



**CENTURY MANOR HOME OWNERS ASSOCIATION
("HOA")**

**CODE OF CONDUCT AND ESTATE RULES
("RULES")**

Passed on the AGM held on 23 November 2017

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1. INTRODUCTION

- 1.1. These Rules are issued in terms of the articles of association of the HOA and they are binding upon the Member/Owner/Resident.
- 1.2. These Rules were passed by a special resolution taken at the meeting of the directors held at Pretoria on 9 February 2015 and they repeal and replace *in toto* any other rule which may have been applicable prior hereto.

2. HOUSE RULES

2.1. Pets

- 2.1.1. No animals, livestock, pigeons or poultry of any kind shall be bred or kept on any property, except reasonable household pets (i.e. dogs and cats). These pets may however not be kept, bred or maintained for commercial purposes.
- 2.1.2. .
- 2.1.3. Every pet shall wear a collar with a tag indicating the name and telephone number of its owner. All pets found without identification tags shall be apprehended and handed over to SPCA.
- 2.1.4. Dogs must be controlled on a leash in all private areas, and must not harass or be allowed to harass other persons, children, joggers or pets.
- 2.1.5. All cats shall wear a little bell on their collar to enable the birds to be warned of their approach.
- 2.1.6. Excrement must be immediately removed by an owner.
- 2.1.7. An owner of a pet shall be obliged to immediately remove such pet from the Estate in the event that such pet causes nuisance, is not controlled on a leash, or displays aggressive behaviour. In light of neighbour proximity and the openness of gardens, cats and dogs need to be strictly controlled by owners, both on and off their property.
- 2.1.8. The maximum number of dogs and cats that may be kept on an Erf is 2 dogs and 2 cats.

2.2. Neighbourliness and Related Issues

- 2.2.1. Littering and dumping anywhere on the Estate is strictly prohibited. No rubble or refuse may be dumped or discarded in any public or open space or vacant property.
- 2.2.2. Flora on the Estate may not be damaged or removed from the public or open spaces.
- 2.2.3. Fauna on the Estate may not be killed, be it by person or their pets.

- 2.2.4. Foreign fauna may not be introduced or let free on the Estate.
- 2.2.5. No activity or hobby that could cause aggravation, nuisance, disturbance or a security risk to fellow members is allowed.
- 2.2.6. Member/Owner/Resident shall not permit unreasonable noise or odours to emanate from the property.
- 2.2.7. The premises must be kept in a good state of repair and neat that will, in the view of the HOA, satisfy a respectable occupant using the premises for dwelling.
- 2.2.8. Member/Owner/Resident shall not commit or allow any person(s) to commit any illegal activity(s) on the property, or anything that may be of a disturbing, noxious or offensive nature to the neighbourhood.
- 2.2.9. Volume of music or any musical instruments shall be at a level which shall not cause an irritation to neighbours and shall cease completely at 22:00, Sundays through to Thursdays and at 24:00 on Fridays and Saturdays.
- 2.2.10. The property shall be used exclusively for single-family residential purposes and for no other purpose, other than those specified and allowed by the Town Planning Scheme.
- 2.2.11. No communes shall be permitted.
- 2.2.12. With the exception of professional signs not exceeding dimensions of 30mm by 600mm, no other signage will be allowed.
- 2.2.13. No quarrying or mining operations of any kind shall be permitted on any property, nor shall any wells, tunnels, shafts, derricks or any structure of excavations designed for use in mining be erected or maintained.
- 2.2.14. No motorised vehicle of any kind shall be allowed on the public walkways or in open spaces, with the exception of security vehicles.
- 2.2.15. No unlicensed and/or un-roadworthy vehicles are allowed to be used within the Estate.
- 2.2.16. No quad bikes are allowed to be used within the Estate.
- 2.2.17. No weapons of any description (including category 1 & 2 pellet guns and air guns) shall be used or discharged on the Estate.
- 2.2.18. The general speed limit shall be 40 kph.
- 2.2.19. Parking in streets opposite or on traffic islands and on the open spaces is prohibited.
- 2.2.20. No mowing and trimming of lawns on Sunday before 08:00 as well as 12:00 to 18:00.

2.2.21. No fireworks may be set off on the Estate.

2.3. **Business Rights**

2.3.1. No business or commercial activity may be conducted on any property within the Estate without prior permission received in writing from the directors.

2.3.2. All applications to conduct business or commercial activity from the properties on the Estate must be submitted in writing to the directors who will place the application to be heard on the next meeting of the directors.

2.3.3. The following is the criteria that will be taken into account when considering an application or business rights:-

2.3.3.1. Will the business cause an influx of visiting vehicles to the Estate.

2.3.3.2. Will the business generate noise and what would be extent of the noise be.

2.3.3.3. What effect would the business have on the immediate neighbouring properties.

2.3.3.4. Will the business enhance the desirability for criminal elements (i.e. jewellery manufacturing etc.).

2.3.3.5. Would the business dependent on advertisement and high visibility.

2.3.3.6. Is the business beneficial to the general character of the Estate.

2.3.3.7. Would the business enhance the desirability of the Estate for prospective investors.

2.3.3.8. Will the business enhance the general value of the Estate, not have any adverse effect on it, or be detrimental thereto.

2.3.3.9. Would the business require additional building construction on the intended property.

2.3.3.10. Has another resident already received permission to conduct a similar or like business and does the business allow more than one vendor in the estate (i.e. guest houses).

2.3.3.11. What do the direct neighbours of the applicant have to say about the conducting of the intended business on the applicant's property.

2.4. Garden

- 2.4.1. Each Member/Owner/Resident shall maintain their property in a clean, tidy and slightly condition to the satisfaction of the HOA.
- 2.4.2. Members shall maintain a high standard of garden frontage and pavement management. Individual stands shall be maintained and each member has the responsibility towards other members in the Estate to maintain the areas between the road kerbs and the boundary of their property.
- 2.4.3. No member shall permit the growth of noxious weeds or vegetation upon their property or on any other part of the Estate.
- 2.4.4. Members are responsible for maintaining trees, plants and shrubs planted on their pavements by the HOA.
- 2.4.5. No trees, plants, sidewalk lawn or parks lawn plated by the HOA or developer may be removed without the permission of the HOA.
- 2.4.6. Members are also encouraged to plant indigenous plants, shrubs and trees in their gardens.

2.5. Walls/Exterior

- 2.5.1. Garden fences/walls and outbuildings not forming part of the main dwelling must be maintained and painted where necessary. Each member shall maintain the exterior of all structures on their stand and all fixtures attached thereto in a slightly manner and shall maintain all gutters and other fixtures in a good working order.
- 2.5.2. Each member shall maintain his driveway and swimming pool (where applicable) to the satisfaction of the HOA.
- 2.5.3. Each member shall ensure that all pipes on the outside of all structures on their stands are screened to the satisfaction of the HOA.

