

CONDUCT RULES

WOODHOLME BODY CORPORATE

All owners/residents shall ensure that their respective activities on and uses of the property or any part thereof with all its services, facilities and amenities shall at all times be conducted and carried out with reasonable and diligent care and with due and proper consideration for other owners/residents and for any occupant of any portion of the Body Corporate, and in accordance with these regulations.

These regulations shall likewise apply to guests and servants of residents and Body Corporate while they are on the premises.

The intention of the Conduct Rules are to create a harmonious community between the owner, residents, tenants, lessees, occupiers or any other person by regulating the use and enjoyment of the units, common property, parking and available amenities.

1. **ANIMALS, INSECTS, REPTILES AND BIRDS (PETS)**

- 1.1) An owner, lessee or occupant of a section shall not, without the consent in writing of the trustees, which approval may not unreasonably be withheld, keep any animal, insect, reptile or bird (pet) in a section or on the common property.
- 1.2) Where applicable, any animal, insect, reptile or bird must be licensed in accordance with the law, and an owner, lessee or occupant must provide the trustee's with copies of these permits when requesting approval to keep the animal, insect, reptile or bird.
- 1.3) When granting such approval, the trustees may prescribe any reasonable condition or conditions. The trustees may from time to time prescribe further conditions pertaining to the keeping of pets in sections. When granting such approval, the Trustees reserve the right to withdraw such permission at any time should any of the conditions not be upheld.
- 1.4) In suitable circumstances, the trustees may apply to a Court having jurisdiction, for an order or interdict for the removal of a pet from a section and the common property, and the owner of the relevant section shall be liable for the costs, including legal costs relating to the application
- 1.5) Upon the breach of, or non-compliance with, the provisions of this Rule, the relevant section may become liable for a penalty or penalties imposed upon the owner of the section which may be levied onto their levy account.

2. **ERADICATION OF PESTS AND HEALTH REGULATIONS**

- 2.1) An owner shall keep his or her section free of rats, mice, cockroaches, white ants, borer and other wood destroying insects and to his or her end shall permit the trustees, the managing agent, and their duly authorised agents or employees, to enter upon his or her 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. 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 that may be damaged by any such pests shall be borne by the owner of the section concerned.
- 2.2) Each owner, lessee or occupant of a section is responsible to ensure that activities inside his or her section or on the common property comply with all municipal health regulations and that no damage or risk is created or allowed to the health, safety or property of other owners/residents/occupants of sections or other person legitimately present on the premises.

3. PARKING AND VEHICLES

- 3.1) An owner/resident/occupier may only park one vehicle on common property unless special request and permission has been obtained in writing from the Manager of the Body Corporate, this request is subject to availability at the time of the request and may be withdrawn at any time.
- 3.2) All owners/residents/occupiers/visitors/contractors are to ensure that the gate is fully closed prior to driving off and to ensure that no unauthorized entry is permitted to any person whilst the gate may be closing. The pedestrian gate must remain securely closed at all times.
- 3.3) An owner/resident/occupier who have access to a garage are required to make use of same and ensure that their vehicles are parked within the garage at night as other owners/residents/occupiers require parking on common property.
- 3.4) No trucks or any other heavy vehicles may be parked on the common property.
- 3.5) No vehicles exceeding 3500kg may enter the premises, as vehicles exceeding the weight limit may cause damage to the common property within the premises.
- 3.6) No caravans, motorboats, trailers or any other water craft may be parked on the common property without the prior written consent of the trustees.
- 3.7) Owners, tenants and occupants of sections shall ensure that their vehicles, and the vehicles of their visitors, employees or contractors, do not drip diesel, oil or brake fluid on to the common property or in any other way deface the common property by reason of the dripping of oil or brake fluid, or otherwise caused by any vehicle. The owner, lessee or occupant responsible shall clean such area at his or her own costs. Should the owner, tenant or occupant fail to clean such area and any such failure persists for a period of 7 (seven) days after the giving of written notice to clean given by the trustees or the managing agent on their behalf, the trustees may arrange to have the area cleaned and hold the applicable owner, lessee or occupant liable for the costs of cleaning and restoration of the area.
- 3.) No owner, lessee or occupant shall be permitted to dismantle or effect major repair to any vehicle or service any vehicle on any portion of the common property.
- 3.9) The parking of vehicles upon the common property area is subject to the express condition that every vehicle is parked at the owners risk and responsibility and that no liability shall attach to the body corporate or its agents or any of its employees for any loss or damage of whatever nature which the owner, or any person claiming through or under him or her, may suffer in consequence of his or her vehicle having been parked on the common property area.
- 3.10) Only one vehicle parked per section is permitted to park on common property.
- 3.11) Owners/tenants/occupants or visitors may under no circumstances tamper the access gate.
- 3.12) Vehicles may not travel at speeds in excess of 10 kilometres per hour on any portion of the common property.

