

ASCOT KNIGHTS CONDUCT RULES

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The updated conduct rules passed the RAMPOA quality control process on: dd-mm-ccyy

ASCOT KNIGHTS CONDUCT RULES

1. Ascot Knights Aesthetics and home privacy

1. To ensure that Ascot Knights remains a desirable place to live and protect the members investment, owners and tenants should adhere to the proper care of the buildings and gardens in accordance with the **Ascot Knights Architectural Guidelines**, available on the ASCOT KNIGHTS website go to <https://royalascot.co.za/project/residential-ascotknights/>

(+The Constitution, these Conduct Rules and the Architectural Guidelines are all on this website) or will be emailed upon request.
- 1.2 Please respect the privacy of each property. Each home in the estate is legally private property and therefore, any uninvited intrusion onto a property is not permissible by law. This includes pets and children/adults.
- 1.3 The elected Trustees responsibilities include **CONDUCT RULES** infringement inspections, conducted monthly. Owners will be notified in writing by Trafalgar Property Management (the appointed Managing Agents) if any transgressions are noted or reported. Failure to remedy the infringement notice within the time allowed, could result in a fine being levied on the owners Levy Account.

2. Animals, reptiles, and birds (Pets)

1. Owners or residents may keep animals permissible under Municipal Health policies.
2. Owners/Tenants must first get approval from the Trustees/Agent after submission of the HOA Pet Approval form/s. See annexure 2 attached to this document.
3. No more than 2 pets are allowed (2 small dogs or two cats, or a dog and a cat).
4. **NOTE:** Pitbulls and any such large dogs are not permitted in the complex.
5. Cats must have a collar fitted with an audible bell. This is to avoid the decimation of the wildlife/bird population within the complex.
6. Pets should not be kept in the front garden area visible from the street, even if on a lead, as the pets bark and appear aggressive to passers-by.
7. When entering the estates common areas, (e.g. The entrance/exit gates, the fountain and lawn area and internal streets, including the front gardens of all residents) dogs must be on a leash, and owners must carry a plastic bag to pick up and dispose of any defecation deposited by their pet/s
8. All animals must be kept under control and should not be a disturbance to neighbours. Reasonable sound levels are understandable. However, incessant, loud or continuous barking is not acceptable.
9. All residents of the estate are responsible for the pets of their visitors at all times that they are on the estate property.
10. Any transgression of the pet rules will be sent a warning letter by our Agents. For a second transgression, a fine of R250 will be imposed and any repeat transgressions will be fined at R250 per transgression.

3. Refuse Disposal

1. The Black Wheelie Bins with the recycle bag adjacent to the black bin/s should be placed on the curbside on Sunday evenings.
2. Refuse placed in the wheelie bins must be placed in a black refuse bag before being put into the wheelie bin.
3. All wheelie bins are removed on Monday mornings between 6:30 am and 8am and placed outside the complex for collection by Cape Town City Council refuse removal vehicles. The wheelie bins will be returned after collection by the Council, cleaned and sanitized.
4. If bins are put out later than these times, and have not been emptied and sanitized, will need to be emptied by a private cleaning company at the cost of the owner/tenant.
5. All bins are to be stored out of sight from the street between Tuesday evenings and Sunday mornings.
6. A R50 fine will be imposed on owners/tenants who do leave their bins in sight from the street between Tuesday evening and Sunday morning 06:00
7. Plastic Bags, other than the clear recycle bags, may not be placed on the verge. All refuse/garden refuse bags are to be placed in the black trolley bin/s and placed on the verge of their property. Recycle bags (one will be supplied free of charge each week when bins are returned), should be placed next to the trolley bin/s.

2. Vehicles

- 2.1. Vehicles should not be parked on the grass. This causes erosion and/or damage to the kerb stones and/or common area grass, the repair of which, is the responsibility of the Home Owners Association.
- 2.2. Any kerbs or common lawn area requiring repairs, as a result of resident negligence in this regard, will be fined R250 and charged to the affected owner's Levy account.
- 2.3. Visitors' parking bays are marked and are not intended for resident parking. Residents who park in bays designated for visitors, without authorization, will be warned by way of a windshield notice. If not remedied, they will be fined R500 per week until the vehicle is removed from any visitor designated area.
- 2.4. If any resident has visitors who stay for longer than a day (for up to one month) and use a visitors' parking bay, the resident must notify the Trustees/Agent of the intended stay and provide the Trustees/Agent with details of the visitors' arrival and departure dates. The vehicle make, colour and registration number of the visitors' vehicle must also be included on the application, so that the HOA is aware that the bay is being used by an authorized visitor and not a resident.
- 2.5. Special permission needs to be obtained from the Trustees/Agent if a resident has a visitor/s requiring the use of a visitor parking bay during his/her stay for longer than a month. Permission may not be given if in a holiday period when these bays are in demand.
- 2.6. 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 deface the common property (including the gate). Trustees/ Agent may ask that such marks are removed by the owner/tenant who caused such marks.

