

GALAHAD ESTATE

HOMEOWNERS ASSOCIATION

GALAHAD ESTATE CODE OF CONDUCT RULES

AIM: TO ASSIST BOTH NEW & EXISTING RESIDENTS TO APPRECIATE AND ENJOY THE LIFE STYLE THAT THE COMPLEX OFFERS AND TO ENCOURAGE EVERYONE TO RESPECT THE INTERESTS AND WELFARE OF ALL WHO LIVE HERE

INTENTION OF THE CONDUCT RULES

To ensure that all residents have a basic understanding of those sections of the Constitution that will lead to a harmonious co-existence with one another. To ensure that high standards of security, safety and housekeeping are achieved which will preserve and enhance the value of our properties.

It is trusted that the information provided by the appointed Committee of trustees herein will assist all owners /occupiers to appreciate and enjoy all that the complex has to offer and to encourage everyone to respect the interests and welfare of all who live here.

BREACH OF THE RULES.

For any breach of the rules a written warning will be given there after a R500 fine will be issued and added to the levy account of the owner of that unit, so please if you have tenants make sure that they have a copy of the rules and understand them.

1. BUILDING, ARCHITECTURAL AND DESIGN REQUIREMENTS

The following is aimed at preventing deviations a from the overall design manual and to maintain the existing ambiance of the complex. [Refer Annexure hereto for efficient handing of plans.

No owner/occupier may without the prior written approval of the Trustees:

- a. Construct, build or in any way erect any new buildings or structures of any form and nature whatsoever, (including swimming pools awnings etc), before submitting properly drafted professional plans and a written motivation for approval by the Trustees or make Make any changes to the external colour scheme of the unit or boundary walls

It is recognized that the Trustees of the Home Owners' Association may

- b. Enforce any condition in order to harmonise the architectural style and design criteria of and the materials and colours to be used in all building or structures erected;
- c. Appoint such advisors at may be necessary to scrutinise any proposed plans;
- d. Impose a scrutiny fee, payable by the owner/occupier, to cover the costs of the services mentioned in paragraph 1.2.2. herein above.

The owner/occupier shall prior to the commencement of any building work of plans was approved by the Trustees) pay to the HOA a building deposit in an amount to be determined from time to time by the Trustees. The aforesaid building deposit will be deposited in an interest bearing trust a count at the management agents for the benefit of the owner/occupier.

On completion of the building work the Trustees shall, if they are satisfied that no damage has been affected to the landscaped area or common property, refund the building deposit to the owner/occupier.

In the event that the landscaped area and/or common area have been damaged as a result of the aforementioned building work, the owner/occupier shall have fifteen (15) days from date of notice by the Trustees to remedy the damage. Should the owner] occupier fail to remedy the damage to the satisfaction of the Trustees, the Trustees shall be entitled to call upon an independent contractor to repair such damage at the costs of the owner/occupier.

Should the costs of repair and as referred to in paragraph 1.5 herein above, not be covered by the building deposit paid by the owner/occupier, the shortfall will immediately become due and payable by the owner/occupier to the Trustees.

Providing the afore-going shall not be interpreted as detracting from the sole and final responsibility of the Council to approve or reject building plans.

2. LEVY ACCOUNTSPAYABLE BY THE OWNERS

- a. Levies are due in advance, payable on the first day of each month and within 7 days after which interest at a rate to be determined by the Trustees, will be payable thereon. Accounts in arrears of TWO [2] months will be handed over to a firm of attorneys for collection. All levy/water account queries should be placed in writing to the Management Services appointed by the association. Methods of payment could be either in the form of cheque, debit order or telephonic/electronic transfer.
- b. Changes to contact / address details are to be timeously advised to the Management Services and/or Trustees.
- c. No change to ownership on a levy statement will be undertaken until the owner selling his/her unit has obtained a levy clearance to affect transfer to new owner.

3. USE OF COMPLEX AND COMMON PROPERTY

- a. An owner or resident may 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.
- b. Any large gathering on the common area should have written consent from the trustees.

- c. No owner/occupier of a unit may, without the prior consent of the Trustees Committee, use the complex for any purpose other than residential purposes.
- d. Place or display any object, sign, notice, billboard or advertisement on the common property or unit so as to be visible from outside the building.
- e. Remove any shrub, tree or plant on or in the common property.
- f. Erect his/her own washing lines nor hang any washing or other items on any part of any unit or driveway, or the common property so as to be visible from outside the building or from any other unit and/or common property.
- g. An owner/occupier may not deposit or throw on the common property any rubbish/litter.
- h. An owner/occupier may not mark or otherwise damage or alter any part of the common property.