2.6. Rubbish

- 2.6.1. Member/Owner/Resident shall ensure that no rubbish or other waste material is accumulated, dumped or permitted to accumulate anywhere upon the property, excerpt in containers located in the designated areas.
- 2.6.2. No User shall burn or permit anyone to burn any material or rubbish on the property or anywhere else on the Estate.

2.6.3. No User shall dump any garbage, refuse, trash or rubbish on a sidewalk, parkland or anywhere else within the Estate, except during construction and then only in accordance with regulations pertaining thereto.

2.6.4. Member/Owner/Resident shall only be allowed to put refuse bags on the day of collection thereof, or, if such refuse bags are contained in a refuse bin, 12 hours before and after the scheduled trash collection. No refuse bags or bins shall be placed on any common or public areas or thoroughfares.

2.7. Temporary Structure, Vehicles, Trailers, Boats and Garage

2.7.1. No light commercial, commercial and/or recreational vehicles, trailers, boats, caravans or trucks of any kind shall be parked on a property, unless in a garage or out of sight from the streets and neighbouring property.

2.7.2. No maintenance, repair or storage of any vehicle shall be permitted on any property unless it is done within an enclosed garage. This exclude normal washing or cleaning of vehicles.

2.7.3. Garage doors shall be kept closed at all times except during normal operating activities.

2.7.4. No structures of a temporary or permanent nature, including a trailer, tent, shack, garage, barn or any other such structure will be allowed to be stored or placed outdoors on the premises without prior written approval of the HOA.

2.7.5. Member/Owner/Resident shall ensure that caravans, washing lines, trailers, boats and any objects deemed to be an eyesore are kept and/or stored out of public view and screened from neighbours.

2.7.6. No wendy houses are allowed.

2.8. Public / Open Space

2.8.1. No major gathering or parties on any of the public / open spaces shall be allowed unless prior written permission has been obtained from the HOA.

2.8.2. No fires on the public / open spaces shall be allowed.

2.8.3. No vehicles, motorbikes, motorised scooters on the public / open space.

2.9. Domestic Washing

2.9.1. Washing should only be hung on lines screened from the street and neighbouring properties.

2.9.2. Washing lines should be obscured from view and will only be allowed at the rear of the main house or furthest building.

2.9.3. No washing may be hung from windows, balconies, outside stoeps, perimeter wall or the like.

2.9.4. No washing may be conducted in the pools.

2.10. Refuse Removal

2.10.1. Refuse removal is the responsibility of the residents.

2.10.2. Residents are only allowed to place refuse containers on the kerbside or sidewalk only on days when the refuse will be collected within the period of 12 hours by the municipality or a collecting agent.

2.10.3. Refuse bins have to be removed from sight as soon as possible after collection and emptying by the municipality.

2.10.4. No refuse may be dumped on empty stands or any place on the Estate.

2.10.5. Refuse may never be burnt.

2.11. Name boards

2.11.1. Other than a street number, no name board will be allowed. The street numbers and letters must be maximum of 500mm high and be manufactured from a durable aesthetic material. It must also be sympathetic with the house design and harmonize with the aesthetic ethos.

2.11.2. No Perspex, composite materials, degradable materials, plastics, painted boards akin to advertisement boards (not applicable to shaped and artistically presented painted boards), untreated wooden boards or rough wood lettering will be allowed.

2.12. Advertisement boards

2.12.1. No advertisement boards will be allowed on the Estate or on the perimeter wall of the Estate or at the main entrance thereof, except for the approved estate agents boards.

2.12.2. Such estate agent boards will only be placed on the main entrance/gate to the applicable property may not be placed on the sidewalk or be loose standing.

2.12.3. Where no perimeter walls are available, the board has to be placed at least five meters into the stand, (thus 15 meters from the kerbside) and directly next to the driveway.

2.12.4. The board may not be bigger than 750mm x 600mm.

2.12.5. The board may not be displayed after the property has been sold. All boards have to be removed within one week from the sale agreement thereof being signed.

3. LETTING AND RESELLING OF PROPERTY

- 3.1. A member intending to sell or lease property in the Estate must mandate only accredited estate agents.
- 3.2. No unaccredited estate agents will be allowed to market properties on the Estate, including displaying boards on the Estate.
- 3.3. Estate agents shall be accredited at the sole and absolute discretion of the directors to sell properties on the Estate upon application by the estate agent to the HOA.
- 3.4. Any estate agent that requires accreditation shall:-
 - 3.4.1. Complete and submit an accreditation application form to the HOA.
 - 3.4.2. Pay the fees determined by the HOA from time to time. The full annual fee shall be payable, irrespective of the date accreditation.
 - 3.4.3. Submit a list containing the names and telephone numbers of all agents and employees active on the Estate.
 - 3.4.4. Submit its fidelity fund certificates issued by the Estate Agent Affairs Board.
 - 3.4.5. Submit its standard sales agreement to be used for all sales on the Estate for approval by the HOA.
- 3.5. The accreditation shall be valid for a period of 12 months from date of registration.
- 3.6. Accredited estate agents shall ensure that any alienation of the property complies with the relevant provisions of the articles of association of the HOA.
- 3.7. The accredited estate agents or a member selling property on the Estate shall:-
 - 3.7.1. At all times adhere to the provisions of the articles of association of the HOA and these Rules.
 - 3.7.2. Not in any advertisement, of any nature, claim to represent the HOA.
 - 3.7.3. No canvass, advertise, hand out flyers or similar material for property transactions on door-to-door basis on the Estate.
 - 3.7.4. Operate only on a 'by appointment' basis.
 - 3.7.5. Not erect any advertising sign/for sale board on the Estate.
 - 3.7.6. Not erect plastic or canvas banners, nor any streamers, bunting, umbrellas, balloons and the like.

- 3.7.7. When a property is sold, have the right to display a board stating "Sold by" for a period of 14 days only.
- 3.7.8. Forthwith report all sales or leases to the HOA.
- 3.8. The HOA shall have the right to take whatever steps it deems necessary, including but not limited to, without notice, the immediate cancellation of the accreditation, in the event of breach of any of these rules.
- 3.9. Whereas the HOA is in a confidential relationship with its members, the HOA shall not disclose any information relating to members' details (i.e. ownership status, address, telephone numbers etc.) to any Estate Agent.

4. ARCHITECTURAL GUIDELINES

4.1. Plan Submissions And Approvals

- 4.1.1. A firm of architects shall be appointed as the estate architect and will act as agent for the Century Manor Home Owners Association receiving, scrutinising and presenting the drawings to the Aesthetics Committee.
- 4.1.2. It is required that concept plans are presented and discussed with estate architects.
- 4.1.3. The requirements for the submission and approval of plans will be obtained from the estate architects.

