

The Body Corporate of Lake Club Apartments

Conduct rules



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1. General

In terms of section 10(2)(b) of the Sectional Titles Schemes Management Act (No 8 of 2011) hereinafter referred to as "the Act", and Annexure 2 to the Regulations made under the Sectional Titles Schemes Management Act, conduct rules are intended to control and direct the conduct of persons within the sectional title scheme. The following rules are binding on The Body Corporate of Lake Club Apartments, including, but not limited to the trustees and owners in general meeting, as well as on owners individually and any person who occupies a section.

The signed acceptance of the currently approved conduct rules has become a condition precedent to the leasing or purchasing of an apartment in this building as from 1st September 1997.

The trustees will appoint suitably qualified building managers / caretakers who will be empowered to assist with the applications of the conduct rules.

When damage to common property occurs, the trustees will recover the cost of repairs from the responsible owner. Where the damage is caused by a tenant of an owner, the owner will be responsible for reimbursing the body corporate for the cost of repairs.

The trustees expect that owners and tenants will appreciate the necessity of these conduct rules, which are based on a number of years' experience of the Lake Club Apartments community.

The trustees respectfully request the co-operation of owners and tenants in abiding by the conduct rules, and would point out that, should it ever become necessary, the trustees will refer misconduct to a "domestic tribunal" or take recourse to legal action in the upholding of these rules, in the best interest of the body corporate.

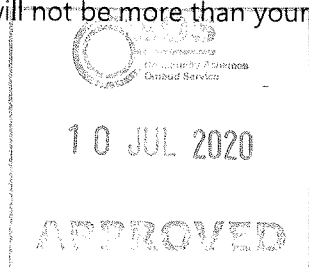
2. Occupancy

- 2.1 In terms of a special resolution of the body corporate passed on 25 April 1989, sections of Lake Club Apartments shall not, without the written consent of the trustees, and on such terms and conditions as they, in their sole discretion shall decide, be occupied by more than the following numbers of persons:

2.1.1 two bedroom apartment – four persons; and

2.1.2 three bedroom apartment – six persons.

2.1.3 If anyone is found to not adhere to this ruling the owner will be liable to a fine which will not be more than your ordinary levy amount per person.



3. Tenants

- 3.1 An owner is free to rent out his/her property, and must keep within the following guidelines:
- 3.1.1 The owner shall inform the board of trustees through the building manager / caretaker of his/her intention to rent out the property.
- 3.1.2 For their own protection it is suggested that the owner, or the leasing agent, shall do a reference check on his prospective tenants.
- 3.1.3 Where practical, the owner, the prospective tenant and the board of trustees shall have a meeting prior to the tenants taking occupation of the apartment.
- 3.2 The building managers / caretakers will inform owners of any misbehaviour by tenants. Owners shall be held responsible for the behaviour of their tenants.

4. On-Show Apartments

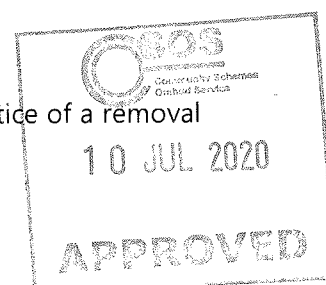
- 4.1 Agent's "For Sale" and/or "On Show" signs tend to detract from the value of the property, and not more than one sign per agency will be allowed. Additional signs will be removed by the building manager / caretaker.
- 4.2 Owners wishing to sell or rent their apartments must advise the building managers / caretakers of their intention, and who they intend to use as selling or leasing agent.
- 4.3 Viewing of "On Show" apartments is only permitted on Saturdays and Sundays from 14:00 to 17:00.
- 4.4 Parking will not be provided inside the Lake Club property for interested purchasers or renters.

5. Absence of Occupants

- 5.1 Where apartments are to be left vacant for a period of fourteen days or longer (including absence on vacation), the manager must be informed, and a contact number provided.

6. Removal and Delivery of Furniture

- 6.1 Removal and delivery of furniture shall only take place between 08:00 to 16:30 and 18:00 to 21:00 from Mondays to Fridays, and Saturdays from 08:30 to 16:00.
- 6.2 No moving of furniture is permitted on Sundays or public holidays.
- 6.3 The building managers shall be given a minimum of forty-eight hours' notice of a removal or delivery of furniture, together with a reasonably accurate time forecast.
- 6.4 Furniture is not to be dragged in the passages or foyer.



