



**GUIDELINES TO
HARMONIOUS LIVING**

Body Corporate Trustees for 2018

Please note you are able to contact the Trustees via phone between
17:00 and 19:00 Monday to Thursdays and via e-mail daily.

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Trustee Board Member	Portfolio	Contact details

CONDUCT RULES CRAIGAVON PARK

(Section 35(2)(b) of the Sectional Titles
Act 1986)

Preamble

In the type of environment we have all chosen to live, in close proximity to one another, disagreements are bound to arise because of noise, untidiness, encroachment, etc. We are all entitled to enjoy our homes and environment without the imposition of poor conduct on the part of others.

While this means the incorporation of the Body Corporate of conduct rules, they should not detract from the enjoyment of owners and other residents expect to experience living at Craigavon Park. It is the concern of all residents to ensure harmonious living.

Conduct rules are statutorily determined by regulations of the Act. The rules adopted by the Body Corporate expand on the regulated rules to accommodate the additional needs of Craigavon Park.

Definitions

- (a) **ACT** means the Sectional Titles Act no. 95 of 1986, as amended from time to time.
- (b) **RULES** shall mean the conduct rules set out herein.
- (c) **AGENTS** shall mean the Managing Agents or such other agents as may be appointed by the Body Corporate in general meeting.
- (d) **OWNER** shall mean the registered owner of any unit in Craigavon Park.
- (e) **RESIDENT** shall mean any owner, tenant, or other lawful occupant of a section.
- (f) **PREMISES** shall mean the total area of land and units within the boundaries of Craigavon Park.
- (g) Words and expressions to which a meaning has been assigned in the Act shall bear the meanings assigned to them.
- (h) Words importing:
 - the singular number only shall include the plural, and the converse shall also apply;
 - the masculine gender shall include the feminine, and neuter genders shall include both masculine and feminine genders.
- (i) The headings to the respective rules are provided for convenience of reference only and are not to be taken into account in the interpretation of the Rules.

1. Use of the premises

- 1.1 Owners/residents shall not use or permit their units to be used for professional or business activities.
- 1.2 No owner/resident 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. (See also clause 14 thereof.)
- 1.3 Not more than 2 (two) persons per bedroom may reside in any section except that, during any period not exceeding 7 (seven) days in any one calendar month, one additional person per bedroom are permitted to reside in any section.

2. Animals, reptiles and birds (pets)

- 2.1 No pets are allowed in the complex.

3. Refuse disposal

A resident shall:

- 3.1 Maintain in a hygienic and dry condition a receptacle for refuse in his section, his exclusive use area or on such part of the exclusive use area as may be designated by the trustees.
- 3.2 Ensure that before refuse is placed in such receptacle, it is securely wrapped or, in the case of tins or containers, completely drained.
- 3.3 For the purpose of having the refuse collected, place such receptacles within the refuse bins for collection or any area and at any other time designated by the trustees.

- 3.4 Ensure that any cardboard boxes are compacted and put in refuse bags before being placed in the bins.
- 3.5 Not to be disposed of, in the refuse area provided, building rubble, hazardous material or any other material that the refuse collection service "Piki Tup" has indicated will not be collected.
- 3.6 The refuse bags are not to be opened and the contents examined by any person other than the "Piki Tup" staff.
- 3.7 Refuse may not be stored in front of a front door prior to being removed by the resident, or resident's domestic helper, to the refuse area. In particular, the bins and surrounding area are to be kept in a clean and hygienic condition.

4. **Motor vehicles**

- 4.1 No owner/resident shall park a vehicle other than in the parking area allocated to the section that he owns or occupies.
- 4.2 Residents are responsible for ensuring that their visitors' vehicles are parked in a way that does not cause inconvenience to other residents.
- 4.3 The trustees may cause to be removed or towed away, at risk and expense of the owner of a section, any vehicle parked other than in accordance with these rules.
- 4.4 The owner of any section shall be responsible for the immediate and satisfactory cleaning of any area onto which any oil or fuel has leaked from a vehicle parked in the area allocated to such section.
- 4.5 No resident shall be permitted to dismantle or affect major repairs to any vehicle on the premises.
- 4.6 If the trustees so designate, washing of vehicles may only be carried out in such designated areas. Fire hoses may not be used for washing cars.
- 4.7 Driving of vehicles on the premises must not exceed the speed limit of 25 kph. Drivers must have regard for the rights of others, especially children.
- 4.8 No vehicles in excess of a gross weight of 3 tons shall be allowed onto the premises. This includes pantechnicons entering the premises and arrangements for furniture removal must therefore be made accordingly.
- 4.9 No boats, trailers, caravans or commercial vehicles may be parked in the area allocated to a section or on the common property except with the prior written approval of the trustees who in giving such consent may impose such conditions as they (in their absolute discretion) shall deem fit.

