

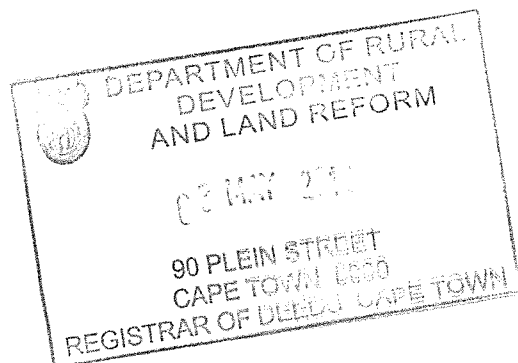
CONDUCT RULES

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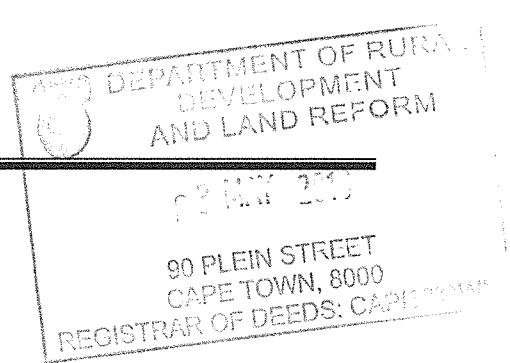
Section 35(2)(b) of the Sectional Titles Act, No 95 of 1986

For the Control, Management, Administration,
Use and Enjoyment of Sections and the Common Property of

ZWARTLANDHOF Sectional Title Scheme



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APPLICABILITY

1. It shall be the duty of the owner to ensure that the occupier of his section or the visitors, employees, family members and lessee comply with the Conduct Rules.
2. Should any contraventions or damage be caused by any person referred to in (1) above, the owner shall be liable to pay the said damages or the administration fee and penalties incurred.
3. Should any owner fail to pay his levies monthly in advance, the owner shall be liable to pay the said additional charges incurred by the Managing Agent for reminder notices, and detail ledger provided for the attorneys to recover the outstanding debt.

GUIDELINES

1. The trustees shall from time to time prepare and revise guidelines to control all aspects of the appearance of the buildings and structures on the premises, including any alterations or additions
2. At every subsequent annual general meeting any amendments proposed by the trustees shall be tabled for consideration and approval by the members by special resolution.

PURPOSE OF THE RULES

These Rules have been promulgated in order to promote harmonious and peaceful relations at the Scheme, as far as possible making it pleasant for all owners and occupants to live there.

1. ANIMAL, REPTILES AND BIRDS

- 1.1 An owner or occupier of a section shall not, without prior consent in writing from the trustees, at their sole discretion, keep any animal, reptile or bird in a section or on the common property
- 1.2 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 Conduct Rule 25.
- 1.3 In suitable circumstances, the trustees may apply to a Court having jurisdiction, for an order or interdict for the removal of the animal, insect or reptile 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 31(5), relating to the application.
- 1.4 Should a pet foul the common property or any exclusive use area, the owner of the pet concerned is required to remove the excrement and dispose of it in an hygienic manner.
- 1.5 All owners take note that the keeping of animals is a privilege and not a right, residents are asked to respect the living environment of every section in the

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complex by taking into consideration all residents of Zwartlandhof when owning a pet on the premises.

- 1.6 Pets should also not be a nuisance to fellow residents. Should a pet become a nuisance, the trustees reserve the right to have such pet removed from the premises. This is in the absolute discretion of the trustees and not negotiable.

2. REFUSE DISPOSAL

- 2.1 An owner or occupier of a section shall maintain, in a hygienic and dry condition, all areas in the relevant section or of the common property allocated for refuse disposal. Refuse is to be placed in the areas designated for refuse disposal and nowhere else.
- 2.2 All refuse is to be securely wrapped in refuse bags and discarded in the black refuse bins as provided and, in the case of tins and other containers, completely drained before being placed in the areas allocated for refuse disposal.
- 2.3 Receptacles (black bins) may not be used for any other purpose than storage of refuse.
- 2.4 No building rubble or any soil or ground of whatever nature may be disposed of into the receptacles.
- 2.5 An owner or occupier shall not dispose any refuse that the municipality will not remove.
- 2.6 An owner or occupier shall not allow any refuse of whatever nature to remain or being disposed of in the lobby, passage, walkway, staircase, balcony or any other part of the common property, except designated areas. The refuse bag is to be placed directly in the bins provided and not on the floor of the refuse bin area.