- 6.5 If any part of the building is damaged during the moving procedures, repair thereof will be for the account of the owner.
- 6.6 If property, *i.e.* building, lift, passage walls and tiles, *etc.*, is damaged during the removal / delivery, the owner of the goods causing damage will be held responsible for such damage. If the owner of the goods is a tenant of an owner, that owner will be held responsible, as set out in rule 1.
- 6.7 An inspection will be carried out before and after the removal / delivery.
- 6.8 Only the large lift may be used for moving the furniture of arriving and departing residents, and no furniture shall be allowed in the lift without the protective lift covers in place.
- 6.9 Please advise your cartage / removal contractor of the above rules and, for your protection, it is recommended that you confirm that they have insurance cover for possible damage to your property, and the premises being moved out of and into.
- 6.10 The above rules are applicable to the ground floor apartments as well.
- 6.11 Cartage / removal trucks are only allowed to park in the allocated parking area.
- 6.12 Parcels delivered may be received at the manager's discretion on behalf of a resident, but prior arrangement must be made. Please note that the manager accepts no responsibility whatsoever.
- 6.13 All casual labour used off street corners is to be verified by the owner of the unit moving in or out and must notify the Lake Club office with the verification documents.

7. Electricity

- 7.1 ...
- 7.2 The electricity meter will be checked on the request of the owner. If the meter is not faulty, the cost will be for the owner.
- 7.3 ...

8. Parking Area

- 8.1 No vehicles are to be parked on the yellow lines (*i.e.* no parking area). As well as no vehicles are to be left unattended under the entrance portico. A fine of R500 will be imposed on infringements and the wheels of a vehicle will be clamped in.
- 8.2 Only residents who have carports allocated to them are permitted in the parking area.
- 8.3 The loading and/or unloading of vehicles is permitted only in the area west of the canopy, marked **LOADING ZONE**. Vehicles should be parked in this area for the minimum period of time.



- 8.4 Vehicles may be washed, but only in the bay allocated to the apartment, to avoid disruption to traffic flow and inconvenience to other residents.
- 8.5 Major repairs of vehicles are not permitted in the parking area. All cars must be roadworthy and driveable. Vehicles may not leak oil and oil marks left on the tarmac will be cleaned and cost thereof charged to the owners levy account responsible.
- 8.6 Unnecessary noise or hooting is not permitted in the parking area.
- 8.7 The parking of motor cars, Kombis, 4x4s, LDVs and trailers only is allowed in the carports. Trailers must not be longer than 5 metre, wider than 2 metre and higher than 2 metre.
- 8.8 No caravans, boats, commercial trucks, lorries or pantechnicons are allowed to park in the parking area.
- 8.9 Motorcycles should be stored in the motorcycle bay.
- 8.10 Storage of loose items is not permitted in the carports.
- 8.11 Sub-letting of a body corporate rented bay is not allowed.
- 8.12 A body corporate rented bay which is not used, other than the first bay, will automatically revert back to the body corporate and will be available for renting to other residents.
- 8.13 In respect of any car which is not used for a period longer than a month (*i.e.*, when the owner goes overseas) notice should be given to the building manager / caretaker, as well as a contact address where the keys are kept in case of emergencies or maintenance.
- 8.14 Subject to availability and allocation according to position on a waiting list, the occupants of a three bedroom apartment may collectively rent a maximum of two additional parking bays and the occupants of a two bedroom apartment may collectively rent a maximum of one additional bay.
- 8.15 The driving of quads in the parking area is prohibited.

9. Electronic Gates

- 9.1 Any person found tampering with the gate or associated equipment will be held responsible for the cost of repairs. If the individual causing the damage is a tenant of an owner, that owner will be held responsible, as set out in rule 1.
- 9.2 The immediate vicinity on both sides of the gate must be kept clear at all times.
- 9.3 All visitors must advise the security guard who they wish to see and be required to sign the register.
- 9.4 The main gate must be kept open during peak hours, being 06:00 to 08:00 in the mornings and 16:00 to 18:00 in the evenings, to minimise wear and tear on the electronic equipment. The security guard will monitor the leaving and arriving of persons and vehicles.

