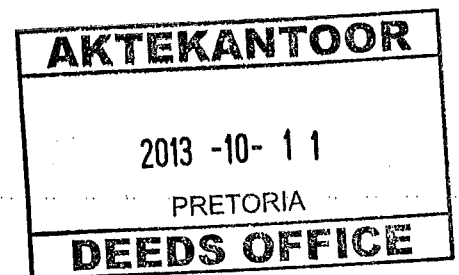


HAMEAU BODY CORPORATE CONDUCT RULES

Section 35 (2) (b) of the Sectional Titles Act, 1986
As amended and ratified at an Annual General Meeting held on 4 March 2013

DESCRIPTION	PAGE NUMBER
INTRODUCTION	2
1. INDEMNITY CLAUSE	2
2. ENFORCEMENT OF RULES	2
3. PAYMENT OF MONTHLY LEVIES	2
4. LIMIT OF OCCUPANCY	2
5. LETTING OF UNITS	3
6. ANIMALS, REPTILES AND BIRDS	3
7. REFUSE DISPOSAL	4
8. VEHICLES	4
9. DAMAGE, ALTERATIONS, ADDITIONS TO THE COMMON PROPERTY	4
10. APPEARANCE FROM OUTSIDE	5
11. STORAGE OF INFLAMMATORY MATERIAL AND OTHER DANGEROUS ACTS	5 - 6
12. ERADICATION OF PESTS	6
13. GENERAL	6 - 7
14. EXCLUSIVE USE AREA (PRIVATE GARDENS/PARKING AREA)	8



J SM

A) INTRODUCTION

1. Happy and satisfying community living is achieved when owners and residents use and enjoy their sections and the common property in such a manner that they show respect and consideration for the rights of other persons lawfully on the property. Compliance with the Conduct Rules and general consideration by owners and residents will greatly assist in achieving a happy community.
2. The provisions of these Conduct Rules and the duties of the owner, in relation to the use and occupation of units and common property, shall be binding on the owner of the unit, and it shall be the duty of the owner to ensure that any **lessee, visitor and domestic worker** comply with the rules.
3. In the event of annoyance, aggravation or complaints occurring between owners or occupants, an attempt should be made by the parties concerned to settle the matter between themselves. This should be done with consideration and tolerance. If, however, such problems cannot be resolved between the parties, only then should they be brought to the notice of the trustees, in writing. The trustees may require that a complaint is submitted to them in the form of an affidavit before they consider it.
 - (a) Should the Trustees deem it necessary, the offending party shall be issued with one written warning, requiring that the problem be rectified. Should the problem not be rectified to the satisfaction of the trustees, further steps, deemed to be necessary by the Trustees, will be taken.
 - (b) The offending party shall, upon receipt of a written warning, be entitled to submit, in writing to the Trustees, an explanation for the offending conduct. These submissions shall be considered by the Trustees.

1. INDEMNITY CLAUSE

Hameau Body Corporate does not accept any liability whatsoever for any bodily harm of any nature whatsoever occurring to any persons within the complex, howsoever caused. This includes the use by any persons of any facilities in the complex. Any motor vehicle and/or industrial goods of personal possessions on or in the property of Hameau are at the sole risk of the owner thereof.

2. ENFORCEMENT OF CONDUCT RULES

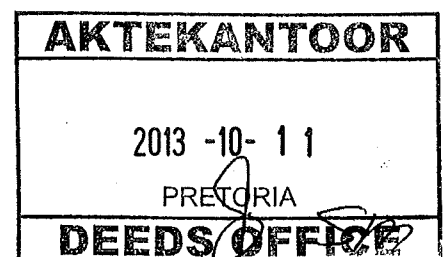
- (1) It shall be the duty of the owner to notify any visitors or new owners of the conduct rules.
- (2) **A warning letter will be sent out to owners / residents, who don't abide by the conduct rules, and if a second complaint is received for the same transgression a fine will be issued to the owner i.e. 1st fine R 250.00; 2nd fine R 500.00; 3rd fine R 1,000.00. Fine amounts should be confirmed at Annual General Meeting.**

