



**KELDERHOF**  
*Country Village*  
*Home Owners' Association*

***Guide to Living: Kelderhof Country Village***

Kelderhof Country Village has been designed to offer a rustic and tranquil, yet well managed lifestyle within a secure estate. It is our goal to create a unique, charming and harmonious village atmosphere in which your dream home becomes a reality. In order to do so, we have implemented certain processes and structures that will ensure the smooth operation of the Estate. Whilst posing the least possible inconvenience to you, the Owner, this will ensure that your rights are protected, whilst your obligations as a member of the Home Owners' Association are clearly laid out.

The *Guide to Living: Kelderhof Country Village* is a short summary of these procedures that will help you to understand the Owners' Association documentation and its importance for you as an Owner within Kelderhof Country Village.

This *Guide* will cover a number of key items that are important for you to understand. However, it is still essential to read thoroughly through all the relevant documentation you have received, including the *Owners' Association Constitution*, *Architectural Guidelines*, *Code of Conduct* and *Builders Code of Conduct*. These documents contain valuable information concerning the Owner's Association (HOA) and living at Kelderhof.

***Communicating with the HOA***

Members are welcome to contact the HOA with queries, concerns and suggestions. For on-site related issues, the Estate Manager, Jéan van Marcke, is available; for account related queries and other HOA matters, you can contact the Managing Agent, Prescient Property Services (Bianca Solz). All of these contact details are listed in the attached *Contacts Page*.

In order for us to keep records of correspondence, written communication is recommended. Often it is necessary for the Trustees to review matters which may lead to a lengthened decision-making process, so we ask for your patience in this regard.

***The Constitution of the Kelderhof Country Village Owners' Association***

All owners of plots within the Estate are required, as a condition of sale, to be Members of the Kelderhof Country Village Owners' Association. The owner of the property automatically becomes a Member when registration of transfer of their property takes place and membership becomes a condition of title. If the property is owned by a Trust or a Company that entity becomes the member and an individual nominated by that entity represents the owner.

The main function of the HOA is to control the operation of the Estate. In essence, this involves controlling the security of the Estate, maintaining the open spaces and services, maintaining and operating a Lifestyle Centre,



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creating Codes of Conduct for the upkeep and management of facilities, and controlling building operations on site - all of which are embodied in the *Constitution*.

The Members appoint three to seven Trustees to represent them. These Trustees are appointed at the Annual General Meeting once the Development Period is over. During the Development Period, the Developer is entitled to appoint Trustees.

An AGM is held once a year and all Members are free to attend this meeting as well as vote on issues raised. Unfortunately, Members who are not up to date with payments of levies are not able to vote at these meetings.

***Membership Certificate***

Once the *Membership Certificate Application* has been completed and returned to the managing agent, you will be provided with a *Membership Certificate* allowing you access to the Lifestyle facilities on site. You will need to renew your membership certificate annually. In order to renew your certificate, your levy account must be paid in full and your *Annual Owner Contact Details Form* must be submitted to the HOA.

***Completion Certificate***

Once you are ready to move onto the Estate, you will be issued with a Completion Certificate from the Owners' Association. This Certificate must be presented to the Estate Manager who will then allow you onto the Estate and into your new home. This Certificate will be issued by the HOA once all the steps in the *Procedure for Occupying a House* have been complied with.

***Levies***

Upon taking transfer of your plot and becoming a Member of the Association, you become liable for levies. These amounts are calculated according to the forecasted budget of the Association for the forthcoming year as they are used to cover the operating expenses of the Estate. Levies become due on the first of every month, in advance. When transfer occurs during the course of a month, levies for that month are calculated on a pro-rata basis. Levy invoices are issued on the 25<sup>th</sup> of the month preceding the month in which they become due.

If you are to fall into arrears with your levy payments, any amounts due after 30 days from invoice will incur a fine of an amount of R50 per month, which will be added to the levy amount payable in the ensuing month.

Your *Welcome Package* also includes a Debit Order Form for payment of levies. Please fill this out as soon as possible and return it to the Managing Agent. This system of levy collection will allow for easy administration as well as helping avoid unpleasant fines for overdue levies.

The current monthly levy is R600, as determined at the HOA SGM held on 22<sup>nd</sup> March 2011.



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***Building on the Estate***

The Architectural Design Guidelines for the Kelderhof Country Village were developed as a framework to ensure the protection of the visual and environmental attributes of each individual site as well as to control the aesthetic aspect of the development to limit the visual impact of the development. All buildings on site must comply with the Architectural Design Guidelines and therefore all building plans within Kelderhof Country Village must be approved by the Kelderhof Design Review Committee.

