

LA VERITAS ESTATE

HOMEOWNERS'

ASSOCIATION

RULES

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES

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LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES

1. INTRODUCTION

- 1.1 The purpose of these Rules is to harmonise living in the Development.
- 1.2 The Conduct Rules (Rules), and all policies forming part thereof, have been established in terms of the Constitution of the La Veritas Homeowners' Association (the "HOA"). They are binding on all residents on the Estate, as is any decision taken by the Trustees in the interpretation of these Rules.
- 1.3 The registered owners of the properties are responsible for ensuring that their tenants, members of their families, visitors, their employees, and contractors abide by the Constitution and Rules.
- 1.4 In the event of annoyances or complaints, the parties involved should attempt to settle the matter between themselves, exercising tolerance and consideration. In instances where problems cannot be resolved, the matter should be brought to the attention of the Trustees for settlement.
- 1.5 Although the Estate has 24-hour access control and the boundary walls are topped by an electric fence, owners, tenants and / or residents, as the case may be, must remain aware that such measures are not fool proof and only exist as a means of minimizing the risk against burglary, personal harm and such like. Neither the HOA nor the Trustees can be held responsible for any consequences, financial or otherwise, arising as a result of such security measures being breached.
- 1.6 Notwithstanding anything contained in these Rules the provisions as set out in the Constitution will prevail.
- 1.7 These Rules are subject to change from time to time.

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2. CONDUCT RULES

2.1 USING THE STREETS & RELATED MATTERS

- 2.1.1 The streets on the Estate are not only for the use of motor vehicles, motorcycles and bicycles, but also pedestrians.
- 2.1.2 The speed limit is 20 km per hour.
- 2.1.3 In as far as appropriate, the provisions of the Cape Road Traffic Ordinance shall apply to the Estate and may be enforced by the Trustees.
- 2.1.4 Parking on any road surface or traffic islands / common gardens (common property) is prohibited. Parking is only allowed on paved areas that have been designated for this purpose and does not cause any road obstruction.
- 2.1.5 In determining the available parking space the general rule will be that a double garage with adequate driveway parking will be taken as providing for four parking areas. Where there is additional parking, it will be taken into account separately and agreed with the owner and/or resident based on the aforementioned criteria. Notwithstanding the aforementioned, the total number of access permission via tags and/or biometric scans per household will be limited to the number of permanent residents who own a motor vehicle, and this will be limited to the number of parking bays at the residence.
- 2.1.6 The use of vehicles (including motorcycles) with excessively noisy exhaust systems is prohibited.
- 2.1.7 No business vehicles or equipment (e.g. tow trucks, tractors, lorries, trailers or similar vehicles) may be parked overnight on the Estate.
- 2.1.8 Relevant street numbers must be displayed on all houses such that they are legible, clearly visible from the street frontage and fit in with the architectural style of the houses on the Estate.
- 2.1.9 Trucks of maximum 10-ton capacity will be allowed onto the Estate due to the narrow streets and difficulty for large vehicles to negotiate the tight bends. Should a new resident's furniture arrive in a larger removal truck (+10 tons), a smaller vehicle must shuttle the furniture from the gate to the property.

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2.2 GOOD NEIGHBOURLINESS

- 2.2.1 No hooting or disturbance of neighbours is allowed in the estate. This includes all activities of a social nature, use of power tools and general disturbance at unreasonable hours.
- 2.2.2 No hobby, which causes aggravation or nuisance to fellow residents, may be conducted on the Estate.
- 2.2.3 No Member, tenant or resident shall conduct any business activity on his property based on employees, deliveries, clients and / or customers entering the Estate. No business activity involving the preparation of food, which could pose a health hazard, or which could cause inconvenience to neighbours (e.g. noise, pollution) or poses a safety risk is allowed.
- 2.2.4 Auctions, jumble sales, or similar sales or exhibitions conducted from homes or anywhere on the Estate are prohibited.
- 2.2.5 All television, radio, and other appliances emitting sound, including musical, electronic or percussion instruments, and all activities of a social nature, should be kept at audio levels which are reasonable.
- 2.2.6 Household maintenance, (e.g. mowing the lawn etc.) should be undertaken between the following hours:
- | | |
|---------------------------|---------------|
| Mondays - Saturdays | 07h30 – 18h00 |
| Sundays & Public Holidays | Not allowed |
- 2.2.7 Only emergency repairs (water & electrical), medical emergencies and caregivers are allowed on the Estate after 18h00 and on Sundays and Public Holidays. Domestic workers, gardeners and contractors (e.g., builders, painters, carpenters, garden services, pool maintenance services, dog walkers, etc.) are not allowed on the Estate after 18h00 or on Sundays and Public Holidays.
- 2.2.8 Washing may only be hung on lines that are fully screened from the street and where practically possible, also screened from neighbours. Washing may not be hung over balconies and boundary walls, or anywhere it is visible from the street.
- 2.2.9 Caravans, trailers, boats, as well as accommodation for pets should be sited out of view of the street and screened from neighbouring properties.
- 2.2.10 All refuse should be placed in refuse bins provided by the City of Cape Town. The bins (both

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for normal as well as recyclable waste) should be screened from view from the road and neighbouring properties and should only be placed on the sidewalk no earlier than the evening before the day of collection and removed from the sidewalk by the evening on the day of refuse collection.

- 2.2.11 No advertisements or publicity material may be exhibited or distributed on the Estate without the consent of the Trustees of the HOA.

2.3 MAINTENANCE OF PROPERTIES AND GARDENS

- 2.3.1 Improvements (*see definition in Constitution) including boundary walls not comprising part of the common property and fences should be properly finished, maintained and painted. Failure to comply within 30 days after the giving of written notice by the Trustees or Managing Agent to repair or maintain will result in steps being taken in terms of the Compliance Policy (set out in Annexure D).
- 2.3.2 Every owner or occupier as the case may be is responsible for maintaining at their expense the area between the road kerb and the boundary of his/her property. Failure to comply within 30 days after the giving of written notice by the Trustees or Managing Agent to maintain will result in steps being taken in terms of the Compliance Policy (see Annexure D).
- 2.3.3 Every owner or tenant is responsible to repair and maintain his property of the estate in a state of good repair and keep it in a clean and neat condition. Where the condition of the garden, in the opinion of the trustees, does not meet the required standards of the estate, the trustees shall give written notice to the Owner/Tenant to carry out the necessary improvements within 30 days.
- 2.3.4 Owners are required to maintain their properties in a neat and tidy appearance and to repaint the exterior of their properties on a regular basis with paint colours conforming to the approved colour specification. Should an owner decide to sell his property, the seller is responsible to ensure that the house is painted in the correct colours prior to selling the property.
- 2.3.5 The erection of "Wendy-houses", tool sheds, and similar structures is not permitted.
- 2.3.6 Building material may not be dumped on the sidewalks under any circumstances.

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2.3.7 Planting of shrubs and other plants should not interfere with pedestrian traffic or obscure the vision of motorists.

2.3.8 Trustees will determine the acceptability of decorative items displayed in public view by residents on the Estate (e.g. pots, figurines, etc.).

2.3.9 Sports or exercise equipment should be sited out of view of the street.

2.4 SWIMMING POOLS

Swimming-pool water may only be emptied into the storm water drainage system.

2.5 PETS

2.5.1 Only cats and dogs and birds in cages are allowed as pets on the Estate; limited to two pets per property. The actual size and development of the property will however determine whether the property is suitable to keep dogs on the property.

2.5.2 The local authority by-laws relating to pets will be strictly enforced.

2.5.3 No pets are permitted to roam the streets.

2.5.4 Dogs must be walked on a leash at all times.

2.5.5 The owner of a pet must immediately remove excrement deposited by his pet in a public space or other residents' properties/gardens/yards.

2.5.6 Dogs and cats must wear a collar with a tag indicating the name, telephone number and address of its owner. Stray pets without identification tags may be caught and handed to the Municipal Pound.

