

JULIANA
BODY CORPORATE
SS 157 / 1993

CONDUCT RULES

HOUSE RULES IN TERMS OF SECTION 35(2)(B) OF THE SECTIONAL TITLE ACT OF 1986 AS AMENDED FOR THE CONTROL AND MANAGEMENT OF THE COMPLEX KNOWN AS JULIANA

INDEX

<u>DEFINITION</u>	<u>PAGE</u>
SECTION 1	- Fire Protection
SECTION 2	- Application
SECTION 3	- Motor Vehicles
SECTION 4	- Objectional Noise
SECTION 5	- Children
SECTION 6	- Activities on Common Property
SECTION 7	- Servants
SECTION 8	- Laundry
SECTION 9	- Pets
SECTION 10	- Garden and Plants
SECTION 11	- Sundry Provisions
SECTION 12	- Health Regulations
SECTION 13	- Exterior Alterations
SECTION 14	- Letting
SECTION 15	- Business Activities
SECTION 16	- Keys
SECTION 17	- Levy Contributions
SECTION 18	- Security
SECTION 19	- Enforcement of Rules
SECTION 20	- Service
SECTION 21	- Complaints
SECTION 22	- General
SECTION 23	- Lifts
SECTION 24	- Protection of Building

DEFINITIONS:

Words signifying the singular shall include the plural and vice versa, and words implying one gender shall include the other.

The clause headings have been inserted for reference purposes only and not be taken into account in any interpretation.

“THE SECTIONAL TITLES ACT”

The Sectional Title act of 1986 as amended, as well as all regulations there under.

“THE BODY CORPORATE”

The Body Corporate as contemplated in section 36 of the Sectional Title Act.

“EXCLUSIVE USE AREA”

Those portions of the Common property which are shown on the plans as being intended for the exclusive use of the Owner of that section (constructual alterations included).

“SECTION”, the unit registered.

SECTION 1

FIRE-PROTECTION

- 1.1 Under no circumstances may any residents **tamper** with or have any work done on the **electrical apparatus which serves the common property or units** occupied by others. Any electrical faults detected on the common property must be reported to the Trustees.
- 1.2 Electrical apparatus in units and other household appliances must be checked regularly and maintained by the owner / resident / servant and when necessary, be repaired by a qualified electrician.
- 1.3 **Open Fires**
- These are prohibited in units and common property. Matches and lighters should be handled with care and kept out of reach of children. All inflammable liquids must be kept in a safe place.
- 1.4 **Fire Extinguishers**
- Residents are strongly advised to acquire a fire extinguisher and keep in an easily accessible place in their units. Owners / residents are NOT covered for the contents of their units by the insurance policy taken out on buildings and are, therefore, advised to take out suitable insurance cover.
- 1.5 No fire hoses must be tampered with.
- 1.6 It is strictly prohibited to throw cigarette stubs onto any part of the common property as this might cause a fire.
- 1.7 Charcoal / wood braais are forbidden on balconies.

SECTION 2

APPLICATION

- 2.1 **These rules apply to:**
- All owners
 - Their families
 - Their guests; their tenants or occupiers of their section
 - Their servants
 - Employees or contractors
 - Any other person in their unit or attached common property
- 2.2 It is the responsibility of all owners to acquaint the foregoing with the Rules and ensure compliance therewith to the satisfaction of the Trustees, whose decision shall be final and binding. Owners shall be responsible for any breach of Rules by occupants or persons mentioned in the foregoing paragraph.