- 2.7. The trustees may request the towing away or removal of any vehicle parked or left standing abandoned on the common property without trustee's/agents consent.
- 2.8. No owner or resident may dismantle or effect major repairs to any vehicle on any portion of the common property.
- 2.9. If there is an area on the owner's property which can be paved to accommodate an additional parking bay, the owner may apply to HOA for permission to pave the area. A drawing to show the area to be paved, paving materials to be used and the proposed construction completion time must be attached to the application. See Architectural Guidelines Document)
- 2.10. No vehicle longer than 8 metres is permitted to enter the complex. Should any such vehicle enter the complex, and cause damage to the common property including the gates, the gate support pillars, the guard hut at the entrance, or any common property within the complex, such person/s will be liable for any repairs required to remedy such damage. The cost will be charged to the responsible owners levy account.

3. Common Areas

Common Areas are defined as all areas within the estate that are not part of an owners property. This includes the first 1.5m from the curb of the internal roads, the grassed area opposite the entrance/exit gates where there is a fountain, all internal roads including the paved area outside the gates (up to Grand National Boulevard), all service buildings at the gates (the bin room, the old guard hut)

- 3.1. 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.
- 3.2. Any large gathering on the common area should have written consent from the Trustees.
- 3.3. Owners/Residents will be fined for damages to the common property by their children and/or visiting children

4. Building alterations and/or the external appearance of houses

- 4.1. No alterations to the outside of a house may be made without the permission of the HOA. An application for such changes/alterations must include clear architectural plans denoting the proposed changes and must include the written consent of affected neighbours. The approval of RAMPOA and the City of Cape Town must also be obtained and the Trustees/Agents should be notified before construction can commence.
- 4.2. An alteration deposit of R5000 is due and payable before any alteration work commences. **The deposit is required to cover any damages to common property caused during the alteration process.** The deposit or part thereof after the deduction of any damage costs, will be credited to the owner's levy account following an inspection by the HOA
- 4.3. This amount can be increased annually at the discretion of the Trustees. Should damage costs exceed the R5000 deposit, the difference will be charged to the

owners' levy account.

- 4.4. Only semi-permeable fencing less than 0.5 m high will be allowed in front of the house. Fencing must be painted white and approved by the Trustees.
- 4.5. Fencing in front of the house under construction, is not allowed.
- 4.6. Construction working hours are:
 - 4.6.1. Monday-Friday 08:00-18:00
 - 4.6.2. Saturday 09:00-13:00
 - 4.6.3. No work is permitted on Sundays.**
 - 4.6.4. Noise. Please keep the workers noise levels to an acceptable level. Unnecessary shouting will not be permitted.
- 4.7. All building design work, in addition to meeting the Municipal and HOA requirements, must conform to the rules of the Royal Ascot Master Property Owners (RAMPOA) "Environmental Do's and Don't's" (See the RAMPOA Website <http://royalascot.co.za>)
- 4.8. All external painting must be done in compliance with the approved colour scheme as detailed in the Ascot Knights Architectural Guidelines document on the RAMPOA website detailed at the end of this conduct rules document.
- 4.9. Any transgressions or unauthorized work will result in a fine being imposed on the owners' levy account.

5. Landscaping alterations/restrictions

- 5.1. No conversion of front gardens (lawns and/or flower gardens) to a paved driveway and/or hard landscaped area may be undertaken without the permission of the HOA.
- 5.2. Any application for such alternations must include a site plan showing the area to be paved. The brick pattern must be the same as existing in front of garages.
- 5.3. Such paved areas are for vehicles only. NO TRAILERS, BOATS or CARAVANS are permitted. However, potted plants are permitted on the newly paved area.
- 5.4. The height of any hedging should not exceed 1.2m. This is for security reasons. Should any owner not contain their hedging in the front garden, visible from the street, a contractor will be hired to trim the hedge to the correct permissible height.
- 5.5. Any transgression of this rule in its entirety will result in a fine being imposed on the owner.

6. Laundry

- 6.1. No laundry may be dried on the common areas nor be visible from the street.

7. Rubbish and/or Littering

- 7.1. No rubbish should be visible from the common area or street at any time.