2.5.7 An owner of a pet becoming a nuisance on the Estate (such as dogs barking incessantly) may be required to remove the pet from the Estate.

2.6 DAMAGE TO COMMON PROPERTY

2.6.1 Should any damage of whatsoever nature be caused to the common property, including areas adjacent to the street, by an owner, tenant, or resident, or members of their families, visitors, contractors, or employees then such owner, tenant or resident, shall be liable to properly repair such damage forthwith.

2.6.2 It is expressly prohibited for owners to permit the disposal of paint products or the washing

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away of cement or suchlike into the sewerage pipe system or storm water drains irrespective as to whether or not such drains are located on either their own or the common property; in many instances the storm water pipes in the north section of the Estate do not lead directly off the Estate but to the roads in the mid to southern section of the Estate.

- 2.6.3 Should such owner, tenant, or resident fail to repair any such damage forthwith, the Trustees may cause such damage to be repaired and all costs and expenses including legal fees arising out of or in connection therewith will be added to the owner's HOA account.

2.7 STORAGE OF INFLAMMABLE MATERIALS AND OTHER DANGEROUS ACTS

- 2.7.1 An owner, tenant or resident shall not store any dangerous or inflammable materials in or around properties on the Estate.
- 2.7.2 LP gas may only be used for domestic cooking and heating purposes. (It is recommended that the valve(s) on the cylinder(s) are closed when a dwelling is left unoccupied for any length of time to isolate the gas supply.)
- 2.7.3 Explosives, crackers, fireworks, or items of a similar nature may under no circumstances be exploded, lit, or operated on the Estate. Any person in contravention of this rule will be prosecuted in terms of the municipal by-laws.

2.8 POST BOXES

- 2.8.1 No postal delivery services are currently provided by the Post Office to the Estate; it is recommended that the owner of each Erf provides for their own postal address / delivery point and approach the Post Office in this regard.

3. SECURITY

- 3.1 Security is paramount to all residents of this Estate, and thus it is important for all owners, tenants, contractors, and visitors to adhere to the security measures as implemented on the Estate.
- 3.2 Security measures and rules may be amended from time to time to keep up to the latest technology, crime activities and legal/insurance requirements.

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- 3.3 Owners, residents, visitors, and contractors are required to comply with the Security Policy as more particularly dealt with under Annexure A.

4. SALE AND LETTING OF PROPERTY

4.1 SALE OF PROPERTY

- 4.1.1 Should an owner want to sell or lease his property, only estate agents who are accredited in terms of Clause 4.3 by the HOA may be appointed. Should an owner wish to appoint an estate agent not accredited by the HOA, application may be made to the HOA to have such estate agent accredited; such application not to be unreasonably denied.
- 4.1.2 In the case of a sale, it is the seller's responsibility to ensure that the purchaser, prospective or otherwise is provided with a copy of the Constitution and Rules including Building Guidelines as required in terms of the Constitution together with any other conditions specifically relating to the property subject to sale.
- 4.1.3 When an owner wants to sell his/her property, he/she needs to get clearance permission in writing from the Trustees to confirm that all levies, fines, taxes and maintenance to the property have been paid and completed according to the Constitution and Rules, and there are no transgressions of any sort (e.g. architectural non-compliance), or fines outstanding.
- 4.1.4 In instances where a property is being sold the seller remains fully responsible for levies and reimbursement of any other expenses due to the HOA until such time as the property is transferred into the name of the purchaser.
- 4.1.5 No "For Sale" or "Sold" signs may be erected on the Estate.

4.2 LETTING OF PROPERTY

- 4.2.1 In instances where properties are being let it is the owner's responsibility to ensure that the lessee is provided with copies of both the Constitution and Rules. It is also the responsibility of the owner in his capacity as lessor to provide his lessee with copies of newsletters that are distributed by the HOA from time to time. The consequences of failure to do so will rest with the owner as lessor.
- 4.2.2 It is the owner's responsibility to provide the tenant's e-mail address & details to the Estate

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Manager to ensure effective communication.

4.2.3 In instances where the property is being let, it is required that the owner, (or its agent) do credit and criminal checks on the prospective tenant(s) prior to signing a lease agreement.

4.2.4 It is strongly advised that when a property is let, the owner includes the services of a garden service company to maintain the property's garden, or alternatively, provide the Estate Manager with proof that the tenant will maintain the garden himself/herself.

4.3 ACCREDITATION OF ESTATE AGENTS

4.3.1 Estate agents may be accredited by the HOA after entering into an agreement as prescribed by the HOA. The intention of this is to govern agents in relation to procedures and the manner in which they may proceed to act on behalf of any owner on the Estate.

4.3.2 An estate agent wishing to be accredited may be required by the Trustees to provide written proof of their registration and good standing with the relevant authority.

4.3.3 No "For Sale" or "Sold" signs may be erected on the Estate.

5. RULES WITH REGARD TO BUILDING ACTIVITIES AND RELATED ISSUES

5.1 ADHERING TO ARCHITECTURAL STANDARDS

Owners are required to comply with the Building Guidelines and Regulations as set out in Annexure C, (as well as the Building Guidelines of the Van Riebeeckshof Master Homeowners' Association). The architects or architectural consultants appointed by the Trustees from time to time must certify that all proposed building additions or changes to existing structures are aligned with the Development Guidelines of the Estate before such work proceeds.

5.2 BUILDING CONTRACTORS

5.2.1 An owner has the responsibility to ensure that any building contractor employed by him is made aware of the various terms and conditions relating to building activities on the Estate and as more specifically set out in the "Contractors' Code of Conduct" per Annexure B.

5.2.2 The Trustees reserve the right to suspend any building activities which are being carried out in contravention of the Constitution or Rules or not in accordance with the plans as approved

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by the Trustees who accept no liability whatsoever for any losses sustained by an owner/resident/contractor as a result thereof.

5.3 BUILDING DEPOSITS

5.3.1 An owner wishing to carry out any building operations will be required to pay to the HOA a deposit determined by the Trustees from time to time to cover damages to common property or property belonging to any other owner; this requirement will be at the sole discretion of the Trustees and dependent upon the nature and extent of such building operations. Such deposit will be payable before construction is permitted to commence and held by the HOA for account of the owner and refundable in full or in part without interest, upon completion of building operations to the satisfaction of the Trustees.

5.3.2 Should the builder cause any damage to property referred to above, the owner will be required to affect such necessary repairs as soon as practically possible to the satisfaction of the Trustees, failing which such repairs will be carried out by the HOA and the cost will be added to the owner's HOA account.

5.4 BUILDING COMPLETION

Once construction has commenced building operations must be completed within 3 months unless so otherwise approved by the Trustees; such approval not to be unreasonably withheld provided there are valid reasons for operations having to extend beyond 3 months.

5.5 MAINTENANCE OF PROPERTIES

Owners are required to maintain their properties in accordance with the Estate's Constitution and Rules. The stipulations contained in Annexure C are applicable.

This applies in particular to:

- Painting of exterior walls,
- Alterations and additions to existing structures,
- Boundary walls and gates,
- Driveways.

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ANNEXURE A SECURITY POLICY

1. GENERAL

- 1.1 **Security is the collective responsibility of all owners.**
- 1.2 Residents, visitors, domestic workers, and contractors are required to adhere to the access control procedures of the Estate. Details of the procedures are set out below.
- 1.3 Residents are required to treat security personnel with courtesy and co-operate with them.
- 1.4 Owners, tenants and residents are fully responsible for ensuring that their visitors, including employees and contractors, abide by the Rules of the Estate. It is the responsibility of owners, tenants or residents as the case may be, to ensure that domestic or contract workers employed by them do not enter other private properties, including the common property, nor cause any undue noise or inconvenience to other residents. In the event of non-compliance by any of the aforementioned persons the Trustees have the right to have them removed from the Estate or refuse them access.
- 1.5 Attempts at burglary or instances of unlawful entry must be reported to the guardhouse and the Trustee responsible for security and in the latter's absence any other Trustee.
- 1.6 Residents, contractors, gardeners, domestics, or visitors are not allowed in the guardhouse or to use it as a thoroughfare.
- 1.7 Smoking in the guardhouse is not permitted.
- 1.8 The ablution facilities at the guard house are for the exclusive use of the guards and contractors employed by the LVHOA for work on the common areas/property of the Estate. No private contractors, domestic workers or gardeners are allowed to use these ablutions.

