



inspired living

# Homeowners Manual

Strelitzia Terrace

ESTATE  
Westwood



# Contents

<b>General Information</b>	1
1. Management and Staff at Stretlitzia Terrace	3
2. Body Corporate And Board Of Trustees	3
3. Security	3
4. Teething Problems	4
5. Environmental Management Plan	4
6. Alterations, Additions, External Fixtures	4
7. Budgets And Apportionment Of Levies	5
8. Payment Of Levies	5
9. Payment Of Water And Electricity Accounts	5
10. Body Corporate Rules, Westwood Estate HomeOwners Association Rules, Architectural Guide, and Landscape Management Plan	6
11. Insurance Of Fixtures And Fittings	6
12. Water Shut-Off Valve	6
13. Layout Of Westwood Estate	6
14. Refuse Disposal Procedures	6
15. Additional Information	6
<b>Body Corporate Conduct Rules</b>	8
1. Animals, Reptiles And Birds	8
2. Refuse Removal	8
3. Vehicles	8
4. Damage, Alterations Or Additions To The Common Property	9
5. Appearance From The Outside	9

6. Signs And Notices	9
7. Littering	9
8. Laundry	9
9. Storage Of Inflammatory Material And Other Dangerous Acts	10
10. Letting Of Units	10
11. Eradication Of Pests	10

**Specific Duties And Obligations Of Sectional Title Ownership** 11

**Sectional Title – Some Brief Explanations** 13

1. What is Sectional Title?	13
2. What does an Owner Own?	13
3. What is Common property?	13
4. What is an Exclusive Use Area?	13
5. Who Controls the Common Property?	13
6. What is the Body Corporate?	14
7. Who are the Trustees?	14
8. Who makes the Rules?	15
9. Can the Rules be changed?	15
10. What is the Levy?	16
11. How is the Levy Calculated?	16
12. Can the Levy be changed at other times?	16
13. Non-payments of Levies	17
14. What are Managing Agents?	17

**About Your Managing Agent – Unlimited Townhouses Cc** 18

1. Introduction	18
2. Mission Statement	18
3. Client Protection	18

4. Comprehensive Guidance for Trustees & Owners	19
5. Informative Website	19
6. Attendance At Trustee And General Meetings	19
7. Enforcement Of The Rules	19
8. Monthly Reports	19
9. Annual Levy Budgets	20
10. Credit Control	20
11. Insurance Of Buildings & Improvements	21
12. Maintenance Of Buildings	21
13. Staff Benefit Schemes	21
14. Management Fees	21
15. Client Base	21

<b>Westwood Estate Homeowners Association Rules</b>	<b>23</b>
1. Interpretation	25
2. Introduction	26
3. Domestic Refuse	26
4. Domestic Animals	27
5. Security	28
6. Domestic Servants	28
7. Traffic	29
8. Open Spaces And Environmental Aspects	30
9. Dams And Streams	31
10. Conservancy Area	31
11. Letting And Resale	32
12. Conduct	32
13. Commercial Activities	34
14. Building Requirements And Construction	35
15. Fire Prevention And Hazardous Substances	36

16. Landscaping And Pools	36
17. Electricity Supply	37
18. Administration	38
19. Fines And Penalties	38
20. Enforcement Of The Rules	39
21. General Rules	39

**Westwood Estate Architectural Design Code** 41

1. Introduction	43
2. Building Design Code	44
3. Landscaping Code	49
4. Alterations and Additions	49
Burglar Guards Annexure A – Entrance Gate	51
Burglar Guards Annexure B – Sliding Gate	52
Burglar Guards Annexure C – Window Bars	53

**Landscaping Design Code and Planting Palette** 55

1. Introduction	57
2. Context For The Code	58
3. Planning The Gardens	58
4. Planting Palette For Rehabilitation And Landscaping	58







## General Information





## **1. Managing Agent:**

Unlimited Townhouses cc

P O Box 1563

Umhlanga Rocks 4320

Telephone (032) 945-0626

Fax (032) 944-1180

Mobile 082-454-1731

Email basil@uth.co.za

Website www.uth.co.za

## **2. Bank Account Details for Payment of Levies:**

ABSA BANK DURBAN NORTH (632005)

ACCOUNT NUMBER 9188679118

UNLIMITED TOWNHOUSES cc - Trust A/C Strelitzia Terrace B/Corp

## **3. Your Postal Address:**

<Your Apartment Number> Strelitzia Terrace

"<Your Building Name>"

11 Flamethorn Drive

Westwood Estate

Westville

3629

## **Useful Telephone Numbers**

Electricity Supply 080 131 3111

Water 080 131 3013

Fire 031 - 361 0000

Ambulance 10177

## **1. Management and Staff at Stretlitzia Terrace**

The managing agent will put an interim cleaning and gardening service in place. At the inaugural meeting of the Body Corporate, trustees will be appointed by the members who will then review the services required by the members of the body corporate.

## **2. Body Corporate And Board Of Trustees**

An inaugural meeting will be convened within 60 days of the formation of the body corporate. During the interim period the developer is the chairman of the body corporate and all registered owners are the elected trustees.

Unlimited Townhouses will send notice of the meeting to all owners shortly after the establishment of the body corporate.

## **3. Security**

A security company has been appointed to provide a 24-hour access control to Westwood Estate as well as the service of a roving guard from 18h00 to 06h00 seven days per week.

Access to the Estate is to be strictly controlled. No visitors will be permitted to enter without the authority of the owner/resident being visited. Parking for visitors is available in the designated visitors parking bays.

An Intercom system will be installed with each apartment having a pre-paid Telkom line and telephone installed at the time of occupation. This line must be transferred into yours or your tenant's name at the time of occupation at a cost of R231.26 and may be converted to a fixed (or monthly billing) line at your discretion (at no additional cost). The developer has paid the first year rental for Pay-As-You-Go and if you retain this system you will receive an electronic reminder next year to renew the annual rental at a cost of R 120.00 (all costs quoted subject to change as per Telkom tariffs). If you convert to a fixed monthly billing system normal telephone rental rates will apply immediately. Calls to the Gate House are charged at R0.62c per minute by Telkom.

Owners will be issued with two free access cards at time of occupation. A letter of authority to issue access control cards will be given to each owner along with their set of keys at occupation. The letter of authority is to be taken to Security where the person/s will be photographed and the picture laminated onto their access card. The cards are not interchangeable. Additional cards may be issued with the written consent of the Homeowners Association and at a cost of R50 each payable to the Westwood Estate Homeowners Association. This cost may be changed at their discretion at a later date.

Any and all domestic employees are obliged to be issued with an access card. If a domestic servant leaves your employ you are obliged to notify security who will cancel the relevant access card. A new card must be purchased for the new domestic servant. Visitors and repair personnel will be obliged to sign the guest register at the Gate House and note the number of passengers. They will then be logged out when exiting the Estate.

#### **4. Teething Problems**

When taking possession of your unit, the developer's representative will provide you with a form on which all snags are to be recorded and returned to the Managing Agent's representative within the time period stipulated. Any emergency repairs must be reported to the Managing Agent and repairs will be undertaken immediately.

Thereafter, teething problems relating to your unit are to be reported in writing to the managing agent.

#### **5. Environmental Management Plan**

Owners/residents are obliged to adhere and comply with the requirements of the Environmental Management Plan and with the Record of Decision supplied by the Department of Agriculture and Environmental Affairs. A copy of the EMP was included with the contract document.

Owners may not plant or remove any vegetation whatsoever. Any requests are to be referred to the managing agent however, it must be noted that only indigenous plants, trees and shrubs are allowed. If approval is granted, such planting or removal must be done by the appointed garden service contractor.

#### **6. Alterations, Additions, External Fixtures**

An owner may not carry out any alterations or attach anything to the exterior of the unit or place anything on the common property without the written approval of the body corporate. An owner may not spoil the harmonious appearance of the building and may not place anything on the exterior of the building, which is aesthetically displeasing. Please pay particular attention to the following items:-

- Dstv Dishes – The developer has provided a DSTV service. Owners will have access to the "Free" channels and will have to acquire their own decoders to enjoy the viewing of other channels.
- TV Aerials – Not permitted (communal system provided).
- Enclosure Of Patios – Owners may not enclose the patio of their unit or in any way change the façade of the building.

- Security Gates & Burglar Guards – Burglar guards and security gates are only permitted if the design complies with the specifications given by the developer and included within this document under the Architectural Design Code.
- Trellidoors – Not permitted.

## **7. Budgets And Apportionment Of Levies**

The proposed budgets for Strelitzia Terrace as well as the Westwood Estate Home Owners Association together with the apportionment of the levies are included in this booklet

## **8. Payment Of Levies**

- Levies are due and payable in advance on the 1st day of each month.
- Monthly levy statements will be mailed to your postal address by Unlimited Townhouses on about the 23rd of the month in order for payment to be made by the 1st of the following month. Full details of your levy account can also be viewed on the web site of Unlimited Townhouses [www.uth.co.za](http://www.uth.co.za).
- Owners are encouraged to effect payment electronically into the trust account of the body corporate however payment can also be made by stop order, telephone banking, transfer at an auto teller, direct deposit into the banking account or by mailing a cheque to the managing agent.
- The banking details of the body corporate are included on the page marked General Information.
- Interest will be charged at 24% p.a. if levies are not paid by the 7th of the month

A portfolio clerk will handle the day to day administration. Her supervisor is Jessica, both of whom are fully trained and qualified to assist you with any queries. You may also contact one of the executive officers, Robert or Basil, of Unlimited Townhouses on 032-945 0626 if you require further assistance.