3. VEHICLES

- 3.1 No owner or occupant shall park or stand boats, caravans, trailers, or any other vehicle other than normal vehicles use for residential purposes, of any kind on the common property, or the parking bays.
- 3.2 Owners and occupiers shall ensure that their vehicles and vehicles of their visitors and guests do not drip oil and brake fluid on the common property, parking bays or any other place within the borders of the complex. Should oil spills occur, the owner of the unit will be fined. This money will be utilized to replace the pavers. Currently the fine amount is for R500.00. However, the trustees reserve the right to increase this amount at any stage. Owners take full responsibility for their own parking bays. Should anyone park on their parking bays, and their vehicles drip oil, owners will be fined, irrespective whether they know was responsible for the oil spill.

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- 3.3 No owner or occupier shall be permitted to dismantle or affect repairs to a vehicle on any portion of the common property, any parking bay, or any place within the complex.
- 3.4 Residents are to wait for the gate to close fully before driving in or out of the complex as a security measurement.
- 3.5 The Trustees shall have the power to arrange for the removal or towing away, at the risk and expense of the owner of the vehicle concerned, any vehicle parked contrary to these Rules or in any other way contravening these Rules. This includes any abandoned vehicles in the complex. In addition the Trustees may, at the expense of the owner concerned, arrange to have any oil or other spills to be cleaned.
- 3.6 An owner or occupant of a section must ensure that neither he or she or any of his visitors or guests drive in such a way which may cause possible harm or damage or cause excessive noise (radio or exhaust system) to property or person.
- 3.7 Heavy vehicles, boats, caravans, trailers, damaged vehicles or the like may not be parked in the parking bays, the common property, or any other place within the complex.
- 3.8 Vehicles may not be washed inside the complex. Under no circumstances may fire hydrants be used to wash vehicles. (Should this be done, heavy fines will be issued).
- 3.9 It is further recorded that only residents, residing at the complex, may park their vehicles inside the complex. (Maximum two vehicles). Owners not residing at the complex, may not park inside the complex. All visitors are to park outside the complex. Currently a vehicle disc system is in place. Owners/ residents/ tenants are obliged to comply with procedures, as provided by the trustees or caretaker at the complex. Guidelines will be issued from time to time by the trustees and they reserve the right to change procedures at any time. Owners take full responsibility for the action of their tenants/ visitors. Anyone not complying to the procedures, the owner will be fined. Please also read Conduct Rule 7, which also links up herewith.

4. DAMAGE OR ALTERATIONS TO THE COMMON PROPERTY

- 4.1 No structural alterations of any nature to the common property or the Sections may be made without the written consent of the Trustees first being obtained.
- 4.2 The Trustees shall have the power, at the risk and expense of the owner or occupant concerned, to arrange for the removal or repair, as the case may be, of any alterations of whatever nature, made contrary to these Rules.
- 4.3 No owner or occupant of a section may mark, paint, drive nails, 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. This prohibition is wide enough to cover items such as satellite dishes that are often attached to common property by owners.

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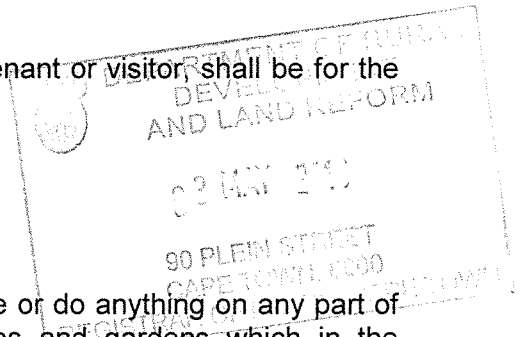
- 4.4 The Trustees may in writing approve the nature, design and manner of installation of any locking device, safety gate, burglar bars or other safety device designed to protect a section or any screen or other device designed to prevent the entry of animals or insect into a section. If they do so, an owner or any person authorised by him may install that device on the common property adjacent to his section.
- 4.5 Only strip type burglar bars are permitted. These must be fitted horizontally, to the inside of opening windows and must be of the same material and colour as the window frame – 2 to 3 slates per opening.
- 4.6 Any damage to common property by any owner/ tenant or visitor, shall be for the account of the owner.

