

# *Hamlet's Place*

Homeowners' Association  
Rules and Regulations

Dear New Hamlet's Place Resident

On behalf of the Homeowners' Association, welcome to Hamlet's Place security complex.

Overleaf you will find the Hamlet's Place Rules and Regulations. Keep this information handy as a quick reference, in case you are in doubt at any point. The rules and regulations have been implemented for your safety and protection, and to ensure that Hamlet's Place remains a pleasant environment for all homeowners and tenants.

The Homeowner's Association (comprising of the trustees) has been put in place to look after the complex as a whole, and to represent each Homeowner so that everything runs as smoothly as possible.

If you have any questions or concerns, please feel free to contact any of the under mentioned trustees so they can help you.

**Trustees**

|                             |             |              |
|-----------------------------|-------------|--------------|
| Danell Venter (unit 6)      | Chairperson | 082 413 6025 |
| Luke van Wyk (unit 4)       | Trustee     | 082 575 0928 |
| Witchious Conradie (unit 2) | Maintenance | 082 613 8778 |
| Irene Kritzinger            | Secretary   | 084 559 2060 |
| Martinique Hammond          | Trustee     | 082 331 2052 |
| Brendon Barrett (unit 10)   | Treasurer   | 084 988 8221 |

Les Cassani, our managing agent from Independent Property Group looks after our accounts and is available on:

Tel: 021 975 4585

Fax: 021 976 1224

Email: [les@orangenet.co.za](mailto:les@orangenet.co.za)

Postal address: P.O. Box 2091, Durbanville 7550

We trust you will be happy here and that you will enjoy the lifestyle and safety that complex living presents.

**Danell Venter**

Chairperson

# **Hamlet's Place Homeowners' Association Rules and Regulations**

The primary objective of these Rules and Regulations, introduced by the trustees, is to enhance the security and aesthetic appeal of Hamlet's Place.

These Rules and Regulations ensure that all residents (homeowners and tenants) know what is expected of them, thereby allowing for harmonious co-existence.

These Rules and Regulations are subject to change, at the discretion of the trustees. In the event of any changes, the updated Rules and Regulations will be delivered to you promptly.

The trustees' decision is final and binding in respect of the interpretation of these Rules and Regulations.

## **Compliance with Hamlet's Place Rules and Regulations**

Consideration for your fellow neighbours will go a long way in ensuring peaceful living.

Each Hamlet's Place homeowner is responsible for compliance (with these Rules and Regulations) and the conduct of their families, tenants, visitors and employees.

## **Letting and reselling property**

In the event of a home sale/letting, the agent and homeowner must ensure that the new owner/tenant is informed by receiving a copy of the **Hamlet's Place Homeowners' Association Rules and Regulations**. These rules must be an annexure to any deed of sale or lease agreement.

No property can be let/utilised for the purposes of a commune.

## **Levies/water accounts**

All Homeowners pay a monthly levy towards electricity for the street lights, main gate and general maintenance of the complex.

Water meter readings are taken once a month and the charges are calculated by the managing agent, using a formula provided by the municipality.

Please note: The accounts are payable into the following bank account by the 1<sup>st</sup> of the month:

ABSA Bank  
Account no.: 405 444 3428

Account name: Hamlets Place Homeowner's Association  
Branch code: 632005

Remember: Use your name and unit number as a reference on the deposit slip. Interest of **18%** will be charged for late/non payment of levies and/or water accounts. Defaulters will be handed over at 90 days. Any and all costs in this regard will be solely for the defaulter's account.

Attention Homeowners: Please liaise with Mr Cassani for your preferred method of receiving your monthly account, i.e. email, snail mail etc.

Attention Tenants: Kindly check with your landlord regarding the terms of your lease in this regard.