3. PAYMENT OF MONTHLY LEVIES

- (1) Monthly accounts in respect of levies & electricity
- (2) Shall be paid on or before the seventh day of the month. Should this rule be contravened, the managing agent will follow the following procedure: - Send out either a reminder, final demand or summons pending letter on the 8th of each month for unpaid levies. If monies have still not been received by the 15th of the month a letter advising disconnection of electricity, if payment is not received within 48hrs electricity will be disconnected by the 18th of the month. Electricity will only be reconnected once full payment of the outstanding amount has been received.
- (3) No owner may withhold the payment of levies for any reason whatsoever.

4. LIMIT OF OCCUPANCY

- (a) An owner of a section shall, at all times, ensure that the number of persons who reside in that section does not exceed the number stipulated for that section, as follows:
 - (1) **4 persons in a two-bedroom unit**
 - (2) **6 persons in a three-bedroom unit**
- (b) For the purpose of this Rule, a person who regularly occupies a section shall be deemed to reside in that section and is defined as being an adult or child.



5. LETTING OF UNITS

- (a) Owners who let their units to tenants must advise the managing agent of the name and contact numbers of the tenant.
- (b) Owners must ensure that their tenants are introduced to an appointed trustee and that they sign for the receipt of these rules.

(c) **EVICITION OF TENANTS**

The Board of Trustees shall have the right to advise an owner, who has let their unit, to evict any tenant who does not comply with these conduct rules. A thirty day notice period shall be given by the trustees to the owner to take any reasonable steps to resolve the matter addressed. If there is no positive result thereafter, the owner must forfeit the fines issued resulting from his tenant not complying to these rules or in extreme cases, the matter will be handed over to an Ombudsman.

6. ANIMALS, REPTILES AND BIRDS

- (1) An owner or occupier of a section shall not keep any animal, reptile or bird in a section or on the common property, without the written consent of the trustees, which approval may not unreasonably be withheld.
- (2) When granting such approval, the trustees may impose any reasonable condition.
- (3) The trustees may withdraw such approval in the event of any breach of any condition imposed in terms of sub-rule (2).
- (4) No dogs or cats are allowed on the common property at any time, unless on a leash and accompanied by an adult. Any litter left by the dog on the common property must be cleared by the owner immediately. Offenders shall be prosecuted.
- (5) Any litter caused by any pet must be cleared away by the resident on a daily basis, to prevent flies and grouters.
- (6) The gardener will not mow the lawn if any litter caused by any pet is on the lawn. The gardener will **NOT** pick up any litter - It is the responsibility of the residents to remove their pet's litter and to place it in plastic bags daily, to prevent unpleasant smells and prevent flies.
- (7) Two dogs, no bigger than 40cm high or two cats will be permitted per unit.**
- (8) All cats, male and female are to be spayed and all female dogs are to be spayed and a certificate to that effect shall accompany the application addressed to the trustees.**
- (9) Dogs and cats must wear a collar with an identity disc displaying the owner's name, unit number and a contact number. Any dog or cat found without this disc will be considered to be a stray and will be removed from the complex by the S.P.C.A., unless the owner can be identified and contacted immediately. The owners will be responsible for any impounding expenses.
- (10) Residents must take all possible steps to prevent incessant noise or disturbance by their pets.
- (11) Pets shall not be left unattended in any section for more than 24 hours.
- (12) Owners of pets shall be personally responsible for the removal of faeces, any other mess, an inconvenience, injury, damage caused by their pets on the common property, in their section, or in the section of any other owner.
- (13) The slaughtering of animals is prohibited on the grounds of the complex.



J SM

7. REFUSE DISPOSAL

An owner or occupier of a section shall -

- (1) Maintain in a hygienic and clean condition, a receptacle for refuse inside his section
- (2) Maintain in a hygienic and clean condition, in the garden area of your unit, and ensure that before refuse is placed in this receptacle, it is securely wrapped, and in the case of tins and other containers these must be completely drained, and that glass or other items not suitable for the compactor are separate
- (3) For the purpose of having the refuse removed, have such refuse placed in the receptacle in the area prescribed by the trustees on the day/s and before the time prescribed by the trustees

8. VEHICLES

8.1. PARKING

No owner or occupier shall park or stand any vehicle or trailer on the common property, or allow any vehicle or trailer to be parked or stood on the common property without the written consent of the trustees.