- 9.5 All residents are to have their own access gate control keys. Entry will not be allowed by security unless under extenuating circumstances.

10. Domestic Aides

- 10.1 Residents are responsible for the actions of their domestic aides whilst they are on the premises.
- 10.2 Residents must see that the domestic aides have access into the apartment.
- 10.3 A toilet is available in the refuse area for use by domestic aids.

11. General Noise and Behaviour

- 11.1 Residents are responsible for the behaviour of their guests.
- 11.2 All electronic music, radios, TVs, and "parties" must be kept at a reasonable volume in consideration of other residents, and all noise is to cease completely at 22:00. Any person exceeding noise levels or after allowed time will be fined R500.
- 11.3 The passages and stairs are not to be used as playgrounds, neither will children be permitted to congregate and/or play in the main foyer, or under the canopy in the car park area.
- 11.4 Cycling, skating, skate boards, etc., are not permitted anywhere in the building or in the covered parking area.
- 11.5 Please try not to slam doors.
- 11.6 Deliberate and persistent noisy behaviour will be liable for a fine of up to R250.
- 11.7 Residents using trolleys to take shopping supplies or other goods to their apartments are required to return the trolleys to the area outside the refuse area. If a trolley has not been returned within thirty (30) minutes, the resident will be fined with R50.

12. Alterations

- 12.1 Any resident who wants to do major alterations and renovations to his/her apartment must first notify the building managers / caretakers. Plans and explanations of building renovations must be submitted for the said approval as per The Act and may not be granted until such plans have been approved by all parties necessary. Renovations may not commence before Trustees authorisation or approval.
- 12.2 Any changes to the outside of an apartment are not allowed.
- 12.3 Noisy repair work in apartments may be done between the hours 07:30 and 18:00 on Mondays to Fridays, and Saturdays from 08:00 to 12:00. No noisy work is permitted on Sundays and public holidays.

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- 12.4 Residents becoming aware of noisy alteration work being done outside the permitted times should inform the building manager / caretaker who will ensure compliance with these conduct rules. Anyone found exceeding time limits for such alterations will be fined R300.

13. Fireworks and Firearms

- 13.1 No fireworks, crackers, firearms, pellet guns or the like may be discharged anywhere in the building or on the property of Lake Club Apartments.

14. Pets

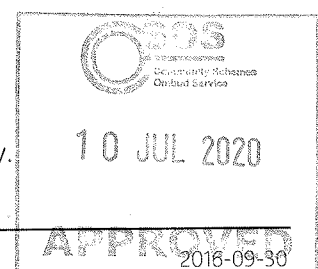
- 14.1 Only pets such as caged birds and tropical fish are permitted in the building. Residents who have noisy caged birds and causing a nuisance to the residents in the complex will be fined R200.
- 14.2 No other pets whatsoever are permitted on the property. This includes visitors' pet(s).
- 14.3 Should any pet mentioned in rule 14.1 create any nuisance, the trustees may request the owner to get rid of it.

15. Roof and Fire Escape

- 15.1 Only authorised persons may use the main stairway between the 15th floor, the elevator control room and the roof.
- 15.2 Notices on each landing will indicate that the spiral fire escape is a prohibited area and, except for legitimate access to the roof washing line from the 15th floor landing, may only be used in time of emergencies. Any person removing or tampering with these notices will be subject to fine of R250.
- 15.3 Under other normal circumstances, only employees of the body corporate and maintenance persons are permitted on the fire escape and roof areas.
- 15.4 Unauthorised persons found in the prohibited areas will be liable for a fine of up to R250.

16. Lifts

- 16.1 No smoking is permitted in the lifts, foyer or passages. Persons found smoking in the lifts, foyer and passages will be liable for a fine of up to R250.
- 16.2 No children under the age of seven years may operate the lifts.
- 16.3 Please press the button in the direction of travel only.
- 16.4 Bulk goods, furniture, etc., are to be transported in the large lift only.