SECTION 3

MOTOR VEHICLES

- 3.1 Motor vehicles shall be parked in the allocated parking bay at all times so as to leave maneuvering space for access to neighbouring parking bays.
- 3.2 Owners / Residents shall be responsible for ensuring that their visitors park in the correct place and do not cause any obstruction either in relation to parking bays or otherwise. If insufficient parking is available to comply to the above, vehicles must be parked outside the complex.
- 3.3 Vehicles may not travel at speeds in excess of 10km/h on any portion of the common property and must yield at all corners.
- 3.4 Caravans, boats, trailers and the like may not be parked on the common property.
- 3.5 No commercial vehicles, trucks or tow-away vehicles shall park on the common property except for the purpose of delivering goods to a unit.
- 3.6 It is specifically prohibited to park any vehicle on any lawn area maintained by the Body corporate, including any pavement.
- 3.7 Washing of motor vehicles is only permitted in the residents parking bay. The use of the hoses for the purpose is prohibited.
- 3.8 **Repairs**
 - Major repairs to vehicles may not be carried out on any part of the common property - only minor emergency repairs.
 - Revving of engine is prohibited
 - Hooting is restricted to emergencies
- 3.9 The Trustees shall have the rights to give instructions for illegally parked cars to be towed away at the risk and the cost of the owner or driver of such vehicle.
- 3.10 Trucks over 10 tons will not be allowed in the common property, accept for emergency vehicles.
- 3.11 All mess created by cars e.g. oils spills, is for the owners expense to clean up.
- 3.12 Underground parking

The right of admission to the underground parking area is strictly reserved. It is strictly prohibited to open the electronic gates for any person not having an allocated parking area. The entrance for the vehicle into the underground parking garage and the two exits are to be used for this purpose only. Any person using the entry gate as an exit and anyone using the exit gate as an entry shall be guilty of a contravention of this Rule.

SECTION 4

OBJECTIONAL NOISE

- 4.1 Silence must be maintained between 22h00 (10pm) and 07h00 (7am), such that objectionable noise cannot be heard on the common property or in adjoining units. Silence must be maintained between 21h00 (9pm) and 09h00 (9am) on Saturdays and Sundays.
- 4.2 Radios, TV's and Hi-Fi's and musical instruments shall not be used in such a manner as to disturb other residents.
- 4.3 Objectionable and undue noise of any type is prohibited anywhere on the property at any time, and this includes, but not limited to, hooters, barking dogs, loud radios, screaming, shouting and inebriated behaviour.
- 4.4 No activity of whatsoever nature may be conducted on the common property that will cause disturbance or considered to cause disturbance to other occupants.
- 4.5 No person shall at any stage be allowed to use any machinery for the use in the pursuance of a hobby or activity which is capable of causing a disturbance or undue noise.
- 4.6 It is requested that all functions be held in the courtyard immediately adjacent to your unit. Such functions with permission from Trustees only.
- 4.7 No ball games are permitted in any courtyard.
- 4.8 Due consideration must be given to other residents when considering the number of guests invited to a function.

SECTION 5

CHILDREN

- 5.1 Children are subject to the house rules in the same way as for adults.
- 5.2 Residents must supervise their children and the children of their visitors at all times so that no damages are caused to the common property or to the property of other owners. The children must not become a nuisance to other residents, in particular, children may not interfere with the post boxes, plants decorations, name plates, fire hose reels, exterior lights and the like.
- 5.3 Bicycles, roller blades and skates may not be ridden within the precincts of the complex (to avoid collision with motorists and others, resulting in possible injuries and damages).
- 5.4 Residents will at all times be held responsible for acts of their children and those of their visitors.
- 5.5 Children may not play in the passages, roof area, lobbies, steps and fire escapes at any time.

SECTION 6

ACTIVITIES ON THE COMMON PROPERTY

- 6.1 No hobbies or other activities may be conducted on the common property if they cause a nuisance to other residents or undue noise.
- 6.2 Machines of woodwork, metalworks, etc, for hobbies and / or trade may not be installed in garages or connected to the common property electrical supply.