8.2. TOW-AWAY

The trustees may cause to be removed or towed away, at the risk and expense of the owner of the vehicle or parked, standing or abandoned on the common property without the written consent of the trustees.

8.3. LEAKS

All owners and occupiers of sections shall ensure that their vehicles and trailers, and the vehicles and trailers of their guests, do not drip oil or brake fluid onto the common property or in any other way deface the common property.

8.4. REPAIRS

No owner or occupier of a section shall be permitted to dismantle or affect any major repairs to any vehicle on any portion of the common property, an exclusive use area or in a section.

8.5. LICENSE

No owner or occupier of a section shall be permitted to drive a vehicle on the common property or in any exclusive use areas without a valid driver's license for that vehicle.

8.6. SPEED

No owner or occupier shall be permitted to drive a vehicle at more than fifteen (15) kilometres per hour on any common property or in any exclusive use area.

8.7. DANGEROUS DRIVING

No owner or occupier shall drive or allow to be driven any vehicle on the common property or in any exclusive use area in any manner that may be dangerous to either himself or to anyone else or to any property.

9. DAMAGE, ALTERATIONS, ADDITIONS TO THE COMMON PROPERTY

9.1. DAMAGE

An owner 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 having obtained the written permission of the trustees.

9.2. SECURITY GATES

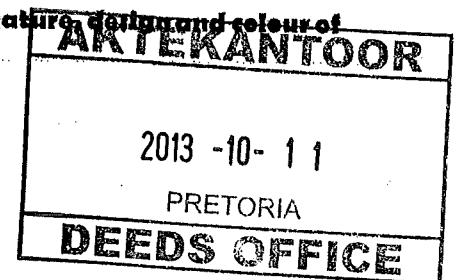
Notwithstanding rule 4.1., an owner or person authorised by him, may install-

9.2.1 any locking device, safety gate, burglar bars or other safety device for the protection of his section;

Or

9.2.2. Any screen or other device to prevent the entry of animals or insects;

provided that the trustees have first approved in writing the nature, design and colour of the device and the manner of its installation.



10. APPEARANCE FROM THE OUTSIDE

10.1. APPEARANCE

The owner or occupier of a section shall not place or do anything on any part of the common property, including patios, stoeps, fences which, in the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.

10.2. FENCES

No owner or occupier of a section shall erect or allow to be erected any form of fence on any part of the common property or in any exclusive use area.

10.3. SIGNS AND NOTICES

No owner or occupier of a section shall place or allow to be placed 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 the outside of the section.

10.4. LITTERING

No owner or occupier of a section shall deposit or allow be depositing or throwing, on the common property any rubbish, including dirt, cigarette butts, food or food scraps or any litter whatsoever.

10.5. LAUNDRY

No owner or occupier of a section shall hang any washing or laundry or any other items on any part of the common property or as to be visible from the outside of the building or from any other section, other than in the designated drying yards.

11. STORAGE OF INFLAMMABLE MATERIAL AND OTHER DANGEROUS ACTS

11.1. STORAGE

An owner or occupier of a section shall not store any 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 increase the rate of the premium payable by the body corporate on any insurance policy.

11.2. FIREARMS

(1) No owner or occupier of a section shall discharge or allow to be Discharged any firearm (as determined by the Act on Arms and Ammunition) in any section or any part of the common property, **unless loss of his life may result from failure to do so**. In such event, a detailed report is to be handed to the trustees for evaluation and a case is to be opened with the local police for investigation.

(2) No owner or occupier of a section shall carry a firearm on the Common Property in such a manner as to be visible to other people.

