

INNES MANSIONS SHARE BLOCK (PTY) LTD

FLAT RULES

(Revised July 2006)

FLAT NO.

41

INNES MANSION

SERVICES

1. REFUSE COLLECTION

- Daily, except Saturdays, Sundays and Public Holidays;
- Place bag outside flat no later than 07h00;
- DO NOT leave refuse outside overnight.

The following conditions apply:

**KITCHEN REFUSE**

- Pack securely in plastic bag, taking care that no grease or liquid escapes.

**BROKEN GLASS**

- Wrap and pack securely in a separate bag – (empty milk cartons are good for packing broken bulbs).

**NOTE**

- Removal of rubble and builders' waste from alterations or renovations and any packaging from appliances furniture etc. is the responsibility of the RESIDENT and not of the COMPANY. The corridors must be cleaned as well, taking care that no damage is done to the corridor floor.

## **2. WINDOW CLEANING**

- Windows will be cleaned monthly by our flat attendants and arrangements must be made regarding keys for access by the attendants on your allocated day as of the 1<sup>st</sup> January 2006.

## **SAFETY**

### **1. FIRE**

- Fire extinguishers have been sited along the corridors at strategic intervals;
- In terms of the Fire Control Regulation, NO pot-plants are permitted on the stairs or corridors;
- Surplus furniture or excessive amounts of commodities should not be stored indefinitely in garages due to fire hazards and possible insurance problems. No garages may be let out to individuals for storage purposes i.e. paper cardboard, flammable liquids or materials;
- No business can be run from a garage unless permission is given in writing by the Board;
- A garage must be utilized and accessible at all times for the parking of a vehicle;
- Only where the occupant has two vehicles will parking in front of the garage be considered on a temporary basis. Approval by the Board will be required;
- No vehicles are to obstruct the free movement of vehicles within the premises at any time.

### **2. HEALTH / INJURIES**

- Running up and down corridors or playing on the fire escape is not permitted. The Company is not responsible for injuries arising from such irresponsible behaviour or anything related thereto;
- No animals (or visitor's animals), excepting caged birds and guide-dogs, are allowed;
- No food OF ANY DESCRIPTION or cigarette butts are to be thrown on the ground or from windows;
- No mats, carpets, washing etc may be shaken over the balcony or hung over the walls, burglar guards, etc or out of windows;
- Residents' servants must be supplied with their own soap and toilet paper.

### **3. MOTOR VEHICLES**

- Remotes for the motor gate must be looked after carefully and must be passed onto the new shareholder/tenant. Lost remotes must be paid for and obtained from the Board;
- The courtyard can be used by trade, delivery and removal vehicles provided they park in the centre of the courtyard and residents must arrange for entry of these vehicles. The Board Members will not be available for the opening of the motor gate or pedestrian gate;
- NO hooting or revving of engines in the driveway or courtyard is permitted;
- Parking bays are allocated on a RENTAL basis – please do not park in any bay without the express permission of the person who is renting same;
- No parking on the grass areas. No exceptions;
- No parking is permitted outside of allocated parking bays;
- Repairs to vehicles should be undertaken INSIDE your garage and NOT in the courtyard;
- Car washing within the grounds is permitted by BUCKET only.. In order to minimize water consumption, please do not wash your car more than once a week;
- Please be very careful when driving through to the rear courtyard – remember outside of your car, you too are a pedestrian;
- A 10 kmph speed limit applies within the grounds at all times.

### **GENERAL**

#### **1. LETTING**

- All prospective purchasers and tenants must appear before the Board and be interviewed, **prior** to any sale or lease agreement being signed;
- The Board of Directors has the right to accept or decline such prospective purchasers or tenants;
- The Board shall have regard to recognized fair criteria which may be amended from time to time, in making such decision;
- The decision of the Board is final;
- The minimum lease period allowed is six months;
- Under no circumstances may any flat be sub-let, or let out by a tenant to any third party;
- No flat may be let as a holiday flat;