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2. AREAS OF RESPONSIBILITY COVERED BY THIS POLICY

▪ Security Officers ▪ Any general security aspect ▪ Fingerprint scanners ▪ Boundary walls & electric fencing	▪ ID-Cards ▪ Entrance / exit gates ▪ Security tags ▪ MIRCOM security access system
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The Trustees have delegated responsibility for security to a nominated trustee to oversee the security portfolio. His/her name will be available at the guardhouse and owners and/or residents will be advised from time to time in the Estate Newsletter of any changes to same.

3 SECURITY HOUSE RULES

- 3.1 It is in the interest of all residents to report any breach in the security policy (transgressions and unprofessional conduct) and/or any other form of inefficiency on the part of the security officers to the nominated trustee responsible for security, failing which any other of the Trustees. We therefore appeal to residents to be alert and to contribute to the efficient management of security on the Estate.
- 3.2 Residents must note that the security officers will not be allowed under any circumstance to grant discretionary access to the Estate. Access is limited to members with registered fingerprints, or registered security tags, only. It is expected that owners and/or residents will respect this instruction from the trustees and not invite actions that may result in dismissal of the security officers concerned.
- 3.3 Security guards may not accept any postal deliveries at the guardhouse or act as a parcel delivery service. Leaving of keys at the guardhouse is not permitted. In case of emergency alternative arrangements may be made by the responsible trustee subject to the owners' risk.
- 3.4 Residents are not allowed to provide the officers on duty with food, drinks, utensils, and articles (heaters, television, radio's etc.).

4 SECURITY SERVICES

- 4.1 The trustees will contract the security service provider for the La Veritas Estate. The scope of the services that will be provided by the security service provider will be negotiated and agreed

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by the trustees.

- 4.2 The trustees will determine the number of security officers on duty at any given time as the security requirements dictate.

5 MIRCOM SECURITY ACCESS SYSTEM

This system is installed at the visitors' entrance and forms the basis by which an owner and/or resident, and the security officer may grant access to the Estate. The system provides for two contact numbers per unit. These numbers will be programmed on the system after an application has been received. Only telephone numbers of residents will be programmed. Application forms are obtainable at the guardhouse and must be handed in at the guardhouse or any of the security committee members. It is the responsibility of owners and/or residents to notify the responsible committee member of any changes to telephone numbers or occupancy. Non-adherence may result in phone numbers being cancelled.

6 FINGERPRINT SYSTEM (and SECURITY TAGS)

6.1 NUMBER OF REGISTERED USERS PER HOUSEHOLD

Access to the Estate by owners and/or residents is controlled with the biometric fingerprint system (or security tags) located at the residents and exit gates. Application forms to register fingerprints (or security tags) are obtainable at the guardhouse and must be handed in at the guardhouse or the estate manager. Registered users will be limited considering the number of residents residing at the particular residence, the number of vehicles and the available parking space at the residence. The Trustees have the discretion to limit the number of users if the number of vehicles may create overcrowding, the compromising of other owners and/or residents right to privacy, and/or pose a risk should a sudden evacuation of the Estate be required.

6.2 NEW OWNERS / RESIDENTS

Registering of fingerprints (or the issue of security tags) will be limited to owners and/or residents living permanently on the estate. Any other applications (owners renting their

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houses) will be considered on merit and need to be motivated in detail and will be at the discretion of the trustees.

6.3 CHANGE OF RESIDENCE

It is the responsibility of owners to notify the estate manager of changes to the occupancy of their properties.

7 ACCESS PROCEDURES

7.1 RESIDENT ACCESS

7.1.1 All residents with registered fingerprints/security tags will have access to the resident and exit gates.

7.1.2 Residents are required to scan their fingerprints/security tag every time they enter or exit the Estate.

7.1.3 No tailgating of vehicles will be allowed, and the La Veritas HOA and Trustees will not accept any responsibility for consequential damages.

7.1.4 The trustees have the discretion to deregister a person's fingerprints/security tag or impose penalties if the owner and/or resident repeatedly transgress the access procedures. The extent of the penalty will be determined in terms of the Compliance Policy (set out in Annexure D).

7.1.5 Residents who have not registered fingerprints/security tag will have to sign in at the visitor's gate and follow the procedures as provided in 7.2 of this policy.

7.2 VISITORS

7.2.1 Visitors (arriving by vehicle) will enter through the visitors' gate closest to the guardhouse. After successfully documenting their details (ID/Driver's license & Vehicle license) via the "At The Gate Device", the security officer will contact the resident via the Mircom system and inform the resident of the details of the visitor. The resident at his own discretion provides entry to the visitor by pushing 9 on the Telkom or cell phone. If that particular resident cannot be contacted, entry will be denied.

7.2.2 When a visitor enters the Estate as a passenger in a resident's vehicle, therefore not signing in,

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he/she may not exit the Estate on foot, unless accompanied by the resident to the gate, where the resident will use the biometric system to let the visitor out.

7.2.3 When a visitor wants to enter the Estate on foot, the visitor must be signed in by providing a valid ID/Drivers licence. The security officer will contact the resident via the Mircom system to inform the resident of the details of the visitor. The resident at his own discretion provides entry by pushing 9 on the phone. If the resident cannot be contacted, entry will be denied. The visitor is allowed to exit the Estate on foot.

7.3 DOMESTIC/CASUAL WORKERS

7.3.1 Domestic / casual workers employed by residents may be granted access to the Estate after having been registered. Registration forms are available from the security officer at the gate. Completed registration forms need to be submitted, (with 2 original passport size photographs) to the guardhouse or to any of the security committee members.

7.3.2 A worker will receive his/her personalized La Veritas ID-card when entering the Estate, without the need to sign in. The ID-card needs to be carried and displayed by the worker at all times whilst on the Estate. The ID-card must be returned to the security officer for safekeeping until the domestic/casual worker wants to re-enter the Estate.

7.3.3 The conduct of the domestic/casual worker will remain the responsibility of the owner/resident. Residents are encouraged to do criminal checks on any prospective domestic/casual workers prior to employing them.

7.3.4 No access will be granted to domestic/casual workers on the Estate without the official La Veritas ID-card.

7.3.5 Once-off domestic and garden workers will only be allowed under supervision on the Estate. That means that the resident will have to accompany the worker from the gate to his/her residence. Upon leaving, the resident will have to accompany the worker to the gate.

7.3.6 Once-off domestic and garden workers must move straight to their place of work and when finished go straight to the exit, and if found not to do so, will immediately be removed from the Estate. A note will be sent to the resident to warn against such practices.

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7.4 CONTRACTORS/GARDEN AND DOMESTIC SERVICES

7.4.1 Contractors (extended periods) and other regular domestic services employed by residents on the Estate need to be registered. Registration forms are available from the security officer at the gate and must indicate the duration or regularity. The registration form must also indicate the person who will be responsible for supervision during the day (supervisor). Completed registration forms may be handed to the guardhouse or to any of the security committee members.

7.4.2 Contract workers may not loiter on the estate and when leaving the estate must do so in the presence of the supervisor.

7.4.3 The supervisor (on behalf of the contractor if not the same person) will complete the contractor's register at the visitors' gate and receive a Contractor's Permit (Blue). Contractors will only be allowed to leave the Estate in the presence of the supervisor by returning the permit.

7.4.4 Non-registered contractors may enter the estate as per the visitor's access procedures. Residents will grant access to contractors in the same way as for visitors (refer to Rule 7.2 of the Security Policy).