4. APPEARANCE OF HOUSE FROM THE OUTSIDE

Any changes to the outside of the house should be cleared by written consent from the Trustees and the necessary approval from neighbours, RAMPOA and City Council

5. SECURITY

Anybody found tampering with any of the below-mentioned security devices, will be totally responsible for the cost of any damage incurred:

Electric fence above the perimeter wall. It is live at all times and monitored on a 24 hour basis. Do not touch the wiring, as, although it is non-lethal, it will give a nasty shock and cause a call out from CHUBB.

Entrance Gates: Do not tamper with the gates/pedestrian button. Be vigilant of any unauthorised persons/vehicles around the gates and ensure closure of gates after exit/ entry.

Remote Controls, under no circumstances are owners/occupiers of units to hand these to anyone who does not live in the complex, e.g. garden services, repair or building persons or domestic workers

Street Lighting within the complex is strategically placed and should not be tampered with.

Where possible outside lights to be left on during the night for added security

Visitors / Strangers Access [**on foot or by car**]. In the interests of communal security, visitors/strangers should not be given access to the complex other than by making use of Mercom telephone system at the Parade Ring Road entrance. The cost of programming your land line in to the Mercom system will be debited to your Levy account,

NB No cell phones will be added to the Mercom system for security reasons.

Hawkers/Beggars/Job Seekers are not permitted to enter the complex

6. DISTURBANCE, NOISE, GAMES, etc

No owner/occupier shall permit anything to be done in a unit or on common property which constitutes a nuisance or an unreasonable invasion of the privacy of other occupiers or units or permit or make any disturbance or allow their children, guests, or other persons for whom they are responsible, to make any disturbance or noise which in the opinion of the Trustees, in their sole and absolute discretion, would constitute an invasion of the Right of Privacy of the other owners/occupiers.

Children must be warned to observe road rules and undue invasion of the privacy of other occupiers or homes at all times.

7. PETS,

- a. Owner or resident can keep animals permissible under Municipal Health policies.
- b. When entering common areas, eg. roads, entrance gate and fountain area dogs must be on a lead, and any defecation should be removed immediately.
- c. All animals must be under control and should not be a disturbance to neighbours. Reasonable sound levels are acceptable, but incessant loud or continuous barking is not acceptable.

8. MAINTENANCE

An owner/occupier shall be obliged to maintain all existing building work and approved alternations, additions and/or decorations in a state of good order and take all reasonable steps to keep it clean, hygienic, neat and attractive condition.

9. MAINTENANCE OF FRONT GARDENS

A garden and landscape company has been employed to cut, trim and maintain the communal garden and external perimeter areas.

10. HOUSEHOLD AND GARDEN REFUSE

All owners/occupiers to ensure that household and small items of garden refuse are placed in black bags inside the bins, and are placed inside the bin rooms [preferably between Friday and Sunday of each week.

At present Council collection is on Monday mornings between 6.30am and 8am and will be returned when emptied, cleaned and sanitized. Any bins put out later than these times will be emptied by the cleaning companies to the cost of the owner.

All bins are to be stored out of sight from the road between Tuesday evenings and Sunday mornings.

Any bin left out, will be taken away and left in the bin room, you can then drop your black refuse bag in your bin on the way out of the complex

Household and garden rubbish or similar litter should not be dropped or left at the entrance to the bin room or on the common areas or disposed of down the storm water drains.

The storing of dangerous and inflammable materials in bulk quantity is strictly prohibited. The storage of such material could invalidate building insurance and could result in substantial loss to the complex for which the responsible owner/occupier shall be liable.

11. VEHICLES

- a. Vehicles cannot be parked on the grass, as this causes erosion and damage to the curb stones and grass, repair of which is the responsibility of the Home Owners Association.
- b. Any curbs requiring repairs as a result of homeowner negligence will be charged to the owners account.
- c. Visitors parking is marked out and is not intended for resident parking. Owners or residents must ensure that their vehicles, and the vehicles of their visitors, do not drip oil or brake fluid on the common property or in any way damage the common property (including the gate). Cost of cleaning common property will be charged to owners account.
- d. The trustees may request the towing or removal of any vehicle parked or standing abandoned on the common property without owners consent.
- e. No owner or resident may dismantle or effect major repairs to any vehicle on any portion of the common property.
- f. Only vehicles owned by owners/occupiers may be washed on the common property.