11.3. CONTRAVENTION

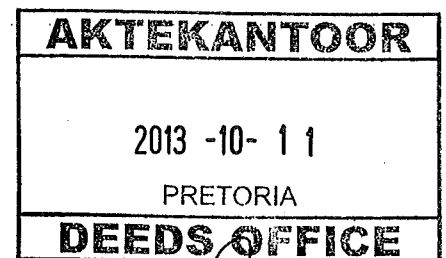
Any owner or occupier who contravenes or allows being contravened the above rule 12.1. Shall be prohibited from carrying a firearm on the common property.

11.4. ELECTRICITY SUPPLY

No owner or occupier of a section may tamper or have any work or repairs done to any electrical supply or apparatus that serves the common property. Any electrical faults on the common property must be reported to the Chairman of the Board of Trustees or the Caretaker.

11.5. FIRES AND BRAAIS

No owner or occupier of a section shall allow any form of fire inside his unit (except fireplace), on the common property or exclusive use area. All inflammable items must be kept in a safe place, out of direct sunlight and out of reach of children.



J. SM

11.6. FIRE EXTINGUISHERS / FIRE HYDRANTS

No owner or occupier of a section shall tamper or allow to be tampered with any fire fighting equipment on the common property, nor shall they park or allow to be parked any vehicle so as to obstruct access to any fire hydrant on the common property. It is strongly recommended that all owners or occupiers of a section acquire and keep in an accessible place in their unit a fire extinguisher. Owners or occupiers are not covered for the contents of their units by the insurance policy covering the buildings and are thus advised to take out suitable insurance cover themselves.

11.7. FIREWORKS NOTICE

The discharge of fireworks is strictly prohibited within the complex including the common property and exclusive use area.

12. ERADICATION OF PESTS

An owner or occupier of a section shall keep his unit free of white ants, borer, other wooddestroying insects, other pests and insects and to this end shall permit the trustees, the managing agent, and their duly authorised agents or 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 such pests. The costs of the inspection, eradication of any such pests as may be found within the section, shall be borne by the owner of the section involved.

13. GENERAL

13.1. NOISE AND DISTURBANCE

Radios, car sound systems, hi-fi's, record players, tape recorders, television sets and musical instruments shall not be used in such a way as to cause any disturbance or annoyance to any occupant at any time, be it in adjoining units, parking bays, driveways or common property.

(a) **NOISE**

No owner or occupier of a section shall make or allow to be made an excessive noise at any time, so as to disturb the other units. (Excessive shall be at the discretion of the trustees).

(b) **AFTER HOURS**

No owner or occupier of a section shall make or allowed to be made any noise after 24:00 and before 09:00 on a weekend without prior arrangement.

(c) **HOOTERS**

No owner or occupier of a section shall sound or allow to be sound any hooter unless in case of emergency.

(d) **CHILDREN**

No owner or occupier of a section shall allow any child to make noise in the immediate vicinity of any unit.

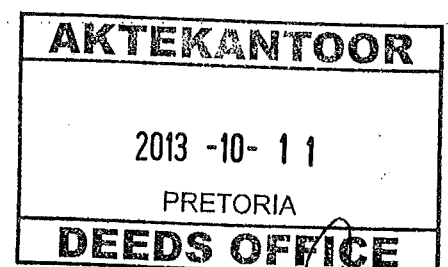
13.2. STAFF AND EMPLOYEES

(a) **EMPLOYMENT**

The members of staff that are required by the body corporate to maintain the premises shall be employed and dismissed by the trustees only, at their own discretion.

(b) **UTILIZATION**

All members of staff employed by the body corporate are employed to perform tasks pertaining to the running and upkeep of the complex; they may under no circumstances be used by any owner or occupier to perform private tasks whilst they are on duty.



(c) COMPLAINTS

Any owner or occupier who has a complaint about any member of staff is to report it to the trustees or caretaker, and is not to reprimand any member of staff in person in any way.

13.3. DOMESTIC EMPLOYEES

Any owner or occupier of a section who has a domestic employee is to make sure that they know and understand the conduct rules and adhere to them at all times. The employee is the owner or occupier's responsibility at all times.

