

**BELLE AIRE PLACE  
OWNER/TENANT CONTACT DETAILS**

This form can also be completed (preferably) online at [www.belleairplace.co.za](http://www.belleairplace.co.za)

*Please Print Clearly*

**The completed form must be handed to a trustee within 5 days of receipt,  
failing which:**

**Administration Charges can start accruing to the owner's Levy Account.  
(Trustee details available on Page 3)**

**Required in terms of Clause 1.10 of the Conduct Rules**

Occupation Date:		UNIT:		Owner		Tennant	
NAME:							
<b>REQUIRED DETAILS</b>							
PHONE NUMBERS							
Home:		Cell:		Work:			
Phone numbers for Intercom							
Main Number:		Alternative number:					
Do you have your own contract with a security company?				No/Company Name:			

POSTAL ADDRESS:							
						POSTAL CODE	
EMAIL ADDRESS:							
Preferred Communication Method:(tick)		Post:		Email:			

VEHICLE REGISTRATION(S)	1.		Make:	
	2		Make:	
Extra charge for more than 2 cars			Make:	
Access Stickers for your vehicle(s) are available from the Security Trustee (Unit 40)				
Access Remotes: If you already have access remotes, please list the numbers below (engraved on the side of the remote):				

Pets (Please complete a separate application):	Number of pets		
Please give brief description of pets:			

<b>OPTIONAL DETAILS (IN CASE OF EMERGENCY)</b>	
NEXT OF KIN:	
CONTACT NUMBER:	
MEDICAL AID NAME:	
MEMBER NUMBER	NAME OF MAIN MEMBER



## WELCOME TO BELLE AIRE PLACE

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October 2013

The following are a few things you would probably like to know:

### YOUR CONTACT DETAILS

Attached is a form to be completed and returned to the Main Gate. Upon completion you will receive your BAP Access sticker(s) for your vehicle(s). Please ensure that any subsequent changes of details are forwarded to the Trustees.

### MAIN GATE REMOTES

Access to the complex for residents is by means of a remote. These are the property of the owner, and it is their responsibility to ensure they do not get lost or broken. However, should your remote be lost or not be working correctly, leave it at the main gate for replacement.

**Note: there is a charge for replacing remotes** and you can buy your own, provided it is compatible (Nova code-hopping).

If you are a new owner or new tenant, make sure you get the remotes (2 per unit) from the previous owner/tenant, otherwise you will need to buy new ones.

**Please notify Unit 40 or the main gate immediately if your remote is lost or stolen, so it can be removed from the access system.**

### CONDUCT RULES

Copies of the above are available electronically on the Belle Aire Place Website [www.belleairplace.co.za](http://www.belleairplace.co.za). Contact Unit 27 if you have any problems, or have not been given a copy by the Seller/Landlord.

A summary of some of the Sectional Titles Act Conduct Rules are attached and the full rules are available on the website.

### INDEMNITY NOTICES

There are a number of Notices displayed around the complex, starting with several at the entrance gate. These notices are there for your guidance and protection, and to protect the Body Corporate against unfounded claims. They **should be read and taken note of**.

One of the most important notices is at the entrance to the pool area, advising that children under the age of 16 **must be accompanied by an adult**.

### REFUSE REMOVAL

There is a refuse area at the entrance gate. All your refuse must be placed in black refuse bags and taken to this area. The refuse is cleared once a week on Tuesdays. If the bin by your unit is full, please take your refuse to the bins by the guardhouse at the gate.

No "hard" refuse e.g. broken furniture etc will be allowed.

### WASTE PAPER RECOVERY

There are orange Mondi Wheelie bins placed at various points around the complex, in which you can place any waste paper/cardboard for recovery and re-cycling. All cardboard boxes must be flattened.

## **GARDENS (If Applicable)**

Every Tuesday garden services mow the lawns. Please note the onus is on you to ensure your gate is unlocked and your pets (if applicable) are controlled. If you do not allow garden services in, the onus is still on you to keep your garden tidy and presentable, with the lawn regularly mowed.

Any garden refuse you want removed **must be placed in a black bag and left by your gate.**

If you have any issues with the garden services, such issues must be raised with the Maintenance Trustee within 24 hours of their visit.