4. NOISES AND/OR NUISANCE

- 4.1) No noise that is excessive, in the discretion of the trustees, may be created at any time in a section or on the common property.
- 4.2) No owner/tenant/occupant or visitor shall cause or permit such conduct either in his or her unit, or elsewhere upon the premises / common property as shall cause a nuisance, disturbance or a health hazard to other members in the quiet enjoyment of their own sections or which is likely to or in way tend to affect detrimentally the benefit, enjoyment, rights of occupation or the interest of any other resident.

- 4.2.1) Especially between sunrise and sunset, noise levels should be reasonably reduced, whilst quietness should be maintained in sections and on the common property between these times.
 - 4.2.2) All television, radio, and other appliances emitting sound, including musical instruments, must be kept at audio levels which are reasonable in the discretion of the trustees.
 - 4.2.3) Section 4.2 specifically includes all vehicles entering the complex, where excessive music is emanating from the vehicle or the vehicle itself is inherently noisy.
 - 4.3) **The horns of motor vehicles may not be sounded at any time on the common property,** except as a warning of imminent danger or in the case of an emergency.
 - 4.4) Sounding of horns at the access gate is strictly prohibited. An owner/resident/occupant is responsible that their visitors abide by this rule.
 - 4.5) No explosives, crackers, fireworks or items of similar nature may at any time be exploded, lit or operated in section or any part of the common property.
 - 4.6) No firearms may be discharged in a section or any part of the common property, except under such circumstances, which would reasonable justify the use of a firearm for self-defence and related purposes and as regulated by law.
 - 4.7) No owner/resident/occupant may permit anything to be done in his or her section, exclusive area or on the common property, which constitutes a nuisance or an unreasonable invasion of the privacy of the other occupants of the buildings, or permit or cause any disturbance or allow his or her children or visitors of their children to cause any disturbance which in the opinion of the trustees would constitute a nuisance or an invasion of the right of privacy of other occupants.
- 5. IMMORAL BEHAVIOUR**
- 5.1) An owner or occupier shall not enter the complex or his section severely intoxicated or under the influence of an illegal substance or with an illegal or immoral intent.
- 6. VISITORS**
- 6.1) Owners/tenants/occupants must ensure that their visitors report to the main reception area, they will then be admitted by the person on desk duty after an enquiry has been made to the relevant owner/tenant/occupier.
- 7. LAUNDRY**
- 7.1) An owners/tenants/occupants of a section shall not, erect his or her own washing lines without approval of the trustees, nor hang any washing or laundry or any other items on any part of the building or the common property so as to be visible from outside the buildings or from any other sections.
 - 7.2) Each section is designated specific washing lines. Owners should maintain their own wash lines.
 - 7.3) An owners/tenants/occupants of a section may under no circumstances tamper with any laundry belonging to another owner, tenant or occupant, on the common property.
 - 7.4) An owners/tenants/occupants of a section may not hang his or her washing or laundry on a drying-rack that it is visible from outside the building. No washing may be hung on security doors, in windows or over the balustrades.
 - 7.5) Washing hung out to dry in designated areas is at the sole risk of the person doing so.
 - 7.6) An owners/tenants/occupants of a section shall not hang any laundry on the wash lines which may cause damage to the wash lines.

