

THE COTTAGES BODY CORPORATE

CONDUCT RULES

[Section 32(2)(b) of the Sectional Titles Act 1986]

Notwithstanding the following Conduct Rules structured specifically for The Cottages complex, owners and section occupiers are required to comply at all times with the Code of Conduct of the Thornhill Homeowners Association

1. ANIMALS, REPTILES AND BIRDS

- (1) An owner or occupier of a section shall not, without written consent of the trustees, which approval may not be unreasonably withheld, keep any animal, reptile or bird in a section or on the common property.
- (2) Maximum number of 2 (two) small animals only per unit
- (3) When granting such approval, the trustees may prescribe any reasonable condition.
- (4) The trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of sub-rule 1.(2).
- (5) No animals are allowed on the common property unless on a leash. Stray animals will be removed from the complex
- (6) All animals must have been spayed/neutered.
- (7) All animals must be entered in the Pet Register and must be identified by a pet tag stating the owner's unit No and telephone number.
- (8) Any complaints regarding pets within the complex must be submitted in writing to the trustees.
- (9) It is the responsibility of the owner to remove any faeces from any of the common property areas. Failure to do so will result in the trustees asking for the removal of the offending animal.

2. REFUSE DISPOSAL

- (1) An owner or occupier of a section shall:-
 - (a) maintain in an hygienic and dry condition, a receptacle for refuse within their section, exclusive use area or on such part of the common property as may be authorised by the trustees in writing;
 - (b) ensure that before refuse is placed in such receptacle, tins or other containers are completely drained and all rubbish is placed in suitable garbage bags;
 - (c) place sealed bags, ready for collection within the area at times determined by the trustees.

3. VEHICLES AND PARKING

- (1) Owners and occupiers may only park in the bays reserved for their respective units.
- (2) No owner shall park or permit visitors and guests to park, in a bay reserved for another unit for any reason whatsoever.
- (3) Visitors' parking bays are reserved for that purpose only and no owner or occupier shall be permitted to make use of these instead of the bay reserved for their particular unit.
- (4) No owner or occupier shall stand any vehicle upon the common property, or permit or allow any vehicle to be parked or stood upon the common property for a period longer than 48 hours without the trustees' written consent.
- (5) The trustees may have cause to remove or tow away, at the risk or expense of the owner of the vehicle, any vehicle parked, standing or abandoned on the common property without the trustees' consent.
- (6) Owners and occupiers of sections shall ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or any fluid onto the common property or in any other way deface the common property.
- (7) No owner or occupier shall be permitted to dismantle or effect major repairs to any vehicle on any portion of the common property, an exclusive use area or in a section.
- (8) No owner or occupier shall be permitted to construct any garage, carport, shadeport or any shelter whatsoever on the common property for any reason whatsoever.
- (9) No vehicle in excess of 2.5 tons may be driven on to the paving within the complex.

4. DAMAGE, ALTERATIONS OR ADDITIONS TO COMMON PROPERTY

- (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.
- (2) An owner shall not effect or cause to be effected any alterations or additions to the water connections, the electrical conduits or plumbing of any section or common property without the required approved plans therefore and the written consent of the trustees.
- (3) An owner shall not effect any structural alterations whatsoever to his/her section, nor erect any shade awning, sun blind, fences, sheds, storage units or huts or any other structure or install any air conditioning unit or the like which may be visible from the outside of the section.
- (4) 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/her section, provided that the trustees have first approved the nature and design of the device and the manner of its installation which should be in keeping with the aesthetics of the complex.

5. APPEARANCE FROM OUTSIDE

- (1) The owner or occupier of a section shall not place or do anything on any part of the common property, including patios, stoeps, courtyard and gardens which, in the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.

6. SIGNS AND NOTICES

- (1) No owner or occupier of a section shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common property or of a section, so as to be visible from outside the section, without the written consent of the trustees first having been obtained.

7. LITTERING

- (1) An owner or occupier of a section shall not deposit, throw, or permit or allow to be deposited or thrown, on the common property any rubbish, including dirt, cigarette butts, food scraps or any other litter whatsoever.
- (2) Unwanted post may not be discarded in the post box area.

8. WASHING AND WASHING LINES

- (1) An owner or occupier shall not permit washing or any other item to be hung over the walls, railings or any other part of the building or common property, so as to be visible from the outside or from any section. A clotheshorse, if used, must be placed in the least visible place on the patio or in the garden and removed as soon as possible.
- (2) Owners and occupiers are requested to use the drying areas provided.
- (3) An owner or occupier shall not, without the written consent of the trustees, erect a washing line.