## **9. Payment Of Water And Electricity Accounts**

Each unit has a separate water and electricity meter. An account has been opened at Ethekweni Municipality by the Developer and they have paid the connection fee. This will be recovered by the attorneys, Garlicke and Bousfield. You have 7 days from being granted occupation in which to transfer the services from the Developer's name into your name, failing which both services will be disconnected. You will also be responsible for paying the relevant deposits for the services to Ethekwini Municipality. Please ensure that you have a copy of your legal Transfer Documents to hand in order to facilitate this.

## **10. Body Corporate Rules, Westwood Estate HomeOwners Association Rules, Architectural Guide and Landscape Management Plan**

All of this important information is published in this booklet. It is your duty to read and understand all rules and guidelines relating to Westwood Estate.

## **11. Insurance Of Fixtures And Fittings**

The Strelitzia Terrace Body Corporate has arranged for insurance of the buildings and all fixtures and fittings. Owners must make their own arrangements for the insurance of movables. The Insurance Policy can be viewed on the web site or at the offices of Unlimited Townhouses.

## **12. Water Shut-Off Valve**

The main water shut-off valve for your apartment is located in the meter room on the ground floor. In addition each tap has its own shut-off valve.

## **13. Layout Of Westwood Estate**

A layout plan is available for inspection at the offices of Unlimited Townhouses.

## **14. Refuse Disposal Procedures**

Every owner/resident is responsible for the transfer of household refuse from the apartment to the refuse bins situated on the common property. All refuse must be properly drained and securely wrapped/sealed in a suitable bag or container before depositing it into the refuse bins.

Ethekewini Municipality has scheduled refuse collection for every Wednesday morning.

## **15. Additional Information**

The following additional information is available at the offices of Unlimited Townhouses:

- Constitution of the Management Association
- Sectional Plan
- Details of all registered owners
- Details of all service providers
- Collection days for household refuse

## **Body Corporate Conduct Rules**

### **1. Animals, Reptiles And Birds**

(1) An owner or occupier of a section shall not, without the consent in writing of the trustees, which approval may not be unreasonably withheld, keep any animal, reptile or bird in a section or on the common property. Cats are not permitted.

(2) When granting such approval, the trustees may prescribe any reasonable condition.

(3) The trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of sub rule (2).

### **2. Refuse Removal**

An owner or occupier of a section shall –

(a) maintain in an 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. Vehicles**

(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 or 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. Damage, Alterations Or Additions To The Common Property**

(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. Appearance From The Outside**

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

#### **6. Signs And Notices**

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. Littering**

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. Laundry**

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. Storage Of Inflammatory Material And Other Dangerous Acts**

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. Letting Of Units**

All tenants of units and other persons granted rights of occupancy by any owner or 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. Eradication Of Pests**

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 reasonably 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.

## **Specific Duties And Obligations Of Sectional Title Ownership**

NB: These extracts from the Act and Rules are intended as a guide to owners or prospective owners and should not be considered as either comprehensive or authoritative. The Sectional Title Act is not intended to impose onerous and restrictive conditions on owners and it should not be necessary to do so.

Most residents respect the wishes and privacy of others, keep their sections and exclusive areas in good condition and generally act in a considerate manner. It is for the less neighbourly minority that the Act imposes specific duties and obligations and prescribes actions, which may be taken against offenders. What follows is a summary of these.

### **Extract From Section 44 Of The Act And Management Rule 68**

#### **An Owner Must:**

- Allow any person who is authorised in writing by the Body Corporate to enter his or her section or exclusive use area to inspect or repair water pipes, electric cables or ducts which affect any other section or the common property; or to make sure that the section is not being used in contravention of the requirements of the Act or Rules. Except in an emergency, notice must be given, and access must be at a reasonable hour.
- Keep the section in a good state of repair. If an owner fails to do so, the Body Corporate may carry out the repairs or maintenance and recover the costs from the owner.
- Must keep exclusive use areas neat and tidy.
- Notify the Body Corporate of change of ownership of unit.
- Use his or her section or the common property in such a way as not to interfere with the rights of any other resident.
- Not use a section for any purpose for which it is not intended, except with the written consent of all the owners.
- Not use a section, exclusive use area or any part of the common property in such a way as to injure the reputation of the scheme.
- Not contravene any law, by-law or Regulation regarding the building on common property.

- Not make any changes, which might affect the safety or stability of the building.
- Not do anything, which will prejudice the harmonious appearance of the building.
- Not construct or place any structure on the exterior of the building or build anything on an exclusive use area without written consent from the Trustees.
- Not keep any animal or bird in a section or on the common property without the written consent of the Trustees.
- Not park a vehicle illegally on any part of the common property, or carry-out major repairs to a vehicle on the common property.
- Not erect wash lines or hang washing in such a way as to be visible from outside the building or from another section.
- Not store any material or do anything, which may increase the rate of the premium payable by the body Corporate of any insurance policy.
- Not use the common property, his section or exclusive use area in such a manner as to cause a nuisance to any occupier of a section or to unreasonably interfere with the use and enjoyment of the common property by other owners or persons lawfully on the premises.

## **Sectional Title – Some Brief Explanations**

### **1. What is Sectional Title?**

A Sectional Title Development Scheme (usually referred to as a “Scheme”) provides for separate ownership of property by an individual. These schemes fall under the control of the Sectional Titles Act, No 95 of 1986, which came into force on 1 June 1988. This act replaced an earlier Act (No. 66 of 1971).

### **2. What does an Owner Own?**

In buying into a scheme, you acquire a section (or sections) and an undivided share of the common property. These are collectively known as a unit. In practical terms, a section is usually a flat or a townhouse, and may also include a garage or a storeroom.

### **3. What is Common property?**

The common property is that part of a scheme which does not form any part of any section. Driveways and gardens are good examples of common property. Some parts of the common property can be designated as exclusive use areas.

### **4. What is an Exclusive Use Area?**

Often this will be a garden or parking bay attached to a section in which case the owner will not own the garden or parking bay, but will have exclusive use of these areas. In the case of Strelitzia Terrace the gardens are designated a common area while the allocated parking bay is an exclusive use area.

### **5. Who Controls the Common Property?**

The common property is controlled by the Body Corporate. There are no exceptions to this rule. The practical implication of this is that even though parts of the common property maybe are exclusive use areas, these areas are still controlled by the Body Corporate and are therefore subject to the Rules of the scheme.

These Rules might prohibit “braaing” in an exclusive use garden, control the type of fence or wall erected around a garden, or prevent the installation of a plunge pool or spa bath without the consent of the Trustees and the other members of the Body Corporate.

## **6. What is the Body Corporate?**

The Body Corporate is the collective name given to all the owners of units in a scheme. It comes into existence as soon as the developer of the scheme transfers a unit to a new owner. All registered owners of units in a scheme are members of the Body Corporate. The Body Corporate controls and runs the scheme.

Day-to-day administration of the scheme is vested in trustees who are appointed by the Body Corporate. Major decisions regarding the scheme are made at the annual general meeting (AGM), or at a special general meeting. At these meetings matters, which affect the scheme, are discussed.

Budgets are approved, Rules can be changed, and Trustees are appointed, often accompanied by lively discussion!

Every member of the Body Corporate is entitled to vote at these meetings, providing that the member is not in arrears with levy payments or in serious breach of the Rules. Members in default can only vote in certain circumstances.

However, the sanction is subject to two expressed provisos namely that a defaulting owner's right to vote on special or unanimous resolutions is left intact and that any mortgagee shall be entitled to vote as the defaulting owner's proxy at any general meeting.

Unless otherwise determined by the developer at the time that the register was opened, or subsequently by the Body Corporate by means of a special resolution, an individual member's voting power is governed by the member's percentage ownership of the entire scheme. This percentage is known as the participation quota.

## **7. Who are the Trustees?**

The Trustees are usually owners in a scheme who have been entrusted with the task of looking after the scheme on a day-to-day basis. Trustees are appointed by the Body Corporate at an AGM. The minimum number of Trustees for a scheme is two. The Act does not specify a maximum number.

Ideally, a Trustee should possess skills or qualities, which will be of benefit to the scheme. Accounting or legal knowledge, organisational abilities, knowledge of electrical or mechanical matters, the ability to type and bookkeeping skills are much in demand, and can save the Body Corporate a lot of time, trouble and money.

It is permissible to appoint a Trustee who does not own a unit in the scheme, although this is not common practice. At all times, the majority of trustees must be owners of units in the scheme. Employees of the Body Corporate may not hold the position of a Trustee.

Trustees work on a voluntary, unpaid basis, although in special circumstances the Body Corporate may, by special resolution, agree to remunerate a Trustee. A Trustee who is not an owner may be paid for acting as a trustee. All Trustees are entitled to be reimbursed for all legitimate costs incurred by them in execution of their duties.

At the first meeting after being appointed as Trustees, they elect a chairman who usually holds office until the next AGM.

