

WHALE ROCK HEIGHTS HOMEOWNERS' ASSOCIATION

CONDUCT RULES

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CONDUCT RULES

WHALE ROCK HEIGHTS HOMEOWNERS' ASSOCIATION REGISTERED AS THE "PLETTENBERG HEIGHTS" HOMEOWNERS' ASSOCIATION

1. INTRODUCTION

- 1.1 The main objective of the development of Whale Rock Heights is to provide a high quality lifestyle for residents, and the purpose of these Rules is to maintain and protect this lifestyle.
- 1.2 The Conduct Rules have been established in terms of the Constitution of the Whale Rock Heights Homeowners Association created under section 29 of the Land Use Ordinance, 15/1985. They are binding on all occupants of the Estate, as is any decision taken by the Trustees in the interpretation of these Rules.
- 1.3 The registered Members of the Association are responsible for ensuring members of their families, tenants, visitors and their employees abide by these Rules.
- 1.4 Harmonious community living is achieved when residents use and enjoy their private property as well as the common areas and amenities of the Estate, whilst being generally considerate to all occupants of the Estate.
- 1.5 The Whale Rock Heights Homeowners' Association reserves the right to control access to the Estate.
- 1.6 The Managing Agent as the appointed representative of the Trustees has the authority of the Trustees in applying these Rules, except as specifically noted to the contrary.
- 1.7 Important telephone numbers and addresses:

- Managing Agent: Plett Property Management, Gibb Street,
Plettenberg Bay - 044 533 2700

Contact: Lizelle Engelbrecht

Email lizelle@seavalley.co.za

- Estate Manager: Chris Coetzee – 079 271 6088
Email accs.consult@gmail.com

- Security Service Provider: Plett Security - 044 533 6740
- Security Centre at the gatehouse: 044 533 1845; 071 053 3719
- Crime Prevention Association. (PBCPA): 082 251 8134
- SA Police Service: 044 501 1900 /1907 /1908
- Fire/Rescue Emergencies: 044 533 5000
- Sea Rescue: 055 533 2744 / 082 990 5975
- Bitou Municipality, Sewell Street, Plettenberg Bay:
Tel. 044 501 3000

2. INTERPRETATION

2.1 In these Rules unless inconsistent with or otherwise indicated by the context:-

- 2.1.1 “**Association**” means the Whale Rock Heights Homeowners’ Association established in accordance with section 29 of the Cape Land Use Ordinance, 1985 (Ordinance No. 15 of 1985), as amended from time to time.
- 2.1.2 “**Constitution**” means the Constitution of the Whale Rock Heights Homeowners’ Association.
- 2.1.3 “**Estate**” means the Whale Rock Heights Private Estate as defined in the Constitution.
- 2.1.4 “**Open Space**” means the Common Property in the Estate as defined in the Constitution.
- 2.1.5 “**Member**” means a Member of the Association as defined in the Constitution.
- 2.1.6 “**Tenant**” means a person or persons occupying a property in the Estate as a lessee or in terms of any use agreement of whatsoever nature with a Member.
- 2.1.7 “**Rules**” means the Rules as contained in this document.
- 2.1.8 “**Trustees**” means the Trustees of the Association as defined in the Constitution.
- 2.1.9 “**Visitor**” means the invitee of a Member or Tenant.

- 2.2 Words and phrases in these Rules will bear the corresponding meaning to that ascribed thereto in the Constitution.
- 2.3 The clause headings in these Rules have been inserted for convenience only and shall not be taken into account in its interpretation.
- 2.4 Words and phrases referring to a natural person also denote a juristic person, and visa versa.
- 2.5 Expressions in the singular also denote the plural and visa versa.

3. USING THE STREETS

- 3.1 The general speed limit in the Estate is 30 km/h.
- 3.2 Motorists must drive with caution. No person shall drive or ride any vehicle within the Estate in such a manner that would constitute an offence under any traffic ordinance.
- 3.3 Only licensed vehicles, motor cycles and licensed drivers/riders that qualify as such in accordance with the National Road Traffic Act 1996 are permitted to drive in the Estate. Except for purposes of arrival and departure or visiting other residents, motorbikes, petrol driven scooters or motor vehicles may not drive around the Estate at any other time.
- 3.4 Vehicles may not be driven anywhere except on the streets of the Estate.
- 3.5 All vehicles shall be in a good and roadworthy condition. Without limiting the generality of the foregoing, vehicles emitting excessive noise and/or smoke are prohibited. Motorcycles and quad bikes must be vehicles with the necessary silencing and with low emissions according to the Road Traffic Act 1966.
- 3.6 Parking on sidewalks and on Open Space and in the street opposite traffic islands is prohibited.