13.4. VISITORS

Any owner or occupier of a section who receives visitors or guests is to make sure that they comply with these conduct rules at all times, the owner or occupier is responsible for all their visitors at all times.

13.5. BUSINESS ACTIVITIES

(a) SALES

No auction, jumble sale or any other sale shall be held on or in the property without first obtaining written permission from the trustees.

(b) ADVERTISEMENTS

No advertisements or posters of any nature may be placed in or around the complex, or outside the complex. Notwithstanding the above: -

- (i) A unit that goes on show may for the day of the show only have the minimum number of pointer boards required to point out the unit on show, they may only be erected at 10:00 and must be removed by 17:30.
- (ii) a unit that is on sale may only have one FOR SALE sign at one of the gates only. The sign must be placed so as not to obscure any person's vision or path.

13.6. TRUSTEES DECISION FINAL

In respect of the interpretation of these rules and all decisions needed to enforce these rules, the trustees' decision shall be final and binding.

13.7. CONTRAVENTION OF CONDUCT RULES

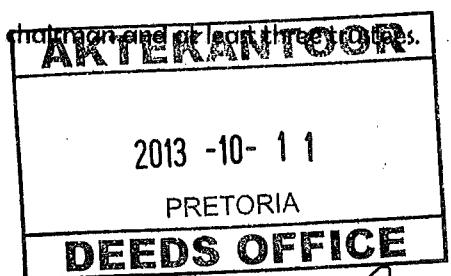
- (a) an owner or occupier of a section who contravenes or allowed to be contravened any conduct rule, shall be issued with a written warning by the trustees.
- (b) An owner or occupier of a section who further contravenes any conduct rule, shall be liable to a fine for the amount determined by the trustees but not exceeding one thousand rands, shall be paid in cash to the trustees and a receipt shall be issued for the payment made. Such monies shall be used towards improvements in the complex as determined by the trustees. The issue and payment of a fine shall not prejudice any other rights available to the trustees or the Body Corporate in law and in particular their right to apply to court for an interdict against the offending owner or occupier.
- (c) If as a result of a breach of any of these conduct rules by any owner or occupier, the trustees instruct an attorney the defaulting owner or occupier shall be liable for all costs and charges of whatsoever nature on an attorney client scale incurred by the trustees as a result thereof.

13.8. COPY OF RULES

A copy of these rules shall be kept by each and every owner or occupier and shall be made available for inspection by the trustees at any reasonable hour.

13.9. WRITTEN PERMISSION

Written permission by the trustees shall only be valid if signed by the chairman and at least three trustees.



14. EXCLUSIVE USE AREAS (PRIVATE GARDENS/PARKING AREAS)

- (a) Notwithstanding the fact that exclusive use areas are in terms of the sectional title plans registered with the Chief Registrar of Deeds as part of the common property, every owner of a unit in the scheme shall have the right to the exclusive use of his allocated garden and/or parking area, excluding the rights of all other owners and persons.
- (b) The Body Corporate will do everything reasonable within its power to ensure that an owner can enjoy the rights to this exclusive use area.
- (c) An owner of a unit is obliged to keep the exclusive use area designated to his unit neat, hygienic, tidy and acceptable and this area may only be used as a garden area or parking area as allocated.
- (d) Notwithstanding the stipulations of A 1 the owner shall give the Body Corporate and or anyone authorised by the Body Corporate, access to the exclusive use area to do any repair work necessary on the common property or to implement rule 70 of Annexure 8 of the Sectional Title Act 95 of 1986.
- (e) Except where a unit is let, the owner may not let the exclusive use area designated to his unit without the written permission of the board of trustees. Such permission may not unreasonably be withheld.
- (f) Each owner is responsible for the repair and maintenance (flower beds, oil spills, etc.) of the exclusive use area, including the maintenance and repair of any water pipes, electrical wiring, downpipes, security devices, lapas, verandas, etc. solely servicing that area.
- (g) For any structures to be erected in/on the exclusive use area, the owner of the area involved should first obtain written permission from the board of trustees. A standard will be determined and any similar structures in future erected by any owner, should conform to the approved standard.

