

IRENE COURT BODY CORPORATE
RULES FOR THE CONTROL AND MANAGEMENT OF IRENE COURT, STRAND

The Body Corporate of Irene Court is composed of trustees annually, elected by the owners at the Annual General Meeting. Their functions are the control and management of the apartment complex. For their assistance in this, the trustees have elected the following people: -

Mr Hattingh
Mr Strauss
Mrs Stamrood
Mrs JM Theron

1. ADMINISTRATIVE OFFICER – whos responsibilities are as follows: -

- 1.1 Financial planning, budget and controls
- 1.2 Recovery of levies
- 1.3 Insurance
- 1.4 Payment of all accounts
- 1.5 General administrative tasks
- 1.6 Appointment and dismissal of workers

2. RESPONSIBILITIES / DUTIES OF OWNERS: Owners will at all times ensure that: -

- 2.1 His / her unit is not used or allowed to be used in such a way that may cause other people harm or any misconduct of any kind whatsoever or cause the reputation of the complex to be prejudiced, or become overcrowded. No more than 4 persons per 2 bedroom or 6 people per 3 bedroom may reside.
 - 2.1.1 Business activities "Business Activities" in this context defined as "any business or industry that will lead to unauthorized members of the public to the complex will be allowed" residents who will like to conduct their own t business activity in the complex must apply in writing to the Body Corporate for approval. All work that is conducted inside or outside of apartments must only happen on Monday to Friday between 08h00 and 17h00.
 - 2.2.1 No notice / information boards, container, plants, climbing plants, shrubs, trees, grass, flowers or any decorative / functional objects or buildings may be removed or damaged.
- 2.3 Owners and tenants must ensure that their children or visitors' children may under any circumstances, use bicycles, roller, or roller blades or skateboards on the general use area riding. Children should not play with the security gate.

Parking Due to lack of space, no resident or visitor is allowed on the park grounds. There are residents who have garages. It is expected that when you enter the site, your car is immediately parked in the parking garage. Washing of vehicles is restricted to residents with garages. Their vehicles may be washed in front of their garages. The vehicle must then be immediately driven back into the garage.

- 2.3.1 When residents use common area, (parents, children) use them at their own risk and no claim can be made against any other citizen or legal entity. All children under the age of 14 (fourteen) years must at all times be accompanied by an adult, when on the common area. An adult means 21years (twenty one years or older).

- 2.6 Wasgoed mag nie by die voordeure gesit; op balkonne gehang word waar dit sigbaar is van buite- af nie. Geen wasgoed, skoene of huishoudelike artikels in vensterbanke nie. Gebruik sover moontlik wasgoedlyne in agterplaas.
- 2.7 Af- of uitgooi van enige artikels bv. Sigaretstompies, skille / stronke, papiere, bottels, blikke ens. by enige vensters is STRENG verbode.
- 2.7.1 Inwoners moet toesien dat openbare area, insluitend trappe ten alle tye netjies is. Geen fietse, speelgoed of artikels van watter aard ook al sal in die twee portale toegelaat word nie. U mag met die goedkeuring van u area se inwoners 'n potplant neersit en netjies hou.
- 2.7.2 Die interkom stelsel is daar vir ons gerief, leer die kinders en die huishulpe, hoe om dit te gebruik. Moenie wanneer u wil uitgaan, die hek laat oopgaan, terwyl u nog in die woonstel is en dan vyf tot tien minute later by die hek opdaag nie. Teen daardie tyd kan iemand u al klaar in die tuin inwag of in die gebou verdwyn het.
- 2.7.3 Kantgordyne: Om 'n goeie beeld te skep, wil ons 'n beroep op u doen om hoofsaaklik van wit of room kleurige kantgordyne gebruik te maak.
- 2.7.4 Daar mag nie op die balkonne of enige ander plek op die terrein met hout of houtskool vuur gemaak word nie. U kan wel van 'n gasdraai of 'n elektriese braai gebruik maak.
- 2.8 Die administratiewe beampte, van volle besonderhede van die okkupeerder voorsien indien sy/haar eenhede verhuur word en toesien dat huurders/inwoners vertrouwd is met die huisreëls en dit nakom. Eienaars sal aanspreeklik gehou word vir oortredings deur huurders/inwoners en moet self toesien dat hy/sy teen enige eise gevrywaar is in hierdie verband.
- 2.9 Geen strukturele verandering van watter aard ook al mag aan 'n eenheid aangebring word sonder die goedkeuring van die Munisipaliteit en beheerliggaam nie.
- 2.10 Alle heffings, fooie en of bydraes betaalbaar aan die Regspersoon moet stiptelik maandeliks vooruit betaal word aan die administratiewe beampte voor die 7de van elke maand, by gebreke waarvan 'n boete van 2% per maand op alle uitstaande bedrae hef sal word.
- 2.11 Enige klagtes deur enige inwoner kan skriftelik aan die voorsitter voorgelê word en sal konfidensieel behandel word.

