

HARTSWOOD CONDUCT RULES

These rules have been amended in terms of the relevant conditions prescribed in the Sectional Titles Act 1986, and was approved at a Special General Meeting by means of a special resolution dated the 28th November 2011.

1. You may move in or out on Monday to Saturday 08h00-17h00. Sundays should be avoided where possible, but you may not move in or out at night.
2. Once you have moved in, it is your responsibility to dispose of your cardboard boxes or any other unwanted items at the dump. **DO NOT LEAVE THEM NEXT TO THE DUSTBINS.**
3. If you want to put up curtain rails, pictures etc. and you have permission from the Owner, to do so, this may be done during working hours. (These times apply to any Maintenance and includes drilling and hammering) **Mon-Fri 08h00- 17h00, Saturday 08h00- 13h00 and nothing on Sundays or public holidays.**
4. Please have consideration for your neighbours and the people above or below you. If, for example, it is a weekend and it is a special occasion and you are having people over and expect a bit of noise, please inform your neighbours in advance. (Obviously this will not be tolerated on a regular basis).
5. **UNDER NO CIRCUMSTANCES** may you deposit any furniture or unwanted items on the common property. (That includes the car park or garden). e.g. If you think your old garden bench would look nice in the corner of our garden, you cannot simply place it there. We, the owners, may not like it. Permission may be requested, in writing and the body corporate will discuss it at the next meeting.
6. **UNDER NO CIRCUMSTANCES** may you erect your own form of wash line Or clothes- horse in the corridors or on the common property. (That includes the car park!) You may not hang your washing in the garage and leave the door open for all to see. Hanging washing over the balcony wall or out your window, will not be tolerated. Use the wash line. **WASHING IS NOT TO BE LEFT ON THE LINE OVERNIGHT.**
7. For everyone's safety, you need to wait for the motor gate to close properly prior to driving in and out of the building. Speaking of the motor gate – this is for cars, **not pedestrians**. That means you drive in and out the motor gate and walk in and out the front gate. (The motor gate runs off a motor and is expensive to fix when overused.) During the windy months (usually August to December, the motor gate can take a bit of strain when opening or closing. Please **DO NOT** force the gate open or closed by hand. Use the remote, have patience and it will eventually open or close.
8. **If you have children they may play in the garden but must have adult supervision.** (The button that activates the front gate is not a toy). They may not ride anything with wheels in the front garden, may not climb the trees in the front garden or swing on the wash line etc. and should be indoors by 5.30pm when other residents are coming home from work. **People want to come home, after a long day, to peace and quiet!**

Children are not to play on the stairwells or corridors.

If they are playing with a ball and it lands in the flower beds please don't allow them to trample on the flowers. A lot of hard work goes into the garden!

9. Garage doors need to be kept closed when you are not in the garage.
10. The water and electricity bills have escalated. You may use the building water to wash your car once in a month. This does not mean you can wash your cousins or parents or children's cars as well. Each flat gets one car wash per month. That applies to any use of the building's water e.g. The filling of children's little swimming pools etc. as well.

Garage lights are to be turned off at night.

ALWAYS KEEP IN MIND, WHATEVER COSTS THE OWNERS EXPERIENCE COULD COST YOU TOO, BECAUSE IF LEVIES GO UP, RENTS GO UP!