5. **Noise**

- 5.1 No resident shall play or permit to be played any radio, television set, tape or other recorder, amplifier or any musical instrument in a manner or at a time which causes inconvenience to any other resident.
- 5.2 Trustees request restraint in the use of power and other tools which may impinge on the peace of others. Trustees reserve the right to determine that any noise complained of is excessive and require that its continuance cease.
- 5.3 Revving of car engines, loud car radios and hooting of vehicle horns are not allowed on the premises.

- 5.4 Residents are requested to conduct themselves, and require their visitors to do so too, in a manner that is not a nuisance to others, especially in the swimming pool area and at night.
- 5.5 Silence must be maintained between 22h00 and 08h00 during weekdays, and 23h00 and 09h00 on weekends and public holidays. In particular, special consideration must be given to other residents at weekends and on public holidays, with the hours from 14h00 to 16h30 to be observed as quiet periods.
- 5.6 Occupants shall properly supervise their children, their children's friends and children of their visitors so that no provision of these rules is infringed, that no nuisance is caused to any occupant, and that no damage is caused to the property of any occupant or to the common property or any unoccupied unit.
- 5.7 As a gesture of good neighbourliness fellow residents can be given prior notice of proposed parties that may be noisy.

6. **Alterations or additions to the common property**

- 6.1 The exterior of all units is standard and will be maintained as such by the Body Corporate,
- 6.2 All structural changes to buildings, whether interior or exterior, strictly must comply with the requirements and approval of the Randburg municipality after the prior approval of the trustees has been obtained. The trustees will have the right to cause any illegal structures or alterations to be removed at the expense of the owner.
- 6.3 Residents who cause any damage to or soil the common property shall be held responsible for the repair or cleaning and the cost thereof.
- 6.4 The installation of any security doors or bars requires the prior approval of the trustees. A designated contractor/supplier is to be used to ensure uniformity and the cost thereof will be borne by the owner/resident. If the unit is sold, the security doors/ bars may not be removed and no reimbursement will be received.

7. **Maintenance**

- 7.1 Owners/residents shall be responsible for the repair and maintenance of their units, which must be kept in a clean, hygienic, tidy and habitable condition. Where residents fail to do so, the trustees may direct such remedial action as they consider necessary for the account of the owner.
- 7.2 Owners/residents are responsible for all interior painting, maintenance, remedying of blockages of sewers and other plumbing connections within their section or emanating therefrom.

8. **Laundry**

No resident shall, without the consent in writing of the trustees, erect his own washing lines or hang any washing or laundry or any other items on any part of the building or common property so as to be visible from outside the buildings or from any other section.

No washing may be hung over any balcony railing at any time whatsoever.

9. **General appearance**

No resident shall place or do anything on any part of the common property including balconies, patios and gardens which, at the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.

10. **Gardens**

- 10.1 The flower beds and grassed areas on the common property are maintained by the Body Corporate.
- 10.2 Any plants on the premises are planted on the instruction of the trustees. To avoid any damage to sewerage or storm water lines, the consent to plant anything must first be obtained from the trustees. A list of recommended plants is available from the gardening trustee and only these plants will be approved.
- 10.3 Trees on the premises are planted on the instruction of the trustees. To avoid any damage to sewerage or storm water lines, the consent to plant any tree must first be obtained from the trustees. Such application must specify the type of tree and the information about its nature such as its height and girth.
- 10.4 Written permission to make flowerbeds or paving is required. Should these not be neatly kept the trustees may request, at the expense of the owner/tenant, that they be returned to common property.
- 10.5 Fire hoses are not to be used for watering gardens.
- 10.6 No ash from fires or braais may be deposited on the common property lawns.
- 10.7 Object such as bird baths, braais and garden chairs may not be stored on the common property lawns.
- 10.8 No gardens may be altered in such a manner as to restrict the thoroughfare of any part of the common property.

11. **Storage of inflammable material and other dangerous acts**

No resident shall store any material, or do, or permit to be done, any other dangerous act within the premises which may increase the rate of premium payable by the Body Corporate on its insurance policies.

12. **Fire fighting equipment**

No resident shall tamper with, abuse, use or permit to be used or tampered with, any fire hose, reel or extinguisher, in any manner other than for the extinguishing of fire.

13. **Barbecues**

Charcoal, briquette or gas fires are allowed, as long as they pose no potential threat to the buildings around them, and no nuisance to surrounding residents.

14. **Selling of units**

- 14.1 The trustees must be given prior notice of advertising for sale of a unit. Gate access is to be arranged between the owner and the estate agent. The gate will not be allowed to remain in a fixed open position.
All advertising boards and other material pertaining to the sale of a unit must be removed at the end of a show house day.
- 14.2 The onus is on an owner selling his unit to provide the purchaser with a copy of these rules at the time that the sale is concluded. The trustees will assume that new owners are in possession of a copy of these rules and that they are fully conversant therewith.