SECTION 7

DOMESTIC WORKERS

- 7.1 Owners are to notify the Trustees of the name of their servant and the days that they work. They must have a security card and appropriate ID photograph.
- 7.2 Workers shall not be permitted to loiter on the common property or in the complex.
- 7.3 Workers are not permitted to use the common property for recreational purposes.
- 7.4 A servant quarter may only be occupied by one person.
- 7.5 Only residents' domestic workers employed solely at the complex may occupy a servants quarter overnight, provided that the resident from whom the servant is employed, has the use and occupation of such servants quarter and the consent from the necessary authority.
- 7.6 Residents are responsible for seeing that the servants keep their own living quarters clean and tidy at all times.
- 7.7 The owner is granted permission to allow their servants to have a visitor to such owners servant quarters (in respect of which such owner has exclusive use rights), provided that there is compliance with security systems as varied from time to time by the Trustees.
- 7.8 All conduct rules apply to the servants and it shall be the residents' responsibility to explain these rules to their servants and ensure that they comply.
- 7.9 The Board of Trustees reserve the right to take steps to refuse access to any employee of a resident to the complex.
- 7.10 Residents must ensure that their staff have toilet paper and that they do not overload power points.
- 7.11 Residents must ensure that their staff dispose of refuse from cooking, etc., by placing it in the refuse area provided in the basement.
- 7.12 Spouses granted permission by the Trustees and their respective spouse's employees may reside in the building, however, this will be subject to a monthly levy which is subject to changes at the discretion of the Trustees.

- 7.13 Children are only allowed with the Trustees knowledge and permission.
- 7.14 Sanitary towels etc. must not be flushed down the toilet.

SECTION 8

LAUNDRY

- 8.1 Laundry may only be hung within the courtyard which has been provided for this purpose. The hanging of laundry over walls, on window rails, burglar bars and balcony railings, is prohibited. Clothing horses are permitted on balconies providing they are concealed behind the honeycomb wall and are not visible from the street.
- 8.2 Washing hung out to dry is done so at sole risk of the person doing so.

SECTION 9

PETS

- 9.1 No new pets are allowed on the complex and those residents having pets in the complex as at 01 September 1997, will be allowed to keep their pets subject to Rules 9.2 – 9.8.
- 9.2 No aviaries, kennels or other such accommodation for pets may be erected on the common property.
- 9.3 Pets must not cause a disturbance at any time.
- 9.4 All dogs must be kept on a leash while on common property.
- 9.5 Owners will be held responsible for any damage caused by their pets to privately owned, as well as common property gardens.
- 9.6 No breeding of cats and / or dogs will be allowed on the premises.
- 9.7 Visitors may not bring pets onto the common property.
- 9.8 No animals or pets may be kept in or on a section of the common property, after the notice from Trustees to remove such animal or pet. Such notice may be given or withdrawn by the Trustees without ascribing any reason thereof.

SECTION 10

GARDENING AND PLANTS

- 10.1 Gardens and plants on the common property are for the enjoyment of all the residents, and no willfull damage to, or removal of plants is permitted unless authorised by the Trustees.
- 10.2 Gardeners employed by the Trustees are responsible only to the appointed representative. Owners are requested to refrain from giving orders directly to the gardeners and any request for extra work to be done should be directed through such appointed representative.
- 10.3 Whilst there is no objection to unit holders improving the gardens outside their own residence, it is necessary that permission be obtained from the Trustees where major alterations are contemplated. Residents will not allow the growth of noxious weeds.
- 10.4 Due consideration must be given before planting any plants that may have detrimental effect on the drainage system, road surfaces, walls and foundations.

SECTION 11

SUNDRY PROVISIONS

- 11.1 Inflammable or other dangerous materials or articles may not be brought onto the common property or elsewhere except in such limited quantities, as are allowed under the insurance policy, or by the Johannesburg Municipality By-Laws.
- 11.2 Common property and garden areas must be kept neat at all times.
- 11.3 Common property and garden areas must be kept clean at all times.
- 11.4 No firearms, fire works or pellet guns or other dangerous weapons may be used or discharged on the common property.
- 11.5 No Stones or other solid objects may be thrown on the common property.
- 11.6 Should any damages of whatsoever nature be caused to the common property by an owner; his / her tenants; their family ; his / her visitors, the owner shall be liable to reimburse the Body Corporate for the costs of repairing such damages.