7.4.5 Owners and/or residents must take note of the rules applicable to contractors as contained in the "Contractors' Code of Conduct" in the La Veritas HOA Members' Rules. (See Annexure B)

7.4.6 The conduct of the any contractor will remain the responsibility of the owner/resident.

7.4.7 Casual workers (domestics and gardeners) will only be allowed access to the Estate during the following hours:

Weekdays (Monday – Friday):	07h30 – 18h00
Saturdays:	07h30 – 18h00
Sundays and Public holidays:	Not allowed

7.4.8 With the exception of emergency repairs (special prior approval to be arranged with one of the trustees and the guards accordingly notified by the trustee granting the approval) and casual workers as defined, building contractors (e.g. builders, painters, carpenters, garden and cleaning services) are not allowed on the Estate on Saturday's after 18H00, Sunday or Public

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holidays.

7.4.9 The trustees will annually announce a period between Christmas and New Year when no contractors, garden or casual workers will be allowed on the Estate. In case of emergency the trustees may be contacted to consider exceptions.

7.5 ESTATE AGENTS

7.5.1 Before estate agents are invited by the owner(s) to market or let their property, they must contact the Trustees to get all the required documentation that needs to be completed by themselves and the estate agent before marketing of the property starts.

7.5.2 Estate agents are required to follow the normal access procedures applicable to visitors. Alternatively, the estate agent may be registered for the period agreed between the owner and/or resident and estate agent, as a contractor referred to in Rule 7.4.

7.5.3 Registration forms are available from the security officer at the gate and must indicate the duration of the agency and name of the agent. Completed registration forms may be handed to the guardhouse or to any of the security committee members.

7.6 GENERAL

7.6.1 The "At The Gate System" requires that all visitors/contractors need to have a Driver's licence ready on gaining access to the Estate. If the visitor/contractor does not have a driver's licence, it is necessary to provide his/her ID in order that it may be scanned.

7.6.2 In the case where a visitor/contractor cannot provide the necessary document for identification, the security officer will notify the resident of the visitor/contractor and ask the resident to verify the visitor/contractor in person by going to the gate. After such verification, the visitor/contractor will be allowed to enter the Estate.

7.6.3 When a longer-term visitor, that is a visitor who will be visiting for a period of more than just one day, is visiting, application can be made to allow such visitor access to the Estate by just having the vehicle scanned at the gate. Application forms are available at the gate for such instances.

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8 OTHER

8.1 ELECTRICAL PERIMETER FENCING

- 8.1.1 The boundary walls of the Estate are topped by an electric fence. The efficiency of the fence is however compromised by plants and other objects causing false alarms.
- 8.1.2 It is therefore important that a distance of at least 50 cm be kept open on either side of the fence. Residents on the boundary of the Estate are responsible to ensure that no plants or other objects that could cause unnecessary false alarms touch the fence.
- 8.1.3 In case of non-conformance, and as a last resort, the HOA will have offending plants trimmed at the owner's expense.
- 8.1.4 Monthly inspections of the electric fence and perimeter are done. Residents affected are requested to give their co-operation to the contractor and allow them access to the fence on the back of their properties.
- 8.1.5 In the interest of the whole Estate and its occupants, it is required that the operation of the electric fence (wiring, insulators, voltage) be inspected on a regular basis. To do this properly the service provider will be required to access the back of the properties bordering the perimeter of the Estate. The residents affected are required to allow the service provider access to their properties for these inspections. If there are gates that are locked, alternative arrangements must be made by the residents with the Estate Manager to gain access to the properties when these inspections are done.

8.2 CCTV CAMERAS

- 8.2.1 Security cameras monitor and record all activities at the gates (entry and exit). These serve as a record of who enters and exits the Estate, and serve as a management tool to monitor security staff. The CCTV system records only visual images.

8.3 SPEED LIMIT

- 8.3.1 The speed limit on the Estate has been set at **20 KPH**.
- 8.3.2 Roads in the Estate are very narrow, and speeding endangers other road users, pedestrians,

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES

children, and pets.

8.3.3 Exceeding the speed limit, tailgating at the entrance/exit gates, as well as ignoring of stop signs, will be regarded as serious offences, and will be dealt with appropriately (See Annexure D).

8.3.4 The trustees have the discretion to impose fines to regular offenders and/or to deny the individual access to the Estate.

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ANNEXURE B

CONTRACTORS' CODE OF CONDUCT

- 1 Owners are obligated to ensure that their contractors, including sub-contractors, are made conversant with the rules set out in the Contractors' Code of Conduct. Owners will be held fully responsible for any breach hereof or consequences arising as a result thereof.
- 2 Contractor activity is only permitted on Mondays to Saturdays, 07h30 to 18h00. No contractor activity is permitted on Sundays or public holidays.
- 3 All contractors, sub-contractors, and any of their employees must enter the Estate under supervision, or obtain a permit, which is available on production of a valid identity document at the security gate.
- 4 Contractors are bound to provide facilities for rubbish disposal and ensure that the workers use the facilities provided and that the rubbish is removed weekly and not burnt on site.
- 5 The site is to be kept clean of building rubble with regular cleaning taking place during building operations. All street frontages must be kept clear of rubble at all times.
- 6 It is expressly prohibited for contractors to dispose of paint products or the washing away of cement or suchlike into the streets, the sewerage pipe system or storm water drains irrespective as to where such drains are located.
- 7 Deliveries from suppliers may only take place Mondays to Saturdays between 07h30 and 17h30. No deliveries are permitted to take place on Sundays or public holidays.
- 8 The contractor must move materials off-loaded onto the sidewalk onto the site within 24 hours of delivery. No materials may be offloaded onto the street. Immediate attention must be paid to the removal of sand or rubble washed or moved onto the road.
- 9 The contractor must provide toilet facilities on the site before construction of any nature commences.
- 10 Only builders' boards approved by the Trustees will be permitted. The board must be neatly painted and must be fixed in such a way that it cannot be blown over by wind or knocked over by workers. The board must be placed in a position so as not to interfere in any way with traffic lines of sight. No suppliers' or sub-contractors' boards are permitted.
- 11 Owners will be held responsible for any damage to the common or private property on the Estate such as but not limited to curbs, sidewalks, or plants.
- 12 The HOA reserves the right to at any time without notice suspend building activity should any of the regulations set out in this Contractors' Code of Conduct be breached.

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ANNEXURE C

BUILDING GUIDELINES AND REGULATIONS

(Also Applicable to the Maintenance of, Additions and/or Alterations to Existing Buildings)

1. PREPARATION AND SUBMISSION OF PLANS

- 1.1 Working drawings including the coloured copies required by the local authority, drawn up in accordance with local authority by-laws and the Architectural Rules of the La Veritas HOA, must be handed to the Trustee responsible for architecture.
- 1.2 A three-dimensional drawing, photographs and/or colour schemes of the proposed additions may be required to clarify a complex design.
- 1.3 One copy to the drawings together with relevant documents will be kept by the HOA for records purposes.
- 1.4 The design and layout of the entire erf will be considered from the outset. Contour lines should be shown on the plans.
- 1.5 Plans submitted are to include the following:
 - 1.5.1 Site plan specifying the height of all corners of the erf.
 - 1.5.2 All floor plans clearly specifying the total ground floor area and the area of each floor level.
 - 1.5.3 All elevations including height of house at highest point.
 - 1.5.4 A schedule of specifications indicating (i) the roof construction, materials and (ii) colour to be used in the roof and (iii) the colour/s of the external walls.
- 1.6 Drawings for proposed additions or changes to the existing house must have:
 - 1.6.1 Written comments from surrounding neighbours.
 - 1.6.2 In the case of double storied buildings, the floor areas of the ground floor and the first floor must be clearly specified on the drawings.
- 1.7 Once the plans are received, the Trustee responsible for Architecture will hand the plans to the La Veritas Home Owners' Association (HOA) architectural consultant for guidance.

Once approved by the La Veritas HOA, drawings, including copies for the local authority, will be stamped "APPROVED", subject to any conditions imposed, dated and signed by the Chairman

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and the Trustee responsible for Architecture prior to submission to the Van Riebeeckshof Master Home Owners' Association (MHOA) and the local authority for their perusal and approval.