14.3 Advertising of units by Estate Agents is to be limited to the following. Properties for sale may only be advertised on Saturdays and Sundays using a standard advertising board, properties for rent may be advertised with permission from the trustees, and no agent will be permitted to place "Property Wanted, Sold or Let By" boards using advertising boards placed outside the complex.

15. **Leasing of units**

Owners are obliged to provide tenants and/or other persons granted the right of occupancy with a copy of these rules and to ensure that such persons comply therewith.

Owners are required to advise the managing agents of the name of any new tenant and any change thereto.

16. **Eradication of pests**

An owner/resident shall keep his section free of white ants, borer and other wood destroying insects and shall permit the trustees or any duly authorized contractors or employees the right to enter his section from time to time for the purpose of inspecting the section and taking such action as may be reasonably necessary to eradicate any such pests found within the section. The costs of inspection, eradication of any such pests as may be found within the section, replacement of 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.

17. **Swimming pool**

17.1 All facilities are for the exclusive use of residents and their guests. In the interests of safety, no person under the age of 12 (twelve) years may be allowed into the swimming pool area unaccompanied by an adult. The trustees or the Body Corporate cannot be held liable for any damage or injuries to persons using these facilities. Each resident is responsible for the good behavior and decorum of his guests. Noise in this area, in particular from radios and children, should be kept at a reasonable volume.

17.2 Over weekends and especially during critical hours (viz. before 09h00 and after 19h00), this must be adhered to. Residents making use of the pool are required to clean up after themselves and their guests and leave the entire area in the same clean state in which they found it. Residents must accompany visitors using the pool.

17.3 No roller blades, skateboards, bicycles or "Wheelys" are allowed on the paving surrounding the clubhouse and pool.

17.4 Residents and their guests are requested to observe the rules set out in the swimming pool area. In particular, glass bottles and other glass containers may not be used in this area.

17.5 No swimming pool may be constructed in an exclusive use area without the prior permission in writing of the trustees, who may make such proposed construction subject to certain conditions.

17.6 The key to the pool gate is to be obtained from and returned to Security Guard House, and will not be issued to persons under 12 years of age, complying with rule 17.1.

18. **Security**

18.1 All occupants are to ensure that the security gates to the complex are kept closed. No obstacles or objects that may interfere in any way with the normal operation of such gates may be inserted therein or placed in such a manner as to prevent the automatic closure of the gates.

18.2 All occupants who employ a domestic worker must ensure that a copy of their ID is handed to security for a security card to be made. No employee will be allowed access without such.

18.3 New residents are to register with the security trustee and provide a telephone number for the access control system. Should a resident receive visitors and subsequently not be reached on the provided number, if any, the visitor will not be allowed access to the premises.

18.4 Should a Cell phone number be provided for the access control system, and additional levy determined by the trustees shall be billed to the owner.

19. **Levies and electricity accounts**

19.1 Single accounts for levies and electricity will be submitted directly to the owner of a unit. If so directed in writing by the owner, the trustees may at their discretion agree to submit separate accounts for electricity directly to tenants of owners. The owner shall, however, remain liable for the payment of such electricity accounts upon the failure of his tenant to do so.

19.2 Accounts will be sent to residents at the end of each month and cheques made payable to: CRAIGAVON PARK BODY CORPORATE

19.3 Interest at the rate of 18% p.a. (or at such other rate as may be legally levied) on the amount outstanding will be charged on all accounts not paid by the due date. A letter of demand will be forwarded to owner On the 10th of the month demanding payment within 7 days of posting. Should levies remain unpaid after the lapse of the seven days referred to above a second letter will be posted. The cost of both these letters, which is to be determined by the Trustees, will be payable by the owner. Should the account still remain unpaid after the 2nd of the following month after submission of the account, legal action will be taken against the owner, at his expense.

20. **Complaints and suggestions**

Complaints and suggestions should be directed in writing to the trustees.

21. **Sundry Provisions**

Without in any way derogating from the generality of the foregoing rules and in addition thereto:

21.1 The Trustees shall have the right to take any action deemed fit to prevent any infringement of these rules.

21.2 Any occupant shall:

- Not install an aerial or satellite dish at any time.
- Not dispose of cigarette ends, stones or other objects by throwing them from windows, into the swimming pool or at the braai area.
- No ball games are allowed on the driveways or against walls.

22. **Employees**

No employee of the Body Corporate may be engaged or retained to undertake private or exclusive work for any owner/resident during normal working hours, except as authorized by the trustees.

