

KENNY CLOSE

Body Corporate

Handbook for Residents

And

Conduct Rules

1. The Body Corporate

An annual general meeting is held once a year where 5 trustee's, one of them as Chairman, are elected from the owners of the Kenny Close Complex. These trustee's are responsible for the control, manage and maintenance of the common property.

2. Managing Agent

A Managing Agent (Townhouse Unlimited) is appointed to assist owners/trustees in the administrative function of running the complex. They are responsible for arranging meetings, paying the bills, collect levies, budgets and to assist trustees as and when required.

3. Levies

3.1 The Budget

Funds required to run and operate the Complex are estimated in advance for each year. The budget consists of all items of expenditure likely to be incurred in the control, management, administration, use and enjoyment of the Complex in general and in particular of its common property. Estimated income for the year is deducted from the overall expenditure, resulting in a net budget – i.e. the levy.

3.2 Payment

Levies are invoiced by the Managing Agent (UTH), in twelve monthly installments and PAYMENTS IS DUE IN ADVANCE by the 1st of each month. Because all levy monies are required timorously in order to meet obligations, the late receipt of payments is detrimental to your financial interest. When owners are going away they should arrange for the advance payment of levies to meet the due dates. Nonpayment of the invoiced levy amount and any deduction there from may not, under any circumstance, be made by members to offset so-called or perceived partial or non-provision of services. It is highly recommended that levies be paid by debit order.

3.3 Insurance

Insurance cover (property cover) is paid from the levies by UTH. It should be noted that the insurance cover on the household is the responsibility of the owner.

3.4 Rates, Water, Refuse and Sewerage

The rates, water and refuse of the complex (common property) are paid from the levies. Each owner is required to pay their own rates, electricity refuse and sewerage to their local municipality. Each household is required to provide a standard rubbish bin placed in a suitable position not visible to their neighbors. The gardener will take the bins to the collection area once a week. It is the responsibility of the owner to ensure that these bins are kept clean. It is NOT PERMITTED to leave plastic bags with refuse at the servant's quarters. It is also not permitted to burn household or garden refuse in the complex.

3.5 Garden Maintenance

All gardens are maintained by the complex gardener. The gardener is supervised by the complex Supervisor. Should you need any specific work done on the gardens, please request this from the Supervisor and not from the gardener.

3.6 Property Maintenance

Common Property - Gates, walls, swimming pool and paving are all maintained by the body corporate and the cost is part of everyone's levy.

Interior of units is the responsibility of the owner.

3.7 Queries/Suggestions/Complaints

Owners should feel free at all times, to make suggestions or raise any queries regarding anything to do with the Complex. All complaints should be directed IN WRITING to the current CHAIRMAN, where after appropriate action will be taken.

CONDUCT RULES

Kenny Close Body Corporate

INTRODUCTION

Conduct rules provide a means of protection by which owners live together, reasonably and harmoniously, without interfering with others enjoyment. Genuine respect and consideration by all residents for each other will obviously assure

agreeable accord and contented associated in the Complex. In the event of differences or annoyances, the parties involved should attempt as far as possible to settle the matter between them, exercising respect, tolerance and consideration. The rules should be seen to be neither restrictive nor punitive, but rather as a judicious framework to safeguard and promote appropriate, sensible and fair interaction.

1. USE AND OCCUPATION OF UNIT

1.1 *Use of unit*

The property/unit occupied may be for residential purposes only. No trading whatsoever will be allowed nor will any business operations, which necessitate staff/clients visiting the dwelling/accessing the Complex to the detriment of security and parking and/or causing a nuisance or irritation to nearby or other residents.

1.2 *Occupation*

The maximum number of adult persons allowed to reside at one time in one house/unit shall not exceed the number of legitimate bedrooms in the dwelling multiplied by two.

1.3 *Washing*

General washing must be hung to dry in a screened drying yard. Items of washing must not be visible, reasonably screened from the direct view of neighbors.

1.4 *Storage of harmful substances and other dangerous acts*

No harmful or inflammable substances may be kept in the Complex (except for domestic used purposes) or any dangerous act to be done or permit or allow to be done.