- 1.8 Only drawings approved in accordance with the above procedures will be scrutinised by the Local Authority for compliance with Building Regulations and by-laws. Only drawings carrying the stamps of approval of the La Veritas HOA, the Van Riebeeckshof MHOA and the Local Authority shall be in use on the specific erf for the construction or renovation of the house. These drawings must be available for inspection on the site by the Trustees.
- 1.9 Any Trustee of the La Veritas HOA or its appointed agent has the right of access during working hours to any erf or property on which building work is taking place to ensure that:
- 1.9.1 the house, or any extension thereto, is being built in accordance with the approved plans;
 - 1.9.2 the Architectural Rules are being complied with;
 - 1.9.3 the repayment of building deposits.
- 1.10 The La Veritas HOA reserves the right to:
- 1.10.1 refuse to peruse any drawings of a member who is in breach of any Rule or Clause of the Articles of association to the La Veritas HOA, or
 - 1.10.2 interdict any member, or to take any action deemed fit, to prevent such member or any person from commencing or continuing any construction work without the plans having been approved in accordance with the above procedures.

2. APPROVAL OF BUILDING PLANS (Including Alterations & Additions)

- 2.1 Notwithstanding the fact that the building plans must comply with Local Authority by-laws and Building regulations, the approval or rejection of such plans will be at the sole discretion of the La Veritas HOA. This approval will not be unreasonably withheld.
- 2.2 The architectural character of the house will be considered in relation to that of other houses in the area, together with the aesthetic appearance and the proposed sitting of the building and such other factors as the La Veritas HOA may deem suitable.
- 2.3 The La Veritas rules contained herewith shall not conflict with any of the conditions of Title to

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any erf, by-laws, or Building Regulations of the Local Authority.

- 2.4 Every effort will be made to ensure that all owners observe the Rules, by-laws, and Building Regulations.
- 2.5 During the construction Trustees have the right to stop building activity should any builder be found to be in contravention of the Rules of La Veritas Estate, or to be deviating from the approved plans.

3. ZONING CONDITIONS

- 3.1 It is the full responsibility of the owner of an erf to ensure the accuracy of all corner pegs of the erf by means of an accurate survey of the erf before submitting plans for approval as per Rule 2.1.

- 3.2 Coverage

- 3.2.1 Single storey: The built-up ground floor area shall not exceed 50% of the total erf area.

- 3.2.2 Double storey: The built-up ground floor area shall not exceed 33% of the total erf area.

NOTE: Coverage in this case shall mean the sum of the living floor areas of the main house, floor areas of all outbuildings, garages, patios, and carports under roof.

- 3.3 Height restriction

Maximum: 2 storeys, i.e., a ground floor plus a first floor.

Maximum first floor coverage: 100% of the ground floor area, including outbuildings.

NOTE: Designs where the area under the ground floor is utilised as living areas to take up the natural fall in the ground level will be considered a single-storied house.

100% of attic/roof space may be utilised for living area and will not be considered to be double-storied.

- 3.4 The La VERITAS HOA will only consider approval of plans for double-storied buildings once the written comments of all surrounding neighbours have been received and evaluated. See Rule 1.6.

Note the impact of second storey on:

- 3.4.1 the privacy of surrounding property owners

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3.4.2 the view from surrounding residents will be considered when evaluation of comments takes place. However, an existing view cannot be regarded as a guaranteed right by any property owner.

3.5 Maximum height to highest point of house to be:

3.5.1 9.5 metres, for phases one, two and three; and

3.5.2 7.5 metres, for phase 4 (new extension) when measured from natural ground level, determined by:

3.5.2.1 height of the erf at the intersection of the two diagonals drawn from opposite corners of the erf for perfectly square or rectangular shaped erven; or

3.5.2.2 the average height of the natural ground level derived from the addition to the heights of all corners of the erf divided by the number of corners.

3.5.3 It is the full responsibility of the owner to ensure that all the pegs and heights of all corners of the erf are determined by an accurate survey of the erf to ensure the accurate positioning of the house, patios, and outbuildings to comply with the building lines as per rule 4.6.

3.6 Building Lines

Refer also to Local Authority conditions.

Street - 4.5 m from front boundary

Rear - 3.0 m from rear boundary

Sides - 1.0 m from side boundary

0 m with neighbour's approval, no windows

Garages - 3.0 m from front boundary

0 m from side boundary, neighbour's approval, no windows

4. ARCHITECTURAL REQUIREMENTS

4.1 The main house, excluding garages, patios, and outbuilding, must not be less than 150sq.m in floor area.

4.2 External finishes and colours must be shown on sketch plans. Colour samples will be requested.

4.3 Awnings, TV aerials and other items, which do not form part of the basic structure, should be clearly shown and annotated. Solar heating panels, if used, should be incorporated into the

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building to form an integral part of the design.

- 4.4 Drying yards must be screened from neighbouring properties and street views by means of at least a 1.8 m high wall.
- 4.5 Lean-tos and temporary carports are prohibited.
- 4.6 No staff accommodation will be allowed.
- 4.7 All exposed plumbing should be adequately screened from the street elevation.

5. **ARCHITECTURAL CONTROL**

The design principals stated below have been adopted for the continuing evolution of Regional Cape Architecture in La Veritas Estate. The overall intention is to create compatibility of architecture rather than repetition of styles. Flexibility of interpretation is important to encourage a variety within the constraints of these guidelines. Rather than creating overly stringent guidelines, those elements specifically excluded are clearly stated.

6. **ARCHITECTURAL STYLE**

Tuscany/Edwardian

PROHIBITED:

- Flat roofs without parapets
- Flat roofs consisting of IBR sheeting.
- Thatched roofs
- Mediterranean style architecture

7. **ROOF FINISHES**

- 7.1 No portion of any building or structure upon any erf may be constructed of unpainted/untreated galvanized sheeting of any available profile.
- 7.2 Pitched roofs are preferred. The following material should be used: clay tiles; cement tiles.
- 7.3 Pitched roofs, excluding verandas, may not have a pitch of less than 25 degrees nor more than 45 degrees.
- 7.4 Permitted colour for the roofing material:

Victorian red lead, terracotta for metal roofs, and red clay roof tiles. Terracotta roof tiles for

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clay or cement tiles. Roof tiles may not be painted.

8. **EXTERNAL WALL FINISHES**

8.1 Painted plaster

8.2 **Colours**: A colour palette with approved colours is available at the Trustee for Architectural matters and the Estate Manager. The paint colours must be approved by the Trustee for Architectural matters before commencing with the work. Any of the colours on the palette can be used. ***See Annexure E for mor details.***

Accents can be painted the same colour as the walls or a different colour (selected from the colour palette) and must be a totally integrated part of the overall design and blend in with the main colour. No more than two colours (main & accent) are allowed.

8.3 Owners are at all times required to maintain external appearance of their properties in a good and proper state. To create and maintain a neat and tidy appearance, owners are required to paint (and if necessary, repaint) the exterior walls of their properties with paint colours conforming to the approved colour specifications set out in Paragraph 8.2 of this Annexure.

8.4 Should an owner decide to sell his/her property, the owner is responsible to ensure that the property is painted in colours set out in the approved colour specifications (Paragraph 8.2 of this Annexure) prior to selling the property.

8.4 **PROHIBITED MATERIALS:**

- Clay face brick is not permitted
- Unplastered blockwork
- Timber faced construction
- Light grey (silver) cement face brick (including flush jointed)

9. **STREET, PARKLANDS AND OTHER OPEN SPACE BOUNDARY WALLS**

In the secure environment created, street boundary walls are not essential. However, if

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specifically required, a wall or open palisade steel fencing designed in the following manner may define the street, parklands, and other open space boundaries to any erf.