8. ELECTRICAL APPLIANCES

- 8.1) Owners/tenants/occupants are not permitted to make use of any gas/paraffin appliances, washing machines, tumble dryers or air conditions.
- 8.2) An owner/tenant/occupant is solely responsible for the safe installation of any and all permitted electrical appliances and their own electricity consumption.

9. LITTERING

- 9.1) Owners/tenants/occupants of a section shall not deposit, throw, or permit or allow be depositing or throwing, on the common property any rubbish, including dirt, cigarette butts, food scraps, pets litter or any other litter whatsoever. In particular, no material or objects may be thrown out of windows or from balconies.

10. FITTINGS AND INSTALLATIONS

- 10.1) Owners/tenants/occupants may under no circumstances tamper with or repair any electrical installations, municipal fittings and fire equipment, etc. on the common property. Defects to any of these items must be reported to the Trustees or managing agent immediately.
- 10.2) Owners/tenants/occupants damaging, disfiguring or untying the common property, will be responsible for the repair or cost of repair thereof.
- 10.3) Owners, lessees or occupants, occupying sections on the top floors, must reasonably allow access to ceilings to allow for maintenance and inspection of the roof structure and geysers from time to time.

11. ACTIVITIES ON THE COMMON PROPERTY

- 11.1) No business or trade may be conducted in residential sections or on the common property without prior consent in writing from the Trustees cause except for the management of the building.
- 11.2) Except for the auction of a unit, no auctions or similar sales or exhibitions may be held in residential sections or on the common property.
- 11.3) No skateboards, roller skates, roller blades, bicycles, plastic tricycles or carts may be used on the common property.

12. STAFF

- 12.1) All staff employed by the Body Corporate may not be approached to carry out private work. Should any work be needed, a request is to be made to the Manager and this will be arranged through the Body Corporate.

14. SIGNS AND NOTICES

- 14.1) No owners/tenants/occupants 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 written consent of the trustees first having been obtained. The trustees may impose any reasonable conditions when granting their consent.
- 14.2) The trustees may remove such sign, notice, flag, billboard or advertisement in the event of no written permission having been obtained or in the event of non-compliance with the imposed conditions. 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 occupant shall have no claim against the body corporate or the trustees as a result of their functions performed in terms of this provision.

15. LETTING AND OCCUPANCY OF UNITS AND RELATED MATTERS

- 15.1) All lessees of units and other persons granted rights of occupancy by any owner of the relevant 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 right of occupancy.
- 15.2) Before a lessee or occupant takes occupancy of a section, the applicable owner shall furnish the lessee or other occupant with a copy of the Conduct Rules and Directives and inform such lessee or other occupant of his or her duty to comply with the Conduct Rules and any Directives imposed in terms thereof. The owner shall obtain the lessees (or other occupants) written acknowledgement of receipt of the Conduct Rules.
- 15.3) An owner of a section shall within 7 (seven) days after concluding a lease agreement or other occupancy arrangement, furnish the trustees with the particulars (the full names and contact telephone numbers) of his or her lessee or other occupants and shall further furnish the trustees with the lessees (or other occupants) written acknowledgement of receipt of the Conduct Rules.
- 15.4) Only self-reliant owners/tenants/occupants are permitted as there are no frail care facilities or carers available at the Body Corporate.