- g. Road signs shall at all times be strictly observed by motorists, pedestrians and cyclists
- h. No major repairs to any vehicle on any portion of common property will be allowed.
- i. Vehicles driven on common property roads should not drive faster than 15 kms and should be driven in a safe manner and with due regard to other road users/pedestrians and /occupiers of units

12 PARKING

Parking of vehicles by owners/occupiers should be as arranged for in the complex house designs. Owners/occupiers should not park in a manner that obstructs the flow of traffic, i.e. roadways, obstructing entry/exit of other owners/occupiers, nor park on grass verges or in front of fire hydrants. If sufficient parking space is not available in designated areas at units, or visitors' bays, suggest visitor's park outside the complex.

The designated visitors bays are for use by bona fide visitors and may not be used by residents for parking or storage of vehicles/boat/trailers or other items.

13. INSURANCE

The Home Owners' Association have no responsibility whatsoever for the Insurance of the contents or structure of any particular unit, which is the sole responsibility of the owner/occupier. The owner/occupier shall not do or permit to be done in his/her section or on the common property, anything which will or may increase the rate of premium payable by the Association on any insurance policy or which may tend to vitiate any such insurance policy.

14. STORAGE

The owner/occupier shall not place on any part of the common areas any storage items that in the discretion of the Trustees, is aesthetically displeasing. No visible storage of any item of an unsightly nature will be permitted on garage access paving or elsewhere.

15. LAUNDRY

No laundry may be dried on the common area or should be visible from the common area.

16. RUBBISH OR LITTERING

No rubbish should be visible from the common area at any time of the week.

17. FOR SALE SIGNS

Any house for sale may only have signs up on Show House days, ie Sundays, and should have a sales representative with a remote at the gate to let customers in. They are NOT to use the Mercom System.

18. LETTING OF UNITS

All tenants of units and other persons granted rights of occupancy by any owner of the relevant unit are obliged to comply with all the relevant Rules and the Constitution of the Association.

Condition of Lease

Should any owner let his/her unit then he/she shall make it a condition of the lease the tenant that the tenant and/or sub-tenant will be bound to comply with all the provisions of the Rules.

It is a requirement that the owner or his/her agent must furnish the tenant [and subsequent tenant(s)] with a copy of the Rules to form an integral part of any lease agreement entered into.

19. LETTING OF HOUSES

All tenants of the houses and other persons granted right of occupancy by any owner of the relevant houses are obligated to comply with these Conduct Rules

notwithstanding any provision to the contrary contained in any lease.

It is the responsibility of the owner to supply a set of Conduct Rules to the lessee or occupant.

20. ERADICATION OF PESTS

An owner/resident shall keep his/her unit free of white ants, borer and other wood destroying insects.

21. DOMESTIC WORKERS

Owners/occupiers must take full responsibility for the entrance/exit of their domestic workers/gardeners, and they must use the pedestrian gate

22. USE OF UNITS

Except with the express written permission of the Trustees, no owner shall use or permit their section to be used for any purpose other than residential. Owners/occupiers to park inside garages to alleviate undue parking of vehicles in roadways.

23. REPEATED INFRINGEMENT OF RULES

The Trustees may, if deemed necessary, take action on owners/ occupiers who repeated)- breach any of the Rules contained herein.

After reading all the rules just remember the main rules are use some common sense as you are living in a complex with other people respect their rights as well

ANNEXURE TO BUILDING, ARCHITECTURAL & DESIGN REQUIREMENTS [Item 1J BUILDINGS ETC

Plans drawn to scale are required for additions to main house and structures in gardens, i.e. Veranda's. Awnings, carports, etc.

4 detailed drawings are required for submission to the Council please check with Council to confirm
2 copies of above for the Trustees Committee

- A short letter of motivation
- Materials to be used to be clearly stated
- Scrutiny fees may be applicable in the form of a deposit [to be advised]

SWIMMING POOLS

3 detailed drawings for submission to Council, and
2 copies of above for the Trustees Committee

- Pool edge to be 1 metre from boundary wall
- Placing of pump to be shown on plan
- Back wash: Outlet to be either in own garden or linked to nearest sewerage outlet within the unit. NOT storm water outlet or roadways leading into common areas or outside roadways (Council requirement)

GUIDELINES: UNITS FOR SALE, LEASE OR ON SHOW

1. The management Company and/or Trustees Committee to be informed in writing of dates/times, before the event, or units to be placed "on show".
2. All signs erected, to be placed in estate agents stands and placed on grass verge of relevant unit and removed at end of day of "show houses".
3. Owner and relevant agent to manage the entry and exit of potential buyers. It is suggested that potential buyers park outside the main gates and taken to the relevant unit by the agent/owner. These persons to be taken to the main gate to exit.
4. The sale or lease of units by the owner: The request to place signs at front door entrances to units, to be in writing to the Management Company and/or Trustees. Details of type of notice and placement to be set out.
5. Notice boards placed on common areas of the complex or buildings will not be permitted.