While it is important to remember that the Trustees are appointed to serve the Body Corporate and to carry out the wishes of the owners, the duties of the Trustees are time consuming and members of the Body Corporate should play their part in assisting the Trustees in any way possible.

## **8. Who makes the Rules?**

At the inception of a scheme, management and conduct rules are established. These rules form Annexure 8 and 9 to section 35 of the 1986 Sectional Title Act. As their names imply, the Management rules control the running or management of the scheme, while the Conduct Rules lay down guidelines for the conduct of owners and occupiers and their guests or tenants.

## **9. Can the Rules be changed?**

Yes. The Body Corporate can change or amend the Rules, provided that these changes are not against the intentions or spirit of the Sectional Title Act. The procedure, which must be followed before Rules can be changed, is clearly defined in the Act.

Proposed changes must be put to members of the Body Corporate at a General Meeting, at which members will be able to discuss the proposed changes before being asked to vote for or against the changes. Changes to Management Rules require a unanimous resolution, while Conduct Rules can be changed by a special resolution. As an alternative to convening a general meeting, both types of resolutions can be obtained by a door-to-door poll of all owners.

Proposed changes must be submitted to the Registrar in prescribed form and will not come into effect until registered at the Deeds Office.

## **10. What is the Levy?**

The costs incurred in running a scheme have to be paid by the Body Corporate. These costs include:

- Rates and taxes
- Insurance premiums
- Repairs and maintenance of the common property
- Wages and salaries of all staff
- Water and Electricity used on the common property

These costs are paid by individual owners in the form of a monthly levy, calculated in accordance with the participation quota for their unit, unless the developer at the time of opening the register, or the Body Corporate by means of a special resolution, allocated a different value to a particular unit.

Costs incurred in the upkeep of exclusive use areas must be recovered from the user of the area. In addition to the above, the Body Corporate is obliged to establish an owner's fund for future maintenance and unexpected expenses.

The size of the fund is not specified in the Act, but a wise Body Corporate will make sure that the fund is adequate for the size of the scheme and the present condition of the property. If the fund becomes excessively large, the Act does not allow any part of the excess to be refunded. However, the excess could be used to subsidize future levies or to improve the common property.

## **11. How is the Levy Calculated?**

Before every AGM, the Trustees have to prepare a budget for the following year. The proposed budget is sent to all members of the Body Corporate for their consideration before the AGM, at which the members can either accept the budget or can ask for changes to be made.

Once the budget has been accepted by the Body Corporate, the total annual cost is divided into a monthly amount and each owner is then "levied" a monthly amount, as mentioned above.

## **12. Can the Levy be changed at other times?**

Yes. In an emergency, the Trustees can impose a special levy to cover expenses of an unforeseen nature.

### **13. Non-payments of Levies**

If an owner fails to pay arrear levies or other arrear amounts due by him, he is liable for and must pay all legal costs, including costs between attorney and client, collection commission expenses and charges incurred by the Body Corporate in recovering these amounts.

A further method in the Act to compel Sectional Title owners to comply with their financial obligation, is the provision in the Act that no transfer of a unit may be registered unless a conveyancer's certificate is produced to the Registrar certifying inter-alia that all monies due to the Body Corporate have been paid.

The practical effect of this is that a preferent claim is created in favour of the Body Corporate against the proceeds of the sale of a defaulting owner's unit.

### **14. What are Managing Agents?**

Managing and administering a scheme, particularly a large scheme, is complicated and time consuming. Occasionally, the Body Corporate and Trustees undertake the entire task. Unless the Body Corporate is unusually well endowed with specialized knowledge and talents, this is seldom successful.

Most Bodies Corporate decide to appoint a managing agent, usually a company or close corporation which specializes in this aspect of Sectional Title administration.

The Managing Agent collects the monthly levies and all other money due by owners to the Body Corporate.

They keep the books, recover unpaid debts, prepare the annual budgets, arrange for quotes for repairs and maintenance, send out notices and generally assist the Trustees with the numerous time-consuming tasks that arise in administering a scheme. A good managing agent can save the Body Corporate a lot of time, trouble and expense. Unlimited Townhouses C.C. is the appointed managing agent of the scheme.

## **About Your Managing Agent – Unlimited Townhouses Cc**

### **1. Introduction**

The members and executive officers of UNLIMITED TOWNHOUSES cc have been involved in Sectional Title management since 1982. The initial operation was conducted in the Northcliff/Fairland area of Johannesburg under the name of BASIL SMIT ESTATES trading as the Unlimited Townhouses group of estate agents specialising in sectional title sales, rentals and management.

UNLIMITED TOWNHOUSES cc opened an office in Kwazulu Natal in 1994 when it was decided to specialize in Body Corporate management. New sectional title developments were targeted by UTH to build up a client base in the quickest possible time. UTH now have offices in Durban, North Coast and South Coast. Trustees are coached and guided regarding their duties and responsibilities in terms of the act and they are provided with regular meaningful financial reports together with recommendations on the maintenance of the buildings and common property. Swift action is taken in respect of arrear levies and enforcement of the rules of the Body Corporate and accurate forecasts are given to the trustees to assist with the budgeting of the levy fund.

### **2. Mission Statement**

We will at all times use our very best endeavours to:

- Provide an ongoing professional service of the highest quality
- Utilize website technology to provide information and data to all parties
- Participate in the education of the public at large on sectional title matters
- Guide and coach clients to ensure compliance with the requirements of the Sectional Titles Act
- Attain market leadership by providing innovative solutions to ensure client satisfaction

### **3. Client Protection**

Unlimited Townhouses cc is a registered Estate Agency and therefore holds an Estate Agency Affairs Board Fidelity Certificate. The principals as well as the executive officers are also registered estate agents who also hold Fidelity Certificates. In addition, Unlimited Townhouses is a member of the National Association of Managing Agents.

A separate Trust Account is opened for each body corporate as provided for in terms of Section 32 of the Estate Agents Act. All payments are made electronically to avoid any possibility of cheque fraud and no payments are made without prior approval of the board of trustees. Surplus funds are securely invested in commercial banks as stipulated by the Act.

#### **4. Comprehensive Guidance For Trustees & Owners**

Senior staff members and executives of Unlimited Townhouses can always be contacted in the case of an emergency after business hours and on weekends and public holidays should guidance be required on any matter requiring an urgent decision. Seminars are conducted by arrangement in workshop form to keep trustees updated on case studies and matters of practical interest.

#### **5. Informative Web Site**

Our Web Site contains a wealth of information. All owners in complexes managed by Unlimited Townhouses can register on the website [www.uth.co.za](http://www.uth.co.za). Usernames and passwords are then issued, which allows each owner easy online access to all documentation pertaining to their complex including annual financials, minutes of meetings, monthly reports, levy ledgers, news letters, insurance policies etc.

#### **6. Attendance At Trustee And General Meetings**

Senior officers of Unlimited Townhouses attend all general meetings and the staff of UTH takes minutes of the meeting. In addition trustees meetings are attended by UTH on a quarterly basis by invitation.

#### **7. Enforcement Of The Rules**

There will always be instances where action needs to be taken against individuals who blatantly ignore the rules of the body corporate and in such instances Unlimited Townhouses deals firmly and swiftly with the registered owner to ensure that he or his tenant abides by the rules. We do not recommend that trustees become involved in these issues, which could lead to confrontation and unpleasantness within the complex.

#### **8. Monthly Reports**

In order for trustees to make good business decisions, they need to be informed and up to date on the financial standing of the Body Corporate. The following regular monthly reports are given to the trustees between the 10th and the 15th of each month:-

- a) Balance Sheet for year to date
- b) Income & Expenditure report for the month and year to date vs the budget
- c) Cash flow statement for the month analysing receipts and payments
- d) Age analysis of levy accounts of all owners
- e) Overdue levy report in respect of arrears
- f) Detailed report on any serious arrears giving full details of action taken to date and responses received
- g) A detailed ledger of all income and expenditure accounts on request

Monthly levy statements are despatched at about the 18th of each month for the following month and owners are given the following options of paying their levies into a dedicated trust account of the body corporate:-

1. Payment by stop order
2. Internet banking from own computer
3. Auto teller transfers
4. Telephone banking facilities
5. Direct deposits into the banking account of the body corporate
6. Cheques mailed to our offices
7. Hand delivery of cheques to our offices (No cash allowed at our offices)

## **9. Annual Levy Budgets**

Particular attention is paid to the preparation of the annual budget which is presented to the trustees for their approval prior to the beginning of the financial year. We ensure that sufficient provision is made for anticipated monthly expenditure as well as future maintenance such as major repairs and replacements including the repainting of the exterior of the buildings on a regular cycle as recommended by professionals. Bodies corporate are assured that no special levies will be implemented if our recommended budgets are adopted.

We recommend that the approved budget is implemented at the beginning of the financial year to avoid any financial drag. The members are then requested to ratify the budget at the AGM.

## **10. Credit Control**

A very strict credit control policy is recommended to the trustees and, once approved, is rigidly enforced by Unlimited Townhouses. A healthy cash flow for the body corporate ensures efficient management and prompt attention to all maintenance issues. The policy recommended includes a punitive interest charge on late payments and arrear levies, the prompt issue of a summons if reminders are ignored followed by attachment of movables, rentals, garnishee orders on salaries and, in severe cases, the sale of the property or the sequestration of the estate of the defaulter.