9. NUISANCE

- (1) An owner or occupier shall not cause or permit any disorderly conduct of whatsoever nature in a section or on 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 owner or occupier of the complex. In particular, the playing of any hi-fi equipment, TVs, musical instruments and general party noises must be controlled. At no time shall an owner or occupier allow the volume of such activities to be intrusive to others.
- (2) Motor vehicle hooters may not be used on the common property.
- (3) Any alterations/building/maintenance work that has received approval should not take place over a week-end unless absolutely unavoidable.

10. INFLAMMABLE MATERIALS AND DANGEROUS ACTS

An owner or occupier of a section shall not store any material, or not permit nor allow to be done, any dangerous act on the common property which will or may increase the rate of the premium payable by the body corporate on any insurance policy. Please note that the storage of goods of a "commercial" nature is not permitted within the bounds of the complex. Garages are intended for the storage of small domestic items and motor vehicles.

11. LETTING OF UNITS

- (1) All tenants of units and other persons granted rights of occupancy by any owner of the relevant section 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.
- (2) All owners of sections are obliged to ensure that the occupier of the relevant section is familiar with these conduct rules, and those of the Thornhill Homeowners Association.

12. ERADICATION OF PESTS

An owner shall keep his/her section free of white ants, borer and other wood-destroying insects and to this end shall permit the trustees, the managing agent and their duly authorised agents or employees, to enter upon the section from time to time for the purposes of inspecting the section and taking such action as may be reasonably necessary to eradicate any such pests. The costs of the inspection, eradicating any such pests as may be found within the section, replacement of any woodwork or other material forming part of such section which may be damaged by any such pests shall be borne by the owner of the section concerned.

13. GARDENS AND COURTYARDS

- (1) Owners or occupiers may landscape their gardens to their own design, within the parameters of Rule 4, but may not plant any shrubs or trees which might block or interfere with the views, or movements, of other owners. Consideration must be given to the problems such trees or shrubs might present when fully grown. Owners or occupiers may not erect any permanent or portable structures of any nature whatsoever in their garden areas, courtyards or common property.
- (2) No irrigation systems, water features, ponds or the like, paving or paths may be installed or laid without written consent of the trustees, and on the following provisos that:
 - (a) a detailed plan be submitted,
 - (b) the materials to be used are clearly detailed,
 - (c) the paving or item does not interfere with, or block, the flow of water run off,
 - (d) where the paving borders the common property, the materials are matched,
 - (e) such work is carried out by a recognised contractor and that there is no risk of such work being unsightly,
 - (f) no rubble or building material is stored or left on the common property.

14. SPEED LIMIT

The speed limit with the complex is 10 km/h and must be adhered to at all times. Any person repeatedly speeding will receive a 'fine', as determined by the trustees.

15. AERIALS AND SATELLITE DISHES

No new aerials or dishes may be erected anywhere on the common property or affixed to any section. All new installations must be connected to existing communal aerials and dishes

16. PENALTIES AND FINES

- (1) Any breach of the house rules contained in this document will result in a fine or penalty, chargeable to the unit levy account.
- (2) The value of penalties or fines will from time to time be determined at the sole discretion of the trustees.

17. SECURITY

Owners and occupiers will adhere to Sections 21 and 22 of the Thornhill Homeowners Association's Code of Conduct.

18. OUTSTANDING ACCOUNTS

- (1) Units having outstanding balances as at the 7th of the month will incur a penalty of 2% of the outstanding balance on the day. The penalty rate to be determined by the Trustees from time to time.
- (2) Should payments remain outstanding for a period of more than 60 days, legal action may be taken to recover all amounts outstanding. All legal fees, costs etc, incurred will be for the owner's account.

19. COMMUNICATIONS

All matters concerning the complex or common property should be referred in the first instance to the managing agents or the trustees.

20. UNIT OCCUPANCY

Under normal circumstances a maximum of TWO persons per number of recognised bedrooms (as per the plans) in the unit should occupy each unit on a permanent basis. Any variation of this rule requires the approval of the body corporate.

THESE RULES APPROVED BY A SPECIAL RESOLUTION OF THE BODY CORPORATE IN TERMS OF SECTION 35 (2) (B) AND REGULATION 30 (7) OF THE SECTIONAL TITLES ACT, 1986. DULY SIGNED BY THE TRUSTEES AND LODGED WITH THE REGISTRAR.

For ease of distribution and to preserve the original, these rules are printed directly from computer. A signed copy is available on request.