SECTION 12

HEALTH REGULATIONS

- 12.1 Household refuse must only be placed in the bins provided in the basement. It is collected between 07h00 and 8h00, Monday to Friday (Excluding public holidays).
- 12.2 Residents must ensure that refuse placed in the passageways is correctly sealed.
- 12.3 Residents are not to leave refuse outside of above times (as per 12.1) in the passageways.

SECTION 13

EXTERIOR ALTERATIONS

- 13.1 No protruding air conditioners, radio or TV aerials or antennas may be installed.
- 13.2 No decorations, additions or structural alterations may be put outside the units, or colour changes made to the exterior of the units or on common property without authorisation from the Trustees. This shall be deemed to include the erection of awnings, lights and Spanish burglar bars.
- 13.3 No resident or owner shall effect or cause to be effected, any alterations or additions to electrical installations, distribution boxes, conduits, water connections, plumbing, installation of telephone control boxes and structures of the common property.

SECTION 14

LETTING OF UNITS

- 14.1 As conditions present to the letting of a unit, the owner shall secure from the lessee of the person to whom occupation is given, a written undertaking that such lessee or person shall duly observe all regulations and conditions handed to the Trustees of the Body Corporate prior to such persons taking occupation.
- 14.2 The owner of a unit who lets the unit shall advise the Body Corporate of the name of the lessee, as well as the names of persons living on a permanent basis in the unit.
- 14.3 The owner shall undertake to attach a copy of the House Rules in force such lease and shall insist that his / her lessee abide by such house Rules.
- 14.4 The owner of a section is liable for the conduct of their visitors and / or tenants and they must ensure that all Rules, whether in term of the Sectional Title Act, or these Rules are properly adhered to.
- 14.5 The Trustees reserve the right to instruct owners to evict undesirable lessees. All legal fees arising from non-compliance with the Rules by the lessee shall be borne by the Owner / Lessor. A suitable clause must be included in the lease.

14.6 The following clause shall be included in all leases:

It is recorded that the premises are part of a Sectional Title Scheme and that the building and the land are controlled, managed and administered subject to provisions of the Sectional Title Act as amended, by means of rules for the control management, administration, use and enjoyment of sections and common property. It is accordingly agreed that:-

14.6.1 *The premises shall mean the unit consisting of section number(corresponding to the unit number) and its share of the common property as shown and more fully described the sectional title act planed number ----- In the Body Corporate known as Juliana.*

14.6.2 *Without prejudice the provisions of the lease the Lessee's right and enjoyment of these premisses are subject to the provisions of the Sectional Title Act, 1986 as amended, the regulations promulgated there under, the House Rules of the Body Corporate and the Conduct Rules in force from time to time, all of which are hereby mutatis mutandis the provisions therof.*

14.6.3 *Any breach of the Lessee of any of the provisions of the Sectional Title Act, 1986, as amended the regulations promulgated there under, the House and Management Rules and the Conduct Rules shall be a breach of the lease.*

14.7 Should the number of permanent residents in a unit exceed 2 per recognized bedroom, the Trustees reserve the right to impose an additional levy to bear the costs of water consumed and additional charges.

14.8 No garages or servant quarters in the building may be let to / out to anyone without the written consent of the Trustees. It is expressly agreed that under no circumstances may garages and servant quarters be let to residents not residing in a permanent basis in the complex.

SECTION 15

BUSINESS ACTIVITIES

15.1 No business, profession or trade may be conducted on the common property or in a section, except those which are specifically allowed by the Local Authority to be conducted in a Sectional Title Scheme, and except with the written permission of the Trustees of the Body Corporate.