### **Gate security**

The following rules are in place for your safety and must always be adhered to:

1. Do not drive into/away from the complex until the gate is closed behind you. This applies to everyone (including social visitors, delivery vehicles, contractors etc.) entering or leaving the complex. There is a sign on the gate to this effect.
2. Do not admit anyone to the complex if that person is not known to you. All visitors must wait at the gate until the residents at the unit in question open for them.
3. Hooting is forbidden when trying to gain access to the complex.
4. Do not arrange for collections or deliveries if you are not at home, unless you have arranged for someone in the complex to accept it on your behalf.
5. Make sure you have control of your remote access device at all times. Should you misplace your remote and require a new one, please contact:

Danell or Peet  
Unit no. 6  
Cell: 082 413 6025 (Danell Venter)

Arrange a mutually convenient time with Danell to have the lost/damaged remote deleted from the system. Additional remotes can be obtained from Danell at a cost. Danell will program the remotes for you. Do not attempt to program remotes yourself.

6. If you want to be connected to the Gatekeeper system for cellular access to the complex, contact a Trustee to arrange to have your cellphone number programmed onto the system.
7. It is strictly against the rules to tamper with the gate mechanism or to leave it open at any time.
8. All damaged remotes, including those belonging to residents that are moving out of Hamlet's Place, will be taken off the system.

Please note: A fine will be issued in the event of the following:

- Persons caught driving into/away from the complex while the gate is open.
- Anyone found tampering with the gate.
- Anyone found attempting to program their own remotes.

## **Complex road**

The road inside Hamlet's Place is for the use of all Hamlet's Place residents (including their families, visitors and employees) and non-resident homeowners.

The road in Hamlet's Place is subject to the relevant road traffic ordinances and by-laws.

The speed limit in Hamlet's Place is restricted to 10 km/hour.

Parking is only permitted along the pavement (half-on and half-off the road) and in the driveway of your property. Parking is not permitted in the road itself, so as to obstruct other complex road users.

Heavy vehicles are not permitted into Hamlet's Place.

## **Post boxes**

These are to be emptied on a regular basis, and remotes must never be left inside the post boxes for the convenience of visitors and domestic workers.

## **Electric fence**

It is the responsibility of the resident to make sure that all vegetation is cut away from the electric fence around your unit. This includes any objects that might be too close to the fence, causing the alarm to trigger unnecessarily, if there is contact. In the event of this happening, the resident concerned will be responsible for the fencing company's call-out fee and repair, if any.

## **Refuse and recycling bins**

The following rules refer to the management of bins within Hamlet's Place. It should be noted that these rules are in place to keep Hamlet's Place presentable and secure, as vagrants have been sighted monitoring the complex and sleeping behind bins.

1. The designated area for bins is at the gate (within the complex) on the corner of Unit 14. (No rubble or refuse is to be dumped or discarded in any public area, including the roads/streets or sidewalks.)

2. Refuse bins are to be placed in this designated area no earlier than Tuesday, late afternoon. After the municipal refuse collection on Wednesday, residents are to fetch their own refuse bins by no later than Wednesday evening and return them to their own residence.
3. Recycling bins are also to be placed in this designated area no earlier than Wednesday, late afternoon. After the municipal recycling collection on Thursday, recycling bins are to be collected by each resident by no later than Thursday evening and return them to their own residence.

Please note: A fine will be issued if these rules are not adhered to.

### **Noise/loud music**

As we all live in close proximity to one another, be considerate when entertaining. No loud music/noise after 23h30.

### **Fireworks and firearms**

Fireworks are strictly prohibited in Hamlet's Place at all times.

The discharge of fireworks has also been prohibited by municipal by-law, and therefore, criminal charges will be brought against any perpetrators.

Discharging a firearm within Hamlet's Place is prohibited. Criminal charges will be instituted in all cases of unlawful firearm discharges.

### **Pets**

Pets are not to be a nuisance to other residents, and dogs are to be on a leash when in the common area.

If your pet (dog or cat) defecates in the common area, it is the owner's responsibility to clean it up immediately.

A maximum of two pets is allowed per unit.

No livestock is allowed.

## **General**

All residents must supervise their children and are solely responsible for any damage to common and private property.

Under no circumstances is any laundry to be hung in the front of the home, visible from the complex road. Laundry must be hung at the back of the house, out of sight from the complex road.

When preparing to light a fire for a braai, please consider those around you. If you are aware that your neighbour has laundry on the line, please be considerate and make them aware of your intention, before lighting a fire.

If any plants are found damaging common property, all associated costs, including the removal thereof, will be solely for the homeowner's/tenant's expense.