- 9.1 The finish of the boundary wall must fit in with the architectural style of the development. The wall must be plastered and painted to match the external wall of the house. The walls may be built to a maximum height of 1800 mm and are to have accent features such as pillars at 3000 mm to 5000 mm spacing to break the monotony of a lengthy wall.
- 9.2 Alternatively, open palisade steel fencing erected on a low boundary wall 400 mm to 600 mm high between pillars 1600 mm to 1800 mm high, at 3000 mm to 5000 mm spacing could be used, provided that the design matches the architectural style of the completed house. The pillars and the low boundary walls must be plastered and painted to match the external walls of the house. The palisade steel fencing must be painted black or an historical green.
- 9.3 Where the ground falls towards the street frontage of any erf and a boundary wall to a street frontage of any erf built in accordance with (a) above does not provide the required privacy, then the street frontage wall and/ or retaining wall must be designed and constructed in accordance with Drawing no. TP2233, dated 1996/07/01 of the Bellville Administration of the City of Tygerberg, who will control the construction thereof. Copies of the drawing are available in the Estate Office. Walls having heights more than 1800mm must be softened by means of shrubbery and trees as approved by the Environmental Committee.

PROHIBITED MATERIALS: Wood palisade; Wood panelling; Pre-cast concrete walling.

- 9.4 The height of boundary walls between adjacent erven must be as determined by the neighbours in consultation and must comply with the Rules, by-laws, and Building Regulations of the Local Authority.

PROHIBITED MATERIALS: Wood palisade; Wood panelling; Pre-cast concrete walling.

10. WINDOWS AND DOORS

- 10.1 The windows and doors must be constructed from the following materials:

- Timber (painted white)
- Aluminium (white powder coated)
- PVC

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10.2 PROHIBITED MATERIALS: Steel window frames and external steel door frames.

10.3 Proportions: All windows must fit in with the overall style and character of the house.

11. VERANDAS, BALCONIES AND PERGOLAS

11.1 These items must be designed in keeping with the main structure.

11.2 All cover sheeting over the above must be recessed behind an elevational covering beam (plaster and painted, or timber).

11.3 No Perspex, fiberglass, polycarbonate sheeting or shade net cloth may be visible from the street or visible to neighbours.

12. EXTERNAL BALUSTRADING

12.1 The following materials are permitted:

- Timber (natural or painted). Colours as per external wall finish;
- Painted or epoxy-coated steel tubing;
- Plastered and painted brickwork;
- Wrought iron.

12.2 PROHIBITED MATERIALS: Steel panelling or other thin solid sheet panelling.

13. SWIMMING POOLS

13.1 Plans to be submitted to the Building & Architectural Committee for approval as per the regulations for any other building.

13.2 PROHIBITED: Porta-Pools above ground level.

14. PAVING AND DRIVEWAYS

14.1 The following materials are permissible as paving on driveways:

- Brick paving
- Exposed aggregate concrete paving
- Cobbles
- Natural stone chip with edging
- Premix with brick pave or cobbled edging

14.2 PROHIBITED MATERIALS: Chip and spray, Grey concrete slabs, Slasto/Crazy paving, Pebble paving.

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15. BURGLAR BARS

Internally mounted in a simple gridded pattern, purpose made to suit the proportions of the window.

16. CARPORTS

Carports or structures aimed at providing shaded parking for motor vehicles, or any temporary covering over motor vehicles (or motorcycles), will not be allowed in the Estate.

17. SOLAR HEATING & PHOTOVOLTAIC PANELS AND GEYSERS

Solar heating panels may be installed, provided it forms an integral part of the design.

Solar panels must be indicated on the plans for approval.

- 17.1 Solar heating and/or photovoltaic panels, if used, should be incorporated into the building and form part of the basic structure. No panels may be mounted on a substructure or framework, must be flush with the roof.

Panels may not extend/protrude over the edges or ridges of the roofs.

- 17.2 Geysers and heat pumps of any nature may not be installed or mounted on any roof.

- 17.3 Should unique circumstances dictate that geysers and heat pumps must be externally installed, such equipment must be screened from view of neighbouring properties and be approved by the Architecture Trustee and the Architecture Consultant.

- 17.4 Although formal architectural plans are not required when an application is made to the Building & Architectural Committee for approval of the proposed installation, it is required that documentation of the proposed installation needs to be submitted to enable the Committee to come to an informed decision.

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18. MECHANICAL EQUIPMENT

18.1 Mechanical equipment and plant such as air-conditioners, grills, ducts, pool pumps etc. must be designed into the buildings and/or adequately enclosed and screened off from the street view.

18.2 Taking note of the proximity of properties, mechanical equipment should be installed to be visibly non-intrusive from adjoining properties. Should unique circumstances dictate that this requirement cannot be fully met, such mechanical equipment needs to be screened from neighbouring properties.

18.3 Although formal architectural plans are not required when an application is made to the Building & Architectural Committee for approval of the proposed installation, it is required that documentation of the proposed installation needs to be submitted to enable the Committee to come to an informed decision.

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ANNEXURE D

COMPLIANCE POLICY

1. **PURPOSE**

The purpose of this document is to set out the policy that Trustees will follow in managing compliance with the HOA's Rules.

2. **POINT OF DEPARTURE AND RESPONSIBILITIES**

- 2.1 In terms of Paragraph 15 of the La Veritas Constitution, it is the responsibility of the Trustees to manage the estate by having mechanisms in place to provide for the compliance with the HOA's Constitution and Rules.
- 2.2 It is therefore the responsibility of all Members to abide by the Rules of the HOA.
- 2.3 The provisions as set out in paragraphs 3, 4 and 5 do not apply to the non-payment of levies are regulated in terms of clauses 12 and 13 of the HOA's Constitution.

3. **ADMINISTRATIVE FEES ON OUTSTANDING LEVIES**

- 3.1 Should it be necessary to send a 1st reminder letter to a member to pay outstanding levies, and amount of R250 administrative fee will be payable to the Managing Agent that will be added to the member's outstanding levy account.
- 3.2 Should it be necessary to send a 2nd reminder to a member to pay outstanding levies, and amount of R500 administrative fee will be payable to the Managing Agent that will be added to the member's outstanding levy account.

4. **STEPS TO ADDRESS TRANSGRESSIONS AND NON-COMPLIANCE**

- 4.1 In general the following process will be followed to address any transgressions/non-compliance of the La Veritas Estate Constitution and HOA Rules:
- 4.2 The Estate Manager and/or any Trustee who become aware of a transgression or non-compliance will visit the resident at the property where the problem has been identified. They will try to resolve the problem in an amicable way. Any resident of the Estate can report any transgression or non-compliance to the Estate Manager and/or Trustees for action.

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- 4.3 Should the transgression or non-compliance continue or not be satisfactorily addressed by the resident/owner, the next step will be for the Trustees to serve a written notice detailing the problem(s) and applicable rules to the resident (and owner, if the property is let) and requesting action to address the problem(s) within a set time period.
- 4.4 Failing a suitable response to the written notice, the Trustees can then move to the disciplinary process detailed below.
- 4.5 Depending on the nature and degree of seriousness of the transgression/non-compliance, the trustees have the right to waive the first step (4.1) and proceed to written communication directly.

5 DISCIPLINARY PROCESS

- 5.1 The disciplinary process is the last attempt to resolve the transgression or non-compliance without involving third parties, e.g. lawyers, mediators, etc.
The following process will be followed:
- 5.2 The Owner needs to be informed of the exact nature of the transgression. The offending conduct needs to be set out clearly with a reference to the specific section (sub-section) of the HOA's Constitution or Rules that has been transgressed. Such communication will be sent to the Resident and Owner by e-mail (and if necessary) also hand delivered to the Resident and Owner.
- 5.3 Depending on the category of the offending conduct (see paragraph 5 for explanation), the communication to the Owner needs to set out what rectification is required by the Owner.
- 5.4 The Owner will be informed that a Disciplinary Committee will in terms of section 13.6 of the HOA's Constitution be formed to consider the imposition of a fine for the transgression/non-compliance (or continued transgression/non-compliance) of the HOA's Constitution and Rules.
- 5.5 The Owner will be given at least 7 consecutive days' notice of the time and venue as to where a disciplinary committee will convene to consider the alleged transgression/non-compliance.
- 5.6 The Owner will be informed that he/she has the right to defend him/herself at such a disciplinary hearing and to respond to the allegations as set out in the letter. (Legal representation at such disciplinary hearings is not permitted).