8. For-Sale Signs

- 8.1. Any house **for sale** may only have FOR SALE signs displayed on Show House days, i.e. Sundays, and should have a sales representative with a

remote at the gate to admit prospective buyers.

9. Letting of houses

- 11.1 Owners must submit the "To Let application form" together with the "Tenant application form to the HOA for approval, prior to signatures on the lease documents. This process is designed to protect all residents by ensuring any potential tenants have been properly vetted for any behaviour issues from their current places of residence. Please include the term of the lease (expiry date). These forms are attached as annexures
- 11.2. All tenants and other persons granted right of occupancy by an owner are obligated to comply with these Conduct Rules, notwithstanding any provision to the contrary contained in any lease.
- 11.3 It is the responsibility of the owner or their Agent to supply a set of the updated Conduct Rules to the lessee or occupant.
- 11.4 Owners are to ensure when their tenant vacates the property that: the access control form has been submitted to the HOA and and/or pedestrian gate tag is returned to the owner or their agent.

10. Braais/Barbeques

- 10.1. Residents are allowed to braai on their front lawns on condition that the area is left clean and tidy. Noise must be kept to a minimum so that there is no disturbance to other residents
- 10.2. Noise levels. Please respect the privacy of all residents when having any private function on the premises? Unruly and loud music should be avoided at all times and may attract a fine if not toned down at the request of your neighbour/s

11. Security

The security of those who own or reside at Ascot Knights, is wholly dependent on the attitude and vigilance of every person living or visiting the estate, including any contractors/deliveries etc. If the following "disciplines/rules" are not adhered to or practiced 100% Of the time, ALL RESIDENTS are at risk!

PLEASE TAKE OUR SECURITY SERIOUSLY!

11.1. Gate access rules:

- 13.1.1 All residents' vehicles must display the RED AK windscreen decal (bottom left of the front windscreen)
- 13.1.2 When saving the entry/exit numbers to mobile phones, do not use the estates name in the contacts. Rather use something like a person's name. eg. John Entry and John Exit. These numbers can be added to a widget screen for quick access.
- 13.1.3 Only dial the entry number when the entry gate is visible and that there are no unknown persons loitering near the gates.
- 13.1.4 Prevent Tailgating by checking the vehicle attempting to tailgate, has the RED AK disk on their windscreen (by using your rear-view mirror)
If no disk is displayed, and the occupants of the tailgating vehicle look suspicious, do NOT allow them access.

11.2. The electrified perimeter fencing

Ensure that shrubs/trees are pruned away from the boundary electric fencing. These plants can damage the fence and trigger an alarm. Please inspect the plants that may touch the electric boundary fence regularly and trim/prune where required.

11.3. Basic Home Security

- An inverter with lithium batteries has been installed in the bin room near the gates to provide street lighting and power for the gates and the electric fencing during loadshedding hours. The provision of street lighting in our Estate will assist in reducing criminals from entering when in total darkness.
- Please keep the bin gates closed (preferably locked) to prevent any uninvited “guests” from entering the property.
- Please do not leave doors unlocked after dark. Security doors on front doors are recommended.
- Do not leave windows open when away from the property (including when one walks/runs)
- Security CCTV cameras at the gates are to record and playback any incidents AT THE GATES ONLY! There is no camera view inside the estate.

14. Imposition of Fines

14.1. If the conduct of an Owner or Occupier (or the Invitees of an Owner or Occupier) constitute/s a nuisance in the opinion of the Trustees, or has contravened any of the Conduct Rules (or the Constitution of Ascot Knights), the Trustees or the Managing Agent (acting on their behalf) may, without prejudice to the other rights or remedies available in these Conduct Rules, by written notice (including email) inform the Owner of the nuisance or contravention and warn the Owner that failure to remedy the contravention and/or persistence with such conduct or contravention, a penalty will be imposed on the Owner;

14.2. If notwithstanding the written notice given by the Trustees or the Managing Agent in terms of sub-rule 1 the Owner or the Occupier fails to remedy the contravention or persists in the conduct or contravention, or if the conduct or contravention is repeated, the Trustees may resolve to impose a penalty on the Owner of R500 which may be increased annually at the discretion of the Trustees. The Trustees or the Managing Agent acting on their behalf, shall by written notice inform the Owner of the penalty and state the reasons for imposing the penalty.

14.3. The penalty imposed under sub-rule 13.2 above, shall become due on the passing of the resolution by the Trustees and must be paid within 30 (thirty) days of the date of the written notice. Should the penalty remain unpaid it may be added to the Owner’s levy account and may be recovered from the Owner in the same manner as applies to arrear levies, together with interest at the rate applicable to arrear levies.