15.2 No advertisements or publicity material may be exhibited or distributed without the written consent of the Trustees.

15.3 No auction or jumble sale may be held on, or in the property without the permission of the Board of Trustees.

SECTION 16

KEYS

- 16.1 The owner is responsible for lost or broken keys.
- 16.2 The owner is responsible for the remote and security keys, if lost it, it must be reported.

SECTION 17

LEVY CONTRIBUTIONS

- 17.1 All levy's and other miscellaneous charges are due and payable on the first day of each month. Any moneys outstanding on the 7th of the month are liable for legal fees and for recovery of unpaid levies plus interest.
- 17.2 Any owner who is presently in arrears with his / her levy or electricity payments shall be obliged , and at request of the Trustees, to lodge a deposit on an amount not exceeding one month's levy plus two month's electricity charges, based on the highest consumption during the immediate twelve months.
- 17.3 In addition to the above, the Trustees shall have the right to:
 - 17.3.1 *disconnect the electricity supply to the relevant unit until payment is made.*
 - 17.3.2 *Proceed with any right the Body Corporate may have in law, for the recovery of any amounts due.*
 - 17.3.3 *Suspend any or all other services to the relevant unit for such time as they may consider necessary.*
 - 17.3.4 *All deposits may, at the discretion of the Trustees, be applied to any amounts outstanding, but in such event the deposit shall immediately be reinstated by the relevant owner to the required amount.*

SECTION 18

SECURITY

- 18.1 Residents are obligated to co-operated with any request and abide by any rule as laid down by the Trustees in regard to security at the building.
- 18.2 All residents must ensure that the front doors and gate at the entrance as well as the garages are properly closed at all times.
- 18.3 No person shall be permitted to enter the building without identifying themselves via the intercom system.
- 18.4 All residents must acquaint their servants and children with all the security rules.

SECTION 19

ENFORCEMENT OF CONDUCT RULES

- 19.1 Non compliance with these rules may lead to legal action against the offenders. If legal action should be taken by the Body Corporate or the Trustees against an owner in default of these rules, the resulting costs shall be borne by the owner concerned, if so ordered by the court.
- 19.2 Over and above the House Rules and the Sectional Title Act applied to all owners, in the event of a breach of any of these Rules provided to the satisfaction of the Trustees, the Trustees shall, in addition, and without prejudice to all other rights available to them, or to the Body Corporate in law and in particular, have the right to apply to the Sectional Title Ombudsman for an adjudication order against the offending owner. The trustees reserve the right to impose a financial penalty against the relevant owner. The Trustees shall however, but without incurring any obligation in the regard or being bound to do so, endeavor as far as possible to warn an offending owner in writing of any complaint made against him and request him to refrain from any conduct likely to give rise to complaints of a similar nature.
- 19.3 In case of a breach by an owner of these Rules or any other obligation of the owner, the Body Corporate or the Trustees can approach the Sectional Title Ombudsman for an adjudication, and the defaulting owner shall be liable for all the costs and expenses incurred by the Body Corporate as a result thereof.

19.4 **CONTRAVENTION OF LAWS**

Residents shall not contravene or permit the contravention of any law, By-law, ordinance, proclamation, statutory or the conditions of any license relating to, or affecting the occupation of the building, or the carrying on of business in the building, or the conditions of title applicable to his /her section or any other section.

19.5 **INDEMNITY**

The Body Corporate and / or the agents shall not be liable to any section owner or tenant for any injury or loss or damage of any description, which the section owner or tenant and / or any member of the section owner or tenants family, or any employee or servant or any relative, friend acquaintance, visitor, invitee or guest of the section owner or tenant may sustain physically, or to his / her property, directly or indirectly, in or about the common property or individual units, or in or about the garages or store rooms or servants rooms, or in or about any part of the building and / or grounds in which the common property or individual units, or lifts or appliance or whatsoever in the building and / or grounds on which the common property or individual units are situated, or any act done, or any neglect on the part of the Body Corporate, or any of the Body Corporates employees, servants or agents. The Body Corporate or the agents' representative and servants accept no responsibility or liability of whatsoever nature in respect of the receipt or the non- receipt and delivery or non-delivery of goods, postal matter or other correspondence.