4.2. Occupancy Certificate

- 4.2.1. The HOA will issue a Century Manor occupancy certificate after the Final inspection has been successfully completed. It is expected that;
 - 4.2.1.1. The building must be completely fitted and finished inside and outside.
 - 4.2.1.2. The finishing must be clean, neat and of good quality.
 - 4.2.1.3. The building should be accurate and according to the approved plans.
 - 4.2.1.4. An occupation certificate from the local municipality must have been obtained.
- 4.2.2. The issue of this certificate declares that the HOA regards the building as sufficiently complete and will issue instruction to managing agent to release the building performance deposit. Only when this occupancy certificate is obtained may the house be occupied.
- 4.2.3. The HOA reserve the right to prevent the occupation of any houses if the above is not fully adhered with.

4.3. Town Planning Controls

4.3.1. The following restrictions shall apply.

Maximum dwellings per erf:	One (except where indicated otherwise)
Maximum Height:	2 Storeys excluding roof, loft rooms and basements. The top of the roof should not exceed 9m above natural ground level.
Single storey dwellings	Maximum coverage allowed will be 40%. On application to the city council and motivation, an additional 10% may be added.
First floor of double storey dwellings	The ground floor coverage of double storey dwellings shall not exceed 40% of the area of the stand, while the first floor level shall not exceed 70% of the ground floor.
Minimum size	Any house, including outbuildings and covered patio's, should not be less than 180m ² . (excluding garages)
F.A.R.	Maximum 0.8
Building lines	
Single storey dwellings	Internal street boundaries
	→ Garages - 4.0m
	→ House - 3.0m
	External street boundaries - 3.0m
	Side boundaries - 2.0m
Double storey dwellings	Back boundaries - 2.0m
	Internal street boundaries
	→ Garages - 4.0m
	→ House - 3.0m
	External street boundaries - 3.0m
	Side boundaries - 3.0m
	Back boundaries - 3.75m

4.3.2. Residential 2 Erven (3461, 3500, 3595 & 3545)

Density	18 Units per hectare
Coverage	As per site development plan
Height:	2 Storeys
Minimum size	Any house, including outbuildings and covered patio's, should not be less than 180m ² . (excluding garages)
F.A.R.	As per site development plan
Building lines	As per site development plan
Parking	1x Double Garage

4.3.3. No erf shall be subdivided or rezoned. Erven may be consolidated with prior written permission from the HOA provided that the owner shall be liable for the combined levy pertaining to each particular stand.

4.4. The Sensible Building

Responsible design is encouraged and it is commendable to use green technologies, principles and environmental sustainable practices within house design. Such practices are encouraged where it is used with refinement and elegance. The following are the examples of such practices:-

- 4.4.1. Cross ventilation and thermal insulation will minimise heating and cooling requirements.
- 4.4.2. LED luminaries will dramatically reduce electricity demand.
- 4.4.3. Motion sensors can monitor and switch off unused lights.
- 4.4.4. Gas or induction hobs are reliable, energy saving and more controllable.
- 4.4.5. Shading elements can dramatically reduce heat gain.
- 4.4.6. Energy efficient appliances are readily available.
- 4.4.7. Rainwater can be harvested for your use.
- 4.4.8. Grey water can be recycled and reused etc.

4.5. Styling And Design Language

- 4.5.1. The required architectural language of the developments will not be described as a specific historical or acknowledged architectural style but as a Century Manor Contemporary Homestead inspired approach. This “approach” is used to allow a variety of designs but still create a singular aesthetic language for the estate.
- 4.5.2. The designs must be marked by low rise, horizontal lines, mostly rectilinear shapes in plan and elevation, low-pitched roofs with broad overhanging eaves, windows grouped in horizontal bands, staggered planes/elevations and roofs, few vertical elements, large outdoor patios, integration with the landscape, solid construction, craftsmanship, and discipline and restraint in the use of ornament. The style must be classifiable as contemporary and not utilitarian/industrial.

4.6. Planning And Layout

Good planning and well laid out logical floor are required in respect of function, services and relevance. Rectilinear plan forms are to be used. Circular or organic plan elements must be used in moderation.

4.7. Massing, Elevation Profile And Visual Impact

- 4.7.1. Buildings shall have a variety of spaces and volumes. Avoid monolithic structures.
- 4.7.2. It is encouraged that the buildings are set low to the ground to minimize the visual impact.

- 4.7.3. A silhouette elevation profile must be included with the submissions of all elevations.
- 4.7.4. The silhouette line/ridge profile of the buildings shall vary substantially in height with no horizontal section larger than 75% of the total width of the particular elevation.
- 4.7.5. A visual “grounding mass” is to extend past the elevations. Terraces, extended patios/plinths or other horizontal elements are to be used.
- 4.7.6. Chimneys and other similar elements may not protrude more than 2m past adjacent structures.

4.8. **Orientation**

- 4.8.1. Good orientation is required of all designs.
- 4.8.2. Openings and windows must mostly face north. Exposure to the west must be limited as far as possible.
- 4.8.3. Patios, verandas, and social outdoor spaces to the north-east of the buildings.
- 4.8.4. Service areas and auxiliary areas can be positioned to the south through west side of the buildings.

4.9. **Topography**

Buildings should be designed to respond to the site contours.

4.10. **Roofs**

- 4.10.1. A roof pitch shall be between 10 and 27 degrees from the horizontal.
- 4.10.2. Minimum of 600mm eaves.(overhang)
- 4.10.3. Flat concrete roofs may be used sparingly to create interest and practical roof connections.
- 4.10.4. All roofs to have the same pitch with the exception of flat concrete sections.
- 4.10.5. Use a variety of roofs rather than a singular roof element.
- 4.10.6. A single roof colour for pitched roofs
- 4.10.7. Medium Greys to Charcoal.
- 4.10.8. Terra Cotta to Dark brown (No reds)
- 4.10.9. A single roof finish for pitched roof;
- 4.10.10. “Chromadek” sheet metal to approved profile.
- 4.10.11. Natural slate tiles

4.10.12. Low profiled tiles such as Marley Modern or Ludlow

4.10.13. Visible concrete roofs to be covered with approved crushed stone.

4.11. Doors And Windows

4.11.1. Only aluminium frame windows will be acceptable. Aluminium may be anodized or powder coated. Should other frame type be used, it must be presented for approval.

4.11.2. Doors may be of powder coated or anodized aluminium construction or approved hardwood timbers, treated/finished appropriately.

4.11.3. The colour of doors, door frames and window frames shall harmonize with the overall aesthetic of the house, correlate to the Century Manor Colour Pallet.

4.12. Front Entrance/Doorway

4.12.1. The front entrance/doorway must be logical positioned articulated as a special feature of the house and proportionate to residential scale.