In certain instances facilities are withdrawn such as parking within the complex, use of swimming pool, use of TV reception and at times disconnection of water or electricity supply to the unit depending on the basis of supply.

## **11. Insurance Of Buildings & Improvements**

We arrange for the Insurance of the assets of the body corporate at very competitive rates and we arrange for the property to be valued by a professional valuer for insurance replacement value at no charge to the body corporate. Our professional brokers also cater for insurance claims.

## **12. Maintenance Of Buildings**

Although it is the responsibility of the trustees to ensure that the buildings and grounds are adequately maintained, Unlimited Townhouses makes a point of advising and recommending on maintenance issues. We attend site meetings when required and arrange for professional reports when deemed necessary.

## **13. Staff Benefit Schemes**

All staff are registered by Unlimited Townhouses as required by legislation and we are also able to arrange staff benefit schemes such as medical aid, pension funds and funeral policies at group rates. Staff salaries and wages are transferred electronically into the banking accounts of the employees on a weekly, fortnightly or monthly basis.

## **14. Management Fees**

Unlimited Townhouses structures the monthly charge in a unique manner that invariably benefits the paid up members of the body corporate. Additional charges are however debited to individuals who create the need for additional services such as administrating an arrear levy account, making photo copies of records, the issue of a levy clearance certificate, enforcement of rules letters etc.

A summary of the duties and responsibilities of Unlimited Townhouses as your managing agent is included in the standard management contract which can be viewed on the website.

## **15. Client Base**

Our services were extensively used by developers such as Murray and Roberts, Group Five Residential, Stocks and Stocks, Condev, NBSDEVCO (now BOE Bank) and sundry other developers for the preparation of levy budgets and convening inaugural meetings for their new schemes and today we manage over 100 complexes in KZN

Please contact Basil should you require any further information  
082-454-1731 or (032) 945-0626 or (031) 904-1165  
Email address: basil@uth.co.za





# Homeowners Rules





## **Westwood Estate Homeowners Association Rules**

### **1. Interpretation**

1.1 In these rules, unless inconsistent with or otherwise indicated by the context:

1.1.1 “the association” means Westwood Estate Home Owners Association (Association incorporated under Section 21), registration number TBA, a company duly incorporated in accordance with the laws of the Republic of South Africa;

1.1.2 “the constitution” means the Memorandum and Articles of Association of the association;

1.1.3 “the directors” means the directors for the time being of the association or their alternates, as the case may be;

1.1.4 “Estate” means Westwood Estate, a residential estate to be laid out on Erf 3 Garden Park No 15308, and all subdivisions thereof;

1.1.5 “the manager” means the person appointed to that office by the association;

1.1.6 “member” means a member of the association;

1.1.7 “owner” means the owner of an erf or an owner of a section in a sectional title scheme forming part of the Estate

1.1.8 “resident” means any person who is resident at the Estate and includes owners and members of their family, their guests and tenants;

1.1.9 “rules” means the rules as contained in this document;

1.1.10 “vehicle” means any form of conveyance, whether self-propelled or drawn by machine, animal or otherwise;

1.1.11 any reference to natural persons includes legal persons and vice versa;

1.1.12 any reference to gender includes other genders;

1.1.13 words and phrases defined in the constitution bear corresponding meanings herein;

1.1.14 The clause headings in these rules have been inserted for convenience only and shall not be taken into account in its interpretation.

- 1.1.15 Words and expressions defined in any sub-clause shall, for the purpose of the clause of which that sub-clause forms part, bear the meaning assigned to such words and expressions in that sub-clause.
- 1.1.16 If any provision in a definition is a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive clause in the body of these rules, notwithstanding that it is only contained in the interpretation clause.
- 1.1.17 If any period is referred to in this agreement by way of reference to a number of days, the days shall be reckoned exclusive of the first and inclusively of the last day unless the last day falls on a day that is not a business day, in which case the day shall be the next succeeding business day.
- 1.1.18 These rules shall be governed by and construed and interpreted in accordance with the law of the Republic of South Africa.

## **2. Introduction**

The Estate has been developed to provide a community oriented, safe environment for its residents. Harmonious community living is achieved when residents use and enjoy their private property as well as the public areas of the Estate in a considerate manner. These rules have been adopted in accordance with the constitution in order to ensure and promote security, aesthetics and the environment that form part of such a lifestyle. These rules are not intended to limit the lifestyle and/or investment of residents. Accordingly, the residents are not only bound by these rules, but they are also protected by them. These rules are administered and enforced by the directors. It is the responsibility of every owner to ensure that all of their invitees (including but not limited to guests and tenants) abide by these rules. These rules supersede all rules adopted by bodies corporate within the Estate.

## **3. Domestic Refuse**

All refuse (whether domestic or garden) shall be kept in separate suitable containers which shall not be visible from any road or the common areas, except when placed in suitable plastic bags for purposes of collection by the local authority or waste collection contractors on the designated collection day. All of the requirements of the local authority with regard to the collection of refuse shall be complied with.

## 4. Domestic Animals

- 4.1 Unless written authority has been given by the association to any member, only domestic animals posing no danger may be kept which shall be limited to 2 (two) dogs per dwelling. The keeping of cats is prohibited within the Estate due to the conservation servitude requirements. Each body corporate within the Estate will establish their own rules regarding the keeping of dogs.
- 4.2 Dogs must be kept in suitable enclosures and be prevented from straying off the relevant owner's erf or exclusive use area within a sectional title unit. Accommodation for pets should be located out of view and screened from neighbourhood properties and the street.
- 4.3 All domestic animals shall at all times bear a tag that shall reflect the name and telephone number of the relevant owner.
- 4.4 Only domestic animals, which in the sole opinion of the association pose no danger to residents, may be kept. No wild animals, reptiles, cattle, poultry, pigeons or the like may be kept. If animals are brought onto or found in the Estate contrary to the provisions of these rules or if any animal creates a nuisance to other residents, the association shall be entitled (without limiting the generality of the rights afforded to it in terms hereof) to either –
  - 4.4.1 Require the relevant owner to remove the animal from the Estate; and/or
  - 4.4.2 Itself remove the relevant animal from the Estate and to claim all costs so incurred from the relevant owner.
- 4.5 Dogs shall not be allowed on common property. Dogs may only be walked on the road reserve and must be on a leash at all times. If any dog digs holes and/or otherwise damages property or defecates on property, the relevant owner shall be required to repair the damage and/or remove the faeces, as the case may be.
- 4.6 The Association shall have the right to act against owners who fail to prevent persistent barking by dogs, or whose pets create any nuisance. Persistent complaints will result in the removal of the pet from the Estate, the cost of which will be for the owner's account.
- 4.7 No person shall slaughter any animal, bird or reptile, or cure or hang up to dry, any meat, fish skin or carcass or any part thereof within the Estate.

## **5. Security**

- 5.1 The security staff may not under any circumstances be abused.
- 5.2 No property may be secured with razor wire or similar fencing during or after the construction period.
- 5.3 No resident may issue instructions to Security Personnel.
- 5.4 No vehicles or persons shall enter or leave the Estate at any point except at the entrance gate other than in extraordinary circumstances and with the prior written consent of the association.
- 5.5 All vehicles entering and/or leaving the Estate shall stop at the vehicle entrance. No vehicle shall enter the Estate unless admitted by the guard on duty at the gate, except where the association has issued to the driver a device enabling the driver to operate the vehicle entrance gate himself. Such devices are issued for the personal use of the person to whom it is issued and shall not be shared with or used by or transferred to any other person.
- 5.6 Other than those contained herein, the Estate manager may from time to time furnish further rules in respect of security.

## **6. Domestic Servants**

- 6.1 Resident's domestic workers are obliged to abide by these rules and the constitution. Residents are obliged to supply their domestic workers with copies of these rules and the constitution.
- 6.2 Domestic workers may only reside on the Estate only if accommodated within the Owner's primary residence.
- 6.3 Owners must ensure that domestic workers and other employees do not loiter in the Estate.
- 6.4 The Association shall be entitled to request the removal of the domestic servant, where it is of the opinion that the proposed domestic servant is either unsuitable or would involve a security risk if employed within the Estate.

## 7. Traffic

- 7.1 Heavy deliveries are not permitted without the consent of the association on Sundays or public holidays nor before 07:00 and after 18:00 on weekdays nor before 07:00 and after 15:00 on Saturdays.
- 7.2 No vehicle having a gross weight in excess of 2 tonnes shall be permitted to access any apartment or townhouse complex or any road within the Estate, other than Pigeonwood Drive and Flamethorn Drive, where the maximum weight restriction is 5 tonnes.
- 7.3 A maximum speed limit of 40 (forty) km/ph shall apply provided that lower speed limits may be imposed by the association where it deems fit.
- 7.4 Animals and birds shall at all times have the right of way on and about the Estate. Vehicles shall be brought to a stop whenever necessary.
- 7.5 No person shall drive or ride any vehicle within the Estate in such a manner that would constitute an offence under any traffic ordinance. All vehicles shall be in a good and roadworthy condition. Without limiting the generality of the foregoing, vehicles emitting excessive noise and/or smoke are prohibited.
- 7.6 Owners and occupiers of the Estate shall ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid onto the common property or in any other way deface the common property.
- 7.7 No vehicle repairs may be undertaken on pavements or on the road system within the Estate.
- 7.8 All vehicles other than motor cars, i.e. trailers, caravans, boats and the like may not be parked on or be visible from any roads, vacant erven or other common areas. The Association may remove any vehicle parked in contravention of this rule from the Estate. The relevant owner shall be responsible for all costs so incurred.
- 7.9 Notwithstanding the provisions of 7.8, day guests may park their cars on a temporary basis on the demarcated parking areas in front of erven visited by them, provided that they do not park in the street and that in so doing they do not cause any disturbance or obstruction to the flow of traffic. Permanent parking in these areas is strictly prohibited.
- 7.10 The directors reserve the right to introduce from time to time any traffic calming measures, including, but not limited to, speed-humps and/or pedestrian crossings, that they in their discretion deem necessary.