23. **Clubhouse**

The clubhouse and braai facilities may be booked for exclusive use in conjunction with the hiring of the club house, with a maximum capacity of 25 visitors, with the relevant trustee. A refundable deposit of R250 will be taken to cover damages and a hiring fee of R250 will be charged.

CRAIGAVON PARK BODY CORPORATE
Scheme No.
Address
<u>UNIT NUMBER :</u>
Owners Details
Title :
First Name :
Surname :
Physical Address :
Postal Address :
E-mail Address :
Telephone numbers :
Work :
Home :
Cellular :
Tenants Details
Title :
First Name :
Surname :
Physical Address :
Postal Address :
E-mail Address :
Telephone numbers :
Work :
Home :
Cellular :



The Trustees, Craigavon Park, Elm Ave, Craigavon

Clubhouse Rules

I agree that:

- I will restrict my number of guests to the 20 allowed.
- My guest list will be provided to security in the guardhouse on the morning of my function.
- Only persons listed will gain access to Craigavon Park.
- We will not make or create undue noise, all noise including sound equipment will cease by 18h00
- No plant or flower will be picked from, nor any damage caused to, the garden areas on the common property around
- the clubhouse and pool; natural flora and fauna (if applicable) shall not be destroyed, removed or damaged.
- No litter (including bottles, cigarette butts etc.) will be disposed of on the common property. The bins provided will be used.
- The Body Corporate of Craigavon Park is not responsible for the loss of lives or injury as a result of an accident on the premises in general and in the pool/clubhouse area in particular.
- No South African common laws will be broken on the property and if so the SA Police will be notified.
- No bicycles, tricycles, go-karts, skateboards, scooters, roller-skates/blades etc are to be permitted to be used on the grass or the tiled area around the pool and clubhouse.
- I will supervise my children, and the children of my visitors, so that no damage or nuisance is caused to the common property or property of owners.
- Should any damage of whatsoever nature be caused to the common property by me, or my family, tenants, visitors, or pets, I shall be liable to reimburse the Body Corporate for the cost of repairing such damage.
- Everyone will vacate the premises by 18h00.

I take responsibility for the above and if I am in breach of any of the above which requires intervention by a trustee or other concerned resident I acknowledge that I will be liable for a R500 (Five Hundred Rand) fine and my unit number will be published in the following newsletter as being banned from the facility. A refundable deposit of R 500.00 will be charged together with a R250.00 hiring fee for the clubhouse.

I have read the above and understand that the onus is on me to uphold the rules and regulations of the clubhouse facility in the interest of harmonious living in Craigavon Park.

Signed by _____ of unit _____ on the ____ of _____ 2014.

Sign: _____

Gardening Rules / Guidelines

1. The flowerbeds and grassed areas on the common property are maintained by the Body Corporate.
2. Any plants on the premises are planted on the instruction of the trustees. To avoid any damage to sewerage or storm water lines, the consent to plant anything must first be obtained from the trustees. A list of recommended plants is available from the gardening trustee and only these plants will be approved. Visit a website for identification of plants if necessary, i.e. www.plantzafrica.com
3. Trees on the premises are planted on the instruction of the trustees. To avoid any damage to sewerage or storm water lines, the consent to plant any tree must first be obtained from the trustees. Such application must specify the type of tree and the information about its nature such as its height and girth.
4. Written permission to make, or alter flowerbeds, ponds or paving is required. Should these not be neatly kept the trustees may request, at the expense of the owner/tenant, that they be returned to common property.
5. Fire hoses are not to be used for watering gardens. A hose may be requested from the gardener for cleaning purposes.
6. No ash from fires or braai's may be deposited on the common property lawns.
7. Objects such as birdbaths, containers with plants, braai's and garden chairs, etc., may not be placed on the common property lawns.
8. Please do not throw any water with detergents in it on to the lawns.
9. No motor vehicles are to be parked or driven on the lawns.
10. No littering on the lawns & paving in general, nor at the Clubhouse/Pool area, is permitted.
11. No damage to lawns and existing beds, i.e. flowers, shrubs and trees is allowed.
12. Semi private gardens are not allowed to be fenced off.
13. In terms of general appearance no resident shall place or do anything in the gardens which, at the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.

The current rule of thumb is, that any gardening being done or planned needs to be approved by the gardening trustee – if not you will be asked to return the common property to its original state at your own cost.

Please do not put a garden down until you have had approval from the trustee. Once approval has been granted you are responsible for the upkeep of these beds.

The Garden Service comes into the complex every Tuesday to cut the lawns, please ensure that you remove washing stands, off the lawn.

All walled-in gardens, since they are also common property, need to make arrangements with the garden trustee so that the Garden Maintenance team can cut and water the grass every Tuesday, as well as keep the paving weed free. Any beds in these enclosed gardens are be tended to by the resident.