5. APPEARANCE FROM THE OUTSIDE

- 5.1 The owner or occupier of a Section shall not place or do anything on any part of the common property, including balconies, patios and gardens which in the absolute discretion of the Trustees, is aesthetically displeasing when viewed from the outside of the Section.
- 5.2 The Trustees shall have the power, in addition to arranging for the summary removal of all offending items, to impose fines and exercise other remedies set out hereunder.
- 5.3 Owners and occupiers shall ensure that sections are provided with adequate manufactured curtaining or blinds at all times and within 7 days of taking occupation. All blinds and curtains, when viewed from the outside, must be of a neutral colour acceptable to the trustees.
- 5.4 No items or washing may be hung over walls, in windows, in corridors, on balconies or any part of the common property so as to be visible to the public or other occupiers.

6. SIGNS AND NOTICES

- 6.1 No owner or occupier of a section shall place any sign, notice, 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 being obtained.
- 6.2 The Trustees shall have the power, in addition to arranging for the summary removal of the offending signs, notices, billboards or advertisements, as the case may be, to impose fines and exercise other remedies asset out hereunder.
- 6.3 Security company signs may only be displayed inside a unit and only inside one window.
- 6.4 An estate agent sign may only be erected on the show day to clearly demarcate the unit being sold. The board may only be placed outside the complex



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7. ALIENATION AND USE OF GARAGES AND OCCUPATION OF UNITS

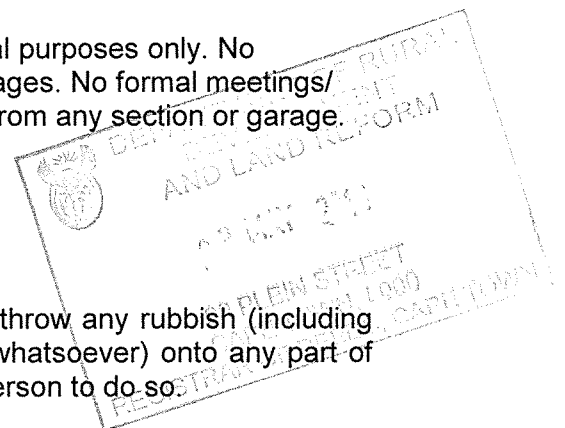
- 7.1 Garages in the Scheme may only be sold to owners in the Scheme and not to anyone who is not an owner. If any garage is sold contrary to this Rule, the Trustees shall have the right to sue for cancellation of the relevant agreement and, if necessary apply for an Order that the relevant garage be re-transferred to the previous owner. No garage shall be sold without the written consent of the Trustees first being had and obtained.
- 7.2 Garages at the Scheme may only be used for the purpose of storing vehicles of the residents residing in the section pertaining to that garage. The trustees can consider applications by owners/ residents to store items in the garage if their unit is unoccupied by a resident. However, the approval of such application will be an exception, for a very specific reason, and for a short period of time only.
- 7.3 Renting out of garages are prohibited. A maximum of two cars per section will be allowed. The parking of vehicles in garages and on parking bays is the only way of parking at the complex. Under no circumstances may any vehicle be parked in any other way. The wheels of vehicles that are parked illegally will be clamped and a release fee of R500 will be payable. Alternatively, if wheels are not clamped, owners will be fined. Owners take full responsibility for the actions of their tenants, visitors and family.
- 7.4 Under no circumstances, may a garage be used for accommodation or business of any kind. The Trustees will, in their discretion, be entitled to take action for the eviction of persons using the garages for accommodation or business contrary to this Rule and any owner or occupier who used the relevant garage contrary to this Rule will be liable for costs on the scale of attorney and own client as well as, in the Trustees' discretion, a fine.
- 7.3 No more than two persons per bedroom shall be allowed to occupy the units at any one time and if there are more occupants, the Trustees will be entitled, in their discretion, to sue for the eviction of the excess occupants, in which event the owner of occupier, as the case may be, will be liable for costs on the scale of attorney and own client, as well as imposing a fine.

USING OF SECTIONS AND GARAGES

Sections and garages may only be used for residential purposes only. No business may be conducted from any section or garages. No formal meetings/ gatherings/ church gatherings ect. will be permitted from any section or garage.

8. LITTERING

- 8.1 No owner or occupant of a section may deposit or throw any rubbish (including dirt, cigarette butts, food scraps or any other litter whatsoever) onto any part of the common property, nor may he allow any other person to do so.