7.11 Vehicles parking or entering the Estate are subject to the express condition that it is parked at the owners risk and responsibility and that no liability shall attach to the Home Owners' Association or its Agents or any of the employees for any loss or damage of whatever nature which the owner, or any person claiming through or under him, may suffer in consequence of his vehicle having been parked on the common property.

## **8. Open Spaces And Environmental Aspects**

- 8.1 The association shall be entitled to control all aspects of the environment on or about the Estate including but not limited to the management and control of fauna and flora.
- 8.2 No person shall do anything or omit to do anything that may in the opinion of the association be likely to have a detrimental effect on the environment or that is likely to unreasonably interfere with the use and enjoyment of common areas by residents and their invitees.
- 8.3 Littering is strictly prohibited. All items of litter shall be placed in the receptacles set aside for that purpose. Residents and their guests are urged to leave any open space they visit in a cleaner condition than that in which it was found. Residents should also develop the habit of picking up and disposing of any litter encountered in open spaces.
- 8.4 Camping is prohibited. Fires may not be lit on or about common areas except in places specifically designated by the association for that purpose. Fires may not be lit on private erven other than in properly constructed braai/fireplaces designed for that purpose.
- 8.5 No person shall conduct any gardening and/or landscaping on common areas. No person shall (without the prior written authority of the association) pick or plant any flowers or plants on or about the common areas.
- 8.6 No rubble or refuse should be dumped or discarded in any public area, including the parks, streets, sidewalks, dams or vacant stands.
- 8.7 The association shall be entitled to prohibit or restrict access to any part of the Estate in order to preserve the natural fauna and flora.
- 8.8 No domestic animals shall have access to common areas.
- 8.9 No person shall discharge any firearm, air-rifle, crossbow or similar weapon or device on or about the Estate other than in self-defence. Hunting and trapping in any manner is strictly prohibited.

8.10 Floodlights must be adequately screened so as not to cause discomfort to neighbours.

8.11 The designated walkways throughout the Estate are for pedestrian traffic only. No person shall operate a conveyance (including but not limited to bicycles, tricycles, quadbikes, motorcycle, skateboards, go-karts, roller skates and the like) on these designated walkways.

## **9. Dams And Streams**

9.1 The Homeowners Association undertakes to appoint a qualified civil engineer to inspect the attenuation ponds on an annual basis to detail necessary maintenance/management work to ensure that the ponds function as intended.

9.2 No person shall launch any boat or craft of any description on any dam or waterway in the Estate.

9.3 No watersport (including but not limited to swimming, fishing, scuba diving and the like) is permitted on or in any dam or waterway at the Estate and no person shall enter any dam or waterway within the Estate without the prior written consent of the association.

9.4 No domestic animal shall be allowed to enter any dam or waterway.

9.5 No persons shall pollute or permit the pollution of any dam and/or waterway on or about the Estate by any substance that may in any manner be injurious to any plant, animal or bird life or which may in any way be unsightly.

## **10. Conservancy Area**

10.1 Westwood Estate has some 10 hectares devoted to an indigenous open space area which has been declared a conservation servitude. Care has been taken to rehabilitate the natural forest growth and wetland areas in the valleys in order to enhance the visual appeal of the area. Residents are required to respect and maintain the indigenous nature of the environment.

10.2 The rehabilitation of wildlife in the area has also been of concern, and residents will find vervet monkeys, banded mongoose, blue duiker and some water mongoose as well as numerous bird species within the estate. In particular, the estate is also the habitat of the Black Headed Dwarf Chameleon and the Pickersgill's Reed Frog, both of which are endangered species. All the wildlife within the Estate is protected under the Home Owners Rules and may not be interfered with in any manner.

- 10.3 The preservation and maintenance of the Conservation Servitude is the responsibility of the Home Owners Association and the costs thereof are included in the levy.
- 10.4 Persons walking on or about the Conservancy Areas do so at their own risk. The association will entertain no claims for damages of whatsoever nature or from whatsoever cause arising.
- 10.5 No domestic animal shall be allowed to enter the Conservancy Area.

## **11. Letting And Resale**

- 11.1 These rules apply to and are binding upon all tenants. An owner (or his agent) who intends to let an erf shall –
- 11.1.1 Furnish his tenant with a copy of these rules; and
- 11.1.2 Furnish the association with a copy of the relevant signed lease which shall be for a minimum period of 6 (six) months and which shall contain a clause in terms of which the tenant acknowledges and agrees that these rules are binding upon him and are enforceable against him by the association.
- 11.2 Erven may be re-sold by owners only through the agency of estate agents approved of by the association which approval will not be unreasonably withheld, which estate agents shall be required to abide by such rules and directives relating to advertising, access to the Estate, the holding of show houses and the like as the association may from time to time reasonably determine. Any agent who fails to abide by any such rules and directions may be denied access to the Estate. Erven may also be re-sold by owners through private sales.

## **12. Conduct**

- 12.1 No washing of any nature (including but not limited to garments and household linen) may be hung or placed to dry except in areas specially designated for that purpose. All washing lines and similar devices must be placed below the level of garden/yard walls in order that they are not readily visible for any road and/or other erf. Residents of Strelitzia Terrace, Plumbago Terrace and Aloe Terrace are enjoined not to hang laundry on any terrace/balcony.
- 12.2 Fireworks are strictly prohibited.
- 12.3 No unauthorised persons are allowed on any erf where building operations are under progress.

- 12.4 Any business activity or hobby that could cause aggravation or nuisance to fellow residents may not be conducted from any property. This includes auctions and jumble sales.
- 12.5 Everybody in the Estate must observe the “quiet hours” curfew from 22h00 to 06h30. Notwithstanding the above, no persons shall make or cause to be made any undue disturbance or noise or do anything or allow anything to be done that may constitute a nuisance to other residents. In particular and without limiting the generality of the foregoing –
- 12.5.1 Burglar alarms must comply with any regulations which the association may make with regard thereto from time to time;
- 12.5.2 All vehicles (including in particular but not limited to motorcycles) must have efficient silencing systems which maintain their noise level emissions below the legal maximum level;
- 12.5.3 The use of noisy machinery and power tools in the open outside of normal working hours must be avoided and is permitted only occasionally and in exceptional circumstances;
- 12.5.4 All building work, whether undertaken by a contractor or by the resident, must be done during the hours stipulated by the association from time to time for building contractors, unless written approval is given by the association for building operations to take place outside such hours. This excludes construction work undertaken by the Developer or their representatives.
- 12.5.5 All building work shall be concealed behind a creosote pole and shade cloth fence at a minimum height of 2 metres.
- 12.5.6 Loud music and other undue noise is not permitted.
- 12.5.7 The mechanical maintenance, and the use of power tools, lawn mowers or the use of any other mechanical equipment, and the like should only be undertaken between the following hours:  
Monday – Saturday 08:00 – 17:00  
Sundays and Public Holidays between the hours of 08:00 – 13:00 only

12.6 In order to maintain the residential density levels of the Estate, no member or tenant shall accommodate or allow the accommodation of more persons in any residence than the maximum number determined in accordance with the following schedule:

1 (one) bedroom	3 (three) persons
2 (two) bedrooms	4 (four) persons
3 (three) bedrooms	6 (six) persons
4 (four) bedrooms	8 (eight) persons
5 (five) bedrooms	10 (ten) persons

12.7 Every person who occupies a dwelling within the Estate, either as a member, tenant or occupier, shall be obliged to have a telephone installed within such dwelling, such requirement arising from the Association's general security controls and the control of persons entering and leaving the Estate.

12.8 No flags, flagpoles or radio aerials on poles may be erected on a property within the Estate.

### **13. Commercial Activities**

13.1 The association is entitled to regulate all commercial activity on or about the Estate. No application for any trading or similar licence may be made for the conduct of an commercial activity of any nature from an erf forming part of the Estate without the prior written consent of the association, which consent shall not be unreasonably withheld. Such approval will be for a maximum of two years after which a new application should be made.