4.12.2. The front door and approach must be elegant and simple in design and not be of decorative nature

4.13. Gates Openings And Archways

4.13.1. Gates openings and archways to be of simple rectilinear design.

4.13.2. Gate designs to harmonize with the building design elements.

4.13.3. Gates must not be within 6m from the edge of the front boundary wall.

4.14. Carports

4.14.1. Shade nets and canopies to be inconspicuous.

4.14.2. Steel Carports to be inconspicuous.

4.15. Verandas, Balconies, Pergolas And Patios

4.15.1. Avoid abrupt transitions between indoor and outdoor spaces by using verandas, balconies and pergolas as transition elements.

4.15.2. Balconies should be used sparingly, should be oriented to the north only and preserve neighbour's privacy.

4.15.3. The main veranda must have a minimum covered depth of 3 m.

4.15.4. Pergolas must form part of the design language and materials and must be detailed and submitted with the plans for approval.

4.16. **Pavilions/Lapa**

Pavilion/lapa structures will only be considered where such structure:-

- 4.16.1. forms part of the visual identity and mass of the house;
- 4.16.2. is used as an extension of the social space of the house only;
- 4.16.3. is placed with sympathy to the neighbours privacy; and
- 4.16.4. do not contain a kitchen.

4.17. **Balustrades**

Balustrades must harmonize and conform to the aesthetic of the house. The design must be of simple rectilinear design and elegant in its simplicity. Clear glazing, stainless steel or mild steel may be used. A detail of the balustrade must be submitted with the plans.

4.18. **Windows**

All western, eastern and southern windows on the first floor or having a possible view of neighbouring private space shall be of an acceptable obscure glass/measure.

4.19. **Interiors**

Where the interiors of a house will be clearly visible from outside the property and form a substantial portion of the view of the building, it shall be required that:-

- 4.19.1. The interior decorating, design and finishes harmonize with the exterior aesthetic.
- 4.19.2. It only is of the social portions of the house.

4.20. **Household Staff Accommodation**

A maximum of one room and one bathroom will be allowed for domestic personnel and shall:-

- 4.20.1. not exceed 16m² per room;
- 4.20.2. visually form part of the overall identity and mass of the main dwelling;
- 4.20.3. be a min 1.8 m high wall around a private screened yard around the entrance thereof,
- 4.20.4. be positioned with respect of the neighbours privacy; and
- 4.20.5. not closer to the road reserve than the main dwelling.

4.21. **Rainwater**

- 4.21.1. Rainwater harvesting is welcomed but must be discrete and sensitively positioned.
- 4.21.2. All water tank pipes and periphery must be hidden.

4.21.3. Water tanks must be hidden where they are not an aesthetic element.

4.21.4. Only “farm style” corrugated metal tanks may be used as aesthetic elements in moderation and must be placed on a build structure.

4.21.5. Lightweight steel frame will not be allowed.

4.22. **Water Heating**

4.22.1. Solar water heating systems

All panels and elements must be hidden and discretely placed or visually integrated into the building design to form part of the visual identity of the buildings.

4.22.2. Heat pump system and Geysers.

4.22.2.1. Complete screened and discretely placed with sensitivity to the neighbours, consider noise reflection.

4.22.2.2. It is encouraged that units are placed on a flat screened concrete roof emitting sound upward.

4.22.3. All equipment and machinery must be quiet, discretely positioned and inconspicuous in its operation

4.23. **Photo Voltaic Panels Solar Screens**

Photo voltaic panels must be hidden and discretely placed or visually integrated into the building design to form part of the visual identity of the buildings.

4.24. **Wind Turbines**

Wind turbines and other noise generating electricity generating methods are not allowed.

4.25. **External Services**

4.25.1. **Air Conditioning And Other External Services**

Air-conditioning and other equipment and installations must be completely screened and discretely placed with sensitivity to the neighbours, consider noise reflection. As a good practice, units must be placed on a flat screened concrete roof emitting sound upward.

4.25.2. **Emergency Generators**

Only emergency generators, auxiliary power supply equipment and machinery will be allowed for use in the case of power outages. The equipment must be sound insulated, discretely positioned and inconspicuous in its operation

4.25.3. Gas Installations

Gas installations must be installed by specialists according to all applicable laws. Gas cages and bottles must be enclosed out of view or contained within a screened yard which shall be discreet.

4.25.4. Satellite Dish And External Antennae

Satellite/communication dishes and all other antennae must be discretely positioned, not visible from the road and inconspicuous in its operation.

4.25.5. External Lighting

To create a tranquil farm atmosphere and minimize light pollution, external lighting should be kept to a minimum and may not be of a disturbance to neighbours. The following is applicable:-

4.25.5.1. Floodlights are not allowed.

4.25.5.2. Paving and walkway lights must be of low luminance.

4.25.5.3. Landscape lighting must be used in moderation.

4.25.5.4. Perimeter/security lights to be used in moderation.

4.25.5.5. All external lighting must be screened/diffused to the extent where the light source is not visible.

4.25.6. External Security Measures And Elements

Security is of paramount importance and security elements and fixtures may be used as long as they are discrete, form an integral and aesthetic pleasing element of the design. All elements must be indicated, detailed and presented for approval. The following is applicable:-

4.25.6.1. Visible electric fencing is not allowed.

4.25.6.2. External burglar bars are not allowed.

4.25.6.3. Standard type burglar bars are not allowed.

4.25.7. Garbage Bins

Garbage bins must be concealed within a service yard and allocated on site plan drawings.

4.26. Driveways, Parking And Paved Areas

4.26.1. Driveways and paved areas are to be kept to a minimum and used economically and sparingly.

4.26.2. Driveways are to be interrupted and fragmented by landscaping and paving features and varied textures.

4.26.3. Maximum width of driveways is as follows: 6m wide at site entrance.

4.26.4. Designated parking for guest may be allowed but must be designed to minimize the paved areas.

4.26.5. With the exception of day guests, all vehicles, trailers, caravans, boats, canoes, bicycles etc. on the property may not be visible and must be housed within a garage or screened area.

4.26.6. Paving must be of high quality.

4.26.7. Paving colours must correlate/harmonize with the Century Manor Colour Pallet.

4.27. Landscaping

4.27.1. Landscaping design must be integrated with the site plan, indicating all landscaping elements, including soft-scape, hardscape, manicured gardens, vegetable gardens, natural and other elements.

4.27.2. Landscaping must be designed and planned to harmonize with the buildings, their layout and visual profile.

4.27.3. Use only indigenous trees, shrubs and plants.

4.27.4. The landscaping must be done to an acceptable level for the final inspection.

4.28. Court / Service Yards

4.28.1. The use of courtyards can provide outside shelter, function, privacy and atmosphere to the design and is encouraged. Where private living spaces extend through the design to the south side of the buildings, it will be required to provide a screened area/ courtyard. It is expected that other properties will orient north and have views toward the south of adjoining properties.

