



PRETORIA-OOS

A F T R E E-O O R D R E T I R E M E N T V I L L A G E

CONDUCT RULES

In these rules, unless the context clearly indicates a contrary intention, an expression that denotes –

- the masculine gender only, shall include the feminine gender; and
- the singular, shall include the plural, or vice versa .

1. GENERAL LIABILITY

Owners or occupiers are liable for all or any damage caused to the common property, including the improvements to the property, by themselves, their children, their guests, their employees or their pets.

2. COMPLIANCE WITH LAWS

No owner or occupier, his tenant or guest may contravene or permit the contravention of any law or bylaw, whether of national, provincial or local origin, or the conditions of any license affecting the occupation of the buildings or the common property or the carrying on of business in the buildings or by

contravening the conditions of any agreement of occupancy applicable to the buildings or the housing development scheme in general. Neither the company nor the directors will accept any responsibilities for such breach should it occur.

3. BUSINESS ACTIVITIES

- 3.1 No businesses, professions, trades or auctions may be conducted on the common property or in a unit without the written consent of the directors.
- 3.2 No advertisements or publicity material may be exhibited or distributed in the main building or common property, without the written consent of the directors.
- 3.3 No goods or other merchandise may be sold or collection lists circulated directly to units, without the written consent of the directors.

4. ACTIVITIES IN COMMON AREAS OR PROPERTY

- 4.1 No hobbies or other related activities may be conducted in the common property areas, and if conducted in-house, must not cause a nuisance to other owners or occupiers. The same applies to excessive noise caused by radio, television or any other source.
- 4.2 The hobbies and other related activities that cause undue noise are only permitted within the confines of a unit, between 09:00 and 12:00, and between 15:00 and 19:00, from Mondays to Saturdays. Elderly, weak and sick residents must be taken into consideration in all instances.
- 4.3 In exceptional circumstances, the directors will consider application for noisy activities to be conducted outside the stipulated times, provided written approval is obtained from all immediate neighbours that such activities will not cause a nuisance.
- 4.4 The use of firearms and fireworks on the property is prohibited.

5. EMPLOYEES OF RESIDENTS

- 5.1 All persons employed by owners or occupiers must provide acceptable identification upon commencement of their services and owners or occupiers are responsible for the behaviour of their employees
- 5.2 Acceptable identification can be secured by completing a Security Identification form, which is available at the administration office.
- 5.3 Identification forms, upon completion, must be returned to the administration office.
- 5.4 Employees of residents shall not be accommodated in units or on the property. In special circumstance, upon written application, permission may be granted in writing, by the directors for temporary occupation for a specific period of any employee of an owner or occupier.
- 5.5 In the case of 24-hour shifts, where home-nursing services are required, permission must be obtained in writing from the directors.

6. GENERAL HYGIENE, HYGIENE SERVICES, CLEANLINESS AND AESTHETIC APPEARANCE

- 6.1 Owners or occupiers are responsible for contribution towards the general cleanliness and tidiness of the property. No cigarette butts, sweets, papers, etc.. may be scattered in the common property areas.
- 6.2 Refuse and refuse bins shall be located in the residents' courtyards or other places specifically provided for refuse or refuse bins so that they are not visible from the common property areas.
- 6.3 Refuse may not be handled contrary to the regulations of the bcal authority.
- 6.4 No refuse may be left on any portion of the common property areas or elsewhere where it will be visible, whether in a container or not.