## **Garden services**

All gardens are expected to be maintained at all times in accordance with the Homeowners' Constitution. For security reasons, only one garden service company is allowed in the complex:

Mr Schalk Giani  
W & D Garden Services  
Cell: 082 830 2801

Please contact him directly if you wish to make use of his services. If you have green fingers and prefer doing your own gardening, please feel free to do so.

## **Painting of houses**

According to the Homeowner's Constitution, all houses are to be painted the prescribed colours. The codes for these colours are as follows:

1. Wall:  
Chalk Stone 1
2. Mouldings:  
D14-4  
Camel Hair Expressions  
Micatex Pastel 7 litre  
PC-49  
PH-21  
PL-70

### **Please note:**

1. Homeowners who do not comply with the correct colours will be expected to repaint their houses.

2. If a homeowner fails to carry out essential maintenance to his/her home, the trustees will arrange for the necessary work to be done, and this will be for the homeowner's expense.

### **Building additions and alterations**

All building plans for any additions and alterations must be in accordance with the aesthetic rules applicable to Hamlet's Place, and must be approved by the trustees/Homeowners' Association.

Your intention to undergo additions/alterations must be brought to the attention of the Chair Person. You will be asked to provide the trustees with a copy of the proposed plans.

Under no circumstances are any alterations or additions allowed to be made to common property, or to the exterior of any unit, without the prior written consent of the Homeowners' Association.

#### Please note:

1. It is for the discretion of all Hamlet's Place homeowners to permit any and all building works within Hamlet's Place.
2. Once your addition or alteration commences, it must be completed within 6 months.
3. Demolition, hammering, drilling, sawing or the use of noise-inducing power tools is not permitted during peak holiday season (15 December to 15 January) and all public holidays.
4. Excessive noise levels resulting from building additions/alterations are only permitted between 9 am and 5 pm, Monday to Friday.
5. All homeowners must issue their contractors with the **Contractor's Code of Conduct**, and ensure that this is signed, prior to commencement of work, and ensure that they adhere to the stipulations of the contract at all times.

### **External household fixtures**

All TV antennae, DSTV dishes and air conditioners must remain out of sight, i.e. these items must not be fixed to the face of the house, and must not be visible from the complex road.

Lean-tos and temporary carports are not permitted.

### **Advertisements and publicity material**

Advertisements and any other publicity material may not be exhibited or circulated, unless prior consent by the Homeowner's Association has been awarded.

### **Holidays and business trips**

If you and your family are going to be away at any time, and a friend or relative will be coming to look after your home/pets/plants, please advise the trustees. It is your responsibility to ensure that these people are aware of the complex rules, as you will be held liable for any breach of such rules.

### **Vehicles, Caravans and Boats**

No Member shall park or leave any derelict vehicle, boat or caravan on his/her property in a position where it is visible (covered or uncovered) from any street or public place. In exceptional circumstances, eg packing and unpacking of a caravan, written consent can be obtained from the trustees to allow for a fixed time period deviation from this rule.

**Hamlet's Place Homeowners' Association**  
**Receipt and Acceptance of Rules and Regulations**

I, \_\_\_\_\_, presently a homeowner/tenant  
of Unit \_\_\_\_\_ in Hamlet's Place, hereby confirm receipt of the Hamlet's Place Rules and  
Regulations on \_\_\_\_\_.

Signature \_\_\_\_\_.

## Hamlet's Place Homeowners' Association

### Resident Emergency Contact Information

Please complete this form fully. Your contact details will only be used by a trustee in the event of an emergency.

Unit number:

| Particulars     | Owner | Tenants/Occupants |
|-----------------|-------|-------------------|
| Title           |       |                   |
| Name            |       |                   |
| Surname         |       |                   |
| Home telephone  |       |                   |
| Work telephone  |       |                   |
| Cellphone       |       |                   |
| Fax             |       |                   |
| Email           |       |                   |
| Post Office Box |       |                   |

Who can we contact in case of emergency and you are not available?

| Name | Home Telephone | Cellphone |
|------|----------------|-----------|
|      |                |           |

What telephone number can we link to the main gate intercom?

|                                  |
|----------------------------------|
| <b>Intercom telephone number</b> |
| (0 )                             |