

## **BODY CORPORATE GUIDELINES FOR OWNER / TENANT**

### **1) NOICE AND DISTURBANCE**

Please do not cause or permit any conduct inside and outside residence, which may have a disturbing effect on your neighbours or any other residents. Consideration to others is vital and it should be noted particularly after 22h00 and on weekend afternoons. This also applies to persons who reside in the room above the garage.

### **2) SECURITY**

Please be aware of this and do not encourage beggars, hawkers and persons Seeking employment. Also monitor any visitors to your unit and to the room Above the garage and do not allow strangers into the complex.

### **3) PETS**

A maximum of 2 (two) small pets (<6Kg) is allowed per unit subject to permission from the Trustees. Pets must be kept under control at all times and in the event of complaints the owner will be instructed to take appropriate action including, if found necessary, the removal of the pet from the Terraces.

### **4) PARKING RULES**

The position is as follows:

- a) The parking bays in the area immediately in front of each unit is for the sole use of occupiers and visitors to that unit.
- b) The parking of vehicles should be such that the free flow of vehicles through the area shall be maintained at all times.

The policy when there is insufficient parking available in front of the unit is as follows:

Residents may give permission for other residents or visitors to park in front of their unit. In other words, only if permission is given should vehicles be parked in another unit's parking space. In this regard, it may be that where continued use of another units parking is necessary, the respective occupiers can come to an arrangement where a charge is made for the parking space.

The area in front of the circular garden, between the units, can also be used for parking, and in this regard, the adjoining occupiers can come to an agreement for the parking space to be shared or used by one of the occupiers of these units only.

Finally, it must be stated that where no arrangement can be made to obtain suitable parking in the complex, the vehicle must be taken off site. These rules are necessary to ensure that the residents are not inconvenienced by the inconsideration of vehicle users within the complex.

### **5) REFUSE REMOVAL**

Residents are requested to keep the general area free of any litter as well as the area around the entrance of their unit. Household refuse in refuse bags (not boxes and packets) is to be placed at the bottom of the service lane on Tuesday and Friday before 8am. (At any other times the dogs etc rip them apart) Garden refuses to be placed in black bags and put in the rear service lane for collection.

**6) GARDEN SERVICE**

We have a garden service to tend to the outside of the complex and though they do work on the interior flowerbeds, these are the responsibility of the resident of the unit. This is not always being done and leads to unsightly areas. Any special instructions in regard to trimming bushes or trees should be given directly to Peter Lutge, No 4.

**7) LEVIES**

Levies are R1200.00 per month and are payable on the first day of each month in advance and by no later than the 7<sup>th</sup> monthly. **Any levy that is still unpaid by the 20<sup>th</sup> of the month will have a R100 charge added to their levy.** Levies may be paid by stop order directly into our bank account, giving the details of the payee.

The amount of Levies is set at an annual general meeting of owners. **And payable by all owners. Our Bankers are: FIRST NATIONAL BANK**

**Current account /  
Number:  
62155495792**

**8) LANE/PARKING AREAS**

The rear service lane is to be kept locked at all times and may only be used when necessary. Children are not to play in the parking area. This is Body Corporate property and does not form part of the area owned or rented by residents. The use of skateboards, bicycles etc, etc is not allowed.

**9) DIFFERENCE OF OPINION / COMPLAINTS**

Problem between residents should be discussed between the individuals. The trustees must only be involved when mutual agreement is not reached.