Please take note of Clause 8 of the *HOA Constitution* which advises that any Member who wishes to erect any building/structure on their property must first submit a full set of plans to the Trustees or any person nominated by the Trustees. Dave Child of Prescient Property Services (contact details as per *Contacts Page* attached) is the nominated person on the Kelderhof Design Review Committee (DRC) to whom plans must be submitted for DRC Approval to ensure that they comply in all respects with the *Architectural Guidelines*. This is essential before plans can be submitted to the City Council for building plan approval. Please note the following costs associated with the building application:

- Design Review Committee Scrutiny Fee: R 3 500 (plus 14% VAT); per submission and
- Submission Fee: R 750 Admin Fee per submission.

For your convenience, a document detailing the Plan Approval Process and the steps to be taken can be downloaded from the Kelderhof website:

[http://www.kelderhof.co.za/downloads/Plan\\_Approval\\_Process\\_Version\\_1\\_Aug2010.pdf](http://www.kelderhof.co.za/downloads/Plan_Approval_Process_Version_1_Aug2010.pdf)

Building your home on the Estate must take place within 3 years from the date of transfer of your plot and construction must be completed within 1 year from commencement of building. If construction has not started within the stipulated period, you will become liable for a double monthly levy. This double levy will be charged on a monthly basis until construction begins. Should you sell your erf, the new owner will be liable for the double levy payments until construction commences (i.e. construction must still commence within 3 years of the original transfer date from the developer, whether you on-sell your property or not).

***Security***

As a safety feature of the Estate, we have a comprehensive security system on site. An outside security company has been contracted to carry out the security function – one of the costs covered by your levies. Please co-operate with the security personnel to help them do their job. All burglar alarm systems installed in houses on the Estate should be linked to the Gatehouse.

Upon becoming a Member, you will be able to purchase remote controls for R250 each, to provide access through the security boom. When you move onto the Estate, you will need to hand the completed *Resident*



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*Registration Form* to the Estate Manager to provide details for control purposes. If you are leasing out your property, a *Tenant Registration Form* must be filled out. In the interest of security on the Estate, please only give remotes to persons residing in your property.

According to HOA rules, access to facilities on the Estate will be denied to members, or their tenants, who are 90 days or more in arrears with levies. To regain access to these facilities, proof of payment must be submitted to the Estate Manager.

The security staff will also aid the Estate Manager in enforcing the *Code of Conduct*. Breaches of the *Code* will be fined as explained in the *Code of Conduct: Transgressions List*. Any fines will be included on your monthly levy statement and considered as fees due.

***Domestic and Garden Staff***

To allow for Domestic and Garden staff to access the Estate, the *Employee Registration Form* should be filled out and handed in to the Estate Manager, who will issue them with a security pass. If you need more copies of the form, please contact the Estate Manager.

***Refuse Removal***

When you move onto the Estate, you may apply to Council for a refuse bin to be delivered to your erf. Please contact the Estate Manager for more information on and assistance with this process. Refuse removal takes place on Fridays. Please place your refuse bins on your driveway by 07h00 for collection and keep bins out of sight on other days.

***Post Boxes***

It is your responsibility as a resident to erect and maintain your own post box on your erf.

***Pets***

Please limit the number of dogs on your erf to 2. No caged wild birds or animals will be allowed.

***Wild Life***



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As Kelderhof is a Country Estate, it's not out of the ordinary for wild animal and bird life, such as small buck and eagles, to be around the area, and sometimes on the Estate. Please steer clear of disturbing or harming these creatures.

***Vehicles***

No vehicles making excessive noise or are allowed on the Estate. The speed limit on the Estate is 35 km/h.

***Noise***

Please avoid using loud machinery unnecessarily on the Estate. A schedule of the times during which using noisy machinery is to be avoided is included in the *Code of Conduct: Transgressions List*.

***Re-Sale of Property***

Should you wish to re-sell your property, we recommend that you use the Resident Agents since they are familiar with all terms and conditions relevant to the Estate. Should you wish to use an outside agent, a list of agents accredited by the Association is available from the Managing Agent. If you are re-selling your property, please use the agreement of sale as specified by the HOA – a copy of which is available on the website or from the Association.

*Welcome to Kelderhof Country Village.*



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***Kelderhof Country Village Contacts Page***

<u>Design Review Committee:</u>	Office	021 700 5490
Dave Child	Email	davec@prescient.co.za
<u>Estate Manager:</u>	Office	021 843 3164
Jéan van Marcke	Email	jean@kelderhof.co.za
<u>Managing Agent:</u>	Office	021 700 5444
Prescient Property Services	Fax	021 700 5420
Bianca Solz	Email	bianca@percipient.co.za
<u>Security:</u>	Confirm with Estate Manager	
Gatehouse Armed Response		