16. SECURITY, SAFETY AND RISK

- 16.1) Owners/tenants/occupants of sections must at all time ensure that the security and safety of other occupants and their property are preserved, and in particular must:
- 16.1.1) Handle their access controls responsibly and must report any loss of an access control to the Manager;
- 16.1.2) Ensure that upon entering or leaving the premises or buildings, the relevant pedestrian or entrance or exit gate is properly closed;
- 16.1.3) Ensure that such pedestrian gate, entrance gate or exit gate are never opened for unknown or uninvited persons;
- 16.1.4) Comply with any security measures and Directives imposed from time to time by the Trustees;
- 16.2) All persons on the common property or using any of its facilities or services are there and do so entirely at their own risk, and no person shall have any claim against the body corporate of whatsoever nature arising neither 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 employees, agents or contractors.
- 16.3) The body corporate shall not be liable or responsible for the receipt or non-receipt and delivery or non-delivery of goods, postal matter or any other property.
- 16.4) Owners/tenants/occupants, must immediately report any suspicious or criminal activities taking place or which have occurred, in any sections or on common property to the managing agent and Trustees. This will allow the Trustee's assess safety and security and act to securing the common area.
- 16.5) It is compulsory for all owners/tenants/occupants to ensure attendance and noting of any and all safety drills including but not limited to fire drills held at the Body Corporate.

17. DOMESTIC SERVANTS

- 1.1) Owners/tenants/occupants of sections must ensure that their servants/carers do not loiter on the common property.
- 17.2) Owners/tenants/occupants of sections must ensure that their servants do not cause undue noise on the common property or elsewhere.

18. STORAGE OF FLAMMABLE MATERIAL AND OTHER DANGEROUS ACTS

- 18.1) An owners/tenants/occupants of section shall not store any flammable material, or do or permit or allow to be done, any other dangerous act in the building or on the common property, which will or may cause an increase of the premium payable by the body corporate on any insurance policy.
- 18.2) No owners/tenants/occupants of a section shall make use of any open fires, gas – or electrically any other braai devices to braai on their balconies or on the common property unless arranged by the Body Corporate.

19. REFUSE DISPOSAL

- 19.1) An owner, lessee or occupant of a section shall:
 - 19.1.1) Ensure that his or her refuse is placed in a black refuse bag and that such bag is securely tied before being placed for collection.
 - 19.1.2) Ensure in case of tins or other containers, that they are completely drained, before being deposited into a black refuse bag.
 - 19.1.3) Comply with any Directives imposed by the trustees from time to time regarding the disposal of refuse and not dispose of or allow the disposal of refuse, waste or rubbish contrary to this Rule and such Directives.
- 19.2) No cooking oils or fats may be disposed of in the kitchen sinks, drains or toilets and items such as paper towels, sanitary towels and nappies, may not be flushed down the sewerage system. Such materials may be traced to a section and the owner, lessee or occupant of such a section may be held responsible for any costs to clear the sewerage system.

20. RELAXATION OF RULES

- 20.1) 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.

21. CORRESPONDENCE AND COMPLAINTS

- 21.1) All complaints and suggestions are to be put in writing, dated and handed to the trustees or the managing agent.
- 21.2) All correspondence which is intended for circulation within the Body Corporate must be presented to the Manager / Trustees prior to circulation in order to obtain approval.
- 21.3) Please notify the managing agent in writing of any changes of address and contact details and next of kin details.

22. IMPOSITION OF PENALTIES

- 22.1) If the conduct of an owners/tenants/occupants of a section or his family, visitors, guests, worker or contractor constitutes a nuisance in the opinion of the trustees based on complaints received, or a contravention of a provision of the Act, or of the Management Rules or Conduct Rule, the trustees may impose a fine as follows:

0 First Warning -

An official letter of the transgression with the owner liable for the applicable administration fee;

1 **Second Warning** -

Fine equal to 50 % of a month's levy (applicable at the time) with the owner liable for the applicable administration fee;

2 **Third / Final Warning** -

Fine equal to one month's levy (applicable at the time) with the owner liable for the applicable administration fee;

0 Should more than three fines / offences be reported within any part of a year, fines imposed and legal action will be taken without any further notice.