13.2 Notwithstanding rule 14.1, the operation of a guesthouse is strictly prohibited.

13.3 No advertising board or signs, including business signage of any nature, may be displayed on or about the Estate.

13.4 No door-to-door canvassing and/or selling is permitted.

## 14. Building Requirements And Construction

14.1 All construction activities including but not limited to new building construction, alterations and additions, are controlled within the Westwood Estate Architectural Code and shall be complied with. Any member wishing to erect or build an dwelling unit or structure on his property or make any extensions or additions thereto, shall, prior to submission to the relevant Township Authority, submit to the Association such plans, drawings and ancillary documents as may be necessary in the opinion of the Association to grant approval thereto, provided that the Association:

14.1.1 In its sole discretion may approve, refuse or require such amendments to be made to such application that are deemed necessary to comply with the nature and amenity of the Estate

14.1.2 May grant its approval subject to such conditions it deems applicable;

14.1.3 Must grant its approval in writing.

14.2 An contract entered into with any contractor, sub-contractor or supplier by any member in relation to the construction of any dwelling or any extensions and additions, must be made subject to the Rules of Conduct for contractors, subcontractors and suppliers, copies of which can be obtained from the office of the Association.

Failure to adhere to this rule or failure by the contractor, sub-contractor or supplier to adhere to the rules relating to such parties activities, could result in the suspension of building activities and/or disciplinary procedures by the Association against the member concerned.

14.3 The association shall be entitled to direct the relevant owner to effect maintenance work on his home should the association deem such maintenance necessary.

14.4 Swimming pools must be submitted to, and have approval from, the municipality, as well as the Association before construction commences.

14.5 Swimming pool water may not be emptied into the sewer system but must be channelled into the storm water system.

## **15. Fire Prevention And Hazardous Substances**

No person shall bring or permit any person to bring any substances into the Estate or permit the storage of an substances in the Estate which may constitute a fire hazard or a threat to the health of an of the residents or other person or which may result in the contamination of the Estate.

## **16. Landscaping And Pools**

- 16.1 All gardens and pools must be maintained by members to the standards required by the association. Should these standards not be adhered to, the association shall take such steps as it may deem necessary in order to ensure that the required standards are adhered to and charge the member therefore.
- 16.2 Only plants approved by the Landscaping Guide may be planted anywhere in the Estate.
- 16.3 Each erf owner is responsible for maintaining the area between the curb and the boundary of his property in a clean and pleasing condition. The association can compel the owner or tenant to improve the aesthetic appearance of this area when deemed necessary, at the cost of the owner.
- 16.4 Garden fences and/or walls and outbuildings forming part of the streetscape should be regularly maintained and painted when necessary.
- 16.5 The association reserves the right to effect repairs at the cost of the owner should it be considered necessary.
- 16.6 Building material and/or rubble may under no circumstances be dumped on the sidewalks or streets. The owner will be liable for all damages/clearing costs in this regard.
- 16.7 No trees, plants or sidewalk lawn may be damaged, removed or planted without the permission of the association.
- 16.8 Planting should not interfere with pedestrian traffic or obscure the vision of motorists.
- 16.9 No Wendy Houses or tool sheds may be erected. If the owner refuses to remove such structures, the association may remove such structures at the cost of the owner.

## 17. Electricity Supply

- 17.1 The association shall take all reasonable precaution to procure and maintain a suitable plant for the distribution of electricity to secure to members a constant supply of electricity, but do not guarantee that same will always be maintained, and shall not be liable for damages, expenses or costs caused to members, tenants or guests for any interruption in supply, variation of voltage, variation of frequency, any failure to supply a balanced three phase current or failure to supply electricity.
- 17.2 In no case shall the association be liable for any failure, variation or interruption that may be due to the injury or destruction of the buildings or plant belonging to it by storm or fire through or during a time of riot, of civil commotion due to strikes of workmen or lock out by employers, whether such strikes or lock out be on or outside the Estate. The association shall further not be liable for any failure, variation or interruption of supply to members due to any failure, variation or interruption of the supply to it from ESKOM/Ethekwini Municipality.
- 17.3 Under no circumstances shall any rebate be allowed on the account for electricity supplied and metered in respect of electricity wasted due to leakage or any other fault in the electrical installation.
- 17.4 The association does not undertake to attend to a failure of supply due to a fault in the electrical installation. When any failure of supply is found to be due to a fault in the electrical installation, or to the faulty operation or apparatus used in the connection therewith, the association shall have the right to charge the member the fee as prescribed by them for each restoration of the supply, in addition to the cost of making good or repairing any such damage which may have been done to the service main or charge for such fault or faulty reparation as aforesaid.
- 17.5 No person shall in any manner for any reason whatsoever tamper or interfere with any meter or service connection or service protection device or mains supply.
- 17.6 No person, other than a person specifically authorised thereto by the association or Estate manager may, without notice, disconnect any premises temporarily for the purposes of effecting repairs or carrying out tests, or for any other legitimate purpose.
- 17.7 The association or Estate manager may, without notice, disconnect any premises temporarily for the purposes of effecting repairs or carrying out tests, or for any other legitimate purpose.
- 17.8 The association shall further not be held liable for any fluctuations in voltage caused by variations in municipal supply over which it has no control.

17.9 The members shall pay for the usage of electricity on a pay as you use basis. Electrical units will therefore be installed in each residential home at a charge determined from time to time by the association. Procedures, costs and all other aspects relating to the electrical system utilised in the Estate shall be determined from time to time by the association and communicated to members by the Estate manager.

## **18. Administration**

18.1 All levies are due and payable in advance on the first day of each and every month.

18.2 Interest will be raised on all arrear accounts, at the maximum rate allowed by the Usury Act.

18.3 Further penalties or legal action, to be determined from time to time will be imposed on owners with accounts in arrears for 60 days or longer. The association shall be entitled to recover all legal costs incurred on the attorney and own client scale.

18.4 The association may amend or add to the Rules from time to time, as may be deemed necessary to ensure harmonious co-existence of residents.

## **19. Fines And Penalties**

19.1 The association shall investigate (in such manner as it deems fit) written complaints received from members relating to the behaviour and/or conduct of other residents and persons on or about the Estate and shall take such steps with regard thereto as it may deem fit. The association shall be entitled on its own initiative to investigate the conduct of any person or persons and to take such action as it may deem fit, whether or not complaints are received.

19.2 If any person contravenes or fails to comply with any of the provisions of these rules or any conditions imposed by or directives given by the Association in terms of these rules, the directors shall be entitled (without limiting any other rights afforded to them in terms of these rules) to impose suitable fines on the person concerned. If the person concerned is a guest, tenant or other invitee of a member, that member will be liable for payment of such fine. Any fine imposed on a member and/or his tenant, guest or other invitee shall be deemed to be a debt due and payable by the member concerned to the association forthwith on demand.

19.3 The provisions of this rule are without prejudice to any other rights that the association may have in terms of the Constitution or at law.

## **20. Enforcement Of The Rules**

20.1 For purposes of the enforcement of any of the rules, the directors may –

20.1.1 Take or cause to be taken such steps as they may consider necessary to remedy the breach of the rule of which the member may be guilty, and debit the cost of so doing to the member concerned, which amount shall then be deemed to be a debt owing by the member concerned to the association;

20.1.2 Take such other action, including court proceedings, as they may deem fit.

20.2 In the event of any breach of the rules by any member's tenants, or his guests, such breach shall be deemed to have been committed by the member himself, but without prejudice to the foregoing, the directors may take or cause to be taken such steps against the person actually committing the breach as they in their discretion may deem fit.

20.3 No party and/or resident shall have any claim of whatsoever nature for damages against the association as a result of a decision taken by the association regarding the interpretation of these rules.

## **21. General Rules**

21.1 The association shall have control of the use of all recreational and entertainment facilities and all other amenities in the Estate and the directors shall have the right to levy charges for the use thereof.

21.2 In general, where no specific rules have applicability, the directors reserve the right for the Estate manager to make rules from time to time that he deems necessary.

21.3 The directors reserve the right for the Estate manager to amend these rules from time to time in such a manner as he deems necessary.





# Architectural Design Code





## **Westwood Estate Architectural Design Code**

### **To be Managed by the Westwood Estate Architectural Review Committee**

#### **1. Introduction**

The purpose of these policies and guidelines is to establish community architectural and landscape themes and standards that will ensure a quality community, protect property values, and safeguard continuing appreciation. Another goal of these policies is to avoid harsh contrasts in the landscape and architectural themes and to foster thoughtful design so there is harmony between each residence and neighbouring residences.

Westwood is located in one of the last available large pieces of land in the Westville area. Situated close to the Jan Smuts Highway and the N2 north bound, it has access to the City, the North Coast and the Airport all within a 15-minute drive. The projected development aims to encompass the existing wetland and fauna and flora, creating an ambience of country living within a city boundary.

A variety of single and multi-family housing enhanced by commercial services is planned. While Architectural Control will be diligently applied, the scope of allowable architectural themes has been limited only as necessary to assure a harmonious environment.

The architectural style will therefore be complimentary to the green nature of the environment and homes will have both privacy and a community-orientated design.

With this in mind, houses will be built in a non-intrusive style, utilising some more contemporary modern aspects of architecture available.

The key architectural elements are:

- Hipped/gable roofs
- Rectangular building form
- Plastered wall finishes
- Expressed timber elements

A separate code exists for specific colours and finishes that are available to the client, and must be consulted in detail in order to ensure that themes are maintained throughout. This code will also include items such as wall styles and gate styles available.

The Westwood Estate Homeowners Association will be responsible for appointing and maintaining the Architectural Review Committee to oversee all building activities within the Estate.

## 2. Building Design Code

The restrictions placed on the various styles available are intended to produce a complimentary and harmonious development. These styles are referred to as the Building Design Code.

