

LYNNWOOD ESTATE HOMEOWNERS' ASSOCIATION

CONDUCT RULES

An object of the Homeowners' Association is to create suitable Conduct Rules to maintain a harmonious environment for the mutual benefit, use and enjoyment of all Members. In terms of clause 4.2.5 of the Constitution, the Trustees have the power to make these rules and regulations. However, the rules may not be inconsistent with the Constitution nor any rules prescribed by the Members in general meeting.

All Members are kindly requested to respect and abide by these rules. Members are responsible for ensuring that their family, guests and tenants are familiar with and abide by these rules. Members will be responsible for any sanctions imposed as a result of transgressions of these rules.

Should anyone have any queries regarding the interpretation or application of these rules, please feel free to discuss them with the Trustees.

1 SECURITY AND ACCESS

- 1.1 With the exception of tag holders and permit holders, all persons accessing the estate are required to pass through security.
- 1.2 To facilitate ease of access, residents are encouraged to obtain a security permit for their employees.
- 1.3 Applications for permanent permits must be made at the Goose Valley Homeowners' Association ("GVHOA") office and must be accompanied by a copy of the applicant's identity document, two photographs and the prescribed charge.
- 1.4 A maximum of four Main Gate access tags will be issued per erf. These may be obtained from the GVHOA office, during normal office hours, upon completion of the prescribed application form and payment of the prescribed charge per tag.
- 1.5 Members are required to issue tenants with a letter of confirmation showing they have authority to access the estate and occupy the property in order for tags to be issued to non-Members.
- 1.6 Tag programming will be changed on a periodic basis to ensure only legitimate tag holders gain access.
- 1.7 Under no circumstances are tags to be issued, loaned or given to any person who is not a Member or ordinarily resident on the estate with proper authorisation. Temporary tags may be obtained from security for cleaners, garden services, maintenance contractors etc. upon proof of access authorisation from the resident.
- 1.8 No camping or use of caravans is allowed anywhere on the estate.

2 VEHICLES AND PARKING

- 2.1 Parking is only permitted within erf boundary lines or in demarcated areas. Temporary parking of vehicles will be permitted on the road verge between the erf and the road. Temporary parking does not include overnight parking of any sort.
- 2.2 The permanent storage of boats, caravans and trailers is permitted only within the erf boundary. At no time will parking of these items be permitted on road verges.

- 2.3 Motorised vehicles, scooters, scramblers, quads, golf carts, etc may only be driven within the estate grounds by persons with a valid driver's licence. Please be aware of children, pedestrians and wild life when driving on our roads. Roads are narrow; please drive carefully and avoid driving over the verges.
- 2.4 SPEED LIMIT – 30km/h.
- 2.5 No vehicle in excess of 5 tons may enter the estate grounds without the prior consent of the Trustees. A refundable deposit of R2.000,00 is payable prior to entry to cover any damage that may occur. No articulated vehicles are permitted access.
- 2.6 The Road Traffic Ordinance regarding road usage will apply.

3 GARBAGE COLLECTION

- 3.1 Each Member is responsible for providing and using at least one standard wheelie bin.
- 3.2 Refuse is to be placed in knotted black plastic bags inside the wheelie bin. Only refuse in knotted black plastic bags will be collected. Flattened boxes placed next to the refuse bin will also be collected.
- 3.3 Garden refuse will not be collected. Members and residents are to make their own arrangements for the disposal of garden refuse.
- 3.4 Refuse collection will take place on Tuesday and Friday. Wheelie bins are to be placed close to the road, easily accessible, before 9h00.
- 3.5 Residents are responsible for cleaning up any refuse litter that may occur.
- 3.6 Wheelie bins may not be left out other than on collection days, and should be removed as soon as possible after refuse pick-up.
- 3.7 Wheelie bins to be stored out of sight from the road.