- No one may occupy a flat without the shareholder/tenant being present at all times;
- When flats are let, the shareholder will be required to pay a deposit to the Company for any damages and breach of house rules. This deposit is to be paid into the banking account of Innes Mansions Share Block (Pty) Ltd (same as levy account) and the reference on the deposit slip is to be stated as Deposit flat;
- This deposit will be invested and will be refunded less any deductions on leaving the flat. The deposit will be R2 500.00 for a one-bedroom flat and R3 000.00 for a two-bedroom flat;
- Deductions may be made from the deposit, in lieu of any damage caused or breach of house rules by the shareholder/tenant;
- A Fines Board is charged with the responsibility of determining appropriate deductions;
- The affected tenant/shareholder may make representations personally or in writing to the Board;
- The decision of the Fines Board will be final and any deduction determined will be made from the deposit held immediately;
- In the event that the deposit is exhausted due to deductions, the shareholder will within seven days be required to make a further deposit, commensurate with the size of the flat;
- 25% of the initial deposit will be deducted per offence;
- The funds deducted will be utilized for the general maintenance of the property as a whole and will be duly accounted for at the financial year end.

## 2. NOISE

Innes Mansions is a quiet peaceful building and will remain so.

- Music or other sounds and noises must at all times be kept at a reasonable level so as not to cause disturbances to other residents;
- Between 12h00 and 17h00 on Saturdays and Sundays all the above must cease. Afternoon naps are enjoyed by many shareholders and tenants;
- No loud Music or other sounds after 22h30 will be permitted;
- No Drilling, Hammering or Noisy Building work or renovations etc are permitted on Sundays or Public Holidays and after 12h00 on Saturdays and not before 08:00am;
- No alterations of any nature may be undertaken without the prior written approval of the Board;

- Prior to any alterations, a certified drawing or written explanation, signed by a qualified engineer, must be submitted to the board;
- Except for show days (Sundays), no advertising of any sort is permitted on the fencing or in the garden. The pavement and trees are also off limits;
- Work can only be done between 8h00 and 17h00 hours (Monday to Friday) and up until 12h00 on (Saturdays). No work is permitted on any Public Holidays/Sundays;
- Shareholders/Tenants are responsible for the behaviour of their guests. No exceptions or excuses will be entertained;
- No entertaining or gathering on corridors or stairwells whatsoever;
- If a complaint is received in writing by the Board from any Shareholder/Tenant concerning disturbances caused by any person, it will be deemed that a disturbance has been caused and the necessary actions will be taken.

### 3. COMPLAINTS

- A complaint may be made in writing to any of the Directors, and placed in the letterbox.

### 4. RITUAL SLAUGHTERING

- No Ritual Slaughtering of any animals/birds shall be allowed in any Flat, Garage or any part of the common property under any circumstances.

### 5. SECURITY GATES

- The gates to Windermere Road and Innes Road are to be kept locked in the interests of safety / security. If your servant has been provided with a swipe, please ensure that he/she is made aware of the requirement to close the gate after use. The gate to Windermere Road will only function between 06:00am and 18:00pm;
- Lost keys/swipes must be paid for and obtained from the board. These keys or swipes must be passed onto the new shareholder/tenant;
- The cost to replace a car remote is R185.00 and a security disc is R50.00. A deprogramming fee of R85.00 will be charged before a new remote or disc is supplied;

- If a tradesperson/repairperson has to gain access to your flat in your absence, please make suitable arrangements with a neighbour regarding the collection of keys/swipes;
- For security reasons the Board has agreed that the front gate release button should be removed, as this button is being used by all and sundry. In future, visitors will need to be let out of the premises by occupants of flats;
- No Vendors etc including the Veg Man etc are permitted on the premises. Tenants/shareholders caught giving access to the above will be held responsible for any losses. The company will not be held responsible whatsoever.

#### 6. POST

- There is one large post box which will be regularly emptied and the post distributed to each box in the foyer. Newspaper deliveries must be organized by the particular tenant.

#### 7. APPLICATION

- These Rules apply to shareholders, tenants and guests entering or residing on the property.
- Any person entering or residing on the property will be deemed to have consented to the provisions contained herein, and will be bound by the Rules.
- Please give your full respect to these simple rules as they have been drawn up for the benefit of all residents for the purpose of removing or at least reducing some of the irritations that can lead to friction between neighbours.

**This is your home – enjoy living at Innes Mansions**