14.4. A penalty may be imposed in respect of each separate contravention. In the event of a continuing contravention, the Owner shall be deemed to be guilty of a separate contravention for every 24 hours or part thereof during which such contravention continues and shall be liable for a penalty in respect of each such separate contravention.

14.5. An Owner may within 30 (thirty) days of the date of the written notice in terms of sub-rule 2, submit an objection, with a motivation, against the penalty imposed, to the Trustees.

14.6. Upon receipt of the objection, the Trustees may:

14.7. Withdraw or reduce the penalty; or

- 14.7.1. Schedule a Trustees' meeting (hearing) for the purpose of considering the objection and invite the Owner to attend the meeting, and/or to be represented at the meeting.
- 14.7.2. At the Trustees' meeting (hearing) referred to in sub-rule 13.2 above, the Owner and/or his representative shall have the right to:
- 14.7.3. Present his case;
- 14.7.4. Present any evidence, including the calling of witnesses, to substantiate his case;
- 14.7.5. Cross-examine any person called as witness in support of the charge;
- 14.7.6. Have access to documents produced in evidence; and
- 14.7.7. Produce mitigating factors.
- 14.7.8. The failure of the Owner charged or his representative to attend the Trustees' meeting referred to in sub-rule 2 shall not render the proceedings at the meeting void. Should the Owner or his representative not attend the Trustees' meeting without providing a reasonable request for postponement, the Trustees may, in their sole discretion, continue with the Trustees' meeting and consider the objection in the absence of the Owner.
- 14.7.9. Upon the conclusion of the Trustees' meeting, the Trustees shall deliberate the evidence and if so resolved, they may:
- 14.7.10. Uphold the penalty; or
- 14.7.11. Withdraw or reduce the penalty.
- 14.7.12. Should the Owner not agree with the decision of the Trustees in terms of sub-rule 13.7.9, the Owner may request, without prejudice of the other rights or remedies which may be available in terms of the Act or the rules or in law, that:
- 14.7.13. The Trustees refer the matter to a general meeting of the members for their decision, without prejudice to any other rights or remedies, which the Owner may have in law.

ASCOT KNIGHTS HOA CONTACT NUMBERS/E-MAIL ADDRESS'

Updated as at: 1 December, 2023
(Will be updated on approval by RAMPOA and posted to the web page)

Trafalgar Properties (Managing Agents for Ascot Knights)

Telephone: 2721 410-5500

Portfolio Manager: Lauren de Freitas laurend@trafalgar.co.za
Community Scheme Administrator: Kelly Kramer kellycr@trafalgar.co.za

HOA TRUSTEES

Ian McGuigan (Chairperson) ianandlila@gmail.com
Greg Johnson greg@gjc.co.za
resident)

No.42
owns No.18 (not a

Wendy Wright	wendywright60@gmail.com	No. 54
Sanet Middel	sanetmiddel@woolworths.co.za	No.10
Sagree Naidoo	sagreeaidoo004@gmail.co.za	No.37

Ascot Knights Residents "WhatsApp Group" is administered by Joan Tommy (073 558-8118)
Call Joan Tommy to join or leave this group. This group is not for advertising. For advertising, please use the "Royal Ascot Second-hand" group.

Gate repairs (Emergency only please) Call or WhatsApp Peter Saunders 083 454-0002
If the entrance gate will not open, use the exit gate and visa-versa

ASCOT KNIGHTS website:

go to <https://royalascot.co.za/project/residential-ascotknights/>

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ANNEXURE A

ASCOT KNIGHTS APPROVED EXTERNAL COLOURS

DARK COLOUR	LIGHT COLOUR	COLUMNS	DOORS	GATES
BRONCO	BEIGE SHADOW	BATTLESHIP	WHITE	WHITE
4-17M	4-16m	G-13		
PLASCON	PLASCON	HIGH GLOSS ENAMEL	VELVAGLO	VELVAGLO
			PLASCON	PLASCON
SMALL CEILINGS	WHITE	PEM 900	STANDARD PVA	

PLEASE USE PLASCON PRODUCTS

ANNEXURE B

PERMISSION TO KEEP PETS: APPLICATION FORM

HOUSE NUMBER: _____
OWNER/S NAME: _____
APPLICANTS NAME/S _____

MOBILE NUMBER: _____
EMAIL ADDRESS: _____

PET DETAILS (MAX 2 PETS PER RULE 2)

PET NAME	PET 1	PET 2
BREED		
GENDER		
AGE (APPROX)		
DESCRIPTION		

QUESTIONS:	PET 1	PET 2
Has your pet been spayed/neutered? (Please attach a copy of proof)	Yes/No	Yes/No
Has your pet been inoculated? (Please attach vets certificate/s)	Yes/No	Yes/No
Has the owner (if a tenant) given permission? (Please attach consent letter)	Yes/No	Yes/No
Please confirm that you have received/are aware of the Ascot Knights Conduct Rules (specifically Rule 2)	Yes/No	Yes/No

Please send this completed application form to the Managing Agents (Trafalgar Properties)
And required certificates for approval PRIOR TO pets being allowed on the Estate?