- 6.5 Refuse bags may not be left outside for collection on the afternoons prior to or early on the collection mornings, unless all owners or occupiers are advised otherwise, and must be in proper containers or bags.
- 6.6 All glass must be deposited in the glass bank provided. Alternatively, glass may be placed in a separate container for collection by the property staff, together with the domestic refuse.
- 6.7 Newspapers, magazines, etc., may be deposited in the paper bank provided. Alternatively, paper may be placed in a separate bag or container for collection by the property staff, together with the domestic refuse.
- 6.8 Plastic material, tins and garden refuse must be deposited in separate containers provided. Alternatively, they may be placed in separate bags for collection by the property staff, together with the domestic refuse.
- 6.9 Carports must not be used as storage areas for domestic goods, compost, fertilisers, furniture or equipment. These items must be stored out of the view of other owners or occupiers.
- 6.10 No unsightly articles may project above or beyond courtyard walls and be visible to other owners or occupiers. The directors will determine from time to time what constitutes "unsightly".
- 6.11 Garage windows must have curtains or blinds. No cleaning material, etc., must be put on bathroom or kitchen windowsills and be visible to other owners or occupiers. Garage doors must not be left standing open at any time when the garage is not in use.
- 6.12 The slaughter of live animals on the property is prohibited.

7. ANIMALS , REPTILES AND BIRDS

- 7.1 Pets may be kept on the property only after the directors have granted written permission. Occupiers wishing to keep a pet must submit a formal application giving full details of the pet together with a colour photo.
- 7.2 The directors have sole discretion in determining the suitability of any pet.
- 7.3 All pets must be registered in the pet register after permission is granted.
- 7.4 The permission may be summarily withdrawn at any time should these pets become a nuisance. The directors will from time to time determine what constitutes a "nuisance".
- 7.5 It is the responsibility of the owners of the pets to ensure that all litter caused by the pets is removed from the common area immediately.
- 7.6 No pets are allowed in the main building.
- 7.7 All pets must be on a leash and suitably controlled.
- 7.8 Owners , occupiers and their visitors are not permitted to bring visiting pets onto the property , with the exception of guide dogs.
- 7.9 Pets must be kept in fenced areas and a gate must be installed for proper enclosure .
- 7.10 Failure of pet owners to comply with these rules will result in the owner or occupier being instructed to remove the pet from the property.
- 7.11 Cats are not permitted under any circumstances.
- 7.12 Maximum size of dogs by weight: 5 kg; and height: 30 cm. All dogs must wear an identification tag with the owner's house number and contact telephone number.

7.13 No pets are allowed in the apartment buildings. Exceptions may be made for pets that do not require space and exercise, or pets that do not cause a noise, for example fish.

8. GARDENING

8.1 Owners or occupiers are free to do their gardening around their house, which will be regarded as private gardens.

8.2 No trees or large shrubs may be planted near the structure of the units or near underground services where leaves tend to block the gutters or lift the foundations, or near the perimeter fences where they may interfere with the electric security fence, or near lamp posts where they might impede on the lighting, or the common areas, without the permission of the directors.

8.3 If outside assistance is needed in regard to an owner or occupier's private garden, written permission must be obtained from the directors. Owners or occupiers will be requested by the directors to remove any plants that result in the deterioration of the surrounding lawns or which create unsightly growth, or impede on public access. Failure to comply with such a request will result in the plants being removed by the directors at the cost of the owner or occupier.

8.4 The services of gardeners appointed by the managing agent ("property gardeners") may not be utilised for private use unless by prior arrangement with the administration office. Such additional services will be charged for by the administration office.

8.5 The provision of topsoil, fertiliser, pesticides, etc., for private gardens, is the responsibility of the owner or occupier.

8.6 The property gardeners are responsible for mowing lawns and trimming edges on the common property, as well as private gardens of freestanding homes. Owners and occupiers must grant access to these gardeners.

- 8.7 Private garden tools , hoses and other equipment must be stored where they will not interfere with, or spoil the view of, other owners or occupiers.
- 8.8 Private braai equipment may only be used in the common property areas or front , back or sides of an owner or occupier's house. All braai equipment used must be removed from the common property areas.
- 8.9 Private lawn mowers and other tools, etc., are permitted to be used between 09:00 and 12:00, and between 15:00 and 17:00, from Mondays to Saturdays.
- 8.10 Owners or occupiers are requested to use water sparingly and most effectively with regard to time of day and season.
- 8.11 If a discrepancy arises regarding the boundary of a garden, reference will be made to the fenced area as the private garden. If no such reference is available, it will be at the sole discretion of the directors to determine the boundary .