4.28.2. Service yards are essential to contain domestic functions and must be:-

4.28.2.1. inconspicuous, completely screened and positioned towards the south and western sides of buildings;

4.28.2.2. kept clean, neat and odour free.

4.29. **Swimming Pools And Water Features**

4.29.1. Swimming pools may only be positioned toward the North or North east of the property and buildings and must form part of the private living area. The pool must be completely enclosed and not be accessible from the street or other properties.

4.29.2. Water features must be used in moderation and form an integral part of the design and must be of such a nature as not to be a safety concern.

4.30. **Tennis Courts And Other Sport Fields**

Tennis courts must be positioned with sensitivity to the neighbours.

4.31. **Walls**

4.31.1. ERVEN 3461,3469-3477,3479-3486,3488-3500,3502-3508,3513-3522,3524,3530-3533,3545,3547-3556,3563-3565,3570,3580-3587,3589-3595,3607-3615,3617-3620

The street boundary must be completely open with no boundary walls, fences or screens. Stands may be enclosed with a wall positioned further back from the street than the building.

ERVEN 3462-3468,3478,3487,3501,3509-3512,3523,3525-3529,3534-3544,3546,3557-3562,3566-3569,3571-3579,3588,3596-3606

The street boundary must be completely open with no boundary walls, fences or screens within the first 3m from the stand's street boundary. Walls closer to the street than the building may not exceed 50% of the length of the street boundary. Stands may be enclosed with a wall positioned further back from the street than the building.

4.31.2. Walls are to be of a durable and safe construction.

4.31.3. Walls shall match/compliment the house design and form part of the submitted pallet.

4.31.4. A boundary wall design and details must be provided with the plan submissions.

4.31.5. The side and back walls between properties may be a maximum of 1,8m high.

4.31.6. Retaining walls must match and compliment the house design and limited where possible.

4.31.7. The use of gabion walls is acceptable but must form part of the finishes palette.

4.32. **Colours**

All colours of all external and visible finishes, building materials and natural materials must harmonize and correlate with the "Century Manor Colour Palette System".

4.33. Rendered Surfaces

4.33.1. All plastered surface to be painted with high quality non-gloss paints.

4.33.2. Non-painted rendered surfaces are allowed where such application is of approved and acceptable colour, texture and durability.

4.33.3. Off shutter concrete must be of a refined visual quality.

4.34. Masonry

4.34.1. Face brick or natural stone is to be used in moderate quantities and limited proportions.

4.34.2. Face brick must have flush joints and to have approved colour.

4.34.3. Building planks or similar cladding must be of high quality material.

4.34.4. Sheet metal cladding must have a "Chromadek" finish. Supply all flashing and fixing details with submission of the plans.

4.35. Stone Cladding

Natural stone cladding is to be used in moderate quantities and limited proportions.

4.36. Paving

A variety of paving elements may be used but must be clearly allocated on plan and described.

4.37. Glazing

4.37.1. Only grey and clear glass will be allowed.

4.37.2. Reflective (mirror-like) glass and other colour tints are not permitted.

4.38. Building Finishes Pallet

Together with the other required documentation, a building finishes pallet must be submitted. (Form F1) The overall design, composition and ratios of colours textures and finishes must be included within the pallet. It must include all visible external elements and compiled in a relational and proportional collage.

5. PROHIBITED BUILDING MATERIALS

The list of prohibited materials is neither exhaustive nor complete. Building materials, finishes, component or methods not on this list may still not be acceptable.

5.1. Roofs

5.1.1. Thatch

5.1.2. High profiled tiles

- 5.1.3. Metal sheet roof tiles
- 5.1.4. Unpainted sheet metal
- 5.1.5. Mixed colours

5.2. **Fences**

- 5.2.1. Timber fences
- 5.2.2. Devils fork Palisades
- 5.2.3. Diamond mesh fence
- 5.2.4. Wired fencing
- 5.2.5. Wood panel Fencing
- 5.2.6. Picket Fencing
- 5.2.7. Precast concrete walls
- 5.2.8. Razor wire
- 5.2.9. Security spikes
- 5.2.10. Electric fences
- 5.2.11. Barbed wire

5.3. **Walls**

- 5.3.1. Simulated stone cladding
- 5.3.2. Decorative plaster styles
- 5.3.3. Unpainted plaster
- 5.3.4. Unplastered /bare stock bricks
- 5.3.5. Unpainted or galvanised sheet metal

5.4. **Glazing**

- 5.4.1. Highly reflective glazing
- 5.4.2. Bronze or coloured glazing

5.5. **External Balustrades**

- 5.5.1. Precast ornamental concrete
- 5.5.2. Timber

5.5.3. Expanded metal or welded mesh

5.6. Paving

5.6.1. In situ Concrete

5.6.2. Large gravel areas

5.6.3. Standard interlocking concrete pavers

5.6.4. Broken brick

5.6.5. Crazy paving

5.6.6. Sand

5.7. General

5.7.1. Brightly coloured materials.

5.7.2. Decorative precast ornaments.

5.7.3. Faux painting techniques.

5.7.4. Trompe l'oeil.

5.7.5. Yard art.

5.7.6. Canvas awnings.

6. CONSTRUCTION ACTIVITIES

All sites must be developed with sensitivity to the neighbours on all sides in respect of their privacy and wellbeing.

6.1. Building Conduct

6.1.1. All building activities to be conducted with the minimum of inconvenience and disruption to residents.

6.1.2. The HOA has the right to suspend any building activity in contravention of any of the rules and does not accept any losses which may be sustained by a resident or contractor or sub-contractor as a result thereof, or any claims for damages of whatsoever nature.

6.2. Construction Methods

6.2.1. All construction methods must be proven, of solid construction and good craftsmanship.

6.2.2. Acceptable construction methods are:-

6.2.2.1. Masonry building.

- 6.2.2.2. Structural Concrete.
- 6.2.2.3. Precast concrete.
- 6.2.2.4. Structural Steel.
- 6.2.3. Alternative construction methods such a light steel frame construction may be considered but the specific product and/or method will have to be proven to be;
 - 6.2.3.1. having a well-established success record.
 - 6.2.3.2. durable (3 local examples of 7 years or older).
 - 6.2.3.3. suitable to the aesthetic of the estate.
 - 6.2.3.4. environmentally friendly.
 - 6.2.3.5. suitable to the local conditions.
 - 6.2.3.6. fairly quick to erect.
 - 6.2.3.7. non-disruptive.