- 16.5 The responsibility for damage to the lift is borne by the party causing it. If the individual causing the damage is a tenant of an owner, that owner will be held responsible, as set out in rule 1. In the case of spillage, broken parcels, illness, *etc.*, the party responsible is to clean up as soon as possible. Where the party responsible is a visitor, the owner or the tenant of the apartment will be held responsible.
- 16.6 No person with a dripping wet costume is allowed in the lift. Where a person is found causing wetness in the lift, the culprit will be responsible for cleaning the lift.
- 16.7 Doors to be held open by the use of "Door Open Button". In the case of furniture removal, the lift key must be obtained from the managers. A key deposit is applicable.
- 16.8 The lifts should not be unreasonably delayed.
- 16.9 The lift and landing doors must not be forced open should the lift stop (be out of order). The alarm bell is to be sounded and patience is to be exercised.
- 16.10 A stoppage caused by children, or possibly adults, playing in the lift will be handled as a non-emergency call. The parent will be responsible for all the cost including the call-out.
- 16.11 No drinking of alcohol is allowed in the lifts, foyer, and dustbin area, parking area or any part of the common property. Anyone found contravening this rule will be subject to a fine of up to R250.

17. Windows and Passages

- 17.1 No smoking in the entrance foyer, passages and staircases is permitted.
- 17.2 The windows of all apartments should, to the satisfaction of the trustees and without exception, be suitably curtained to, *inter alia*, prevent anything unsightly from being seen through the windows from outside. The windows of 3-bedroomed units on the parking side of the building should be curtained in muted shades of beige or cream or white or grey.
- 17.3 Outer passage windows must not be opened.
- 17.4 Where windows of an apartment are damaged for any reason, the repair cost, unless covered by the body corporate insurance policy, will be for the account of the owner of the apartment, especially in the case of unit windows not fastened down correctly.
- 17.5 No objects may be thrown from the windows.

18. Balconies

- 18.1 Balconies are not to be used as storage space. They must be kept neat and tidy.
- 18.2 Carpets, mats and linen, *etc.*, are not to be shaken or hung or dried over the balconies, rails or ledges. Anyone found contravening this rule will be subject to a fine of R300.

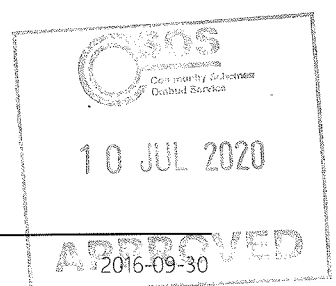
- 18.3 Flower pots or containers and loose objects are not permitted on balcony ledges, for obvious safety reasons.
- 18.4 Laundry may only be hung on the balconies providing an approved airing frame is used, and the washing is not visible from the street (municipal by-laws). No washing lines of any description are permitted on balconies.
- 18.5 The washing of balconies and watering of plants is permitted, providing no water is allowed to discharge from the drain outlet.
- 18.6 The use of a "braai" of any description is not permitted on the balconies.
- 18.7 Where cupboards are kept on the balcony and they protrude beyond the height of the parapet wall, such cupboards must be positioned adjacent to the brick wall, may not be higher than the latter, and must be painted of a colour to match the wall, to minimise the unsightly appearance of such cupboards from the street.
- 18.8 The enclosure of balconies is permitted only if the correct and approved plan is submitted to the board of trustees. It is the responsibility of the owner to get building permission from the town council.
- 18.9 No objects may be thrown from the balconies.
- 18.10 Feeding of birds on balconies, as well as in the garden is not permitted because of the difficulty of controlling and cleaning bird mess, and the possibility of disease.

19. DStv

- 19.1 A communal dish is available.
- 19.2 No other dishes are permitted on the balconies and top of the roof.
- 19.3 In the few cases where there had been privately owned dishes before an approved communal dish was installed, the trustees, on behalf of the body corporate and the owners of the said private dishes, will negotiate with the owner of the communal dish and distribution system for some kind of compensation.
- 19.4 Only contractors approved by the owners of the communal system and the body corporate may be used.

20. Staff

- 20.1 Staffs are not to be accommodated with regards to requests for personal loans from any owner or resident as Lake Club Apartments will not take any responsibility should an owner or resident loan any money to an employee of Lake Club Apartments.