## **PLAY AREA/LAPA**

There is a designated childrens' play area at the opposite end of the complex from the entrance. Please ensure that your children play in this enclosed space, and not in the roadways. This is dangerous and is contrary to the Conduct Rules.

The Lapa/Pool area is available for residents to relax, swim and braai. Please leave it in a clean and tidy condition. There is no "reservation" system and it can be used on a first come, first served basis for entertaining, parties etc.

## **VISITORS**

The gate intercom telephone number declared on the Contact Details form will be entered into the intercom. **Note: This system can hold 2 numbers per unit.**

When visitors arrive, the security guard will contact you on that phone number and give you the visitor's name. Be sure that you know who the visitor is, before confirming to the guard that he can let them in.

## **PETS**

This is a two-pet complex (wef 24 March 2011) and should you have a pet, please complete the attached Pet Application form and leave it at the Main Gate. Pet Applications must be submitted **before** a pet is brought into the complex.

## **SATELLITE DISHES**

Maintenance of the complex single satellite dish has been discontinued, and whilst still works in some units, **regard it as not available. It does not support dual view (PVR)**

Individual dishes/aerials **are allowed with special permission** from the Trustees.

## **MOTOR VEHICLES**

The speed limit in the complex is **15kph**. Please obey this and drive with extreme caution as there are often children walking to and from the play area or on their bicycles. Vehicles can only be driven in the complex by **licensed** drivers.

Each Unit has two parking bays allocated to it (or a double garage for some units). Extra vehicles will be permitted at a fee of R75 per month for the 3<sup>rd</sup>, R100 for the fourth and so on.

**Note:** When leaving the complex, please allow incoming vehicles to enter first. This is purely a traffic safety requirement, to avoid a build up of vehicles in the roadway outside.

## REMOVAL VANS

There is a 3 ton maximum limit on vehicles entering the complex. This is primarily to restrict the size of removal vans delivering or removing furniture. If you require a larger van for your furniture, **please ensure that the removal company provides a "shuttle"** and the main van is parked outside the complex.

## FIRE FIGHTING EQUIPMENT

Please do not tamper with any of the extinguishers or fire hoses. Specifically **DO NOT** use the fire hoses for washing of cars.

## WEBSITE: [www.belleairplace.co.za](http://www.belleairplace.co.za)

The complex has a website on which the Conduct Rules, Sectional Titles Act and other useful pieces of information are available.

You can also submit various applications on-line and read the Newsletter and any "breaking news" that affects the complex. There is a "NoticeBoard" page if you have anything to advertise.

## TRUSTEES:

Naul Bezuidenhout - Unit 33	Chairman	Cell 082 388 0185
Charmaine Yoko - Unit 5	Admin/Residents	Cell 082 654 1503
Daryl Stephens - Unit 34	Maintenance/Gardens	Cell 083 784 1820
Nick Lister - Unit 69	Finance/Remotes/Intercom	Cell: 083 661 8412
Jeffery Yu - Unit 22	Security	Cell: 084 688 6889

Should you have any further queries, contact one of the Trustees.

**Body Corporate Belle Aire Place  
October 2013**

## REGULATIONS ANNEXURE 9 CONDUCT RULES

Referenced by:

[ Of the Sectional Titles Act 1986]

1.

- (1) An owner or occupier of a section shall not, without the consent in writing of the trustees, which approval may not unreasonably be withheld, keep any animal, reptile or bird in a section or on the common property.
- (2) When granting such approval, the trustees may prescribe reasonable conditions.
- (3) The trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of sub-rule (2).

2.

- (1) An owner or occupier of a section shall -
  - (a) maintain in any hygienic and dry condition, a receptacle for refuse within his section, his exclusive use area or on such part of the common property as may be authorised by the trustees in writing;
  - (b) Ensure that before refuse is placed in such receptacle it is securely wrapped, or in the case of tins or other containers, completely drained;
  - (c) For the purpose of having the refuse collected, place such receptacle within the area and at the times designated by the trustees;
  - (d) When the refuse has been collected, promptly return such receptacle to his section or other area referred to in paragraph (a).