9. INSURANCE

- 9.1 Owners or occupiers are responsible for the insurance of the contents of their houses or flats , their motor vehicles and other private assets , as well as for public liabilities .
- 9.2 Owners or occupiers must not do or permit anything to be done which may in any way void any insurance policy held by the company in respect of the property infrastructure and buildings, or cause the premium of the policy to be increased , and the occupier indemnifies the company accordingly .

10. VISITORS AND CHILDREN

- 10.1 Owners or occupiers are liable for the conduct of their visitors, children and grandchildren, and they must ensure that they adhere to all conduct rules.

- 10.2 The use of bicycles, tricycles, skateboards, roller skates, rugby and soccer balls, cricket balls and bats, etc., in the common property areas is strictly prohibited.
- 10.3 No buses, mini buses, goods vehicles, caravans, boats or trailers may be parked in the general parking areas of the property on a permanent basis. Where temporary parking is required, prior written application should be made to, and written permission granted by, the directors.
- 10.4 Visitors, including children and relatives, are not permitted to stay in the property for more than 1 (one) calendar month, unless written application is made and written permission granted by the directors.
- 10.5 All visitors, including children of owners or occupiers, must sign the visitor's book at the entrance gate, unless acceptable identification, approved by the directors, is produced.
- 10.6 All visitors, including children and relatives of owners or occupiers, enter the property at their own risk and neither the directors nor the company are liable for injuries or death, or loss suffered whilst on the property.

11. STORAGE OF DANGEROUS GOODS AND ACTS CONSTITUTING A DANGER

Owners or occupiers shall not store any flammable or dangerous material or do, or permit to be done, any dangerous act in the building or in the common property area.

12. VEHICLES, SPEED LIMITS AND PARKING

- 12.1 Repairs to private vehicles on the property may only be done inside the garage of the owner or occupier. No owner or occupier shall be permitted to dismantle or effect repairs to any vehicle on any part of the common property areas.

- 12.1.1 Vehicles may only be washed in front of the garage of the owner or occupier.
- 12.1.2 Owners or occupiers shall ensure that their vehicles, and the vehicles of their visitors and guests, do not leak oil or brake fluid onto the common property areas or in any other way deface the common property areas. Owners or occupiers will be held responsible for the cost of cleaning up such defacing.
- 12.2 No owner or occupier shall park, or allow any vehicle to be parked, on the common property, or permit or allow any vehicle to be parked or left standing on the common property, without the consent of the directors in writing.
- 12.3 The directors may remove or tow away or arrange for the removal or towing of any vehicle illegally occupying space within the common property without the directors' consent.
- 12.4 Vehicles may not travel at speeds in excess of 15 km/h on any part of the common property areas. This speed limit has to be strictly enforced to prevent danger to owners or occupiers. Visitors who persist in breaking this rule may be refused entrance by vehicle.
- 12.5 Any vehicles of whatever nature parked on the property shall be parked at the owner's risk, and the company shall not be liable for any loss or damage whatsoever to such vehicles, including, without limitation, by reason of theft, fire, flood, accident or negligence, or otherwise of the company, the directors or their employees, contractors or agents.
- 12.6 Motor vehicles of owners and occupiers and their visitors may only be parked in demarcated parking areas. Any area demarcated by yellow lines may not be used for parking purposes.

12.7 Parked vehicles may not obstruct any entrance, exit or driveway or owners and occupiers garages.

12.8 Temporary street parking of vehicles is permitted but double parking is strictly prohibited.

12.9 Parking of vehicles on the lawns of the common property areas is strictly prohibited.

12.10 Parking of vehicles between house units is not permitted.

12.11 The directors will institute strong action if any of these rules are disregarded.

13. DAMAGE, ALTERATIONS OR ADDITIONS TO THE COMMON PROPERTY

13.1 No structural alterations may be done and no changes may be effected to the units unless written application is made to and written permission granted by the directors.