4. GOOD NEIGHBOURLINESS

- 4.1 No business activity or hobby, which causes aggravation or nuisance to fellow residents, may be conducted. Auctions and jumble sales are prohibited except where the Trustees have approved of such in writing.
- 4.2 The volume of music or electronic instruments, partying and the activities of employees should be kept at a generally acceptable level. Music should not be played outside, or on patios, after midnight.

- 4.3 Mechanical maintenance and the use of power-saws, lawn mowers and the like (electric mowers are preferred), should only be undertaken between the following hours: **Monday to Friday (except public holidays) 08.00 – 17.00 and on Saturday from 09:00 to 12:00.**
- 4.4 Washing may only be hung in a washing yard that meets with the requirements of the Design Guidelines and Rules **and, whether indoors or outside, should preferably not be exposed to neighbours and the street view.**
- 4.5 All refuse must be placed in wheelie bins. Black bins must be provided for household refuse, and green bins for recyclable material. Bins should not be placed on the sidewalk except on day of collection.
- 4.6 No advertisements or publicity material may be exhibited or distributed without the consent of the Trustees.

5. ENSURING A PLEASING STREETScape

- 5.1 The collective pride of our Estate depends to a great extent on all Members contributing towards the creation and maintenance of a neat and pleasing streetscape.
- 5.2 Every Member has a responsibility to the Estate community and must maintain the area between the road curb and the boundary of his/her property.
- 5.3 Residents are responsible for maintaining trees, plants and shrubs planted on their sidewalks.
- 5.4 Caravans, trailers and boats may not be permanently parked, for more than one week at a time, in view of the street and neighbouring properties, except with the written permission of the Trustees. The Trustees will, in considering applications for such parking take account of the aesthetics of the Estate, and will favour situations where the caravan, boat or trailer is parked under an approved structure constructed within the building lines of the property.
- 5.5 Wendy houses, tool sheds, dog kennels, gas bottles and similar accessories must be sited out of view of the street and screened from neighbouring properties.
- 5.6 No refuse, building material or building rubble may be dumped, placed or stored on the sidewalks or on vacant stands.

- 5.7 No trees, plants or sidewalk lawn may be removed from sidewalks without permission of the Association. Planting should not interfere with pedestrian traffic or obscure the vision of motorists.
- 5.8 Gardens must be kept neat and tidy at all times.

6. BUILDING AND MAINTENANCE OF BUILDINGS

- 6.1 The provisions of the Constitution and Architectural Guidelines and Building Regulations relating to the construction of buildings and structures in the Estate shall be strictly complied with.
- 6.2 No building or structure may be erected, altered or added to in the Estate unless the plan submission and requirements as per the Architectural Guidelines and Building Regulations have been met and the plans, specifications and construction thereof comply with the Architectural Guidelines and Building Regulations.
- 6.3 The Trustees, assisted by the Estate Architect, may approve applications for a waiver of a minor nature from the Architectural Guidelines and Building Regulations, whereas those considered by the Trustees to be of a major nature must be referred to a General Meeting of the Association.
- 6.4 If the Architectural Guidelines and Building Regulations are vague and/or incomplete in any respect and/or if any dispute arises with regard to the interpretation of the Architectural Guidelines, the matter shall be determined by the Trustees after consultation with the Estate Architect and, where appropriate in the opinion of the Trustees, such other Architect as may be nominated by them. A determination by the Trustees will be final and binding.
- 6.5 Members shall be obliged to maintain the buildings, structures, **boundary walls** and accessories erected or placed on their properties to the satisfaction of the Association as determined by the Trustees, where appropriate in the opinion of the Trustees, after they have consulted the Estate Architect. A determination by the Trustees will be final and binding.
- 6.6 The position, size and location of aerials and/or satellite dishes must take into account the effect on the view from neighbouring properties. No ham radio aerials are permitted.

7. ENVIRONMENTAL MANAGEMENT

- 7.1 Swimming pool water may not be emptied onto parks, but must be channelled into the storm water system.

7.2 Vacant erven must be regularly tidied and cleared of alien vegetation to the satisfaction of the Association.

7.3 It is prohibited to fish, to release any fish into, to swim, or to allow dogs to swim or play in the pond on the Estate. The fish (Koi) in the pond are fed under supervision of the Estate Manager. Feeding and interference in any way with the wildlife and birdlife within the Estate is strictly prohibited.

8. SECURITY

8.1 All Members, Tenants, Visitors and all other persons entering the Estate are required to adhere to access control procedures.

8.2 Security personnel must be treated with co-operation and courtesy.

8.3 All Members and Tenants must provide the Association, via the Managing Agent, with the names of their domestic workers, gardeners, garden contractors, service providers and any general contractors and, if possible, frequency of their visits. Failure to comply with this rule may lead to the security guards not allowing these persons entry to the Estate when the Member or Tenant is not in residence or at home.