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- 5.7 An Owner has the right to be assisted by a person who is also a Member of the La Veritas HOA.
- 5.8 Depending on the unique circumstances of every case, the Disciplinary Committee may consider the imposition of a fine based on the fact that a fine would be equitable in the circumstances. The Disciplinary Committee may use the proposals below in section 5 as a guide when fines are imposed.
- 5.9 The Disciplinary Committee's recommendation will be passed on to the Trustees for ratification and the imposing of the sanction. In the case of a fine, the Trustees will instruct the Managing agent to debit the Owners levy account.

6 CATEGORISATION

- 6.1 In order to enforce compliance with the HOA's Constitution and Rules, Members are to note that Trustees will adopt the following approach when categorising transgressions:
- 6.2 **CATEGORY 1 TRANSGRESSIONS**

These offences are of such a nature as to warrant the imposition of a fine.

No	Transgression	Rule	Fine
1	Parking on any road surface or traffic islands / common gardens.	2.1.4	Half a month's levy per offence in a 24-hour period.
2	Parking of trailers, caravans, lorries overnight.	2.1.7	One month's levy per offence in a 24-hour period.
3	Causing a disturbance to neighbours by loud music (or similar).	2.2.5	Half a month's levy per offence in a 24-hour period.
4	Conducting household maintenance outside of allowable hours.	2.2.6	Half a month's levy per offence in a 24-hour period.
5	Hanging of washing over balconies.	2.2.8	One month's levy per offence in a 24-hour period.
6	Non-removal of refuse bins from the street view on the day of refuse removal.	2.2.10	Half a month's levy per offence in a 24-hour period.
7	Dumping of building refuse on the sidewalk.	2.3.5	One month's levy per offence in a 24-hour period.

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No	Transgression	Rule	Fine
8	Pets being a nuisance, not on leash, Animal excrement not picked up.	2.5	One month's levy per offence in a 24-hour period.
9	Speeding, tailgating and failure to stop at stop signs	Annexure A 8.3.3	One month's levy per offence
10	Distributing marketing material or flyers or selling stuff door to door.	2.2.11	One month's levy per offence

6.3 CATEGORY 2 TRANSGRESSIONS

These offences include all offences not included in Category 1, excluding the non-payment of levies and such other sums as the HOA may have disbursed on behalf of a Member and are of such a nature that Members will be afforded the opportunity to rectify the offending situation before a fine is considered.

No	Transgression	Rule	Fine
1	All transgressions of the HOA's Rules not specifically indicated under Category 1.	Rules relating to conduct where the Member is afforded the opportunity to rectify the transgression (e.g. lack of maintenance).	A fine to be imposed by Trustees is aimed at reinforcing the Trustees' resolve to rectify the transgression.

7 COMPOSITION OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee will consist of the following persons:

- The Trustee responsible for Compliance (who also acts as Chairperson of the Committee),
 - The Chairman of the Trustee Committee,
 - Any other Trustee,
 - Two non-Trustee Members of the HOA.
-

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ANNEXURE E

PAINTING THE EXTERIOR OF PROPERTIES

A copy of the permissible colours is kept at the guard house – see the image below.



The paint colours must be approved by the Trustee for Architectural matters before commencing with the work. Any of the colours on the palette can be used.

Accents can be painted the same colour as the walls or a different colour (selected from the colour palette) and must be a totally integrated part of the overall design and blend in with the main colour. No more than two colours (main & accent) are allowed.

To assist owners the paint codes for the various options are also shown below:

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Nrn NCS	COLOUR NOTATION	PLASCON	DULUX
(PLEASE NOTE THAT THE NCS CAN BE MIXED IN ALL PAINTS) PLASCON, DULUX, EARTHCOTE ETC, IT IS SOUTH AFRICA'S STANDARD COLOUR SYSTEM. WHEN MAXING THE CLIENT CAN JUST ASK FOR NCS CODE, THEN THEY HAVE THE OPTION TO CHOOSE ANY PAINT THEY FAVOUR.			
A1	S4502 - B	BALI DEEP: DC16 PLASCON 46	00NN31/000
A2	S2002 - G50Y	LIGHT GREY ALUMINIUM: DC15 PLASCON 44	30GG 61/010
A3	S1002 - Y50R	ANTIQUE PETAL: DC15 PLASCON 43	00NN 72/000
PLEASE NOTE THAT THE COLOURS DO NOT ALWAYS MATCH PERFECTLY TO THE NCS NOTATION, BUT THE CLOSEST COLOURS OR THE ONE'S FITTING THE COLOUR SCHEME, WAS CHOSEN			



Nrn NCS	COLOUR NOTATION	PLASCON	DULUX
(PLEASE NOTE THAT THE NCS CAN BE MIXED IN ALL PAINTS) PLASCON, DULUX, EARTHCOTE ETC, IT IS SOUTH AFRICA'S STANDARD COLOUR SYSTEM. WHEN MAXING THE CLIENT CAN JUST ASK FOR NCS CODE, THEN THEY HAVE THE OPTION TO CHOOSE ANY PAINT THEY FAVOUR.			
B1	S4502 - Y	CRETE SHORE: DC18 PLASCON 52	50YY 33/065
B2	S2502 - G	GENEVA MORN: DC17 PLASCON 51	00NN 53/000
B3	S1502 - Y	MANDARIN TUSK: DC17 PLASCON 49	30YY 68/024
PLEASE NOTE THAT THE COLOURS DO NOT ALWAYS MATCH PERFECTLY TO THE NCS NOTATION, BUT THE CLOSEST COLOURS OR THE ONE'S FITTING THE COLOUR SCHEME, WAS CHOSEN			

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES



Nrn NCS	COLOUR NOTATION	PLASCON	DULUX
(PLEASE NOTE THAT THE NCS CAN BE MIXED IN ALL PAINTS) PLASCON, DULUX, EARTHCOTE ETC, IT IS SOUTH AFRICA'S STANDARD COLOUR SYSTEM. WHEN MAXING THE CLIENT CAN JUST ASK FOR NCS CODE, THEN THEY HAVE THE OPTION TO CHOOSE ANY PAINT THEY FAVOUR.			
C1	S3005 - Y20R	HOURI: Y4 - E2 - 2	20YY 43/083
C2	S2005 - Y20R	EVASIVE WHITE: Y4 - E2 - 3	20YY 57/060
C3	S1002 - Y	DRIED LEAF: DC9 PLASCON 25	30YY 69/048
PLEASE NOTE THAT THE COLOURS DO NOT ALWAYS MATCH PERFECTLY TO THE NCS NOTATION, BUT THE CLOSEST COLOURS OR THE ONE'S FITTING THE COLOUR SCHEME, WAS CHOSEN			



Nrn NCS	COLOUR NOTATION	PLASCON	DULUX
(PLEASE NOTE THAT THE NCS CAN BE MIXED IN ALL PAINTS) PLASCON, DULUX, EARTHCOTE ETC, IT IS SOUTH AFRICA'S STANDARD COLOUR SYSTEM. WHEN MAXING THE CLIENT CAN JUST ASK FOR NCS CODE, THEN THEY HAVE THE OPTION TO CHOOSE ANY PAINT THEY FAVOUR.			
D1	S3005 - Y20R	RIVER CLAY: DC23 PLASCON 69	30YY 42/083
D2	S2002 - Y	LIGHT STONE: DC23 PLASCON 68	30YY 56/060
D3	S0603 - Y20R	LANDING: DC23 PLASCON 67	40YY 83/043
PLEASE NOTE THAT THE COLOURS DO NOT ALWAYS MATCH PERFECTLY TO THE NCS NOTATION, BUT THE CLOSEST COLOURS OR THE ONE'S FITTING THE COLOUR SCHEME, WAS CHOSEN			