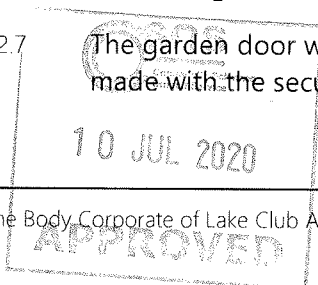


21. Removal of Garbage

- 21.1 Garbage for removal to be contained in a closed plastic bag, and placed near the lifts below the fire hoses on the uneven floor levels between 21:00 and 23:59 on Sundays to Thursdays, provided that the next day is not a public holiday, and between 00:00 and 08:00 on Mondays to Fridays, provided that it is not a public holiday. No refuse removal on Saturdays, Sundays or public holidays.
- 21.2 Should a person be found guilty of transgressing any part or parts of rule 21.1, he/she will be liable for a fine of R100 as a first offender, R200 as a second offender and thereafter R300 per incident.
- 21.3 Separate containers may be provided for glass, plastic and metal refuse for the purpose of recycling these materials.
- 21.4 Residents are requested to collect their individual refuse into separate, leak-proof, plastic bags for glass, plastic and metal refuse types. Residents must ensure that the refuse bag is not leaking onto the passage floor.
- 21.5 Any person found guilty of placing leaking, smelly refuse out in the passage will be fined R250.00 with incremental increases for subsequent offences.
- 21.6 Fines for not complying to rule 21 will be charged as follows:
- 1st offence – R250-00
 - 2nd offence – R350-00
 - Thereafter R450 per incident

22. Garden Area

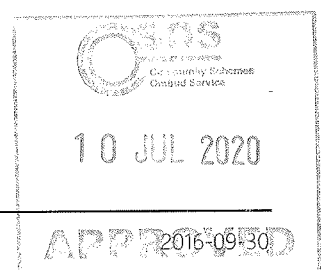
- 22.1 Damage to fences, walls, garden furniture, lights, lawns, trees, shrubs and picking of flowers is forbidden and the relevant owner will be held responsible for such damage. If the individual causing the damage is a tenant of an owner, that owner will be held responsible, as set out in rule 1.
- 22.2 Any form of recreation that creates a nuisance to other residents is not permitted in the garden area, especially loud music.
- 22.3 Bicycles, tricycles, quads and battery driven cars (excluding small radio controlled cars) are not permitted in the garden.
- 22.4 Ball games are permitted at the far end of the garden. Playing with foam rubber balls only is permitted in the garden between the swimming pool and the building.
- 22.5 Braais may only be held within the braai areas.
- 22.6 The braai grid must be cleaned after use.
- 22.7 The garden door will be locked at 21:00. When late braais are held, arrangements must be made with the security guards for access to the building and carpark areas.



- 22.8 Prior permission must be given by the building manager / caretaker for the use of jumping castles. Strict supervision by the parent must be given.
- 22.9 No drying of washing in the garden area in front of ground floor apartments is permitted. Allowed common property facility is the wash lines on the roof. Any person found drying washing in the prohibited area will be liable to a fine of up to R250.
- 22.10 Since the ground floor apartments do not have their own balconies, the common property directly in front of the ground floor apartments up to a maximum length of three metre may, as a concession, be considered as if it forms part of the ground floor apartment. Low hedging plants may be used to define these areas. However, no wire or other fencing material whatsoever may be used. The only objects that are permitted to remain in these areas overnight are garden tables and chairs. Out of consideration for ground floor residents, all other residents are requested not to walk within the three metre distance from the ground floor north side of those particular residents' apartments.
- 22.11 If owners or tenants of ground floor apartments do not abide by rule 22.10, the trustees have the right to take back the concession and the said owner / tenant will no longer have exclusive usage rights on the common property in front of their apartment.
- 22.12 All plants, including trees, planted on common property are considered to be part of the common property, irrespective of who bought, planted and takes care of them.
- 22.13 No garden furniture is to be moved around the garden without permission from the office. Children are not allowed to stand on or jump on the garden tables. A fine of R250-00 will be imposed. Hired furniture may be brought in if so desired.

23. Swimming Pool

- 23.1 **For the use of residents and their guests only.**
- 23.2 No drinks or food are allowed in the pool.
- 23.3 No refuse is to be thrown into the pool or pool enclosure.
- 23.4 No stones / bricks / garden furniture or dirt is to be thrown into the pool or pool enclosure.
- 23.5 No person is to be thrown into the pool.
- 23.6 No swimming is permitted after 21:00.
- 23.7 Tampering with the filter and associated equipment is forbidden.
- 23.8 Children eight years and under should be supervised at all times by a parent, or by a responsible adult. The presence of unsupervised children at the pool will not be tolerated and a fine of R500-00 will be imposed.
- 23.9 No scuba diving equipment may be used in the pool.