8.4 Owners must apply to the Estate Manager for vehicle tokens to admit entrance to the Estate for their own vehicles and those of tenants and short term visitors. These tokens must be displayed on their vehicles at all times when entering the Estate.

8.5 All vehicle registration numbers of Visitors and the property to be visited will be recorded at the entrance to the Estate.

8.6 Visitors without tokens will be granted access to the Estate only after telephonic confirmation has been obtained from the Member or Tenant to be visited.

8.7 Members and Tenants remain responsible for the conduct of Visitors and persons entering the Estate at their invitation or request. An express condition of admittance to the Estate is that should a Visitor, domestic worker, gardener, garden contractors, service providers and any general contractor be found to be in contravention of the Rules of the Estate, the Trustees may refuse access to such person should they be of opinion that the contravention of the Rules by such person compromises or endangers the security of the Estate.

- 8.8 All attempts at burglary or instances of fence jumping must be reported to the Security Service Provider.
- 8.9 Should residents purchase burglar alarms linked to a monitoring system, they are requested to advise the monitoring service to contact the Security Service Provider in the event that the alarm is activated.

9. LETTING, RESELLING AND USE OF PROPERTY FOR PROPERTY

- 9.1 A clearance certificate must be obtained from the Association prior to any transfer of ownership. The clearance certificate will only be issued to a Member who has paid all monies due to the Association or has secured their debt to the Association to the satisfaction of the Trustees, and who is not in breach of any Rules of the Association or owing any unpaid fines.
- 9.2 Members may only let their property if they are in good standing with the Association. No member who is in arrears with the payment of any of his or her levies in terms of Rule 11 or in breach of any of the Rules of the Association may let his or her property.
- 9.3 The Association imposes certain rules to be followed by Members marketing their properties for sale or rent through estate agents. In order to ensure that the Rules of Whale Rock Heights are made known to all tenants and buyers, the following rules relating to the selling or letting of property apply:
 - 9.3.1 Members who let their property, must inform and provide copies of the lease agreements to both the Managing Agent and the Estate Manager together with the name, telephone and e-mail contact details of the tenant and the amount of rental to be paid. This applies to both holiday and long- term rentals. It also applies if the property is occupied by family, friends or visitors. Members are reminded that in terms of Architectural Rule 2, the maximum occupancy that is allowed in the Estate is 2 persons per bedroom.
 - 9.3.2 Members or their estate agents must ensure that the buyer/tenant is informed about and receives a copy of these Rules and where the property is sold, the Constitution and the Architectural Guidelines and Rules.

9.3.3 Members or their estate agents must accompany a prospective tenant/buyer to view property in the Estate. No “For Sale” or “To Let” signs may be erected within the Estate.

9.3.4 “For Sale” and “Showday” signs erected at the entrance to the Estate must comply with the relevant Provincial and/or Municipal regulations and by-laws.

9.4 Members selling or letting their property must ensure that the sale/lease agreement contains the following clauses:

9.4.1 That the purchaser acknowledges that he or she, upon registration of transfer of ownership, becomes a Member of the Association and as such will be bound to the Constitution, these Conduct Rules and the Architectural Guidelines and Building Regulations.

9.4.2 Upon occupation of the premises, the Tenant acknowledges he or she and their family, visitors and employees will comply with all rules of Association.

9.4.3 That compliance with these Rules by a Tenant is an essential term of the lease, failing which the lease agreement may be cancelled.

9.4.4 Where a Tenant persists in failing to comply with these Rules despite written demand by the Managing Agent the Member must, when so directed by the Trustees, take such steps as may be necessary or required in law to cancel the lease agreement and ensure that the Tenant is evicted from the Estate.

9.5 Properties in Whale Rock Heights are intended as residential properties. No Member of the Association may conduct a business or commercial enterprise on their property without prior written permission being obtained from the Association, and then only on such terms and conditions that the Association may specify.

9.5.1 Members and Members making use of Estate agents or online booking services to let their property shall ensure that all lease periods exceed a minimum of 14 consecutive days.

