

Addendum to Kraaibosch Estate and Manor Home Owners Association House Rules

Kraaibosch HOA fine structure – July 2016

The following guidelines will apply regarding penalties and fines for any transgression or non-compliance with the Kraaibosch House Rules, Constitution and Builders Code of Conduct.

1. Transgression or non compliance to Kraaibosch HOA House Rules or Constitution:

- 1st offence or non compliance/rectification if a written or oral warning were issued –Fine equal to **50%** of monthly levy
- 2nd offence or non compliance/rectification after issue of first fine – Fine equal to **100%** of monthly levy
- 3rd and subsequent offences for non compliance/rectification – Fine equal to **150%** of monthly levy

2. Arrear Accounts with HOA

- No interest charged for current accounts
- Interest charged at prime plus 3% from 30 days and over
- 60 Days and over
 - Handover to collection agent/attorney for collection
 - Managing agent to charge **50%** of levy to debtor for hand over as an administration charge
 - **All** external costs incurred in the process of collecting outstanding amounts will be for the account of the debtor
 - Payment plans, if agreed in writing, can never exceed 3 months
 - All accounts over 150 days to be handed over for an execution auction of the property

3. Occupation of dwelling before HOA occupation certificate has been issued:

- If a property is occupied before an occupation certificate is issued an immediate fine will be issued equal to **300%** of the monthly levy (including penalty levy) and owner will have 30 days to rectify.
- Should the owner still be in breach after 30 days, a further fine equal to **300%** of the monthly levy (including penalty levy) will be issued and the Municipality will be notified of the unlawful occupation

4. Transgression or non compliance to the Builders Code of Conduct:

- 1st offence or non compliance/rectification if a written or oral warning were issued – **R500**
- 2nd offence or non compliance/rectification after issue of first fine – **R1,000** plus discontinuation of all construction activity until fine has been paid and transgression rectified
- 3rd and subsequent offences for non compliance/rectification – **R1,500** plus discontinuation of all construction activity until fine has been paid and transgression rectified

5. General application:

- Spot fines for traffic violations, astray animals, continuous barking of dogs, or transgressions by visitor, sub-contractors or delivery trucks. Fines to be determined by estate manager taking the transgression, damage to property and degree of offence into consideration
- All fines can be appealed in writing to the Estate Management Committee – after all fines are paid and adherence given to written warning