

NORTHGROVE BODY CORPORATE

Questionnaire

Unit number _____ Owner / Tenant (please tick)

Name _____

Postal Address _____

Contact numbers _____ (h)
_____ (cell)
_____ (cell)
_____ (w)

Contact person not living with you

Name _____

Contact number _____

Number of people living in the unit

Adults _____ Children _____

Vehicles : (Please note that over 2 vehicles = R300pm)

Type _____

Registration _____

Name of domestic worker _____

I have received a copy of the Northgrove Body Corporate rules and I undertake to abide by the rules of Northgrove. I confirm the above information is true and correct and will advise the trustees of any changes to the above.

Name _____

Signature _____

Date _____

(Please return to Thelma in #3)

NORTHGROVE BODY CORPORATE

BUILDING NO. 220/1900

CONDUCT RULES

These Conduct Rules have been prepared by the trustees in the interest of harmonious living. The Trustees are authorised to take appropriate action in the event of a breach.

THE USE OF THE PREMISES IS FOR PRIVATE RESIDENCE ONLY

1. APPEARANCE FROM OUTSIDE

- 1.1 The owner or occupier of a section shall not place or do anything on any part of the common property, patios, stoeps, and gardens which, in the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.
- 1.2 No airconditioning unit shall be installed without the prior consent of the trustees and, where applicable, the local authority.
- 1.3 Littering or defacing of common property is prohibited (including Hypermarket trolleys).
- 1.4 All blinds, curtains and other fittings visible to the public view must be maintained in a good state of repair and in a clean condition.

2. LETTING AND SELLING OF UNITS

- 2.1 Any owner selling his unit must inform the trustees in writing and identify the future owners.
- 2.2 An owner may let his section for a period of not less than 6 (six) months provided that as a condition of any such letting, the owner shall secure from the lessee or the person to whom occupation is given, an undertaking in favour of the Body Corporate that such lessee or person is aware of the provisions of these Rules, and shall observe all the regulations and conditions as are contained in the Rules and in the Sectional Titles Act ("the Act"). Such undertaking shall be in such terms as the trustees shall from time to time require and shall be lodged in writing with the trustees prior to such lessee or person being given occupation of the section. A rental application form must also be completed and lodged with the Managing Agents.
- 2.3 The Conduct Rules shall be incorporated in and shall form part of all Agreements of Sales and Lease.
- 2.4 Initial occupation by a tenant may not take place until Rules 2.1, 2.2 and 2.3 have been completed.
- 2.5 The maximum number of occupants in any one unit should be as follows:

Two bedroom	:	4 people	Unit type 'C'
Three bedroom (small)	:	5 people	Unit type 'A' & 'B'
Three bedroom (large)	:	6 people	Unit type 'D'
- 2.6 The premises shall not be used for immoral and illegal purposes.
- 2.7 Owners and/or tenants must advise the Supervisor prior to moving in or out of the complex.
- 2.8 Units may not be sold on any type of "Time-Share" basis.
- 2.9 Letting or sub-letting of any part of the section is NOT permitted.

3. USE

- 3.1 No persons may live in sections which are not described as residential sections on the sectional plans of the Body Corporate. No sleeping shall be allowed in any caravan or other vehicle on any portion of the common property, garage or carport.
- 3.2 No signs may be erected on the common property.
- 3.3 An owner or occupier is liable for the conduct of his visitors and he must ensure their adherence to all requirements of the Act, and the Rules.
- 3.4 Units may not be used for any business, professional or trading purposes.

4. NUISANCE

- 4.1 An owner shall not cause or permit any disorderly conduct of whatsoever nature in a section or upon any part of the common property or do or permit any act, matter or thing in or about the same which shall constitute or cause a nuisance or any inconvenience to any other owner or occupier of the building or member of the Body Corporate.
- 4.2 Silence must be maintained between 14h00 and 16h00 and between 22h00 and 07h00, each day.
- 4.3 Motor hooters may not be used on the common property.
- 4.4 Radios, musical instruments, record players and television receivers must be used in such a manner as not to be heard in adjoining sections or on the common property.
- 4.5 An owner shall be required to keep his airconditioning unit in a state of good repair to the satisfaction of the trustees.

5. REFUSE DISPOSAL

- 5.1 An owner or occupier of a section shall:
- a) maintain in a hygienic and dry condition within his courtyard the black hard rubber kitchen refuse bins which are supplied by the Body Corporate. Black plastic refuse liner bag as supplied weekly must be placed in the bins. Kitchen and household refuse may only be placed in these 'lined' bins (tins and bottles to be emptied and drained.);
 - b) ensure that the refuse bags are securely tied up before they are placed outside the unit for collection;
 - c) for the purpose of collection, place the bags outside his unit before 8.00 am on the specified collection days (twice weekly) (presently Tuesdays and Fridays);
 - d) as far as garden refuse is concerned, to dispose of this themselves at their own expense. (Corporation dump is available nearby).

