

HOUSE RULES FOR THE CONDUCT AND MANAGEMENT OF CALLEVERA

Note: In the main, the House Rules are simplified from Sectional Titles Act of 1971 and adopted by the Trustees on 18 September 2008. In the event of any conflict in interpretation, the original schedule will apply. Lessees are also obliged to comply with these rules.

Common property = passages, stairs, garden, driveway, etc

1. Refuse to be placed outside one's flat door before 7 a.m. every day except on Sundays and Public Holidays. Refuse is to be securely wrapped and contain no liquids.

2. No linen or clothing is to be hung where it would be visible from outside and no carpets, rugs or mats may be shaken or beaten through the windows.

3. No carpets are to be hung over the wash lines. No carpets, linen or clothes are to be hung either over the wall adjacent near the washing line area nor over the garage roof. Washing to be removed timeously once dry to allow use by other residents and not left on the lines overnight, to avoid any security breach.

4. When any large items of furniture or such like is to be transported in the lift, the Cleaner or any trustee is to be advised beforehand, so that a carpet can be placed in it to prevent any damage.

5. Workers, artisans and delivery people are to be instructed to use the back entrance stairs to the lift and **NOT** the foyer entrances. All workers, tradesmen mentioned above, are to use the parking allocated next to the dustbin area as indicated via signage on the wall. **All rubble is to be removed by arrangement of the owner/lessee with the tradesmen.**

6. No work that causes undue noise may be carried out except between the hours of 07h30 to 16h30 on weekdays and 09h00 to 12h00 on Saturdays. No work to be carried out on Sundays and Public Holidays, except in the case of an emergency.

7. Should any worker, artisan or delivery persons deface or damage the common property the said resident will be liable for any costs to repair the damage incurred.

8. The lift is to be returned to the ground floor after dark.

9. All entrance doors are to be pulled closed behind one in either entering or exiting the building between 17h00 to 06h00.

10. Noise remains a form of nuisance and a source of great irritation to some residents. By virtue of the fact that Sectional Title living implies the co-existence in close proximity with one's neighbours, consideration for other residents, the noise levels of radios, television sets and visitors are to be kept at a respectable noise level at all times.

11. Littering: No rubbish is to be thrown (also from windows) or deposited on the common property, including dirt, cigarette ends, food scraps or any other litter whatsoever.

12. The windows in each section are cleaned according to the roster every two weeks during the mornings, except on a weekend and Public Holidays.

13. The presentation of curtains and blinds in each flat is to be maintained in good order at all times. Any broken windows are to be replaced immediately by the owner of the flat concerned.

14. Every owner/lessee is to keep his section in a state of good repair and free of white ants, wood borer and other wood destroying pests. He/She will permit access for inspection and will bear the costs of any such inspection, the eradication of the pests and the replacement of any damaged woodwork in that section.

15. An owner/lessee shall not make any structural alterations to his/her section without the prior written consent of the Trustees. Should this occur the trustees can compel them to reinstate the area to the original state.

16. An owner/lessee shall not do or permit anything to be done which might prejudice the insurance policy of Callevera (e.g. store inflammables).

17. No pets shall be kept in any section without the written permission of the Trustees.

18. The area outside of the North side door (by the post boxes) is to be kept vacant at all times. It is for emergency vehicles only e.g. ambulances, fire engines

19. Visitors are to utilise the parking bay applicable to the flat being visited. There is **NO VISITORS PARKING AND IF YOUR ALLOCATED BAY IS BEING UTILISED, VISITORS MUST PARK ON THE ROAD OUTSIDE. THERE IS NO PARKING ON THE DRIVEWAY AND NO TANDEM PARKING .**

20. Residents will ensure that their vehicles and those of their visitors do not drip any fluid, or in any other way deface the common property. Should this occur the cost to restore the area to its original state shall be borne by the resident.

21. No caravans, trailers, boats etc will be allowed to be parked in the common area.

22. Residents may not dismantle vehicles or undertake major repairs on the common property.

23 No sub letting of flats will be allowed.

24. No flats are to be rented out to or sold for the purposes of running a business. This is a residential property and must be used for this purpose only.

25. The number of persons living permanently in a section is limited to 4 per two bedroom unit and 6 each in the penthouses.

26. Resident's or visitor's children shall at all times be controlled and supervised by an adult whilst on the common property. No skate boarding, bicycling, roller skating, quad biking or similar activities may be carried out on the Common Property.

27. No parking of unattended vehicles is allowed outside any garage or the entrance by the post boxes. Only tradesmen's vehicles may park by the allocated parking by the refuse bins.

28. All garage doors are to be closed at all times to avoid any security breach or accidents.

29. The Body Corporate shall not be responsible for any loss or damage suffered by an owner in respect of any loss or damage caused by any servant or agent of the Body Corporate from any cause whatsoever. It shall be the responsibility of an owner to affect his/her own insurance in respect of contents contained in his/her Section or in

any part of the Common Property.

30. All and any insurance claims made in respect of the Body Corporate insurance cover are to be received in writing by the resident for the approval of the trustees.

31. No public auction shall be conducted within the area of any Section within the Common Property without the prior written consent of the Trustees.

32. Levies are payable in advance, on or before the 5th of each month.

33. Any construction, renovations, additions or alterations that will affect the appearance of the common property is to be requested in writing by the owner for the approval of the Trustee's:- i.e. split unit air conditioners, DSTV dishes, window frames etc. Any structural renovations to the units, must be requested in writing by the owner.