11. **Hooting** outside the front gate or in the grounds is **prohibited**. There is an intercom system and most people have cell phones so please, **NO HOOTING**.
12. The dustbins get moved down to the end of the car park close to the motorway gate on a Thursday afternoon and the municipality collects the rubbish on a Friday morning. Please ensure that things like vegetable peels etc. are disposed of by Thursday. After a few days of the bins standing in the sun they can really start to smell and in summer we have a terrible problem with flies and maggots.
13. There should be no more than 4 persons residing in a two bedroom flat and no more than 3 in a one and a half bedroom flat.
14. **Parking on the common property** – You may only park in the parking that has been designated to you. There is **no visitors parking** but if you are having someone over and would like them to park off the street, you can talk to one of the trustees and we will do our best to accommodate you. **Anyone parking where they are not supposed to i.e. on a yellow line or in a no parking zone or under the wash line etc. shall be towed away and will have to pay to get their vehicle back. (Even if it is just for 10 minutes!) The body corporate will not be held responsible for any loss or damage to vehicles should they be towed away. Remember, you are responsible for your visitors as well.** Speed limit in complex is 20kph.
15. You may not install anything, not even DSTV without the permission of the body corporate. Any holes to be drilled or changes to be made to the common property must have the permission of the body corporate.
16. If you lose your keys or remote to the building please notify one of the trustees. This is a huge task should this happen as the combination to the gate has to be changed and all 21 flats remotes would need to be reset. So please be very careful with your keys.
17. Between 2pm and 4pm on a Weekend is quiet time in case people want to have an afternoon rest.

18. No cigarette butts to be thrown out of the windows or on the common property use an ashtray.
19. If a window pane breaks it is your responsibility to clean up the glass and replace the window pane within a week.
20. The front entrance door is to be LOCKED at all times. This is our Security.
21. If you place your small (i.e. grocery packet size) rubbish bag outside your door by 7am Monday to Friday it will be collected and discarded for you. This does not mean a large black bag of rubbish; it means one day's rubbish. Please DO NOT leave the garbage bag out in the corridor overnight as there are wild cats in the area that will rip open the bag and leave your rubbish lying all over the corridor.
22. Sometimes the monkeys come and sit and play on top of the garage roof tops or even open the dustbins to look for food. **Please do not feed them.**
23. For your own safety don't leave your windows open at night if you don't have burglar guards. We have had incidents of theft even on the top floor in the past.
24. No Pets Allowed.
25. No major servicing of vehicles is permitted and if your car leaks oil on the common property you are responsible to clean up such mess.
26. Outside appearance of the flats must be uniform e.g. if permission has been granted to install aluminum windows, they must follow the same existing pattern.
27. Residents may not put up notices on the walls of the building without permission from the body corporate and "FOR SALE" signs are to be attached to the perimeter fence.
28. If you use the braai in the front garden please consider noise levels for those people on the ground floor and clean up after yourselves.
29. No storage of inflammatory liquids or gases allowed.
30. Additional keys may not be cut without permission from the body corporate. "General Assistants" may use your keys but you may not cut keys for people to remove from the premises.
31. All residents are responsible for keeping their flats pest free. Hartswood is on a 'borer Belt' so borer may fly into your flat in summer. (They look like small flying ants and Often lose their wings.)
32. Use – Hartswood is a residential block of flats.
33. Letting of units – Irrespective of any leases entered into, these House Rules are to be Strictly adhered to.

34. Any lease agreements entered into between an owner and a tenant cannot be for a period less than 6 months.

35. No residents may interfere with any of the Body Corporate employees during their Working hours. Should any owner require the services of an employee of the Body Corporate this must be arranged for after their working hours as per the employees' contract.

36. Should any owner receive three letters of complaint regarding the Conduct of their tenant which relates to the Conduct Rules, that owner will ensure that the tenant is given due notice and must vacate the flat within the one months notice which is prescribed in terms of law.

37. Any owner or tenant who is in contravention of the Conduct Rules will first be given the opportunity to rectify the contravention of the Conduct rules. Should the owner or resident not rectify the problem as and when requested by the Board of Trustees, they will be held liable for payment of a fine which will be debited to the levy account of the owner.

Should it be a tenant the fine will be placed on the levy account of the owner who must then make payment of the fine and recover the cost from the tenant.

The amount of the fine will depend on the seriousness of the breach of the Conduct Rule and can be decided by the Board of Trustees within reason.

These Regulations are in accordance with Annexure 9 –Conduct Rules. Section 35 (2) (b) of the Sectional Title Act, 1986.