

# ELSMA REZ HOUSE RULES

These rules are an adjunct to the Elsma Rez Lease Agreement and apply to all residents of the Complex. Breach of these rules can result in fines levied to the tenants of the various units.

## 1. GENERAL APPEARANCE OF THE COMPLEX

- 1.1 No air-conditioning, aerial or other apparatus, paint or other treatment or structural changes visible from the outside, may be installed to any part of the common property without written authority from the management.
- 1.2 No balcony or parking area may be utilized as a general storage area.
- 1.3 Littering is forbidden. No cigarette butts or other articles may be thrown from balconies or out of windows on to the common area
- 1.4 All garbage must be deposited in plastic bags and be placed in the garbage bins provided at the designated area.
- 1.5 Gardens are out of bounds. No plants are to be removed.
- 1.6 Washing lines may not be erected on balconies. Washing may be hung out to dry on clothes-horses no higher than the front walls of the balconies.
- 1.7 No item other than a doormat is permitted in the staircase.
- 1.8 No substance other than rain water may be allowed to drain from a balcony on the 2<sup>nd</sup> levels of the complex as they spill onto the balconies of units below.
- 1.9 No person is allowed to throw any item from their balcony on to the common property or other unit balconies.

## 2. SAFETY AND SECURITY

- 2.1 Hose reels and fire extinguishers are for use in a fire emergency only. The abuse of firefighting equipment will result in a fine.
- 2.2 Flammable or dangerous materials/articles may not be stored on any balconies or common property.
- 2.3 Residents must abide to the usage rules posted around the complex.
- 2.4 Drivers must wait for the entrance/exit gate to close behind them before driving away to ensure that no unauthorized persons enter the complex.\*
- 2.5 Residents who risk the security of the complex will be held responsible for the breach and also for any loss or damage resulting from such breach.
- 2.6 Residents are not permitted to give access to persons who will not be visiting their unit or to persons unknown to them.

## 3. VEHICLES AND PARKING

- 3.1 Parking bays are reserved for tenants who request and they are at a cost. Residents should pay attention to park their cars on the designated parking bay only. Culprits will be penalized. .
- 3.2 Visitors must not park their cars inside the premises.
- 3.3 Any abandoned vehicle on the common areas may be removed by management. Towing charges are for the expense and risk of the owner.
- 3.4 Residents with cars must ensure that their vehicles do not drip fluid on to or deface the common area in any way.
- 3.5 Running repairs may not be affected on the premises. Due to the effect of chemicals engines may not be washed on the premises.
- 3.6 A maximum speed limit of 20kms per hour must be observed in the complex

#### **4. BARBECUE/BRAAI FIRES**

Braaing is not permitted on balconies or on common areas.

#### **5 CHILDREN**

5.1 Residents are responsible for the behaviour of the children of their visitors. Cost and repairs associated with damage caused by children will be on the account of their parents.

5.2 Children may not cause inconvenience or disturbance to other residents. Children may not play at or with the entrance gates, the fencing, or around the premises.

#### **6 PETS**

Pets are not allowed in the complex.

#### **7 CONTRACTORS/SUPPLIERS/DOMESTIC SERVANTS**

7.1 Service providers are not permitted to create a disturbance, carry on noisy conversations or loiter to the distraction of residents.

7.2 Residents will be held responsible for any loss /damage/action caused by service providers to whom they have given access.

#### **8. BUSINESS ACTIVITIES**

8.1 No trade, profession or business activity may be practiced in a unit or on the common area if

It is a source of disturbance to the other residents.

8.2 No auctions, jumble sales or garage sales are permitted in the complex.

8.3 No advertising or publicity material may be displayed on the common property. No person practicing door- to-door commercial activities may be allowed free access to the complex.

8.4 Residents have a right to freedom from disturbance.

#### **9. PROLONGED ABSENCE OF RESIDENT**

Residents who absent themselves from their units for a long time must ensure that the Managing Agent has the contact information of the person who has a key to their unit. In case of emergency in the absence of a resident and where circumstances dictate, the use of emergency contractors by the Managing Agent will be at the cost of the resident.

#### **10. PEACE AND QUIET**

10.1 Residents and their guests are required to maintain quietness between the hours of 14.00 to 17h00 on Sundays as well as between 22h.00 and 6h.00 daily. Power tools and other noisy equipment may not be operated during these times.

10.2 No vehicle hooting is allowed, except in an emergency.

10.3 Radios, music centers, televisions and house and vehicle alarms must be used in such a way as not to disturb other residents.

10.4 No hobbies or other activities should be carried out in the common area if they are a disturbance to other residents.

## **11. COHABITATION**

Tenants are not allowed to stay with other individuals who are not renting the premises for any period longer than 3 days. The tenant caught cohabiting will be fined and if done on three instances will have his/her lease cancelled.

## 12. LOST KEYS

Pay a charge of R 300 for replacement of lost key or keys not returned to the landlord.

## 13. HOUSE CARE

### 13.1 WATER/BATHROOM USAGE

- No excessive use of water on any type of floor as water spillage cause water damage on the kicking boards of kitchen units or cupboards.
- Ensure that taps are tightly locked after use. Tenants will be fined if taps in their flats are found running. Also report immediately if the taps do not shut properly so that it could be repaired timeously to prevent loss of water.
- Water spillage around basins, sinks edges of bath to be wiped up as well as any signs of moisture as this causes water damage and mould if left.
- **To prevent mould:** Treat mould with bleach (Jik) as soon as it appears. Adequate ventilation in bathrooms and bedrooms should be ensured by keeping all interior doors open, blinds and curtains to be opened to allow light and ventilations into premises to prevent moisture build up.
- Use extractor fans when showering and leave shower door and bathroom door open after use.
- Check frequently for leaks under basin or sinks and report immediately to prevent water damage to cupboards.

### 13.2 REFUSE

- Refuse should be disposed in the correct manner. As follows: - Always wrap up your refuse carefully in a plastic bag
  - Knot bag tightly before dropping in the big Municipal bin at the designated place (at the far end of the complex – by the stairs).
  - Ensure liquids in the bags is drained
- Refuse should be disposed **every day**. Do not leave refuse overnight in the kitchen or lying on the passage in front of the apartments as this causes the breeding of Rodents, cockroaches and other pests. Culprits will be fined.
- No dumping on the grounds.
- Close lid of bins.
- Flatten cardboards boxes before dropping in the bins.

### 13.3 STOVE

- Remember to put off stove after each cooking, over heating of stove plates destroys them sooner. Any damaged stove plates will be the responsibility of the tenants.

### 13.4 KITCHEN SINK

- Blockage of kitchen drains can be avoided if a sink sieve is used as it catches any food particles or dirt in the sink
- Clear plates/pots of food particles before placing in the sink for washing.

### **13.5 FOOD STORAGE**

- Food should not be stored in the wardrobes in the room. Please leave all food items in the kitchen there are more than enough cupboards to keep your food. You should buy canisters to store dry (non-perishables) and perishable should be put in the fridge(s).

### **14 PEDESTRIAN GATES**

Ensure that the gate is closed when you go pass in or out or when you let through your visitors. It for your safety as leaving the gate unlocked leaves the premises vulnerable to intruders.

### **15. LAUNDRY**

- There is a Laundette where your washing could be done with a drying machine but if you do not wish to use the machine you are advised to get a collapsible clothe rack on which you can hang up your washed items.
- You are not allowed to erect a washing line in the premises. MH05/6/1 should take note.