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES



Nrn NCS	COLOUR NOTATION	PLASCON	DULUX
(PLEASE NOTE THAT THE NCS CAN BE MIXED IN ALL PAINTS) PLASCON, DULUX, EARTHCOTE ETC, IT IS SOUTH AFRICA'S STANDARD COLOUR SYSTEM. WHEN MAXING THE CLIENT CAN JUST ASK FOR NCS CODE, THEN THEY HAVE THE OPTION TO CHOOSE ANY PAINT THEY FAVOUR.			
E1	S3005 - Y50R	LIGHT ANTHILL: 07 - E2 - 2	10YY 41/083
E2	S2005 - Y50R	BARN OWL: 07 - E2 - 3	10YY 48/071
E3	S1502 - Y50R	PLASTER: DC21 PLASCON 61	40YY 73/028
PLEASE NOTE THAT THE COLOURS DO NOT ALWAYS MATCH PERFECTLY TO THE NCS NOTATION, BUT THE CLOSEST COLOURS OR THE ONE'S FITTING THE COLOUR SCHEME, WAS CHOSEN			

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES

REGISTER OF AMENDMENTS TO THE RULES

Reference	Details	Date Added/Changed
2.1.2	Change speed limit to 20 kph	2 June 2021
2.3.3	Maintenance of properties and gardens Add a paragraph that owners/tenants are responsible for keeping their properties & gardens neat and tidy.	2 June 2021
		2 June 2021
Annexure A #5	Change the second sentence by removing reference to landlines to read: "the system provides for two contact numbers per unit."	2 June 2021
Annexure A #7.2.2	Remove reference to a Visitor's permit.	2 June 2021
Annexure A #7.2.2	Split paragraph to cover visitor entering by car (with resident), or on foot . Par 7.2.2 When a visitor enters the Estate as a passenger in a resident's vehicle, therefore not signing in, he/she may not exit the Estate on foot, unless accompanied by the resident to the gate, where the resident will use the biometric system to let the visitor out. Par 7.2.3 When a visitor wants to enter the Estate on foot, the visitor has to be signed in by providing a valid ID/Drivers licence. The security officer will contact the resident via the Mircom system to inform the resident of the details of the visitor. The resident at his own discretion provides entry by pushing 9 on the phone. If the resident cannot be contacted, entry will be denied. The visitor is allowed to exit the Estate on foot.	2 June 2021
Annexure A #7.3.5 & #7.3.6	Clarify intent of these paragraphs: Par 7.3.5 Once-off domestic and garden workers will only be allowed under supervision on the Estate. That means that the resident will have to accompany the worker from the gate to his/her residence. Upon leaving, the resident will have to accompany the worker to the gate. Par 7.3.6 Once-off domestic and garden workers may not loiter in the estate and if found to do so, will immediately be removed from the Estate. A note will be sent to the resident to warn against such practices.	2 June 2021
Annexure A #8.3.1	Change the speed limit to 20 kph	2 June 2021
Annexure C #8.2	Amend paragraph to indicate that only colours as per approved colour palette are permissible and owner has the choice of painting accents the same or a different colour.	2 June 2021
Annexure A #7.4.4	Remove reference to a Visitor's permit for Contractors.	15 June 2021

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES

Reference	Details	Date Added/Changed
2.5.5	Add other residents' properties as well for clarity.	5 July 2021
Annexure A 8.3.3	Add tailgating at the entrance/exit gates as a specific offense to the wording	17 August 2021
Annexure D 5.2	Change from pre-paid registered post to e-mail	14 October 2021
2.3.4 & Annexure C, 8.3 & 8.4	Owners are at all times required to maintain external appearance of their properties in a good and proper state. To create and maintain a neat and tidy appearance, owners are required to paint (and if necessary, repaint) the exterior walls of their properties with paint colours conforming to the approved colour specifications set out in Paragraph 8.2 of this Annexure. Should an owner decide to sell his/her property, the owner is responsible to ensure that the property is painted in colours set out in the approved colour specifications (Paragraph 8.2 of this Annexure) prior to selling the property.	22 November 2021 & 11 October 2022
Annexure A, 1.8	The ablution facilities at the guard house are for the exclusive use of the guards and contractors employed by the LVHOA for work on the common areas/property of the Estate. No private contractors, domestic workers or gardeners are allowed to use these ablutions.	22 March 2022
2.5.1	Only cats, and smaller breed dogs and birds in cages are allowed as pets on the Estate; limited to two pets per property. The actual size and development of the property will however determine whether the property is suitable to keep dogs on the property.	22 March 2022
Annexure C, 10.1	The windows & doors must be constructed from the following materials: • Timber (painted white) • Aluminium (white powder coated) • PVC	3 October 2022
Annexure C, 16	Carports or structures aimed at providing shaded parking for motor vehicles, or any temporary covering over motor vehicles (or motorcycles) , will not be allowed in the Estate.	11 October 2022
Annexure A 1.4	It is a violation of domestic workers' right to freedom of movement to prevent them from loitering. Wording has been changed to: "...to ensure that domestic or contract workers employed by them do not enter other private properties, including the common property, nor cause any undue noise or inconvenience to other residents."	25 March 2023
1.4	Arbitration is not permitted according to the registration authorities Remove the word.	25 March 2023

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES

Reference	Details	Date Added/Changed
Annexure A 7.3.6	It is a violation of domestic workers' right to freedom of movement to prevent them from loitering. Wording has been changed to: ...move straight to their place of work and when finished go straight to the exit, and if found not to do so ...	25 March 2023
Annexure A 7.1.5	According to the regulatory authority: Schemes may not require the use of approved service providers, require them to register and or accreditation of with body corporate. Members must be allowed to make use of service providers of their choice, not the those approved or accredited. This may violate the right to trade freely. Change the rule from: "Only accredited estate agents are allowed to market or let an owner's resident's property." To: "Before estate agents are invited by the owner(s) to market or let their property, they must contact the Trustees or Body Corporate to get all the required documentation that needs to be completed by themselves and the estate agent before marketing of the property starts."	25 March 2023
Annexure E	Add annexure with more details for permissible colours for painting of exterior of properties	27 March 2023
2.2.6	Household maintenance, (e.g. mowing the lawn etc.) should be undertaken between the following hours: Mondays - Fridays 07h30 – 18h00 Saturdays 08h00 – 18h00 Sundays Not allowed Changed to: Household maintenance, (e.g. mowing the lawn etc.) should be undertaken between the following hours: Mondays - Saturdays 07h30 – 18h00 Sundays & Public Holidays Not allowed	26 October 2023
2.2.7	With the exception of emergency repairs and domestic help (including gardeners), building contractors (e.g. builders, painters, carpenters, garden services, pool maintenance services etc.) are not allowed on the Estate after 17h30 or on Sundays or public holidays. Changed to: Only emergency repairs (water & electrical), medical emergencies and caregivers are allowed on the Estate after 18h00 and on Sundays and Public Holidays. Domestic workers, gardeners and building contractors (e.g. builders, painters, carpenters, garden services, pool maintenance services, dog walkers , etc.) are not allowed on the Estate after 18h00 or on Sundays or Public Holidays.	26 October 2023

LA VERITAS ESTATE HOMEOWNERS' ASSOCIATION CONDUCT RULES

Annexure A 7.4.7	Casual workers (domestics and gardeners) will only be allowed access to the Estate during the following hours: Weekdays (Monday – Friday): 07h30 – 18h00 Saturdays and Public holidays: 08h00 – 17h30 Sundays: Not allowed Changed to: Casual workers (domestics and gardeners) will only be allowed access to the Estate during the following hours: Weekdays (Monday – Friday): 07h30 – 18h00 Saturdays: 07h30 – 18h00 Sundays and Public holidays: Not allowed	26 October 2023
Annexure A 7.4.8	Changed finishing time to 18h00 vs 17h30.	26 October 2023