6.3. Construction Period

- 6.3.1. All members are required to commence building within 24 months from [insert date]. Failure to commence with construction within the aforesaid timelines shall result in the member being liable to pay the following penalties:-
 - 6.3.1.1. Two (2) times the normal monthly levy for the first six months after the date of expiry of the period of 24 months;
 - 6.3.1.2. Three (3) times the normal monthly levy for the next three months; and
 - 6.3.1.3. Four (4) times the normal monthly levy until the date of commencement of construction.
- 6.3.2. All members who became members after [insert date] are required to commence construction within 24 months from the date of transfer of the property into their names. Failure to commence with construction within the aforesaid timelines shall result in the member being liable to pay the four (4) times the normal monthly levy until the date of commencement of construction which will be back dated to the date of transfer of the property.
- 6.3.3. The date of commencement of building shall be date when a member has complied with the following:-
 - 6.3.3.1. There is a water connection installed on site;

- 6.3.3.2. An approved site toilet has been installed in a position as approved by the HOA, which should not be within 10 (ten) meters from the street boundary. (Entrance to the toilet to be screened.);
- 6.3.3.3. A site shack has been installed in a position as approved by the HOA, which should not be within 10 (ten) meters from the street boundary.
- 6.3.3.4. A rubbish bin has been installed in a position as approved by the HOA.
- 6.3.3.5. The building performance deposit has been paid;
- 6.3.3.6. All outstanding levies are paid;
- 6.3.4. The HOA may request the immediate removal of any signage/project boards should they deem it as unsightly/problematic.
- 6.3.5. Construction must be completed within 24 months from the date of commencement of construction. Failure to complete construction within the aforesaid timelines shall result in the member being liable to pay the four (4) times the normal monthly levy until the date of completion of construction which will be back dated to the date of transfer of the property.
- 6.3.6. Half built property purchased for the purposes of completion of the building activities would receive a 24 months exemption to complete the building activities and obtain the required occupation certificate from the municipality. Failure to complete construction within the aforesaid timelines shall result in the member being liable to pay the four (4) times the normal monthly levy until the date of completion of construction which will be back dated to the date of transfer of the property.
- 6.3.7. The date of completion of construction will be the date of presentation to the HOA of the occupation certificate by the municipality.

6.4. Construction Commencement

No construction shall commence up until the member has complied with the following:-

- 6.4.1. There is a water connection installed on site;
- 6.4.2. An approved site toilet has been installed in a position as approved by the HOA, which should not be within 10 (ten) meters from the street boundary. (Entrance to the toilet to be screened.);
- 6.4.3. An approved shed has been installed in a position as approved by the HOA, which should not be within 10 (ten) meters from the street boundary;

6.4.4. A rubbish bin has been installed in a position as approved by the HOA.

6.4.5. The building performance deposit has been paid;

6.4.6. All outstanding levies are paid.

6.5. Building Performance Deposit

6.5.1. A building performance deposit amount to be decided by the directors from time to time shall be paid over to the HOA before construction commences.

6.5.2. This amount will be held in trust (free of interest) by the HOA until the completion of the building.

6.5.3. The building performance deposit shall be released, subject to the HOA having issued certificate confirming that the construction is in accordance with the estate design manual and submission to the HOA / Administrator of a Local Authority's Certificate of Completion and Occupancy and shall only be refunded once these documents are correctly completed and submitted.

6.5.4. The building performance deposit will be used if there is a breach on non-performance to remove rubble or make good any damage caused by the contractor or his sub-contractors of suppliers, including kerbing, landscaping, community services, roads, irrigation etc. and for any outstanding spot fines.

6.6. Building Activities

6.6.1. Construction hours are as follows:

6.6.1.1. Monday to Friday: 08:00 to 17:00.

6.6.1.2. Saturdays, Sunday and Public Holidays: No construction activity is to take place.

6.6.2. There shall be no constructions activities between 15 December and 16 January every year. If either day falls on a Saturday or a Sunday then the preceding business day shall be applicable.

6.7. Deliveries of building material

6.7.1. Delivery of building material hours are as follows:-

6.7.1.1. Monday to Friday: 08:00 to 16:00.

6.7.1.2. Saturdays, Sunday and Public Holidays: No deliveries shall take place.

6.7.2. Only single unit delivery trucks up to a maximum weight of 30 tons shall be allowed into the estate. No articulated trucks will be allowed to deliver any material on the Estate.

6.8. Site

- 6.8.1. The owner must provide facilities for rubbish disposal and ensure that the workers use the facility provided.
- 6.8.2. Rubbish and/or rubble shall be removed weekly and not burnt or disposed of on the Estate.
- 6.8.3. No rubble dumping on adjacent stands or pavement is permitted.
- 6.8.4. Materials off-loaded by a supplier which encroach onto the sidewalk or roadway or into the adjacent site must be moved onto the site. Such material must not be allowed to remain on the roadway or sidewalk or adjacent site.
- 6.8.5. Unused building material must be packed neatly and stored 5 (five) metres away from the sidewalk or roadway or adjacent site.
- 6.8.6. All excavated earthworks must either be levelled on site or removed from the site within 5 (five) days from excavation. No earthworks shall be deposited into the adjacent site or sidewalk or roadway.
- 6.8.7. Building boards are to be erected on the site not on sidewalks. All boards must be removed after completion of construction.
- 6.8.8. Fines can be levied for delivery vehicles which spill material en-route, damage roadways, kerbs, plants, sidewalks, any property, stain tarmac or paving and generally create nuisance within the estate and / or not adhering to any of the rules as prescribed by the HOA.
- 6.8.9. Should the HOA have any reservations with regard to the conduct of the Contractor / Owner Builder and / or sub-contractor, the HOA reserves the right to suspend all building activity until such conduct is rectified, which it may do at any time and without notice, and free of recourse from the owners and/or contractor.

6.9. Site Access and Egress

- 6.9.1. The member shall apply for permits of all of his/her contractors, subcontractors and their workers to gain access to the Estate. No contractor, subcontractor and their workers shall be allowed to gain access to the Estate without a valid permit.
- 6.9.2. Permits shall be valid for a period of up to 6 months.
- 6.9.3. The only point of access and egress for all contractors, subcontractors and their workers shall be via the main gate.

6.9.4. All contractors, subcontractors and their workers must be transported by car to and from the relevant site stipulated on the permit.

6.9.5. Contractors, subcontractors and their workers shall only enter the Estate after 7h00 and leave prior to 17h00 from Monday to Friday.

6.10. Labourers

6.10.1. All labourers shall be in possession of a valid identity document, valid passport or immigration permit.

6.10.2. No person shall be permitted to act as a night watchman to guard their respective sites or to overnight within the property at all.

6.10.3. Workers are restricted to the site stipulated on their permit. Any permit holder found anywhere else on the Estate will be removed from the estate and the permit will be withdrawn. He will not be able to re-enter the estate on the day of removal. The next day, the contractor may apply for a new permit for such a person and must pay for the re-issuing thereof (First incident only). For a second offence, such a person will not be allowed to enter the estate ever again. Any worker/contractor who enters the estate fraudulently or by false pretence or refuses to leave the estate when requested to do so will be banned for life from entering the estate.