6. LAUNDRY

An owner or occupier of a section shall not erect his own washing lines, 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. STAFF

- 7.1 No servant may be housed on the property.

- 7.2 Only persons specifically authorised by the trustees may instruct or direct the staff of the Body Corporate during working hours. A resident may not harass or otherwise interfere with any staff member in the course of his/her duty.
- 7.3 No persons shall make private use of the staff employed by the Body Corporate during working hours.
- 7.4 The trustees may, in their sole discretion, require all servants who work on the complex to be registered with the Body Corporate and may require such servants to carry or display documents of identification.
- 7.5 Owners and occupiers are responsible for the behaviour of their servants and must at all times ensure that they adhere strictly to the Management, Conduct and ~~House~~ Rules of the Body Corporate. *Conduct*
- 7.6 Owners and occupiers shall provide their servants with the necessary toilet requirements, i.e. toilet paper, soap, etc. Newspaper may not be used in toilets and toilets must at all times be kept clean.

8. PETS

- 8.1 An owner or occupier of a section shall not, without the consent in writing of the trustees, which approval may not be unreasonably withheld, keep any animal, reptile or bird, in a section or on the common property. A section must be fully enclosed before such written consent may be given by the trustees.
- 8.2 The present pet population is to be registered with the Board of Trustees and the animals so registered will:
- a) not be permitted to cause any nuisance or unreasonable noise;
 - b) other than for the purpose of leaving or entering the complex, no dogs are permitted on the common property unless being carried or properly leashed, nor shall they be exercised on the common property;
 - c) not roam freely around the complex.
- 8.3 Any excrement deposited must be removed by the owner.
- 8.4 If any of the above rules are broken, the Board of Trustees have the authority to direct the owner to remove such animals.
- 8.5 These rules in no way relieve the owners and occupiers from having to conform with the Local By-Laws.

9. MOTOR VEHICLES

- 9.1 Any vehicle with a tare weight of more than 5 tons IS NOT ALLOWED on the premises. This is particularly relevant to furniture removal vans. The roadway is not designed for such heavy traffic.
- 9.2 No owner or occupier shall park or stand any vehicle on the common property without the written consent of the Board of Trustees. No owner or occupier shall permit vehicles of their visitors to be parked on the common property, except in areas specially demarcated for that purpose by the Board of Trustees.
- 9.3 The Board of Trustees may cause to be removed, at the risk and expense to the owner, any vehicle parked or abandoned on the common property, if its presence does not comply with Rule 9.2.
- 9.4 No owner shall allow any unlicensed or unroadworthy vehicle to be brought onto the common property, nor shall he allow any vehicle to be parked permanently in such a way that might reasonably be interpreted as abandonment.

- 9.5 Persons whose motor vehicles persistently leak oil or damage the surface of the parking area in any way may be required to remove or repair the offending vehicle and/or bear the cost of repairs to the common property.
- 9.6 Except for the purpose of gaining access to garages and parking areas bicycles, motor cycles, tricycles, caravans and trailers, boats, skate boards and roller skates may not be ridden or left on any part of the common property or any portion of a section where they are visible to the public.
- 9.7 Vehicles may not travel within the complex at speeds in excess of 10 km/h.
- 9.8 No owner or occupier may dismantle or effect major repairs to vehicles within the complex.
- 9.9 No vehicle is permitted to be operated within the complex if it emits excessive noise or smoke due to a faulty or non-standard exhaust system.

10. PARKING

- 10.1 No vehicle may be parked so as to obstruct the free manoeuvring of any other vehicle on the common property.
- 10.2 It is strictly prohibited to make use of any of the common property or parking bays or any portion of a section for the housing of any boats, caravans, trailers or other such equipment.
- 10.3 Units have been allocated garages and carports for the housing of resident cars. Garages and carports may not be used for alternative purposes, unless the owner does not require parking facilities.
- 10.4 There are 33 parking bays especially reserved for visitors' parking and these may not be used as supplementary parking facilities by residents.
- 10.5 Parking in the driveways and/or roadway is strictly prohibited.

11. ALTERATIONS OR ADDITIONS TO THE COMMON PROPERTY

- 11.1 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 obtaining the written consent of the trustees.
- 11.2 Notwithstanding sub-rule (1), an owner or person authorised by him may install -
- (a) any locking device, safety gate, burglar bars or other safety device for the protection of his section: or
 - (b) any screen or other device to prevent the entry of animals or insects;
- provided that the trustees have first approved in writing the nature and design of the device and the manner of its installation.
- 11.3 An owner may make alterations to the interior of his section, but no structural alterations, no alterations to the water piping, electrical wiring, conduits or plumbing may be effected without the prior written consent of the trustees and then subject to such conditions as the trustees impose.
- 11.4 Repairs or alterations to electrical wiring and plumbing shall be effected only by a person qualified to do so and such work shall comply with the standards and By-laws of the relevant Local Authority.
- 11.5 The fitting of airconditioners, painting of verandas, solar shield on windows and awnings, requires the authority of the trustees.