10. PETS

10.1 The local authority by-laws relating to pets apply in the Estate.

- 10.2 No more than two dogs and two cats allowed per household are allowed without written permission from the Trustees.
- 10.3 Every dog kept in the Estate must wear a collar with a tag indicating the name and telephone number of its owner.
- 10.4 Dogs must be fenced in and must be on a leash when on Open Space in the Estate.
- 10.5 Stray dogs and cats found in the Estate without identification tags may be caught and handed to the Plett Animal Welfare Service.
- 10.6 Tenants and Visitors will not be allowed to keep animals in the Estate without written permission from the Trustees.
- 10.7 Should any excrement be deposited by a pet on any area of the Open Space, the immediate removal thereof is the sole responsibility of the owner of the pet.
- 10.8 The owners of pets kept in the Estate must strictly control them and not allow the persistent barking of dogs, caterwauling of cats or any other disturbance by pets including allowing pets to pose a threat or danger to people, especially small children.
- 10.9 The Association reserves the right, through the Trustees, to require a pet to be removed from the Estate should it become a nuisance within the Estate.

11. LEVY ACCOUNTS

- 11.1 All monthly levies are due and payable in advance by the 7th day of each month. All annual or special levies are due and payable on the date determined by the Trustees. All fines, penalties and cost due to the Association by a Member will be debited to the levy account of the Member at the end of the month wherein it was imposed or paid by the Association as the case may be.
- 11.2 Interest as determined by the Trustees in accordance with the Constitution from time to time will be raised on all overdue accounts.
- 11.3 Any account 30 days overdue will be handed over for legal process and all costs incurred will be for the account of the Owner.

12. COMMUNICATION

All correspondence to be submitted in English at all times. Any complaints and communication for the Trustees must be in writing and be submitted through the Managing Agent.

13. INTERPRETATION AND ENFORCEMENT OF RULES

- 13.1 This Rule 13 must be read together with clause 21 of the Constitution. The Trustees shall be entitled to in their discretion either deal with complaints received from a Member in terms of this Rule or direct that a matter must be dealt with in accordance with clause 21 of the Constitution. Whenever the Trustees deal with a complaint in terms of this rule the Trustees shall do so by interpreting and applying the rules in respect of the subject matter of the complaint.
- 13.2 The Association through the Managing Agent and the Trustees shall investigate (in such manner as they deems fit) written complaints received from Members relating to the behaviour and/or conduct of other Members, Tenants, Visitors or persons on or about the Estate.
- 13.3 Members, Tenants and other persons involved in a dispute that is dealt with in terms of these Rules, including where a penalty is imposed, do not have the right to be heard in person by the Managing Agent or Trustees but do have the right to make written representation to them on the matter.
- 13.4 Any interpretation of these Rules by the Trustees, including an interpretation that a matter should not be dealt with by the Association in terms of these Rules will, subject to clause 21 of the Constitution, be final and binding on the parties.
- 13.5 The Association shall be entitled on its own initiative to, through the Managing Agent and the Trustees, investigate the contravention of or failure to act in accordance with these Rules by any person or persons and to take such action as it may deem fit, whether or not complaints have been received.
- 13.6 If any person contravenes or fails to comply with any of these Rules or a determination or directive in terms or interpretation thereof by the Trustees or has in the past done so and has failed to rectify or remedy such failure, the Trustees shall be entitled to impose a suitable penalty on the person concerned. If the person concerned is a Tenant, Visitor, other invitee or building contractor of the Member concerned, then such Member will be liable for payment of such fine. Any fine imposed on a Member and/or the Member's Tenant, Visitor, Building Contractor or other invitee of the

Member shall be deemed to be a debt due and payable by the Member concerned to the Association forthwith on demand.

- 13.7 The penalty which may be imposed by the Trustees shall be a fine of not less than R1 000.00 (One Thousand Rand) and not more than two times the annual levy.
- 13.8 The provisions of this Rule are without prejudice to other rights that the Association may have in terms of the Constitution, the Design Guidelines, the Building Regulations or at law.
- 13.9 For purposes of the enforcement of any of these Rules, the Trustees may in their discretion:
- 13.9.1 In addition or in alternate to imposing a fine, take or cause to be taken such steps as they may deem necessary to remedy the breach of the Rule of which the Member may be guilty, and debit the cost of so doing to the Member concerned, which amount shall be deemed to be a debt owing by the Member concerned to the Association.
- 13.9.2 Institute such other action provided for in clause 21 of the Constitution as they may deem fit. In any legal proceedings instituted by the Association against a member the Association will be entitled to its legal costs in such proceedings on an attorney client scale.
- 13.10 In the event of any Member disputing the fact that such Member has committed a contravention of any of these Rules and/or is liable to pay a fine imposed in term thereof, the Chairperson of the Trustees shall appoint a committee consisting of two Trustees and, should this be necessary in the discretion of the Chairperson, one or more subject expert to adjudicate upon the issue at such time and in such manner and according to such procedure as the Chairman may direct.

Any decision of the appointed committee will be final and binding.

14. AMENDMENT OF RULES

- 14.1 The Trustees may amend or add to the Conduct Rules from time to time, as they may deem appropriate.