

UNILOFTS BLOEMFONTEIN

Body Corporate rules

Unilofts is well-known in the community as a complex of high moral values and good reputation. Legprop is therefore proud to be elected as Managing Agent, and will not dwindle from rules and regulations set by the Trustees and Body Corporate. In order to maintain our reputation and the image of Unilofts, we rely on your co-operation.

Like all other off-campus accommodation, Unilofts has a set of clearly defined house rules (you have a copy of the house rules as part of your signed lease agreement) that are implemented by the owners and the Body Corporate. Tenants are thus lawfully obliged to respect and adhere to these rules and regulations. Misconduct and offences are categorized into 3 levels.

| Category of offense | 1 st offense | 2 nd offense | 3 rd offense |
|---------------------|-------------------------|-------------------------|-------------------------|
| Green - minor | 1 st warning | 2 nd warning | R100 – R250 fines |
| Yellow - serious | 1 st warning | R250 – R500 fines | Eviction |
| Red - very serious | R250 – R1000 Fines | Eviction | |

Category 3 - RED OFFENCES

2 ACCESS CONTROL –TENANTS

2.1 Main entrance:

The Bio-metric Access of tenants are registered once the agreement is signed and processed.

2.2 Vehicle Entrance:

Tenants will receive a parking disc for vehicles upon arrival. Parking discs must be displayed on the windscreen at all times. Failing not to display parking discs will lead to no access. All vehicle's boots will be opened for security reasons. Security breaches will carry a fine of R250 without a warning.

3 ACCESS CONTROL – VISITORS

3.1 Main entrance:

All visitors must register at Reception with a valid ID card, Student card, Driver's licence or passport. Visitors that are clearly under the influence of alcohol and/or substances will not be allowed into the building. Visitors are to be met and escorted by the tenant from Reception.

3.2 Vehicle Entrance:

Visitor's vehicles can only park inside the building after registering at Security. Visitors parking discs must be displayed on the windscreen at all times. All vehicle's boots will be opened for security reasons. If you are found guilty of bringing in a person through the vehicle entrance, a fine of R250 will be issued.

4 SMOKING, ALCOHOL & DRUGS

- 4.1 Smoking and public use of alcohol at the Main Entrance, stairs and lawns in the gardens are not allowed. No drinking and smoking is allowed at Reception. First warning there-after a R250 fine.
- 4.2 **The possession and or use of hookas ("hubbies") in the building are not allowed. Items will be confiscated and kept in storage until the contract expires. R500 fine will be issued, no warning.**
- 4.3 Drinking alcohol and smoking on the walkways are not allowed. R250 fine, no warning.

- 4.4 **Legprop and the Body Corporate have a Zero tolerance attitude towards drugs. No warnings.** Fines will be issued and / or expulsion. **Minimum R500 fine.** Visitors caught bringing in drugs will be banned, and the tenant will be held responsible for a visitor's offence.
- 5.5 **Smoking in the units are not allowed by law. Designated area for smoking on the balcony only. Use an ASHTRAY. Do not throw your cigarette butts over the balcony. Do not use the walls to extinguish your cigarettes. You will be charged to re-paint the wall. R100 fine.**

5 WEAPONS, ASSAULT & OTHER DANGEROUS ACTIONS

- 5.1 Fireworks are banned. Fire-arms, BB guns, paintball guns, crossbows, blowpipes, slingshots, (ketties) or any other type of weapons are not allowed on the premises. No warnings, R500 fine
- 5.2 Do not place any articles on the balcony wall, flowerpots, glasses, ashtrays etc. It could lead to damages or injuries. No warning, R250 warning.
- 5.3 No sitting on balcony walls and/or passage walls. No warning will be issued, but a penalty fine of R500 will be charged.
- 5.4 No open fires (charcoal, wood or gas braais) are allowed on the balconies. A R500 fine is guilty. All braai events are to be arranged with Security, and to end at 22h00. No noise and loud music at these events. No vehicles beyond the yellow line at braai area.
- 5.4 Any abusive, foul language or aggressive behaviour towards fellow tenants, owners, management or visitors will not be tolerated. This behaviour is seen in an extremely serious light and a fine of R500 will be payable as well as the issuing of a warning letter. Should this offence occur a second time, a final warning will be issued. On the 3rd offence the tenant's contract may be cancelled and evicted from the premises.
- 5.5 Any party guilty of physical assault of fellow students, tenants, owners, management or staff members will summarily be evicted and the contract will be cancelled.
- 5.6 Tampering with security cameras, any cables/pipes or fire equipment are illegal – R500 fine. Breaking of any seals on doors or fire equipment will result in a R500 penalty fine without a warning.
- 5.7 Malicious damage to property will lead to a fine of R500 plus expenses for the repairs