3.

- (1) No owner or occupier shall park or stand any vehicle upon the common property, or permit or allow any vehicle to be parked or stood upon the common property, without the consent of the trustees in writing.
- (2) The trustees may cause to be removed or towed away, at the risk and expense of the owner of the vehicle, any vehicle parked, standing or abandoned on the common property without the trustees consent.
- (3) Owners and occupiers of sections shall ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid on to the common property or in any other way deface the common property.
- (4) No owner or occupier shall be permitted to dismantle or effect major repairs to any vehicle on any portion of the common property, an exclusive use area or in a section.

4.

- (1) An owner or occupier of a section shall not mark, paint, drive nails or screws or the like into, or otherwise damage, or alter, any part of the common property without first obtaining the written consent of the trustees.
- (2) Notwithstanding sub-rule (1), an owner or person authorised by him, may install—
  - (a) any locking device, safety gate, burglar bars or other safety device for the protection of his section; or
  - (b) any screen or other device to prevent the entry of animals or insects; Provided that the trustees have first approved in writing the nature and design of the device and the manner of its installation.

5. The owner or occupier of a section used for residential purposes shall not place or do anything on any part of the common property, including balconies, patios, steeps, and

gardens which, in the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.

6. No owner or occupier of a section, used for residential purposes, shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common property or of a section, so as to be visible from outside the section, without the written consent of the trustees first having been obtained.
7. An owner or occupier of a section shall not deposit, throw or permit or allow to be deposited or thrown, on the common property any rubbish, including dirt, cigarette butts, food scraps or any other litter whatsoever.
8. An owner or occupier of a section shall not, without the consent in writing of the trustees, erect his own washing lines, nor hang any washing or laundry or any other items on any part of the building or the common property so as to be visible from outside the buildings or from any other sections.
9. An owner or occupier shall not store any material, or do or permit or allow to be done, any other dangerous act in the building or on the common property which will or may increase the rate of the premium payable by the body corporate on any insurance policy.
10. All tenants of units and other persons granted rights of occupancy by any owner of the relevant unit are obliged to comply with these conduct rules, notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy.
11. An owner shall keep his section free of white ants, borer and other wood destroying insects and to this end shall permit the trustees, the managing agent, and their duly authorised agents or employees, to enter upon his section from time to time for the purpose of inspecting the section and taking such action as may be reasonable necessary to eradicate any such pests. The costs of the inspection, eradicating any such pests as may be found within the section, replacement of any woodwork or other material forming part of such section which may be damaged by any such pests shall be borne by the owner of the section concerned.

**BELLE AIRE PLACE  
PET REGISTRATION / APPLICATION**

This form can also be completed online at [www.belleairplace.co.za](http://www.belleairplace.co.za)

Conduct Rules (21.14) - Only one pet per unit allowed

**Please Note:** As per Special General Meeting 24 March 2011, two pets per unit will now be allowed.

I, \_\_\_\_\_ (full name), the registered Owner/Tenant of Unit No. \_\_\_\_\_ apply for permission to keep the following pet(s).

TYPE OF PET \_\_\_\_\_

NAME OF PET \_\_\_\_\_

BREED \_\_\_\_\_

COLOUR \_\_\_\_\_

AGE \_\_\_\_\_

ID TAG Yes \_\_\_\_\_ No \_\_\_\_\_

ID CHIP Yes \_\_\_\_\_ No \_\_\_\_\_

DATE INOCULATED \_\_\_\_\_

DATE SPAYED/NEUTERED \_\_\_\_\_

You are requested to comply with the attached conditions.

I confirm that I will abide by the Body Corporate rules at all times. If the above pet(s) become a nuisance/disturbance to other residents, the Trustees can withdraw their consent and request the immediate removal of the said pet(s).

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

TEL Nos: \_\_\_\_\_(w) \_\_\_\_\_(h) \_\_\_\_\_(c)

**BELLE AIRE PLACE  
PET RULES AND CONDITIONS**

You are advised that Annexure 9 of the Conduct Rules of Section 35 (2) (b) of the Sectional Titles Act, 1986 states the following:

1. Pets
  - (i) An owner/occupier of a section may not keep any animal, fish, reptile or bird in a section or on the common property without the consent in writing of the trustees.
  - (ii) The trustees may prescribe any reasonable condition when granting such approval.
  - (iii) The trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of sub-rule (2).