Bogenoemde reëls is neergelê tot u eie voordeel en om te verseker dat almal se verblyf aangenaam sal wees. Ons versoek u dus vriendelik dat dit nagekom word waarvoor ons u by voorbaat dank.

IRENE COURT BODY CORPORATE
RULES FOR THE CONTROL AND MANAGEMENT OF IRENE COURT

Trustees who are elected by the owners at the annual general meeting represent the Body Corporate of Irene Court and their functions are the control and management of the building complex. To assist the trustees, the following persons are appointed: -

1. ADMINISTRATIVE OFFICER – whose duties are: -

- 1.1 Financial planning, budgeting and control
- 1.2 Collection of levies
- 1.3 Insurance
- 1.4 Payment of accounts
- 1.5 General administrative matters
- 1.6 Appointment and dismissal of workers

2. RESPONSIBILITIES/DUTIES OF OWNERS: -

Owners shall at all times ensure that: -

- 2.1 His/her unit is not used or is allowed to be used in such a manner that it disturbs the occupants or that any misconduct of whatever nature take place, which may damage the reputation of the complex; only 4 persons are permitted per 2 bedroom unit or 6 persons per 3 bedroom unit;
 - 2.1.1 The complete or partial use of a unit for business purposes is not permitted; “Business Purposes” in this instance is defined as: “any business or trade that will be the cause of unauthorized members of the public to enter the complex; If any member wants to use his/her unit for business purposes they must get a written consent from the body corporate so that permission could be granted.
- 2.2 No plants, climbers, shrubs, trees, grass or flowers in and around the building are removed or damaged;
- 2.3 Owners/tenants shall restrain their children or their visitors’ children from using areas reserved for general utilisation for bicycle riding, roller-skating and skating boards. This rule is also applicable in parking areas and any other of the common property. Children are not allowed to play with the security gate or on the common property.

Parking: Due to the lack of space, no one will be permitted to park his or her vehicles on common property. It is expected of the owners/tenants, to park their vehicles in their garages immediately when they enter the complex. Should any owner/tenant not adhere to this rule, their vehicles will be removed and they will be liable for the costs.

Washing of vehicles: Residents who has the use of a garage may wash their vehicles in front of the garage, but when they are finished the vehicle must be parked in the garage again.

- 2.3.1 Tenants will make use of the common property at their own risk. Neither resident, nor the Body Corporate will be liable for injuries sustained on common property.

- 2.4 No pets will be allowed.
- 2.5 Television sets; radios or musical instruments shall not be used in a manner, which may bother the other occupants;
- 2.6 Refuse bags must be closed properly before being placed in the refuse bins. Cardboard boxes must be folded and placed next to the refuse bins;
- 2.7 Washing may not be placed at the front door or be placed that it is obtrusive from outside. Windows must not be used for the drying of washing. No ornaments, shoes etc may be placed on the windowsills. Please make use of the washing lines in the backyard;
- 2.8 Articles such as cigarette stubs, peels, cobs, paper, bottles, tins etc. are not discarded from windows. This is **STRICTLY** prohibited;
- 2.8.1 Residents must see to it that the common areas and the staircases are clean at all times. No bicycles, toys or any other articles are allowed in the lobbies. You may, with approval of the residents, place a pot plant in the lobby an only if you keep it neat a tidy;
- 2.8.2 The intercom system it there for your benefit, teach the children and domestic servants how to use it. Do not open the gate from inside your unit when you want to leave for this is a security risk. The time laps will give some one else a chance to get in to the complex without you noticing them.
- 2.8.3 Curtain lays: Only beige or white curtain lays are allowed in front of the windows.
- 2.8.4 No fires are allowed on the balconies or on any part of the common property, residents may use electric or gas barbeques.
- 2.9 The administrative officer shall be provided with comprehensive details of occupants in the event of them being a tenant and the owner shall ensure that such tenants/occupants are conversant with the household rules and will respect these rules. Owners shall be held responsible for any breach of rules by tenants/occupants and shall ensure that he/she is indemnified against any claims in this regard;
- 2.10 No structural change of whatever nature shall be made to a unit without written approval of the Municipality or the Body Corporate.
- 2.11 All levies, fees or contributions payable to the body corporate shall be paid strictly monthly in advance to the administrative officer before the 7th of each month, failing which a penalty of 2% per month shall be levied on any outstanding amounts;
- 2.12 Anyone with any problems can put their complaints or recommendations in writing to the Chairman or the managing agent.

The above rules have been created for you own benefit and to ensure that everyone's stay at the complex will be enjoyable. We respectfully request you to obey these rules for which, in anticipation, we thank you.