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## KLEIN BRON PARK HOME OWNERS ASSOCIATION ("HOA") HOUSE RULES

Die Grondwet van die Kleinbronpark Huiseienaarsvereniging magtig die Trustees om Kleinbronpark na goeë dunnke te bestuur, in die belang van alle lede en hul eiendomme. Om hierdie taak te vergemaklik kan hulle sekere reëls uitvaardig om die gedrag van inwoners (dus lede en huurders) te orden. Hierdie reëls moet steeds in die belang van die lede wees, en moet bydra om ons kompleks 'n voorkeur woongebied te maak. Dit sal 'n positiewe invloed op die waarde van die lede se eiendomme hê. Gedrag wat hierdie doelwit ondermyn moet dus so ver moontlik uitgeskakel word. Die reëls sal bekend staan as huisreëls.

Die probleem ontstaan waar inwoners, wat nie lede van die Huiseienaarsvereniging is nie, gedrag openbaar wat juis nie bydra om ons kompleks 'n voorkeur woongebied te maak nie. Dit word aanvaar dat die huisreëls gaan bydra om hierdie gedrag aan bande te lê, maar indien dit nie gebeur nie moet verdere stappe geneem word om die lede se belange te beskerm.

Sedert die opening van Kleinbronpark vir ontwikkeling en bewoning, het die Trustees na aanleiding van gebeure in die Park besluit om die volgende huisreëls uit te vaardig:

### 1. MEMBERSHIP

- Membership of the HOA is compulsory for a registered owner of a unit erf:
  - A registered owner of a unit erf may not resign as a member of the HOA.
  - Membership ceases when a registered owner of a unit erf transfers registered ownership of his unit erf to another member.
  - Every member of the HOA shall observe all by-laws and regulations made by the HOA or the Trustee Committee.
  - Every member shall be jointly liable with all the members for all expenditure incurred in good faith in connection with the HOA insofar as third parties are concerned.
  - No member shall be entitled to any of the privileges of membership unless and until he shall have paid every subscription and other sum (if any) which shall be due and payable to the HOA in respect of his membership thereof.
- **Reference: Constitution of HOA**

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### 2. PAYMENT OF LEVIES

- **Is compulsory for all homeowners and payable in advance.**
  - Payment by stop order, electronic transfer or direct deposits stating erf number as reference.
  - 20% interest will be added to all overdue accounts handed to Attorneys for collection.
  - Any bank charges related to cash deposits of levies, will in future be debited on the levy account of that specific owner. This will be effective 1 December 2015.
- **Reference: Constitution of HOA; Newsletter Dec 2004; Trustee meeting 12 Feb 2008; Trustee meeting 12 October 2015.**

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### 3. GARDENS

- Each member has an obligation to attend to his own garden, driveways and paved areas and to keep them in a neat, tidy and acceptable condition.
  - A Garden Service Provider has been appointed to mow the lawns of the homeowner every 14 days and to attend to the upkeep of the mutual areas.
  - Residents are requested to ensure that there is at least 40 centimetres paving or gap around a portapool or any other garden structure, to ensure that the employees of the of the Garden Service Provider can mow the lawn and cut the edges without causing damage to the portapool or other garden structure. In the absence of such a paving or gap, the Garden Service provider cannot be held responsible for damage to such property.
  - Where the Homeowner has laid crushed stone or other ornamental stone adjacent to lawns, the Garden Service Provider cannot be held liable for any damage resulting from such stone being in the grass being cut and thrown up by their equipment and causing damage to any person or the property.
- **Reference: Constitution of HOA; trustee meeting 11 June 2013**

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### 4. DOGS & CATS

- Dog owners are responsible to contain their dogs to their own properties.
  - Dogs x 2 and cats x 2 max per erf/plot (mun ordinance).
  - When dogs are taken for walks, it should be leashed and dog owners must remove their dogs' mess from pavements, open areas and gardens.
- **Reference: Trustee meeting 24 Jan 2005; Trustee meeting 17 July 2007**

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### 5. ROADS

- The driving of vehicles, motorbikes and four wheelers by children without a driver's license is strictly prohibited. The roads of the estate are governed by the ordinary road usage act.
  - A speed limit of 35km per hour is applicable in the estate.
  - No trailers, trucks, boats, caravans and taxi minibuses are allowed on sidewalks, open spaces or parked in front of property on a permanent basis.
  - No vehicles are allowed to park on the grass in front of property on a permanent basis.
  - No skating on roller skates/skateboards/or similar devices are allowed on public roads- ref By-law GN 6469 Dated 28/09/2007 Prohibition upon skating, roller-skating and dangerous Acts- Sect.15(a)- code 94245.
- **Reference: Newsletter Dec 2004; trustee meeting 24 Jan 2004; trustee meeting 14 July 2009; trustee meeting 14 Aug 2012; trustee meeting 8 Apr 2014**

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### 6. HOME OWNERS SHOULD COMPLY WITH THE ARCHITECTURAL GUIDELINES

#### Building Plans

- Notwithstanding the amendment to the City of Cape Town's Zoning Regulations effective from 1 March 2013, the Klein Bron Park Homeowners Association, will in terms of these regulations still require the member wishing to erect a structure that encroaches on the normal building lines, to submit a signed letter of consent from all effected neighbouring Property Owners to the Trustees, prior to them considering granting approval or not. Draft forms are available at the Administration Offices.
- All plans to be scrutinised by the appointed Park Architect, Carl Breytenbach – fees to be paid directly to the architect.

