or permit or cause any disturbance or allow his or her children or visitors to cause any disturbance which in the opinion of the trustees would constitute a nuisance or an invasion of the right of privacy of the other occupiers.
- 13.2 All owners and occupiers shall maintain reasonable quietness on Sunday – Thursday between 22h00pm and 07h00am and on Friday and Saturday between 22h00pm and 09h00 am.
- 13.3 At all times other than as referred to in Rule 13.2 above, all television, radio and other appliances emitting sound, including musical instruments, should be kept at audio levels which are not audible from outside of the section.
- 13.4 The horns of motor vehicles may not be sounded at any time on the common property, except as a warning of imminent danger in the case of an emergency.
- 13.5 No explosives, crackers, fireworks or items of similar nature may at any time be exploded, lit or operated in sections or any part of the common property without the written permission of the Trustees.
- 13.6 No firearms may be discharged in a section or any part of the common property, except under such circumstances that would reasonably justify the use of a firearm for self-defense and related purposes.
- 13.7 No hammering, drilling, alterations or anything of this nature to be done during the times expressed in Rule 13.2 above.

14. SECURITY

- 14.1 Owners and occupiers must at all times ensure that the security and safety of all owners, occupiers and their property preserved, and all in particular must:-
- 14.1.1 ensure that upon entering or leaving the premises, all gates are properly closed;
- 14.1.2 ensure that such gates are never opened for unknown or uninvited persons;
- 14.1.3 comply with any further security measures implemented by the Trustees;
- 14.1.4 Ensure that their guests, visitors, employees and contractors comply with the security measures implemented by the Trustees.
- 14.2 The only way that a visitor may obtain access to the Scheme is if they contact the occupier via the intercom system. Under no circumstances will the security guard open the Entrance, Exit and Pedestrian gate.

14.3 No more that 2 (two) visitors will be allowed per section per day unless permission has been obtained from the Managing Agent.

14.4 An owner, lessee or occupier may only gain access to the complex with a remote control.

15. INSURANCE

15.1 Any first loss that amounts to a body corporate insurance claim, on behalf of the owner of the section concerned, shall be for the account of the owner of the section.

15.2 Geysers: The owner of a section is obliged to maintain, and if necessary, replace his own hot water installation if not covered by body corporate insurance.

16. EMPLOYEES

16.1 Owners, lessees and occupiers of sections may not request the Body Corporate's supervisor or his staff to perform any task for them during their working hours. Maintenance projects inside a section or internal maintenance is the responsibility of the owner.

16.2 Owners, lessees and occupiers may not interfere with body corporate employees in the performance of their duties and must give their full co-operation to such employees.

16.3 An owner, lessee or occupier shall be responsible for the conduct of their own employees, and for any persons visiting his or her employees.

16.4 An owner, lessee or occupier shall ensure that his or her employees, including their visitors or guests, do not loiter on the common property.

16.5 Owners, lessees or occupiers shall further ensure that their employees comply with the Conduct Rules and Directives.

16.6 All domestic workers shall provide a valid certified identity document.

17. CONTRAVENTION OF RULES

17.1 Should Rule 1 above be contravened, the Trustees may:-

17.1.1 impose a fine in terms of Rule 18 below; or

17.1.2 obtain an interdict; or

17.1.3 Impose more than one of the options mentioned.

17.2 Should Rule 3 above be contravened, the Trustees may:- ANNEXURE "8"19

- 17.2.1 arrange for the vehicle to be clamped, at the risk and costs of the owner thereof and/or person in control of the vehicle; or
- 17.2.2 arrange for a clamped vehicle to be released subject to the payment of a release fee; or
- 17.2.3 arrange for the vehicle to be removed at the risk and costs of the owner thereof and/or person in control of the vehicle; or
- 17.2.4 impose a fine in terms of Rule 18 below, or
- 17.2.5 obtain an interdict; or
- 17.2.6 Impose more than one of the options mentioned.

17.3 Should Rules 4 and/or 5 above be contravened, the Trustees may:-

- 17.3.1 Request an owner to remove such structure or object at his or her own cost. Should an owner fail to remove or cause the removal of and/or restitution of any alteration, improvement, fixture or addition (structure or object) and any such failure persists for a period of 30 (thirty) days after written notice given by the trustees, the Trustees may effect such removal and/or restitution at the risk and expense of the owner concerned, who shall have no recourse against the body corporate or its Trustees, employees or contractors for any damage resulting therefrom; or
- 17.3.2 impose a fine in terms of Rule 18 below; or
- 17.3.3 obtain an interdict; or
- 17.3.4 Impose more than one of the options mentioned

18. IMPOSITION OF PENALTIES

- 18.1 If the conduct of an owner or occupier of a section or his visitors or guests constitutes a nuisance in the opinion of the Trustees, or if an owner, occupier or visitor contravenes, breaches, disobeys or disregards a Management or Conduct Rule, the Trustees may furnish the owner and occupier with a written notice which may in the discretion of the Trustees be delivered by hand or by registered post. In the notice the particular conduct, which constitutes a nuisance, must be adequately described or the Rule that has allegedly been contravened must be clearly indicated, and the offender must be warned that if he or she persists in such conduct or contravention, a fine in terms of this Rule 18 above, will be imposed on the owner of the section.

- 18.2 If the owner or occupier nevertheless persists in that particular conduct or in the contravention of that particular Rule, the Trustees may convene a meeting of Trustees to discuss the matter and to impose a fine, or suspension in terms of this Rule 18.
- 18.3 A written notice by which the alleged offender (whether owner or occupier), is informed of the purpose of the meeting and invited to attend, must be sent to the owner and occupier at least 7 (seven) days before the meeting is held. At the meeting the owner or occupier must be given the opportunity to present his or her case, but except in so far as may be permitted by the Chairperson, he or she may not participate in the affairs of the voting at the meeting.
- 18.4 After the owner or occupier has been given the opportunity to present his case, the members of the sub-committee appointed by the Trustees may by way of a unanimous resolution (100% of the members present at the meeting with a minimum of two sub-committee members), impose an initial penalty for the first offence and a subsequent penalty or suspension for every identical offence thereafter.
- 18.5 Any fine imposed in terms of Rule 18.4 above, may if it is not paid within 14 (fourteen) days after the offender has been notified of the imposition of the fine, be added to the contribution which an owner is obliged to pay in terms of Section 37(1) of the Sectional Titles Act 95 of 1986 and claimed by the Trustees as part of the monthly instalments payable by the owner.
- 18.6 The body corporate may, from time to time, determine the amount of the initial and subsequent penalties and periods of suspension, which amounts should be confirmed at the next general meeting.

18.7 Warning Letter Fining Schedule:

First warning letter	R100 admin fee	
Second warning letter	R100 admin fee	R500 Fine
Third Warning Letter	R100 admin fee	R1000 Fine
Forth Warning Letter	R100 admin fee	R1500 Fine
Fifth OFFENCE	CSOS	

19. ARREARS ON LEVY ACCOUNTS

The interest on arrear levies will be 21% per annum, which is 1.75%

20. FIRE FIGHTING EQUIPMENT

No owner, lessee or occupier is permitted to use any firefighting equipment for any purpose other than to fight fires.

21. **COMPLAINTS**

All complaints, requests and suggestions must be made in writing to the Managing Agent, for their consideration at Trustees' meetings.

23. **RELAXATION OF RULES**

No indulgence or relaxation in respect of these Rules shall constitute a waiver or consent, or prevent their enforcement by the Trustees at any time.