### 2.1 Exterior Facade

#### 2.1.1 General rule regarding Covered Porches, Open Balconies and Verandahs

The buildings have been designed to conform to an "estate style of architecture" which includes an exterior space/ terrace for leisure and entertainment purposes- NOT to be enclosed.

This area cannot be altered, externally painted, re-roofed, space enclosed, without the written consent of the WARC.

No exterior facade of any building may be altered without consent from the WARC. This includes installation of canvas, pvc awnings, roll down blinds, screens on verandas, installation of fibreglass, pvc pergolas, external lattice work screens or any similar exterior form of addition to dwelling, apartment, or townhouse.

- Applies to freestanding dwellings, double or single storey townhouses or apartments blocks.
- Each dwelling shall have a covered /open porch of no less than 6m<sup>2</sup>
- No enclosure of such porch areas are permitted whatsoever including but not limited to:
  - Frameless glazing panels
  - Timber / Aluminium glazed panels
  - Brick and mortar walling with window / door openings.
  - Timber-, gms-, aluminium-type slideaway overhead pergola structures – with or without awnings
  - Timber,Gms,alum type sliding,fake shutters – horizontal or vertical operated
  - Wall mounted awnings – sliding or roll up style
- The WARC may at its own discretion take action against these illegal enclosures by:
  - Instructing the owner to immediately remove the enclosure and return it to its original status
  - After repeated notices without any compliance the WARC may have the enclosure removed and charge the owner via the monthly levy system together with any fines it may declare

External shutter treatments will fall into the same description of exterior alterations – NOT PERMITTED and will be subject to consent from the WARC.

## 2.2 Approved Exterior Paint Colours:

- Pale Honey, Plascon Code: Y2-C1-4
- Springbok Chest, Plascon Code: Y3-C2-2
- Blue Gum Honey, Plascon Code: Y1-C1-2
- Coffee Shop, Plascon Code: O2-D1-2
- Old Cobblestone, Plascon Code: Y2-D1-4
- Veldrift, Plascon Code: Y2-D2-3
- Sand Island, Plascon Code: O7-E1-2
- Hollyhock, Plascon Code: Y3-E2-1
- Fresh Linen, Plascon Code: Y3-E2-3
- Dirty Khaki, Plascon Code: Y3-E1-3
- Matisse, Plascon Code: E17-4 (Expressions Range)
- Empire, Plascon Code: PAL 162 (2007 Palette Range-'Archaeology')
- Moss Bank, Plascon Code: O7-E1-3
- Relic, Plascon Code: PAL 157 (2007 Palette Range-'Archaeology')

(All colours are from the 'Inspired Colours' range unless otherwise specified)

## 2.3 Building forms:

- Isolated, simple geometric forms.
- Roofs, double pitch, simple in design, gable end, hipped
- Not permitted –curved, cranked, nor mansard roof forms
- Monopitch – to veranda's only in sheeted form
- Flat roofs permitted under eaves, building junctions, balconies.
- No dormers, double volume areas which may compete with simple forms of recommended shapes.
- Skylights are permitted if hidden behind parapets through flat concrete roof slabs
- Roofs – no roof is to have an elevational height which exceeds the height of the walls below.
- Gable ends – should have a minimum pitch of 30deg, max pitch 40%
- If hipped ends, min 26deg.- 30 deg.
- Tiles – Marley "Modern" concrete tile – colour light grey
- Exterior Windows and doors – varnished hardwood type of vertical proportions
- 300mm roof overhangs with or without rainwater gutters.
- Fascias white colour
- Concealed plumbing routes on building face.
- No exposed antennas, aerials, airconditioning units must be screened
- External lighting – as per approved selection. (white colour light globes only)
- Landscaping – as per the Landscaping Design Code

## 2.4 Buildings

### 2.4.1 Townhouses:

- Single or double storey
- Basements structures permitted if counted as 1 storey.
- Internal Lofts optional with consent by ARC.
- Single or double carport structures per unit
- Compulsory veranda / balcony, per dwelling.
- 2100mm high – Window and door openings – generally vertical in proportion.
- 2600mm floor to ceiling height.
- Columns and Posts
  - precast form circular columns not permitted
  - natural timber / Galvanised Steel piers / square form
  - smooth plaster and painted reinforced concrete supports to verandas – with or without dwarf brick pier.
- Exterior wall finishes
  - smooth and approved textured plaster and paint
  - face brick
  - limited areas allowed in sandstone rivens / sealed slate tile
- Balustrading external
  - horizontal line form,
  - galvanised steel painted, grey or silver
  - varnished timber
  - stainless steel straining wire
- Victorian / Georgian / Tuscan decorations of any form not permitted. No coynong, elaborately profiled wall or column mouldings. No “brookie lace” and other detailed wrought iron/aluminium/plastic applications
- Gutters – 125mm aluminum extruded section – white, with pvc down pipes.
- Where gutters not included on building form, to include perimeter hardened concrete apron under roof edge 1m wide to local council approval standards
- Paint colours externally as per approved selection (see 2.2).
- Barge board material – stained timber, white painted fibre cement ( no grp, upvc, alum)
- No arched elements

### 2.4.2 Free Standing Houses:

- Ditto above

### 2.4.3 Apartments:

- Ditto above

## 2.5 Boundary Walls and Fences / Gates / Yard Walls:

### 2.5.1 Townhouses / Free standing houses

- Permitted at side and rear boundaries
- Front boundary (street) not permitted, unless set back 500mm from nearest building edge, enclosing the balance towards side.
- May not protrude beyond the face of any building closest the street.
- Solid wall form not exceeding 1,8m high. Yard walls to be 2,1 high.
- If fence form, treated post and rail type, min 900mm high, with galvanized wire mesh gauze infill panels for pets enclosure.
- Panhandle erven – to the discretion of WARC per application.
- Erven adjoining public spaces are compelled to have a wall / fence with a min. height of 1,2mm.
- Yard walls may reach 2,1m high solid wall / fence type.
- Swimming pool areas, private or public must be screened with min. 1,2 m high solid wall / fence to local council requirements.
- Gates – vertical / horizontal form slatted timber painted varnished. GMS painted
- No stainless steel gates to yards and driveways

#### 2.5.1.1 Not permitted:

- Precast concrete panel fencing / walling
- Concrete palisade fencing
- Ranch style timber fencing
- Electric fencing within estate
- Artificial stone cladding
- Stainless steel gates to yards and driveways
- Precast sculptures, structures, statues on display.
- Visible parking of trailers, boats, caravans – from street.
- Visible “Wendy houses” and jungle gyms – may not be seen from street side and with permission of WARC.
- Visible solar heating panels

## 2.6 Carports (Townhouses and Apartments)

- Double pitched roof
- IBR profile pre-coated dark grey steel profile – pitch between 7, 5 – 10 degrees
- Galvanised steel/timber, varnished/painted post uprights on paved, tarmac surface
- Optional screening panels (timber/steel lattice form) where applicable
- Razor wire, electric fencing
- Glazed Enclosure of covered verandas
- Awnings, Sunscreens, blinds that drop on exposed veranda
- Cottage pane windows, doors

## 2.7 Landscaping/Street Trees/Maintenance

- Perimeter of the development along arterials shall follow a Master Street Tree Plan. Trees in addition to the minimum are encouraged
- Landscaping shall be utilized to screen and soften the visual appearance of commercial, high-density residential and single-family residential land uses.
- The use of indigenous vegetation throughout the development is mandatory
- All residential front yards shall be landscaped in a dust-free condition
- No storage, prolonged maintenance, or abandoned vehicles will be permitted in front yard
- All signage shall be approved by the WARC and in conformance to the Architectural Guide (epoxy coated aluminium cut out pin fixed)

## 2.8 Parcel Design

- All parcels shall be kept in a weed-free, neat appearance at all times
- Construction shall not create a nuisance for neighbouring properties
- An 80% factor green colour shade cloth screening to street and neighbours properties to be erected 2.1m. high for duration of project.

## 2.9 Windows and External Doors

- Exterior Windows and doors – Varnished hardwood type of generally vertical proportions.
- No winbloks, cottage pane, arched windows, glass bricks, curtain wall glazing
- Glazing to be clear glass i.e. no coloured nor reflective glazing
- No logos or emblems to be sandblasted onto glass
- Garage doors to be sectional slide over.
- Varnished hardwood timber or fiberglass brown colour

## 2.10 Driveways

- Free standing houses to have a concrete, brick or asphalt paver as per WARC approval
- Town house and apartments may have asphalt driveways

## 2.11 Verandahs, Balconies, Porches, Carports and Pergolas

- Concrete roof tiles to match primary roof
- Concrete roof slabs under primary roof gutter line
- Metal roof sheeting to WARC approval
- Concrete deck, concrete slab balconies. These are not to cantilever more than 1, 5 metre from face of building. If balcony exceeds this width it must be vertically supported from ground level with approved column design

- Varnished hardwood timber pergolas. Pergolas to be integrated into main structure, supported on approved column design, or bracketed to WARC approval
- Varnished hardwood timber privacy screens to verandas, balconies, porches
- Gazebos to match form and no GRP/UPVC/aluminium/pre-cast concrete gazebos
- No glass conservatory structures

## 2.12 General

Various other finishing elements impact on the aesthetic value of the building and the street and as such need to be controlled as follows:

### Not Permitted

- Ext / Int. Burglar bars /gates must conform to design specification provided within this document (Annexure A, Annexure B and Annexure C)
- Exterior / interior Trellidoors
- Whirly bird chimney cowls
- Ceremonial flags, poles
- Razor wire, electric fencing
- Glazed Enclosure of covered verandas
- Awnings, Sunscreens, blinds that drop on exposed veranda
- Cottage pane windows, doors

## 3. Landscaping Code

The Landscaping Design Code is attached as a separate document.