NOTE: NO PETS ARE PERMITTED ON SITE UNTIL A FORMAL APPROVAL HAS BEEN RECEIVED FROM THE AK-HOA

Pet Owners Signature : _____
Date: _____

ANNEXURE C

APPLICATION TO RENT (for Tenant) A PROPERTY IN ASCOT KNIGHTS

1. I, the undersigned.....(full names of Tenant)

ID Number, (please attach a copy) hereby apply to the Ascot Knights Home Owners Association (AK-HOA) for consent to rent a property in Ascot Knights as detailed below:

House Number.....Ascot Knights, Royal Ascot.
Owner:

2. Names of people who will occupy the property (Max. 4)

Occupant No: 1	Name.....	ID No.....
Occupant No 2:	Name.....	ID No.....
Occupant No 3:	Name.....	ID No.....
Occupant No 4:	Name.....	ID No.....

3. I have received and read the following document pertaining to Ascot Knights and agree to be bound by them:

Conduct Rules -Specifically Rule 2 (Animals, reptiles, birds)

4. A) Access: The owner or their designated agent will provide access to the estate via mobile numbers for entry and exit through the gates. The owner/designated agent will be provided with two **RED AK** windshield stickers which must be placed above the vehicle license disk on the windshield. These are to prevent tailgate entry by unauthorized cars.

B) The owner will hand over to the owner (or their agent), the pedestrian gate access tags and advise the owner once they have vacated the house on termination of the lease. These departing tenants will be removed from the gate access system

C)I undertake to inform the AK-HOA Management Committee if I do not receive them.

Signature of tenant Date.....

Mobile No:

.....Email:.....

Mobile No:

.....Email:.....

APPROVED BY THE TRUSTEES OF THE AK-HOA

Signature of AK-HOA Trustee Date.....

Signature of AK-HOA Trustee Date.....

ANNEXURE D

APPLICATION TO LET (by the Owner) A PROPERTY IN ASCOT KNIGHTS

1. I, the undersigned.....(full names of Owner)

House NumberAscot Knights, Royal Ascot.

hereby apply to the Ascot Knights Home Owners Association (AKHOA) for consent to LET my property in Ascot Knights as detailed below:

2. Names of people who will occupy the property: (Max. 4)

Occupant No: 1	Name.....	ID No.....
Occupant No 2:	Name.....	ID No.....
Occupant No 3:	Name.....	ID No.....
Occupant No 4:	Name.....	ID No.....

3. I have provided and explained the documents pertaining to Ascot Knights and agree to be bound by them:

Conduct Rules -Specifically Rule regarding (Animals, reptiles and birds)

4. A) Access: The owner or their designated agent will provide access to the estate via mobile numbers for entry and exit through the gates. The owner/designated agent will be provided with two RED AK windshield stickers which must be placed above the vehicle license disk on the windshield. These are to prevent tailgating entry by unauthorized vehicles.

B) The owner will hand over to the owner or their agent, the pedestrian gate access tags and advise the owner once they have vacated the house on termination of the lease.

C)I undertake to inform the AKHOA Management Committee if I do not receive the Pedestrian Gate Disks

Signature of Owner Date.....

APPROVED BY THE TRUSTEES OF THE AK-HOA

Signature of AK-HOA Trustee Date.....
Signature of AK-HOA Trustee Date.....

ANNEXURE E

APPLICATION FOR VISITOR EXTENDED STAY PARKING

Designated Visitor Parking on the Estates common ground, clearly marked by a V on parking bay, may NOT be used by any owner or their tenant/s as an extension of their own parking/garage. This application form must be completed and submitted to the Managing Agents (Trafalgar Properties) PRIOR TO any parking for more the a day, whilst visiting.

SUBMISSIONS MUST ALLOW AT LEAST THREE DAY TURNAROUND

House No.			
Owner/Tenant			
Start Date			
End Date			
Registration			
Make/Colour			

APPROVED BY THE TRUSTEES OF THE AK-HOA

Signature of AK-HOA Trustee Date.....
Signature of AK-HOA Trustee Date.....