6.10.4. Any workers found on the estate outside of the construction hours will be removed and their permit will not be renewed.

6.10.5. There shall be no dressing or undressing on the Estate.

6.10.6. There shall be no bathing or washing of clothes on the Estate.

6.10.7. No use of alcohol, drugs or any other intoxicating substances within the Estate.

6.11. General

6.11.1. Dust must be kept to the minimum.

6.11.2. No Goods can be removed from the estate before 8:00 or after 17:00 hours.

6.11.3. No fire is allowed on the estate.

6.12. Inspections

6.12.1. It is encouraged that the owner/contractor request an inspection at 3 critical points:-

6.12.1.1. Foundation/Set out stage

The inspection at this stage is not compulsory, provided that there are no changes between the as built foundation and the foundation in the approved building plans ("the approved foundation"). The owner is required to submit revised plans before casting concrete to the foundation and request an inspection to be done at a fee of R700.00 if there is going to be changes between the as built foundation and the approved foundation. The HOA will have a discretion not to accept any as built changes should the owner fail to request for inspection at this stage.

6.12.1.2. Roof height

The inspection at this stage is not compulsory, provided that there are no changes between the as built structure and the structure in the approved building plans ("the approved structure"). The owner is required to submit revised plans before erecting the roof of the structure and request an inspection to be done at a fee of R700.00 if there are changes between the as built structure and the approved structure. The HOA will have a discretion not to accept any as built changes should the owner fail to request for the inspection at this stage..

6.12.1.3. Final inspection

The inspection at this stage is compulsory. The owner is required to request for this inspection before taking occupation of the house.

6.12.2. Final inspection will be done to ensure that all dwellings are as per the approved plans before the building performance deposit can be refunded.

6.13. **Repairs and Renovations**

6.13.1. Any repairs, renovations and additional building shall be completed within 6 months from the time it is commenced.

6.13.2. The approval of the HOA is required for any repairs, renovations and additional building which will result in the change of:-

6.13.2.1. Paint colour of the external walls of the house;

6.13.2.2. Paint colour of the parameter/screen wall.

6.13.2.3. Roof structure;

6.13.2.4. Roof colour;

6.13.2.5. Structure of the house;

6.13.2.6. Changing the paving.

6.13.2.7. Any of the items on the approved sample sheet (form CM – F1).

6.13.3. All the construction rules shall apply, *mutatis mutandis*, to the repairs and/or renovations referred to in paragraph 6.13.2 above.

7. CLUBHOUSE RULES

7.1. Only residents/owner are allowed to rent the Clubhouse

7.2. The use of glass bottles and/or glasses and/or any breakable articles in the swimming and/or parking areas is prohibited.

7.3. The use of any alcoholic substances in the swimming and/or parking areas is prohibited.

7.4. People using the swimming must be properly attired in a proper swimming costume and the swimming in underwear and/or in the nude is prohibited.

7.5. All children under the age of 12 years must be accompanied by an adult when they are using the swimming pool.

7.6. The toilets must be kept clean and tidy at all times.

7.7. Anyone intending to use the clubhouse shall book the clubhouse in accordance with the procedures set out by the HOA.

7.8. The Estate will claim from any damages from the Hirer.

7.9. Any non-compliance with the clubhouse rules as set out by the Estate will result in the forfeiture of the entire deposit; however, such forfeiture shall not result in the Hirer being absolved from the payment of any damages that may have been caused to the clubhouse and/or penalties for which he/she is liable.

7.10. Music may be played in the clubhouse subject to the following restrictions:

7.10.1. The playing of music shall be in the most considerate way possible and in such a way as to not cause a nuisance to other residents.

7.10.2. Should the stated music be deemed to be causing a nuisance and the Hirer is notified by a representative of the HOA and he fails to rectify the situation immediately, the HOA may cut the electricity and impose the forfeiture set out in 10 above together with any penalty that the HOA representatives may deem appropriate. (Basic guide lines, but not limited to: Noise – R 1 000, Not keeping to rules – R 500, Not out in time – R 1 000, Clubhouse dirty – R 500)

7.11. The playing of music in the clubhouse shall cease at the following times:

- 7.11.1. Friday and Saturday – 11 PM
- 7.11.2. Monday to Thursday – 8 PM
- 7.12. The clubhouse shall be vacated and locked by the Hirer by no later than the following times:
 - 7.12.1. Friday and Saturday – 12 PM
 - 7.12.2. Monday to Thursday – 9 PM
- 7.13. The keys to the clubhouse shall be returned to the HOA's representative by the Hirer by no later than 10:00 on the day immediately following the day that the clubhouse was hired.
- 7.14. The Hirer agrees to the jurisdiction of the magistrate's court in terms of section 45 of Magistrates' Court Act 32 of 1944 for the recovery of any amount due in terms hereof.
- 7.15. Should the HOA incur costs in the collection of any damages to the Clubhouse and/or surrounding areas, the Hirer shall pay such costs on the attorney-and-client scale.

8. ACCESS CONTROL

8.1. General

- 8.1.1. Access to the Estate may be denied to anyone if such access may pose a threat to any person or property or the proper orderly functioning of the Estate.
- 8.1.2. No person for whatever cause may enter the guardhouse nor use the guardhouse as a thoroughfare.
- 8.1.3. No person may crawl underneath a boom and/or the gate.
- 8.1.4. HOA may decide at will to conduct searches of vehicles entering or exiting the Estate.
- 8.1.5. Random searches of vehicles and persons will be conducted by security officials at all entrances and exit gates to the Estate as a standard operating procedure to deter and detect crime.
- 8.1.6. No tail-gating will be allowed.
- 8.1.7. All residents should note that as soon as more than 10 vehicles are expected to visit any single property, prior arrangements must be made with the security office.
- 8.1.8. No foreign nationals shall be allowed as a residence or working permission unless an original, valid passport containing a valid residence, work, or study permit. Where such permit does exist, access will only be granted in line with the expiry date of such permit.

8.2. Residents

- 8.2.1. Resident must register as residents in order to gain access as residents in the resident's lane.
- 8.2.2. Residents who are not registered will be treated as a visitor via the designated visitor's lane.
- 8.2.3. If a resident is not registered as a resident he or she shall not be allowed any visitors.
- 8.2.4. New residents will be handled as a visitor as a visitor via the designated visitors lane until registered.
- 8.2.5. Only owners/members who are issued with an occupation certificate shall be regarded as a resident, provided the owner/member is exempted by the directors from being in possession of the occupation certificate.