13.2 No air-conditioning units may be installed, unless written application is made to and written permission granted by the directors.

13.3 No decorations may be attached to a unit, and the exterior may not be painted or otherwise treated unless written application is made to and written permission granted by the directors.

13.4 No additional television antennae or satellite dishes may be erected outside a unit, unless written application is made to and written permission granted by the directors.

14. APPEARANCE FROM OUTSIDE

No owner or occupier shall alter or add anything to or on the common property (including balconies, patios and gardens) which in the discretion of the directors is aesthetically displeasing or undesirable when viewed from the outside of the unit.

15. SIGNS AND NOTICES

No owner or occupier of a unit, used for residential purposes, shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common property or of a unit, so as to be visible from outside the unit, without the written consent of the directors.

16. LITTERING

An owner or occupier of a unit shall not deposit, throw, or permit to be deposited or thrown, on the common property any rubbish, including cigarette butts, food scraps or any other litter whatsoever.

17. LAUNDRY

17.1 Washing may only be dried in demarcated areas, i.e. in the courtyard.

17.2 Washing may not be dried where it is visible to other owners or occupiers or the public.

18. STORAGE OF INFLAMMABLE MATERIAL AND OTHER DANGEROUS ACTS

An owner or occupier shall not store any material, or do or permit 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 company on any insurance policy or cause harm to any person or property.

19. LETTING OF UNITS

All occupiers 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 any lease or any grant of rights of occupancy.

20. OCCUPIER AGE LIMITATION

20.1 The minimum occupier age is 50.

20.2 If the occupier is married or deemed to be in a permanent relationship and any one of the spouses or life partners is 50 or older, both parties qualify.

20.3 Any potential occupier younger than 50 must make written application to the directors who will give due consideration to the application, taking into account the merits of the application and the overall scheme limitation. It is further recorded that in order for an application to be successful all the owners in the relevant scheme should consent to such occupation by a person younger than 50 years of age.

20.4 Occupation may only be taken after written permission is granted by the directors.

20.5 The directors may at any time withdraw the permission if the circumstances warrant such withdrawal.

21. USE OF DINING ROOM AND FUNCTION HALL FOR PRIVATE FUNCTIONS

21.1 Any owner or occupier, staff member, non-resident or organisation may hire the dining room and function hall, when available, for private functions. Reservations for non-residents or outside organisations must be made well in advance with the directors and the restaurant manager. Written permission is required from the directors.

21.2 A fee according to the nature and number of persons attending such function will be charged and such fee will be credited to the company .

21.3 Outside organisations will be allowed to use these premises only after due consideration by the directors.

22. EMERGENCIES

22.1 In order for the nursing staff and other emergency personnel to have access to a unit in the case of an emergency , the key to an entrance of a house or flat must, when locked from the inside, be removed from the lock.

22.2 Owners or occupiers must provide the administration office with a duplicate unit key. The duplicate key will at all times be under the strict control and safekeeping of the general manager and be used only by nursing or emergency staff in the event of an emergency.

22.3 To ensure quick access in the event of an emergency , Owners and occupiers are requested never to lock bathroom doors from the inside.

23. REPAIRS AND MAINTENANCE

Owners or occupiers are responsible for repairing and maintaining the interior of their units, including all electrical, plumbing and other fitting, at their own expense, and shall keep the interior of the units in a clean and hygienic condition to the satisfaction of the directors.

24. ERADICATION OF PESTS

Owners or occupiers shall keep the interior of their units free of white ants, wood borers and other wood destroying insects and other pests, and to this end shall allow the directors or their duty authorised agents or employees to inspect the house units or flats from time to time.