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- 8.2 An Owner or occupier shall remove all items when clearing his post box and shall dispose of any unwanted items.

9. LAUNDRY

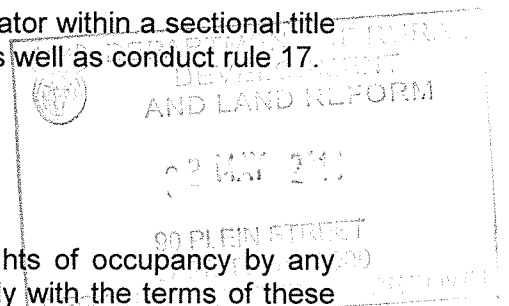
- 9.1 An owner or occupier of a Section shall not, without the consent in writing of the Trustees erect their own wash-lines or hang washing or laundry or any other items on any part of the buildings or the common property, except the areas specifically provided for this, so as to be visible from outside the buildings or from any other Sections.
- 9.2 The Trustees shall have the power to arrange for the summary removal of any offending items and to impose fines or exercise other remedies as set out hereunder.
- 9.3 The trustees and the Body Corporate will not be responsible for any loss of washing due to theft.
- 9.4 Residents must keep other residents in consideration when using the communal washing line areas – example: Do not leave washing on the lines for a unacceptable period as to be determined in the sole discretion of the trustees.

10. STORAGE OF INFLAMMATORY MATERIAL AND OTHER DANGEROUS ACTS

- 10.1 An owner or occupier shall not store any material, or do or permit or allow to be done any other dangerous acts 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 current Insurance Policy applicable to the Scheme.
- 10.2 The Trustees shall have the power to arrange for the summary removal of any offending items and to impose fines or exercise remedies as set out hereunder.
- 10.3 It is to be noted that the installation and use of a generator within a sectional-title housing scheme would contravene conduct rule 10.1 as well as conduct rule 17.

11. LETTING OF UNITS

- 11.1 All tenants of Units and any other person granted rights of occupancy by any owner of the relevant unit are obliged to comply strictly with the terms of these Conduct Rules, notwithstanding provisions to the contrary contained in any lease or grant of rights of occupancy. The owner who lets out the relevant Unit or grants rights of occupancy of whatever nature whether personally or through an agent will nevertheless be personally responsible for ensuring that the relevant tenants or occupants, as the case may be, are made aware of the provisions of these Conduct Rules.
- 11.2 The Trustees shall have the power, in their absolute discretion, to take steps to protect the interests of the Body Corporate and to impose fines and take any



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other necessary steps against either the relevant owner or the tenant or occupant, as the case may be.

- 11.3 An owner shall notify the Managing Agent of any change of residential address, postal address, telephone number and e-mail in writing or via e-mail.
- 11.4 It is the owner's responsibility to ensure that the levy statement is being received at the correct address. Should the levy statement not be received for any reason, owners are still obligated to pay their monthly levy contributions timely.

12. TELEVISION ANTENNAS AND SATELLITE DISHES

- 12.1 No owner or occupant will attach any satellite dish or television antenna to the building as there are communal dishes to every block.
- 12.2 The Trustees shall have the power to arrange for the summary removal of any satellite dish or television antennas erected contrary to these Rules and to impose fines or take steps necessary in terms of these Rules.

13. ERADICATION OF PESTS

- 13.1 Owners shall keep their sections free from all pests and shall permit the Trustees or Managing Agents or their employees, subject to reasonable notice and an appointment being made, to conduct an inspection and where necessary, to take steps to eradicate pests. The costs of such inspection eradication shall be borne by the relevant owner.
- 13.2 The Trustees shall have the power to take steps to protect the interests of the Body Corporate and to enforce its rights in terms of these Conduct Rules.

14. LEVIES

- 14.1 Owners are to pay levies strictly on due date and may not withhold payment of levies for any reason whatever. If any levies are in arrears by one month or more the Managing Agents may, without further notice institute proceedings for recovery of such arrear levies and all costs in connection with such arrears will be payable by the owner concerned on the scale of attorney and own client.
- 14.2 Any owner who sells, alienates or in any way disposes of his Unit or the controlling interest in such unit, including membership of a Close Corporation which owns the unit, shares in a Company which owns the unit or the interest in a Trust which owns the unit, shall obtain from the Managing Agents a Levy Certificate in respect of Levies due on in respect of the unit and until such time as a Levy Certificate is issued, shall be personally liable for the levies in respect of such Unit as well as all costs associated with the collection of those levies on the scale of attorney and own client.
- 14.3 In the case where an owner's levies are in arrears more than 60 days, the full amount for the remaining year becomes payable on demand.