Section 21 of the registered Conduct Rules support the above rules, and complement them with a number of specific requirements.

**Section 21 of Conduct Rules  
PETS: ANIMALS, REPTILES AND BIRDS**

1. No pets other than those correctly registered with the trustees are allowed within the confines of Belle Aire Place.
2. Permission to house a pet may only be given by the Trustees, and in so doing the Trustees can prescribe any reasonable conditions. Any permission given by the Trustees to house pets may be revoked at any stage by the Trustees at their discretion.
3. Cats and dogs must wear collars and tags at all times. These tags must provide the name of the owner, unit number and telephone number. Any pet found unaccompanied or unidentified in the complex will be removed. Cost incurred as result of such a removal, such as capture and kennel fees, shall be borne by the owner or occupier of the unit where the pet was accommodated.
4. The Body Corporate, Trustees, Managing Agents or its appointed employees shall not be liable for any injury to any pet thus removed or for any other loss so incurred by the owner or occupier of the unit, the owner of the pet or any other person. Animals that have had chips implanted are not exempt from this rule.
5. All garden gates are to be padlocked on units where dogs are kept.
6. Pets must not cause a disturbance at any time. Should an animal cause a disturbance and an owner be warned, in writing by the Body Corporate, Trustees or the managing agents, to stop the disturbance, and it continues, the permission to house the animal will be withdrawn by the Trustees and the pet is to be removed. Should the pet not be removed by the owner after written warning, arrangements will be made for the pet to be removed at the cost of the owner of the pet.
7. Owners of pets shall be responsible for the removal of their animal's excrement within their exclusive use areas as well as from the common property. Excrement is to be removed from the common property immediately so as not to be unsightly to fellow residents. Owners shall also ensure that excrement within their exclusive use areas shall not cause a nuisance or be unsightly. Gardens are to be cleaned daily of pet excrement. Failure to clean up may result in permission being removed. Dog's excrement not cleaned up will be removed at a charge to the owner of the pet.
8. Dogs must be leashed and properly controlled when on the common property.
9. Cats and dogs which have not been neutered or spayed may not be kept in the complex. Certificates guaranteeing spaying/neutering are to be submitted to the Trustees/managing agents when asking permission to keep the pet. Should the pet be

too young to be spayed/neutered, a certificate proving the spaying/neutering should be handed to the Trustees/managing agents within a year of gaining permission to keep the pet. Should such a certificate not be provided, the permission to keep the pet will be withdrawn.

10. Vicious animals of any nature may not be kept in any unit or on the common property, whether caged or not.
11. Dogs of breeds that are behaviorally inappropriate or incompatible with the environment will not be allowed.
12. Aviaries are not permitted.
13. The Body Corporate, Trustees, managing agents or its appointed employees shall not be liable for any injury to any pet in the complex, including the common property and driveways.
14. With regard to the number of pets, the policy at Belle Aire Place for cats and dogs is one pet (not one of each). **(See Note 1 below)** In extenuating circumstances the trustees may approve two. In the case of birds and fish, e.g. animals that are caged this rule may be extended to include more than one at the discretion of the trustees.
15. No applications to keep vicious, exotic, dangerous or poisonous pets shall be entertained. Reptiles may not be kept on the premises and no snakes exceeding 1m when fully grown, or which are venomous.
16. Trustees reserve the right to request details of how the pets will be housed/caged as part of their decision making.

The trustees reserve the right to add to or amend these conditions from time to time in the interest of maintaining a peaceful co-existence for all residents.

To this end the Trustees prescribe the following conditions:

1. The number of pets per section (see Clause 14) is limited to **2 (two)** as of 24 March 2011.
2. Pets must be suited to a "complex" environment.
3. In the case of very small dogs, it is recommended that a suitable mesh be attached to all gates.
4. Municipal by-laws and regulations (and their amendments) relating to pets will be enforced.