- A colour chart must accompany the plans for plaster and painted houses
- **Reference: Constitution of HOA; As per Developer; trustee meeting 24 Jan 2005; trustee meeting 11 June 2013; trustee meeting 8 April 2014**

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#### 7. SPECIFIC EXCLUSIONS

- Buildings constructed entirely of wood or fibre cement or more than 10% fibre cement.
- Prefabricated buildings...
- The erection of Wendy houses and any structure of a non-permanent nature are not permitted.
- **Reference: Architectural manual; trustee meeting 24 Jan 2005**

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8. Complaints regarding noisy dogs and neighbours should be directed to the Municipal law Enforcement office - Tel number 021 444 9973.

- **Reference: trustee meeting 24 Jan 2005**

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9. No dumping is allowed in vacant plots.

- **Reference: trustee meeting 24 Jan 2005**

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#### 10. SECURITY AND ACCESS CONTROL.

- Owners must include the Klein Bron Park remote with the keys of the property, when the property is sold/let to new owners/tenants.
- Visitors entering the estate are photographed and conversations between visitors and security guards are recorded.
- If visitors arrive after 22:00 they are to be collected at the gate and signed in by the relevant homeowner being visited.
- No Klein Bron Park remotes to be handed to Building contractors.
- Domestic workers & garden workers have to register at the Klein Bron Park Administration office on the fingerprint system.
- When an **unregistered** worker was brought into Klein Bron Park by a resident in his/her vehicle, the worker may not exit Park unaccompanied. When an unaccompanied, **unregistered** worker, reaches the gate, the worker's exit will be refused. Instead the worker will be accompanied to the resident's home who employed the unauthorised person in order to rectify the matter.
- The code of conduct applicable to contractors is dealt with in clause 3.3 of the architectural manual.
- Estate/letting agents must register at the Klein Bron Park Administration office and confirm in writing their acceptance of the code of conduct applicable.
- Any person who damages the security boom(s) will be held liable for the replacement cost and any other related costs.
- **Reference: Newsletter Dec 2004; Newsletter July 2004; trustee meeting 16 Oct 2007; Arch Guidelines; Trustee meeting 24 Jan 2005; trustee meeting 17 May 2011; Trustee meeting 12 October 2015.**

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#### 11. HOME BUSINESS

- The Trustee Committee must approve the operation of home business.
- Resident estate agents boards are strictly prohibited.
- **Reference: Trustee meeting 24 Jan 2005**

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#### 12. DOOR-TO-DOOR SALES / FLYERS / NOTICES

- No advertising, sales of any product or service will be allowed without the prior written consent of the Trustee Committee.
- Flyers from advertisers: no more flyers will be distributed through the Estate office as of 25 May 2010. Distribution of flyers must be arranged with the local Post Office.
- No pamphlets, flyers, advertisements or lost/found notices may be displayed on the booms or guardhouse windows. Lost/found notices may be distributed by residents, **only** by prior arrangement with the Admin Office.
- **Reference: Trustee meeting 24 Jan 2005; trustee meeting May 2010; trustee meeting 14 June 2011**

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#### 13. PARKS

- Wildlife must be protected at the retention dam.
- The dam is the property of the City of Cape Town, and they have prohibited fishing in the dam. Fishing is only allowed with the necessary approval of the City of Cape Town. Complaints about fishing are to be submitted directly to the appropriate department of the City of Cape Town (tel: 086 010 3089).
- No swimming or camping is allowed in and around the dam area – refer to the sign at the dam detailing prohibited activities.
- **Reference: trustee meeting 12 April 2005; trustee meeting 21 Feb 2012**

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#### 14. REFUSE REMOVAL

- The City of Cape Town will remove refuse from members' households on Thursdays (refuse other than recyclable materials) and Fridays (recyclable materials).
- Members may not put their refuse bins in the street before Wednesday evening. Similarly it is expected that members remove their refuse bins from the street by Saturday morning.
- Refuse bins must be out of sight (from the street) from Saturday morning until Wednesday afternoon.
- **Reference: trustee meeting 13 September 2011;newsletter Oct 2011**

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Hierdie huisreëls het gehelp om harmonie tussen die inwoners in die Park te vestig. Dit is egter van tyd tot tyd nodig om inwoners te herinner aan hierdie huisreëls, om te verseker dat die harmonie behou bly. Kleinbronnepark se goeie reputasie as 'n voorkeur woongebied is afhanklik van die samewerking van alle inwonendes.