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15. ALIENATION, USE AND OCCUPATION OF UNITS

- 15.1 No more than two persons per bedroom shall be allowed to occupy the Units at any one time and if there are more occupants, the Trustees will be entitled, in their discretion, to sue for the eviction of the excess occupants, in which event the owner of occupier, as the case may be, will be liable for costs on the scale of attorney and own client, as well as imposing a fine.

16. SUPERVISION OF CHILDREN AND DAMAGE TO COMMON PROPERTY

- 16.1 Owners and occupiers shall, at all times be personally responsible to supervise the behaviour of their children at the Scheme and shall be personally liable for any damage to common property or the property of other owners or occupiers as a result of the conduct of such children. Children shall not be allowed anywhere on the common property or anywhere else where the lives of such children or anyone else would be in danger or where they could suffer injury as a result of their presence there. The Trustees shall in their discretion, be entitled to take steps for removal of children or others who violate this Rule and the relevant owner or occupier shall be liable for all costs on the scale of attorney and own client. The Trustees may also, in their discretion, impose a fine.
- 16.2 Owners and occupiers shall take all reasonable steps to prevent damage to the common property and the property of other owners by vandals or anyone else and owners or occupiers or their children who are responsible for such damage shall be personally liable for the repairs as well as any costs incurred and, in the discretion of the Trustees, to a fine.

BALL GAMES

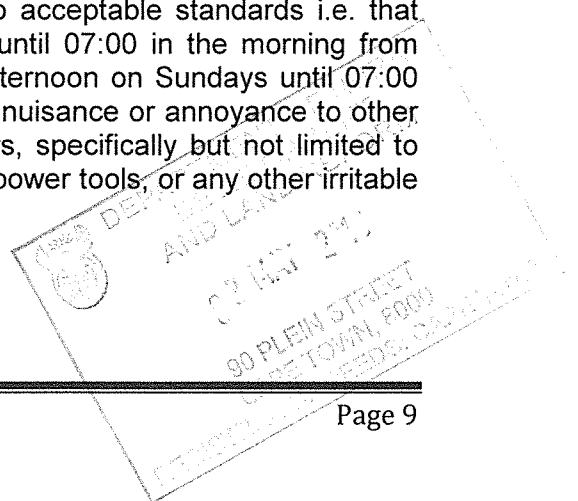
No ball games of any sort will be allowed at the complex.

17. NOISE

- 17.1 An owner or occupant of a section must ensure that neither he or she or any of his visitors or guest, may make any noise of whatever nature that will disturb any other person in the building or adjacent buildings or area.

SILENCE

Residents, tenants and guests must conform to acceptable standards i.e. that silence be maintained between 23:00 at night until 07:00 in the morning from Mondays to Saturdays and from 13:00 in the afternoon on Sundays until 07:00 Monday morning, so that it is not a disturbance, nuisance or annoyance to other residents and owners or surrounding neighbours, specifically but not limited to any loud music, radio or television, working with power tools, or any other irritable sounds.



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- 17.2 All television, radio or appliance emitting sound, must be kept at audio levels which may not be heard by other owners or occupiers in other sections which constitutes a disturbance.

18. RELATED MATTERS

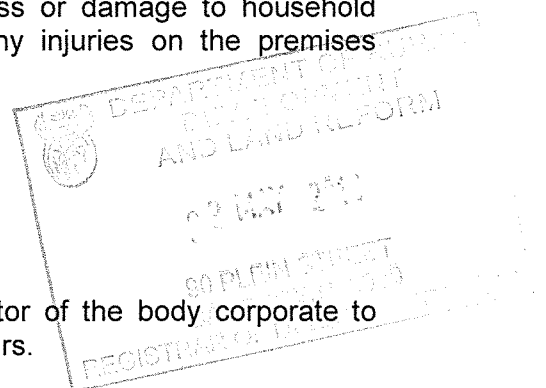
- 18.1 No owner or occupier of a unit shall be allowed or be involved in illicit activities such as soliciting, drugs, sale of liquor or running a business from the unit or on the common property.
- 18.2 The slaughtering of animals in a section or on the common property is prohibited.
- 18.3 No wood fires allowed on the balconies. No open fires are allowed in the complex. Only gas braais and charcoal fires in a weber will be allowed. No braaing on the grass will be allowed or other communal areas will be allowed.
- 18.4 If an owner fails to repair or maintain his/her section in a state of good repair required by section 44(1)b of the act or fails to maintain adequately any area of the common property allocated for his/her exclusive use and enjoyment and such failure persists for 14 days after giving of written notice to repair or maintain, given by the trustees or managing agents, the Body Corporate shall be entitled to remedy the owners failure and recover the costs of doing so from the owner.

