

RUSLYNN BODY CORPORATE POLICY DOCUMENT

The content of this document simply explains the House Rules of the building and replaces and updates the existing ones.

The Buzzer System

The buzzer system will be closed from 22:00 each evening and will not be open until 07:00 the following morning except in emergencies.

No visitors will be allowed after 21:30 for tenants

Complains and Queries for Body Corporate

The above should be lodged in writing and handed in at the Administrative Office in the foyer of the building. They must be addressed to the Chairperson and Committee and must bear the name and flat number of the person, or preferably posted in the Body Corporate box situated at the foyer.

Consumption of Alcohol/Drugs/Dagga(Right of Admission Reserved)

The consumption of alcohol, drugs and dagga are not permitted in the foyer, corridors and common property. Visitors to the building who are intoxicated and displaying unruly behavior will not be allowed to enter the building, also if they cause any problems to our security or staff. If this rule is disobeyed a fine of R300 will be issued.

Illegal Parking and Parking Bays

The parking area is common property and cars parked illegally will be clamped down. Parking bays if let, preference should be given to owners staying in the building and followed by tenants. All persons using parking within the building must be in possession of a key/gate remote. Security personnel will not be opening and closing gates for residents.

Washing of Cars

This may be done once a week and hosepipes are not to be used under any circumstances. A fine of R300 will be imposed should this not be followed.

Levies for Owners

Levies are payable by the 1st of each month in advance. Interest will be charged on levies not paid by the 7th of the month. Once the outstanding levy balance reaches R400 by the 7th and is not paid, restrictions will be placed on facilities provided by The Body Corporate and the Managing Agent will hand over the account to the attorneys. Please also be advised if a letter stating arrears is sent out to the person owing, it will attract an admin fee. The facilities that will be restricted are:- no use of washing line and no visitors would be allowed for defaulters until some attempt is made to meet their obligations.

Loitering at the Entrance and Foyer

The entrance should be kept clear at all times for emergencies. Residents and their visitors should refrain from sitting on the stairs or congregating at the entrance to the building or the pavement.

Loud Music

Loud music will not be tolerated. Music must be audible within ones unit only and not for the whole floor to hear. Please report such behavior to security.

Moving In and Out of the Building

Residents moving in or out of the building must inform the Administrative Office a few days in advance in order to book the lift at a cost of R100. Moving times: NO EXCEPTIONS!!!!

MONDAY – FRIDAY: 08:00 - 17:00

SATURDAY: 08:00 – 13:00

SUNDAYS AND PUBLIC HOLIDAYS: NOT AT ALL UNLESS THEY FALL ON THE 1ST OF THE MONTH.

Tenants

All prospective tenants must fill in the application form for tenancy and will then be interviewed by the Chairperson and committee if available. The final decision for acceptance to occupy premises will be taken after a thorough check has been made on their credentials and background.

Overcrowding

The maximum number of occupants per flat is as follows:-

BACHELOR: 2 OCCUPANTS

ONE BEDROOM: 3 OCCUPANTS

TWO BEDROOMS: 5 OCCUPANTS

PENTHOUSE: 6 OCCUPANTS

Overcrowding of flats will not be tolerated. An application form must be completed for additional overnight guests 48 hours prior to the arrival of guest and if approved, a payment of R100 per person per night must be made when the guest/s arrive. Any unauthorized overnight guests discovered, R150 fee per person per night is payable immediately and security involved a R100 fine.

Visitors

All visitors must sign visitors register book on arrival and departure. This is a security measure which will prevent visitors from wondering around the building unattended and also knocking on doors. Only 30 visitors per flat per month are allowed. Also remember bad mannered or intoxicated guests will be barred from entering the building.

Lifts, Children and Residents

Children under the age of 12 years are not allowed in the lifts unless accompanied by an adult. Anyone also found vandalizing the lift doors or the interior will prosecuted. Children are also not permitted to play in the corridors, walk bare feet, run up and down the stairs, ride bicycles, scooters, skateboards or rollerblades on the common property as this poses danger. All residents are to be properly dressed, no walking around with pyjamas or swimwear is allowed.

Culling of Animals

Culling of any animals is strictly forbidden on the property as it poses hazard.

Refuse Disposal

Under no circumstances must refuse or objects be thrown from windows or over balconies. A fine will be levied on anyone caught doing so. Refuse for collection outside each flat must be taken before 07:00 each day. After 07:00 refuse must be taken down to the refuse bins situated at the courtyard. We also appeal to owners and tenants to put their litter in plastic bags before they get thrown in the refuse bins downstairs. No refuse is collected on Sunday and public holidays.

Washing Line

Washing lines are available to tenants and owners only provided there are no levies owed. Arrangements have been made with regards to availability or suitable days for parties concerned and a roster can be found at the foyer. Two days per week are allocated to each flat and three wash lines as space is limited. The wash lines are opened from 05:00 each day and washing must be removed by 19:00. **NO SUNDAY WASH LINES AVAILABLE AS THEY ARE ALLOCATED TO STAFF.** The security guard on duty will lock and unlock the wash line area for tenants/owners, also registering their names in the book. Washing may not be hung on balconies or out of windows or any place where it is visible from the street, a fine of R50 will be imposed.

Repairs and Renovations

The committee or chairperson must be notified before all renovations or repairs take place and must be done between these hours:-

MONDAY - FRIDAY: 08:00 - 17:00

SATURDAYS: 08:00 - 13:00

Strictly no repairs/renovations on Sundays and Public holidays. No building rubble, broken tiles, old carpets, old toilet seats/canister and baths are to be left on property. They must be removed by the people carrying out the repairs. The back entrance must be used and the goods lift if necessary.

THE CONTENTS OF THIS DOCUMENT IS SUBJECT TO CHANGE AT ANYTIME AND IS OPEN TO DISCUSSION. WHILST WE MAKE AN EFFORT TO SET OUT HOUSE RULES TO MAINTAIN THE BUILDING AND THE RULES TO BE ADHERE TO, IT IS TO PROTECT YOUR INVESTMENT AT ALL TIMES SO THAT IT REMAINS OF VALUE.

Chairperson and Trustees

Ruslynn Body Corporate

January 2018