4 GARDENS

- 4.1 Members are responsible to maintain, at all times, the external appearances of their properties in a clean and tidy condition and maintain high standards in this regard.
- 4.2 Garden services should only be contracted with a reputable services provider. Garden Service providers are required to comply with estate rules, and will be monitored accordingly.
- 4.3 Members are responsible for the maintenance of the road verge immediately between their erf boundary and the road in accordance with guidelines as may be prescribed from time to time. The edges of the road verge to be neatly maintained at all times.
- 4.4 Gardens/verges deemed unsightly by Trustees will be serviced at the owners' cost.

5 LAUNDRY AND TIDINESS

- 5.1 Laundry may only be hung within a drying yard. Strictly no washing to be hung on any part of the building including the balustrades.
- 5.2 Washing may be placed on a clothes-horse on patios, but not on common property.

6 COMMON PROPERTY

- 6.1 Common property is defined as that property which lies beyond an erf boundary. This includes access roads and all road verges within the estate.

- 6.2 Under no circumstances are any alterations allowed to be made to common property without the prior written consent of the Trustees.
- 6.3 No obstructions, temporary fences, gardens, trees are allowed on common property without the prior written approval of the Trustees.
- 6.4 Residents are fully responsible for damage caused by themselves or their visitors to common property, private property, gardens, etc. howsoever caused.

7 PETS

- 7.1 Pets are to be restricted to within erf boundaries. At no time are pets permitted on any portion of the common property unless on a lead. Pets are not permitted to wander the estate.
- 7.2 Suitable fences to contain pets may only be erected with the prior written approval of the Trustees.
- 7.3 Pets are permitted outside the erf boundary only when on a lead and accompanied by a responsible person.
- 7.4 Pet owners are responsible for cleaning up after their pets. Under no circumstances may pets foul any part of the estate.
- 7.5 Pet owners are responsible for ensuring their pets do not create a nuisance or disturb other residents or wildlife.
- 7.6 The feeding of seagulls, doves, guinea fowl and peacocks is prohibited.

8 BUILDING PERIOD AND PENALTIES

- 8.1 Association Members are required to comply with the prescribed building period.
- 8.2 Building is required to commence 6 (six) months prior to the 4th anniversary of the date of first transfer. Commencement is defined as the date of issue of the prescribed Homeowners' Association ("HOA") Commencement Certificate.
- 8.3 Building is required to be complete prior to the 4th anniversary of the date of first transfer. Completion is defined as the date of issue of the prescribed HOA Completion Certificate.
- 8.4 In the event of a contravention of the above, penalty levies will accrue from the 4th anniversary until the date of issue of the HOA Commencement Certificate and thereafter from the 5th anniversary until the date of issue of the HOA Completion Certificate.
- 8.5 Penalty levies will be prorated for partial months in contravention.
- 8.6 Penalty levies will be ten (10) times the normal monthly levy in force during the period of contravention.

9 COMPLAINTS PROCESS AND TRANSGRESSION PENALTIES

- 9.1 Complaints between Members are to be taken up directly with the Member responsible. Only where matters cannot be amicably resolved between Members should they be referred to the Trustees.
- 9.2 Complaints and rules transgressions referred to the Trustees must be in writing noting the date, time and details of the transgression and action taken, if any, to resolve the matter.
- 9.3 The Trustees will decide disputes and transgressions in accordance with their interpretation of the Constitution and Conduct Rules. Members will enjoy their right to arbitration as prescribed in the Constitution in respect of differences of interpretation that may arise.
- 9.4 Owners will be given two written warnings to rectify transgressions after which the Trustees will take any measures deemed appropriate to rectify

the transgression. Trustee actions may include the imposition of a fine, or engaging a third party to effect the rectification. Members will be charged directly for transgressions rectified on their behalf.

- 9.5 Unless provided above, fines may be imposed to a maximum of R5 000,00 per transgression, billed directly to the Member and included on the Member's monthly levy statements.
- 9.6 Security personnel and Association Trustees are empowered to confiscate the keys of any motorised vehicle driven by a non-licensed person. A fine may be imposed to secure the return of the keys.
- 9.7 Members who rent out their properties are responsible for the conduct of their tenants. Any fines or action taken will be for the Member's account.

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