19. INSURANCE

- 19.1 Any first loss that amounts to a Body Corporate insurance claim, on behalf of the owner of a section concerned, shall be for the account of the owner of that section.
- 19.2 An owner of a section is obliged to maintain and if necessary replace his own hot water installation.
- 19.3 The fixed property is insured by the Body Corporate. Residents are responsible for insuring the contents of their units
- 19.4 Damages to the outside of the building or roof, tap leakages must be brought to the attention of the trustees.
- 19.5 The Body Corporate is not responsible for the loss or damage to household possessions or vehicles, any personal loss or any injuries on the premises because of any incident on the premises.

20. EMPLOYEES

- 20.1 No person may request any employee or contractor of the body corporate to perform any task from them during their working hours.



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- 20.2 Any employee or contractor appointed by a residents shall abide by the rules and not be allowed to loiter on the property.
- 20.3 The trustees may delegate any or all powers conferred upon or entrusted to them by these rules to any caretaker or manager it may decide to employ.

21. FIRE FIGHTING EQUIPMENT

- 21.1 No person shall be permitted to tamper with any firefighting equipment or signage. Tampering with this equipment in such a way which results in fees being incurred to replace or repair the equipment will be for the owners account as well as a R10 000-00 fine.

22. GARDENS

- 22.1 No person shall plant creepers, plants, shrubs or trees on the common property without the consent of the trustees. Should the trustees give consent, it will be the responsibility of the owner whom requested consent to maintain the garden in good, clean and neat state.

23. COMPLAINTS

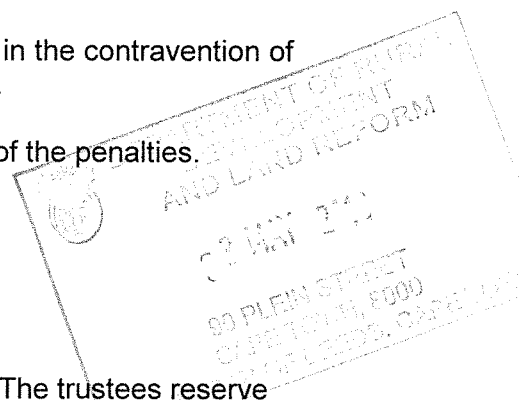
- 23.1 All complaints must be made in writing to the Managing Agent, which must reflect dates and times of incidents reported together with a detailed description of the complaint and the unit number from where the complaint originated from.

24. CONTRAVENTION OF RULES

- 24.1 Should any of the conduct or management rules be contravened, the trustees or managing agent may furnish the owner or occupier with a written notice which may be delivered by hand or per e-mail. For serious transgression of the Rules, the trustees/ managing agents reserves the right to impose a fine immediately without a warning. This is in their absolute discretion.
- 24.2 If an owner or occupier persist with a particular conduct or in the contravention of a rule, and a warning was given, a penalty will be imposed.
- 24.3 The trustees may from time to time determine the amount of the penalties.

25. PENALTIES

- First Offence - Warning letter delivered by email or hand. The trustees reserve the right to fine an owner for a 1st offence. This will be done in serious cases of contravention of the the rules. (Eg. calling out of



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police). It is in the absolute discretion of the trustees to decide on the seriousness of any offence.

2nd Offence - Imposing of a minimum fine of R500

Any similar offence - Fine to be imposed, amount as per trustees' digression.

(The trustees reserve the right to change the fine amounts. This can be done at a trustees meeting and then the relevant resolution will be signed by the trustees).

26. DOMICILLIUM CITANDI ET EXECUTANDI

The domicillium citandi et executandi of each owner shall be the address of the section registered in his name, provided that such owner shall be entitled from time to time to change the said domicilium but that any new domicilium selected shall be situate in the Republic, and that the change shall only be effective on receipt of written notice thereof by the Body Corporate at its domicilium.