8.3. Domestic workers / Gardeners

- 8.3.1. Full time domestic workers / gardeners shall be registered by the residents.
- 8.3.2. Registered domestic workers / gardeners will be treated as residents.
- 8.3.3. It is the responsibility of the resident to inform the HOA when/if the domestic or garden worker resigns.
- 8.3.4. If a domestic worker / gardener are not registered as a resident or visitor he or she will not be allowed access.

8.4. Visitors

Visitors will only be allowed into the Estate after obtaining permission to do so from the resident or domestic worker or gardener whatever the case may be.

8.5. Deliveries Access Control

- 8.5.1. Deliveries will be treated in the same way as visitors.
- 8.5.2. Deliveries for un-occupied property will only be allowed between 09:00 and 16:00 on weekdays.
- 8.5.3. No delivery hours a restriction is applicable for occupied properties.

8.6. Access for Rubble Removers

- 8.6.1. Rubble removers will be treated in the same way as visitors.
- 8.6.2. Rubble removal for un-occupied property will only be allowed between 09:00 and 16:00 on weekdays.

8.6.3. No rubble removal hours restrictions are applicable for occupied properties.

8.7. Garden Services

8.7.1. Garden services will be treated in the same way as visitors.

8.7.2. Garden services for un-occupied property will only be allowed between 09:00 and 16:00 on weekdays.

8.7.3. No delivery hours restrictions are applicable for occupied properties.

8.8. Maintenance Workers

8.8.1. Maintenance workers will be treated in the same way as visitors.

8.8.2. Maintenance work for un-occupied property will only be allowed between 09:00 and 16:00 on weekdays.

8.8.3. No maintenance work restrictions is applicable for occupied properties

8.9. Transport Providers/ Lift Clubs

8.9.1. No taxis will be allowed into the estate for purposes of conducting regular business, unless it is a scheduled pick-up, in which case visitor access rules apply.

8.9.2. All other transport providers/lift clubs will be treated as visitors

8.10. Child Carers

Any person in whose care a child younger than 10 years old has been left, exiting the gate with the child, will be refrained from leaving until the registered resident of the applicable unit can be contacted and consent for the child to exit, is positively granted and recorded.

8.11. Managing Agents and Estate Agents

Only HOA approved Managing and Estate agents may access the Estate. These persons will be treated in the same manner as visitors.

8.12. Rentals Agents

8.12.1. All rentals agents who wish to sell property within the estate will only be allowed to do so if accredited with the HOA.

8.12.2. Should a rental agent wish to allow prospective buyers access in their own vehicle, such buyers will be treated as visitors under the responsibility of the rental agents.

8.13. Auctioneers

- 8.13.1. All auctioneers who wish to sell property within the estate will only be allowed to do so if accredited with the HOA.
- 8.13.2. Should an auctioneer wish to allow prospective buyers access in their own vehicle, such buyers will be treated as visitors under the responsibility of the auctioneers.

8.14. Property Valuers

- 8.14.1. Any person instructed to value or inspect a property is required to produce the following:
 - 8.14.1.1. letter from bond holder or member or estate administrator confirming the instruction;
 - 8.14.1.2. valid form of identification (driver's license or identity document) in original format.

8.15. Emergency Services

- 8.15.1. Paramedics / Ambulance / Fire Brigade / SAPS / Metro Police will be allowed access to the Estate after appropriate verification.

9. FINES

- 9.1. The HOA has the right to introduce and enforce compliance with the Rules. In doing so, the imposing of fines for contraventions of the Rules against the transgressors of any of the Rules contained in this document or its annexures or amendments, and such fines shall be a debt due to the HOA.
- 9.2. All Rules not adhered to, whether indicated as carrying a fine or not, will be subjected to a fine.
- 9.3. Fines will be set out in the list of fines compiled by the directors from time to time.
- 9.4. Persistent transgression of the Rules may result in the HOA taking legal action against the transgressor.
- 9.5. Any fine levied will form part of the next monthly levy due and will be due and payable on the due dates of the payment of the levy.
- 9.6. All members and/or residents within the Estate are liable for the conduct of their visitors or any other person working for them from time to time.
- 9.7. Owners are responsible to the HOA to pay the Contractors fines on their behalf.

10. FEES

The HOA has the right to charge fees for service rendered, which services include, but to limited to, the services listed hereunder.

10.1. Registration of residents.

10.2. Registration of visitors.

10.3. Registration of contractors, subcontractors and labourers.

10.4. Registration of accredited estate agents.

10.5. Registration of accredited rental agents.

11. ACKNOWLEDGEMENT

The above document is fully understood and the Contractor and Owner undertake to comply with the aforementioned all annexures and referred documentation herein, in addition to any further controls which may be instituted by the CMHOA from time to time in the form of a written notification and to ensure compliance by any contactors, sub-contractors employed by the Contractor, and any suppliers to either contractors, sub-contractors or owners.

In the case where the property is sold or leased, the seller or lessor must ensure that the buyer or lessee receives a copy of these guidelines and that is binding on the buyer or lessee.

The form CM-A1 is to be signed by the owner (Member) acknowledging of his / her acceptance of these guidelines.

List of Fines

In the event of transgression of the above rules, the following fines shall be applicable:-

Transgression / Offence	Penalty
Building without approved plans	R1000.00 per day up until the approval of the plans
Trailers / caravans / quad bikes	R200.00 per day up until compliance with the rules
Wendy houses	R300.00 per day up until compliance with the rules
Urinating in public	R500.00
Fire on site	R500.00
Non-registered worker	R500.00
Illegal Rubble	R200.00 per day up until removal of the rubble
Unused building material not packet in compliance with the rules	R200.00 per day up until compliance with the rules
Excavated earthworks not complying with the rules	R200.00 per day up until compliance with the rules
Site toilet operated in contravention of the rules	R100.00 per day up until compliance with the rules
Worker on site after hours	R500.00
Spillage by delivery vehicles	Cost of removal of the spillage
Not driving on dedicated roads	R500.00
Building material stored in contravention of the Rules	R200.00 per day up until compliance with the rules
Loitering workers – i.e. workers found not at their site	R500.00
Any equipment utilised on the road in the Estate not equipped with rubber tyres	R1000.00 or cost of fixing the tar, whichever is greater

Workers using alcohol, drugs or any other intoxicating substances	R500.00
Damage to kerbs, light poles, neighbouring stands, plants etc	R1000.00 or cost of fixing the damaged property, whichever is greater
Illegal notice boards	R200.00 per day up until the fixing of the notice board
Illegal advertisement	R200.00 per day up until the compliance with the rules
No toilet on site	R200.00 per day up until installation of the toilet
No rubbish bin	R200.00 per day up until installation of the rubbish bin
Non compliance with access policy	R1000.00
Dumping anywhere on the Estate	R200.00 per day up until compliance with the rules
Occupation of the house without occupancy certificate	R200.00 per day up until compliance with the rules
Failure to keep the premises in a good state of repair and neat	R200.00 per day up until compliance with the rules