## 4. Alterations and Additions

### 4.1 Geotechnical Report/Survey

A general report of the geo-technical conditions for Westwood Estate exists. This document is a public document and is available for scrutiny at the offices of Spencer Gore.

This report is, however, not site-specific and it is the owner's responsibility to ensure that a site-specific investigation is carried out to ascertain the optimal founding solutions.

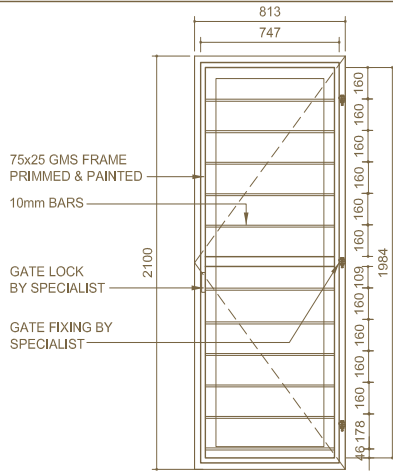
## 4.2 Storm Water Management Plan

Each owner/developer will be required to submit a Storm Water Management Plan (SWMP) prepared by an engineer. The SWMP deals with storm water control during and after construction and is to comply with the Environmental Management Plan, which is included in the Sales Documentation (obtainable at Spencer Gore).

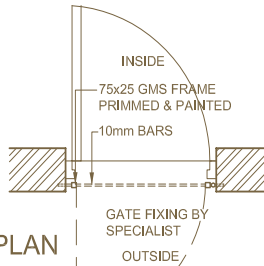
Engineering certification of foundations and plan approval are the responsibility of the owner and/or builder. Construction documents (working drawings and specifications) are to be accordance with the final design and plans approved by WARC. Clearing, grading, or construction should not commence until all of the above requirements are satisfied.

## 4.3 Local Authority

Note: These controls are those of the developer and do not override the Town Planning Regulations of the Local Authority. In all cases, architects are advised to consult the Town Planning Department of the Inner West Operational Entity (Westville) – Telephone 031-3111 111 to ensure that the interpretation of the Town Planning Scheme is correct.



ELEVATION



PLAN

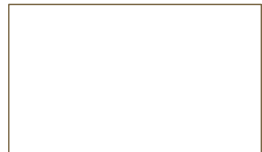
- \* DOOR NO. : D01
- \* BURGULAR GUARD REFERENCE NO. : BG10
- \* COLOUR : EARTH ( VEDOC VP 6115 )

● revisions	date	amendments
-	-	-

NOTE:  
 -ALL DIMENSIONS TO BE CHECKED ON SITE  
 PRIOR TO INSTALLATION  
 -WINDOWS VIEWED FROM THE EXTERIOR.

● drawing  
**Burglar Guard Schedule**  
**Annexure A: Entrance Gate**  
 - all work to be done in accordance with the sbs 0400  
 - figured dimensions to be taken in preference to scaled dimensions  
 - report any discrepancies direct to the architect before commencing work  
 - this drawing is copyright and remains with the architect.

● project WESTWOOD ESTATE NEW  
 RESIDENTIAL APARTMENTS - PHASE 1  
 ● location PROPOSED PORTION 100, ERF 3  
 GARDEN PARK.  
 ● client SPENCER GORE DEVELOPMENTS (PTY)  
 LTD



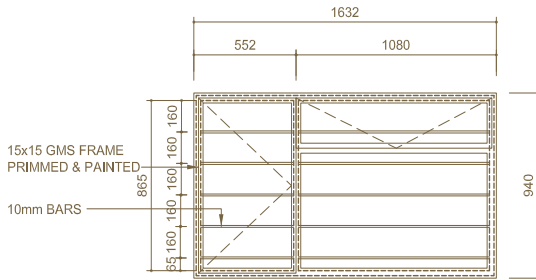
● scale 1:25      ● date 17 July 2007      ● drawn D.R

● drawing no 06030 P1 ws210

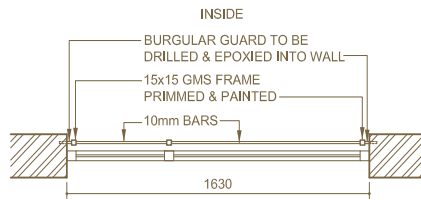
● revision







ELEVATION



PLAN

- \* WINDOW NO. : W01 / W07
- \* BURGLAR GUARD REFERENCE NO. : BG01
- \* COLOUR : EARTH ( VEDOC VP 6115 )PS

● revisions	date	amendments
-	-	-

NOTE:  
 -ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO INSTALLATION  
 -WINDOWS VIEWED FROM THE EXTERIOR.

● drawing  
**Burglar Guard Schedule**  
**Annexure C: Window Bars**  
 - all work to be done in accordance with the sabs (400)  
 - figured dimensions to be taken in preference to scaled dimensions  
 - report any discrepancies direct to the architect before commencing work  
 - this drawing is copyright and remains with the architect.

● project WESTWOOD ESTATE NEW RESIDENTIAL APARTMENTS - PHASE 1  
 ● location PROPOSED PORTION 100, ERF 3 GARDEN PARK.  
 ● client SPENCER GORE DEVELOPMENTS (PTY) LTD

● scale 1:25      ● date 17 July 2007      ● drawn D.R

● drawing no 06030 P1 ws201

● revision  
 -





# Landscaping Design Code and Planting Palette



Indiflora cc  
Environmental Services  
P.O. Box 30657  
Mayville  
4058

Telephone: 031 261 1265  
Fax Number: 031 261 1265  
Cell: 082 577 0898

E-mail: [johanbodenstein@absamail.co.za](mailto:johanbodenstein@absamail.co.za)  
Web page: [www.sawebs.co.za/indiflora](http://www.sawebs.co.za/indiflora)

## Landscape Design Code

### 1. Introduction

Westwood Estate opens up an opportunity to establish a landscaping ethic, style and standard in the area of Westville, Durban, KwaZulu Natal. Landscaping may be defined as the science, technique and art of ecological, functional and aesthetic planning and design of exterior and open spaces, for human use and enjoyment, and for environmental conservation and rehabilitation (Nicolson, 2000: 8). The former landuse and lack of proper management destroyed the natural vegetation by earlier earthworks and the infestation of alien invader plant species. We have the opportunity to remove the aliens and restore the area to a mixture of indigenous species local to this area thus drastically improving the biodiversity of the Estate.

Landscaping contributes to the aesthetics of the development. It improves the quality of life for the people who buy into this development. Good landscaping enhances and protects the quality of the environment and promotes an attractive image.

Westwood Estate is changing this disturbed environment into proper coastal woodland in the valleys, natural grassveld in the conservation zone and pleasant landscaping between the houses. Landowners co-operating in this long-term process of creating a bigger and better habitat for all will enjoy the benefits of the improved environment.

The responsibility rests with the Westwood Estate Home Owners Association, Body Corporates and every landowner to contribute to the improvement of the landscape to the benefit of all. Landowners are encouraged to accept the landscape ethic, standards and code which is to be grossly indigenous and support the bigger philosophy of nature first and man second. The list of indigenous plant material suited and adapted to this environment is diverse in shape, size and colour. Indigenous garden design can be unique, personal and special and contribute to the bigger environment. The palette of plants provides scope for creative use of the indigenous plants to create a very pleasant environment for the residents and the wildlife.

A warm welcome is extended to every home owner in Westwood Estate. May you find this a great opportunity to help develop a very special place.

Johan Bodenstein (PrNatSci)  
Indiflora cc  
Environmental Services

## **2. Context For The Code**

Westwood Estate aims to ensure that the gardens in this Estate complement the design and be an asset to the environment. All gardens are to be an extension of the broader environment. The gardens are to respect and preserve the heritage of our natural environment.

The gardens integrate the built environment into the natural landscape without any negative impact on the environment.

All planting done on corporate and private properties makes use of the plants on the planting palette only, which reflects the natural vegetation of this portion of the Westville area.

Only indigenous vegetation natural to the area is to be planted. This also applies to potted plants. NO plant listed on the Declared Weed and Invader Plant List Regulation 15 of the Conservation of Agricultural Resources Act, Act 43 of 1983) will be considered.

## **3. Planning The Gardens**

Westwood Estate aims to maintain an acceptable standard of environmental management. The following recommendations are made:

A landscape design drawing is recommended for the various gardens. The plan drawn should indicate the following:

- Site location plan
- Site boundaries
- Building footprint
- Direction north
- A scale of not more than 1: 100 – 1:200
- Numbering and referencing of plans
- Detailed planting plan with:
  - Botanical plant names
  - Positions of plants

The Homeowners' Association can recommend a number of designers and contractors.

## **4. Planting Palette For Rehabilitation And Landscaping**

Available from [www.westwoodestate.co.za/environment](http://www.westwoodestate.co.za/environment) as a PDF download.