SECTION 20

SERVICE

- 20.1 Staff members employed by the Body Corporate are not available for owners personal work during normal working hours. Instructions to the staff are only to be given by the appointed Trustees or the Body Corporate.
- 20.2 The Body Corporate are not responsible for any damage incurred by the building staff or, whatsoever nature that may be caused to member's units, or personal contents.

SECTION 21

COMPLAINTS

- 21.1 All complaints must be lodged in writing with the Managing Agents (no verbal or anonymous complaints will be dealt with). A sincere endeavor will be made of such complaints providing the rights of other residents are not hereby effected.

SECTION 22

GENERAL

- 22.1 Queries / enquiries be it from estate agents, from buyers, house hunters etc., must not be referred to the Trustees but to owners or Estate agents.
- 22.2 An owner shall not do, nor permit to be done in his / her section, or on the common property, anything which will or may increase the rate or the premium payable by the Body Corporate, for any insurance policy.

SECTION 23

LIFTS

- 23.1 Damaging of lifts will not be tolerated. Anyone found guilty of this will be dealt with severely. Please report anyone doing this to the Managing Agents or the Trustees.
- 23.2 **LOADING OF LIFTS**
- Furniture only should be loaded into the service lifts. Lifts must not be overloaded. Care should be taken at all times when loading lifts. The Trustees must be notified prior to any lift being loaded and no lift should be loaded without such consent.
- 23.3 Children are not allowed to travel in the lifts unaccompanied.
- 23.4 The passages and entrance space in front of the lift must be kept clear at all times.

SECTION 24

SMOKING

- 24.1 It is expressly forbidden to smoke on the common property, especially passageways foyers, lifts and garages.

SECTION 25

BUILDING RENOVATION RULES

- 25.1 Building Maintenance work will only be allowed in the following hours:

Monday to Friday: 8.00 am to 5.00 pm

Saturdays: 8.00 am to 1.00 pm

Public Holidays: No Maintenance work allowed . Only Emergency Maintenance work will be allowed.

Painting will be allowed on any day as long as there is no noise.

Contractors are only allowed to use the goods lift for the moving of supplies and tools.

- 25.2 No goods and Rubble will be allowed in the front entrance of the building. Only dropp of of goods will be allowed and it must be removed the same time.

Oly the goods lift can be used to transopt materail to the relevant apartment.

The passage ways and space infrom of the lifts must be cleared at all times and no obstruction will be allowed.

CONDUCT RULES SUBSTITUTED BY THE BODY CORPORATE FOR THOSE RULES AS
CONTEMPLATED IN SECTION 35 (2) (b) OF THE ACT NO. 9 SECTION 10 OF 2011
AND BEING FOR THE CONTROL AND MANAGEMENT BY THE COMMUNITY SCHEMES OMBUD
SERVICE ACT 9 OF 2011 OF THE SCHEME
KNOWN AS "JULIANA" , AND LOT NO 12 PARKTOWN

SITUATED IN PARKTOWN, JOHANNESBURG, ON WHICH THE SCHEME
IS SITUATED

SECTIONAL TITLE MANAGEMENT ACT 8 SECTION 10 OF 2011, REGULATIONS AND CONDUCT
RULES (95/1986) JULIANA

CONDUCT RULES

SECTIONAL TITLE MANAGEMENT ACT 8 SECTION 10 OF 2011, REGULATIONS AND CONDUCT
RULES (95/1986) JULIANA

APPROVED ON _____

TRUSTEE: _____

TRUSTEE: _____

TRUSTEE: _____

TRUSTEE: _____

TRUSTEE: _____

TRUSTEE: _____