



CODE OF CONDUCT

Rules and Policies of San Antonio Homeowners Association

1. PURPOSE

- a) These rules are intended to promote the efficient administration and control of the San Antonio Housing Complex and the pleasant, orderly and harmonious living environment for the mutual benefit and advantage of all homeowners and tenants.
- b) These rules are binding on all occupants of the development, as is any decision taken by the Trustees Committee in interpreting these rules.
- c) The registered owners of the properties are responsible to ensure that members of their families, tenants, visitors, friends and employees, abide by these rules.
- d) These rules are subject to change when and as necessary to ensure the happy and orderly co-existence of residents.
- e) All correspondence is to be via the Trustees Committee (addressed to the Chairman).

2. COMMON PROPERTY

- a) The Common Property is generally controlled and attended by the Trustees Committee in the interest of all residents.
- b) The Common Property includes all land and buildings that are not part of the freehold even in the complex. This includes the clubhouse, pool, squash court, gatehouse, roads and verges, security gate, parking bays, lawns, flower beds and letterboxes.
- c) The cost of repairing any damage caused to the Common Property by a resident or visitor shall be for the account of the owner concerned. Any damage to the contents of the clubhouse, squash court or pool by an owner, tenant or visitor shall also be for the account of the unit's owner concerned.

3. MOTOR VEHICLES

- a) The speed limit on the roads in the complex is 15 km/h. Speeding or reckless driving will not be tolerated.
- b) No owner, tenant or visitor shall park or stand any motor vehicle upon the Common Property other than in designated areas.
- c) Owners, tenants and visitors shall ensure that their vehicles do not drip oil or brake fluid excessively on the Common Property and will be held liable for any damages thereby incurred.
- d) No owner or tenant shall be permitted to dismantle or affect repairs to any vehicle on any portion of the Common Property.
- e) No trucks, trailers, caravans, boats or any other form of transport considered as prohibited by the Trustees Committee will be permitted to park on any portion of the Common Property including the parking bays.
- f) Hooting or unreasonably revving of motor vehicles is prohibited whilst inside, entering or exiting the complex.

4. PARKING

- a) Parking in the roads should be restricted as far as possible
- b) At no time should other owners or tenants be restricted from leaving and accessing their own driveways or garages.
- c) The flow of traffic should not be restricted in any way.

5. SWIMMING POOL AND ADJACENT RECREATIONAL AREAS

- a) In the interest of the residents, the Trustees Committee reserves the right of admission to the above mentioned areas.
- b) The pool and adjacent areas are for the use of the residents and their guests. Residents are held responsible for the behavior of their guests and must ensure that their number at any one time is not such as to prejudice the comfort and enjoyment or convenience of other users.
- c) The swimming pool gate is to be kept locked at all times and children are to be accompanied by an adult.
- d) Drinking of alcohol in the pool area is strictly forbidden.

- e) No glassware, that is bottles, drinking glasses, etc. are to be brought into the pool area.
- f) No pets are to be brought into the pool area or allowed in the pool.
- g) The pool cleaning equipment is not to be tampered with by removing, disconnecting, twisting or by any other way that could cause damage. It is essential the cleaner remains in the water as it runs on a timer.
- h) Failing to abide by these rules will result in the pool area being locked and servicing ceased.

N.B. The Trustees Committee of the San Antonio HOA accepts no responsibility for the safety of anybody using the swimming pool. It is emphasized that an adult who takes full responsibility, must accompany pool users who are unable to swim and young swimmers.

6. SECURITY GATE

- a) Access to the complex is via a special dedicated code per resident. This code is obtained from the Trustees Committee
- b) The gate is timed to allow one vehicle through at a time. Proceed through only when sure the gate will not close while doing so.
- c) No tailgating or racing the gate is permitted.
- d) Damage sustained to the gate or its mechanism will be for the account of the responsible person and a fine will in all likelihood, be imposed.

7. DOGS

- a) Ownership of dogs is subject to all Municipal Laws in force
- b) Ownership is restricted to two dogs or one dog and one cat only.
- c) Owners and tenants are only permitted to keep bitches that are spayed.
- d) Owners and tenants shall at all times ensure that their dogs are not allowed to roam the complex freely and cause a disturbance with other animals.
- e) All dogs shall be controlled on a leash while being walked to ensure that they in no way cause disruptions or be a nuisance to other residents
- f) It is incumbent on the dog owner to pick up and hygienically dispose of faeces left by their dog on the common grounds and roads.
- g) No excessive barking will be tolerated.

8. CATS

- a) Ownership of cats is subject to all Municipal Laws in force.
- b) Ownership is restricted to two cats or one cat and one dog only.
- c) Owners and tenants are only permitted to keep sterilized cats i.e., females that have been spayed and males that have been neutered. A Certificate of Proof may be requested by the Trustees Committee.
- d) Should a cat not be of age then a letter certifying when the kitten will be of age and the date of the intended procedure, shall be required.
- e) It is incumbent on cat owners to ensure their cats do not cause disruptions or be a nuisance to other residents.