24. Tennis Court

- 24.1 For residents' use only, and guests if accompanied by a resident.
- 24.2 When not in use, the court must be locked. Players wishing to use the court will obtain the key from the security guard or the manager / caretaker.
- 24.3 The correct footwear is to be worn at all times.
- 24.4 Should players be waiting to play, those playing tennis must be allowed to complete the set on the "first come, first served" basis, with one set being of maximum duration of 45 minutes. Not applicable if no one is waiting.
- 24.5 Practising against the wall will only be permitted should no one require the court for playing, unless that forms part of professional coaching.
- 24.6 Children under eight years of age are not permitted on the court unless accompanied by an adult.
- 24.7 Professional coaching – please arrange with the manager, and a time schedule should be handed in at the office.
- 24.8 Players must ensure the court is left in a clean condition.
- 24.9 Residents caught damaging tennis court equipment will be responsible for the cost of repairs.

25. General Speed Limits

- 25.1 All vehicles are subject to a speed limit of 10 kilometre per hour in the car park area.
- 25.2 Any person found exceeding the speed limit will be liable for a fine of up to R250.

26. Bicycles

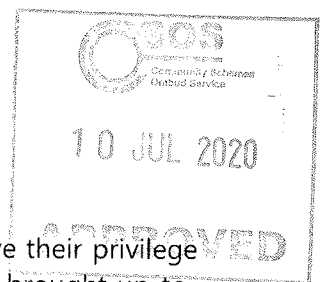
- 26.1 Special place is provided in the garden shed for the use of storing bicycles.
- 26.2 Cycling between cars in the covered carport parking area is strictly forbidden.

27. Non-smoking

- 27.1 Smoking in the passages, staircases, foyer and office is not permitted.

28. Default on Levy Payments and Other Charges

- 28.1 Owners falling two (2) months or more in arrears with their levies will have their privilege of renting any additional parking bays be revoked. When the account is brought up-to-



date, the name of such owner will, if requested by the owner, be added to the bottom of the waiting list for parking bays.

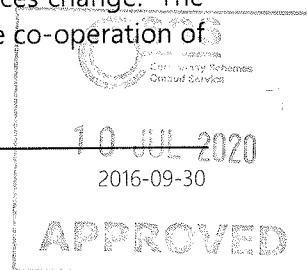
29. Enforcement of Rules

- 29.1 The trustees will develop and maintain a set of specific procedures designed to assist them in enforcing these conduct rules.
- 29.2 These provide for the consideration by a body of an alleged violation of the rules. Such a body (often the trustees) will be empowered to demand corrective action and/or to impose fines and other penalties if it finds that there has been a breach of the rules. Such a body is known as a 'domestic tribunal' and it must comply with the requirements and guidelines set out in Addendum I to these rules.
- 29.3 Where an owner / tenant persists in not adhering to the conduct rules approved by the body corporate, the board of trustees will, on behalf of the body corporate, proceed to arbitration according to the requirements and guidelines set out in Addendum II to the rules.
- 29.4 The duties of the Trustees are to enforce the Conduct Rules of Lake Club Apartments and should there be a dispute arising from this enforcement an owner has the right to contact CSOS in this regard.

30. Enforcing of Rules on Problematic Residents

- 30.1 The board of trustees will take action (legal by way of attorney or CSOS) to get an eviction order in the following cases:
- 30.1.1 Assault on any of the personnel;
- 30.1.2 Deliberate damage of the body corporate's property;
- 30.1.3 Harboursing criminal offenders;
- 30.1.4 Constant misbehaviour of the tenant despite written warning given; and
- 30.1.5 Using of and/or dealing in illegal drugs.
- 30.2 All the costs regarding the obtaining of such an eviction order will be for the owner's account.
- 30.3 The duties of the Trustees are to enforce the Conduct Rules of Lake Club Apartments and should there be a dispute arising from this enforcement an owner has the right to contact CSOS in this regard.

The rules may not cover all eventualities, and should be considered as being dynamic and subject to review and amendment by the body corporate from time to time as circumstances change. The trustees therefore ask that consideration of neighbours be the first priority, and the co-operation of owners and tenants in connection with these rules would be greatly appreciated.