1.5 ***Alterations, additions or attachments to units***

Nothing may be placed on or attached to a unit other than in accordance with prior written approval from the Body Corporate. The request for such approval may require description and/or drawing and/or plan as may be necessary to fully define request. These requests must be directed to the current Chairman of the Body Corporate which will be discussed and decided on the next trustee's meeting.

1.6 ***Contractors***

Contractors appointed to perform maintenance/alterations should adhere to the following hours:

Mondays to Fridays: 8h00 to 17h00

Saturdays: 08h00 to 12h00

No work is allowed on Public Holidays and Sundays. No work is allowed over the festive season from 16th December to the 4th January each year.

Contractors remain the responsibility of the owner to ensure minimal disturbance to other owners.

1.7 ***Children***

Parents are responsible to ensure young children do not cause a nuisance to other residents.

1.8 ***Swimming pool***

No person is allowed to:

Use glass bottles/glasses in the pool area.

Allow children unattended in the pool.

Play with or remove the creepy from the pool.

Permit servants and their family use of the pool.

All Pool users must:

Use shower to remove sea sand before entering the pool.

Keep the pool gate CLOSED at all times.

Keep the pool area tidy.

1.9 ***Signs and notices***

No owner shall place any sign, notice, billboard or advertisement of any kind on any part of the property, so as to visible from the outside of the unit, without written consent from the Body Corporate.

1.10 ***Access gate to the beach***

All owners should ensure that they have a key to the gate accessing the beach area. This gate should be kept LOCKED at all times, not to be left open while they are on the beach. This is very important to ensure the safety of all residents.

1.11 ***Animals, Reptiles and Birds***

Local Authority bye-laws relating to pets must be complied with.

Dogs must be kept in an adequately contained area within the owner's property and when outside the owner's property must at all times be under the control of a responsible person. Pets may not be allowed to be a nuisance or cause disturbance or annoyance to other residents.

Owners must ensure that visitors are aware that they are not allowed to feed the monkeys under any circumstances and to keep food secure.

1.12 ***Access remote***

Each owner shall be responsible for the safe keeping and proper use of his/her individual remote.

1.13 ***Visitors / leasing of unit***

Owners shall be responsible for the actions and behavior as well as compliance with all rules and security procedures of all visitors /lessees who gain access to the Complex under their authorization.

1.14 ***Use of Road/etc***

Operating any kind of vehicle in the Complex while under the influence of alcohol or drugs, which may impede ability to control vehicles, is prohibited. Operating any vehicle in such a manner as to constitute a danger or a nuisance to any other person or property within the complex is prohibited.

Vehicles are to be parked courteously allowing other residents free movement and access to their garage. The complex is rarely fully occupied and sometimes it is necessary to use another owner's parking or park in front of their garage. If so, then permission must be

obtained or if the unit is vacant, then make sure someone is available to move the vehicle if the owner arrives.

Fireworks

The lighting or letting-off of fireworks within the Complex is strictly prohibited.

1.15 *Parties and Functions in the Complex*

Ordinary dinner parties and other social gatherings of reasonable proportions are part of normal living and of good social interaction. They pose few, if any problems. However, the holding of large celebratory functions at units within the Complex is discouraged for reason of disruption to security, parking problems and the general disturbance and inconvenience to other residents.

Special permission for the holding of such a function must be timorously sought from other residents prior to function.

1.16 *Servants*

Owners are responsible for ensuring that their servants adhere to the complex rules and are not a nuisance to other residents.

Servants must keep noise levels down at their quarters, and are to refrain from shouting, loud music and television, particularly early morning and late at night.

Servants may not allow family members or visitors to stay in their quarters.

Servant's quarters are to be kept clean and tidy.

1.17 NON-COMPLIANCE

Any complaints regarding non-compliance with the above rules should be addressed with the owner involved and settled amicably if possible. If the problem cannot be resolved or the owner continues breaking the rules then a written complaint must be directed to the Chairman. The Chairman will then follow the procedure of written warnings and fines. (Procedure and schedule of fines still to be discussed and agreed on)