9. NOISE

- a) Owners and tenants are requested that at all times to show every consideration towards other residents.
- b) No noise will be permitted after the hours of 22h00 on weeknights, 20h00 on Sunday nights, and after midnight on Friday and Saturday nights.
- c) Complaints regarding excessive noise should be made to the Trustees Committee who are empowered to take such action as is considered necessary.

10. EXTERIOR OF HOUSES

- a) Any owner or tenant of a house shall not place or do anything on any part of the property, including patios, yard areas and gardens which, at the discretion of the Trustees, is aesthetically displeasing or undesirable when viewed from the outside of the property.

11. SIGNS AND NOTICES

- a) No owner or tenant shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the Common Property or his house, so as to be visible from the outside, without the written consent of the Trustees.

- b) Estate or Rental Agencies' signs are to be placed on the grass verge on the right-hand side of the entrance and not in front of the San Antonio sign on the gatehouse.
- c) All such signs shall to be removed by the Agent/s once the sale is completed or the property is withdrawn from the market, or the property is let.
- d) No "Sold" signs shall be permitted.
- e) Owners are to inform their Agent/s of the above mentioned rules regarding their signage.

12. LETTERBOXES

- a) Access to the letterboxes is via a coded security gate. The code is obtained from the Trustees Committee.
- b) Letterboxes to be kept padlocked by the residents concerned.
- c) Letterboxes to be cleared daily.

13. REFUSE DISPOSAL

- a) All residents shall maintain their Council refuse bin in a hygienic and dry condition.
- b) The refuse bin shall be kept out of sight, within the resident's property until collection day when it may be put into the unit's driveway for collection.
- c) This bin must be put back within the unit's ground the same day as collection has been made.

14. LITTERING

- a) Any owner or tenant of a house shall not deposit, throw or permit to be deposited or throw on the Common Property any rubbish, including dirt, cigarette butts, food scraps or other litter of any description.

15. ERADICATION OF PESTS

- a) An owner shall keep his property free of white ants, borer and other vermin. The Trustees Committee reserves the right to affect such removal or eradication which cost shall be recovered from the owner.

16. LAUNDRY

- a) No washing may be hung in a place that makes it visible from the road.
- b) No washing or rugs to be hung over any boundary fence to dry or air.

17. GENERAL APPEARANCE OF HOUSES

- a) Owners shall keep their houses, fences and driveways looking neat and well maintained.
- b) The correct colour of the exterior walls is plain white.
- c) The correct paint for the roof tiles Dulux Roofgaurd 'Green Felt' paint.
- d) The woodwork is to be varnished in Mahogany.

18. ROLLER SKATES & BLADES, SKATEBOARDS AND BICYCLES

- a) Roller skates, roller blades and skateboards are prohibited from being used anywhere on the Common Property.
- b) Bicycles shall not be used in the Clubhouse, Swimming Pool area or in the Squash Court.

19. LEVIES

- a) Accounts are submitted on monthly basis.
- b) All amounts and contributions levied are due and payable in advance no later than the seventh day of the month.
- c) Should no account have been received by the owner prior to this date then the equivalent of the previous month's levy should be paid.
- d) Interest at a fixed rate of 18 % p.a. will be levied on accounts that are in arrears by more than sixty days.
- e) The above will not however, jeopardise or exclude any rights of the San Antonio HOA, or any other person or instance, to institute legal action against the transgressor in terms of the law.

20. LETTING

- a) Owners are obliged to inform the Trustees of new tenants, including the date of occupancy.
- b) No more than two (2) adults (including children over the age of thirteen (13) years) will be permitted to sleep in one bedroom, in any dwelling.
- c) All tenants and other persons granted rights of occupancy by the owners of the relevant units, are obliged to comply with these rules in the Code of Conduct notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy.

- d) It is the responsibility of the registered owners to ensure that their tenants are made aware of these rules.
- e) Owners remain responsible for their tenants' conduct and behaviour.

21. ALTERATIONS AND ADDITIONS TO PROPERTIES

- a) All intended alterations or additions must be approved by the Architectural and Environmental Committee (Archom) of the San Antonio HOA and shall be in accordance with the prescribed Building Regulations.

22. POWER GENERATORS AND SOLAR HEATING SYSTEMS

- a) The use of a Power Generator is subject to approval by the Trustees Committee. Approval shall depend on the noise and air polluting factors of the appliance.
- b) Solar Heating has to be approved by Archom – the Architectural and Environmental Committee

23. PENALTIES

- a) The Trustees Committee is empowered to penalize owners and tenants for any transgression of these Rules.
- b) The penalties could be in the form of **Fines** or other appropriate action, should verbal and written warnings have no effect.

23. INDEMNITY

- a) The residents use of the Common Properties and Areas is at their own risk at all times. Every member of the San Antonio HOA waives any right he may obtain against the Association to claim damages incurred by virtue of damage to, or loss of property or the personal injury of the member occasioned while anywhere in the development. Every member indemnifies San Antonio Homeowners Association against any such claim made by the member's spouse, child, parent, servant, quest or invitee.

The Chairman
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