The trustees have the right within the rules and the Sectional Title Schemes Management Act 8 of 2011 to take whatever steps they consider necessary in order to maintain standards and discipline for the general benefit of all residents.

In the event of repeated breaches of a particular Rule by a defaulting party, the Trustees shall be entitled, but not obligated, to escalate the penalties to the maximum penalty amount, which will not exceed the monthly levy amount, which may be imposed in respect of such breach in terms of the occasion that such breach re-occurs.

The decision of the Trustees regarding the enforcement of the Rules and the imposition of any sanctions in terms of these disciplinary Rules shall be enforced and should there be a dispute, then CSOS can be contacted.

Should a defaulting party dispute that he/she has committed a breach of any obligations in terms of the Rules, he shall be entitled to deliver a submission, in writing, to the Trustees within a period of 7 (seven) days from the date of expiry of the period of demand contained in a notice delivered to the affected defaulting party and does the complainant have the right to contact CSOS.

The duties of the Trustees are to enforce the Conduct Rules of Lake Club Apartments and should there be a dispute arising from this enforcement an owner has the right to contact CSOS in this regard.

The Board of Trustees

The Body Corporate of Lake Club Apartments

Revision history		Registration	Deeds Office reference
Rev. 1	April 1978		
Rev. 2	February 1981		
Rev. 3	September 1982		
Rev. 4	August 1984		
Rev. 5	September 1988		
Rev. 6	May 1990		
Rev. 7	January 1992		
Rev. 8	June 2000		
Rev. 9	June 2001		
Rev. 10	September 2002	November 2002	SBC 000053517/2002
Rev. 11	September 2016	September 2016	SBC 000046726/2016
Rev. 12	January 2020		



Addendum I to the Conduct Rules | Domestic Tribunals

1. The trustees will develop and maintain a set of specific procedures designed to assist them in enforcing the conduct rules. Where appropriate, the trustees will convene a body known as a 'domestic tribunal' for the consideration of an alleged violation of the Rules by that body (often the trustees). Such a domestic tribunal will be empowered to demand corrective action and/or to impose fines and other penalties if it finds that there has been a breach of the Rules, and it will comply with the following requirements and guidelines:
 - 1.1 The composition of the domestic tribunal must be strictly in accordance with the Rules that provide for its existence. Any irregularity in the appointment of a member of the domestic tribunal will invalidate its proceedings.
 - 1.2 The actions of a domestic tribunal must be strictly in accordance with any provisions in the Rules applicable to the tribunal's procedure. It is not necessary that the tribunal adheres to the procedures laid down for courts of law, but the person whose behaviour is being considered must be given a fair hearing. He must be given details of the complaint against him, preferably in written form, in sufficient time to prepare his defence and he is entitled to legal representation unless the Rules provide otherwise.
 - 1.3 There must be a good reason to suspect that a breach of the Rules has taken place before a domestic tribunal is convened. The reason should preferably be in the form of a written complaint. The complainant should be present at the hearing to answer the questions of the person whose actions are complained of, and there should preferably be more than one witness to those actions.
 - 1.4 In addition to the provisions of the Rules, a domestic tribunal must comply with those principles that are fundamental to justice and fairness, except where these are specifically excluded by the Rules. The domestic tribunal must act in good faith, honestly and impartially throughout the proceedings. The person charged with misconduct must be given an adequate opportunity to tell his side of the story and to correct any false or misleading statements made during the course of the hearing. No person who has an interest in the matter, other than in his capacity as a member of the body corporate, should be a member of the domestic tribunal.
 - 1.5 A domestic tribunal may hear only matters which it is specifically empowered to consider. The scope of the Rules is specifically limited to the control, management, administration, use and enjoyment of the sections and the common property in the Scheme. Therefore no domestic tribunal constituted in terms of Rules can possibly have the power to deal with matters beyond this scope. The provisions in the Rules creating a domestic tribunal will specify the nature of the offences that domestic tribunals can consider.
 - 1.6 A domestic tribunal has no power that is not specifically provided for in the Rules. In many associations domestic tribunals have the power to expel members. This is not the case where a domestic tribunal operates in the context of a Scheme. Such a domestic tribunal is limited to the fines and other sanctions set out in the Rules.
2. The actions of a domestic tribunal are valid only if they are in strict compliance with the requirements set out above.



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