Category 2 - YELLOW OFFENCES

6 VISITORS

- 6.1 Tenants will be held responsible for their visitor's actions. Visitors are limited to 2 persons per tenant. If more visitors are required please obtain permission first from the building manager.
- 6.2 No visitors will be allowed into the building after 23H00, and all visitors must exit the building by 24H00. No visitors will be allowed before 07h00 in the mornings. Sundays, visitors are to leave the complex by 22h00. Penalty of R100 for exiting after 22h00.
- 6.3 Should the visitors not exit before the specified cut-off times, their fingerprints will automatically be removed by the system. Tenants must see to it that visitors adhere to these times. A R500 fine will be issued in these cases to the responsible tenants.
- 6.4 Frequency of visitors will be monitored to minimize day-light squatting. Day-light squatting is a serious disturbance to your flatmate. This is defined as a visitor entering the complex on a daily basis from early in the mornings to late in the afternoons and nights. R500 fine for tenant, visitor will not be allowed in complex in future.
- 6.5 No visitors under the influence or severely intoxicated by any other substance will be allowed in the complex. The tenant is responsible for their visitor's actions. The visitor will be asked to leave the premises and the tenant will pay a penalty of R500 for a visitor's offence.
- 6.6 **Unilofts will not be used as an "overnight recovery ward" for visitors - R500 fine for tenant's account.**

7 SLEEPOVERS

- 7.1 **Sleepovers must be arranged during office hours at Reception. Sleepovers will not be allowed after 24h00.**
- 7.2 **Sleepovers are charged at R250 per night.** In order to compensate your flatmate, R30 of the charge will be allocated for electricity on the specific day.
- 7.3 Sleepovers are limited to 5 per month per tenant.
- 7.4 Sleepover visitors are restricted to one visitor per sleepover.
- 7.5 Sleepovers are not transferable to roommates or other tenants. Sleepovers cannot be accumulated and will not be carried over to the next month. Sleepovers not used in a month will be forfeited. Sleepovers are not refundable.
- 7.6 Visitors caught without permission to sleepover will cause the tenants account to be debited with a R250 penalty. Cost for unauthorized sleepovers will be R500
- 7.7 Sleepovers booked on other tenants names are not allowed, and will be regarded as fraud. R500 fine, no warning.

8 NOISE & DISTURBANCE

- 8.1 Noise control will be enforced daily. Quiet times will be from **20h00 to 07h00** the next morning. Strict actions will be taken during quiet times.
- 8.2 **The Entrance and Reception are strictly NO NOISE areas.** No loud talking and other noises will be allowed in these areas. No noise and loud talking at the lift areas and inside the lifts.
- 8.3 Loud music and noise in front of the complex is a serious disturbance to tenants. Tenants will be held responsible for their visitor's behaviour. First warning issued, there-after R250 penalty fine for the tenant.
- 8.4 No loud talking, yelling, laughing will be allowed on the walkways, staircases and balconies. First warning issued, thereafter R250 penalty fine.
- 8.5 No loud music, loud television or other musical instruments will be allowed in the complex. Warning, R250 fine.
- 8.6 NO running on the walkways. It causes disturbance and might lead to injuries. R100 fine.
- 8.7 When entering the complex by car, please turn down the music in your car. The tenants living above the entrance gate do not want to listen to your noise. First Warning. R250 fine on 2nd warning.
- 8.8 **No hooting**, screaming tyres, excessive engine noises and blundering exhausts will be allowed in front of Unilofts, the gates, Reception, basement or ground parking level. First warning, and R250 fine on the second warning.
- 8.9 Reduce speed in the complex. Speed limit 20km/h. Speeding will cost you R250
- 8.10 Residents must control their visitors to avoid any nuisance or disturbance to other tenants.

9 PARKING

- 9.1 There is no allocated parking, however, if you see the same car parked on a specific zone for a duration of time, please respect that persons wish to park on that zone.
- 9.2 No double parking, parking across other parking lines, parking on disabled zones or in restricted areas. The **National Road Traffic Regulations also apply inside the complex.** Stop signs and regulations are to be adhered to. In the afore-mentioned instances a penalty fine of R250 will be charged, no warning.
- 9.3 The penalty fine for reckless driving is R250 – R500 depending on offence. Speed limit is 20 km/h.
- 9.4 Visitors are welcome to park inside the complex once they registered and obtained a disc.
- 9.5 Do not block in a vehicle. R250 fine, NO warning. Your vehicle will be towed away with costs to you.

9.6 **Parking discs must be displayed at all times on the windscreen of your car inside the complex.**

Category 1 - GREEN OFFENCES

10 INSIDE YOUR FLAT & COMPLEX

- 10.1 Please keep your flat neat and tidy. Additional cleaning services are available upon request.
- 10.2 **Inspections will be done on a monthly basis by prior arrangement**, as well as at the end of the year before departure, or at any time as requested by the owners or management. **Should there be no cooperation from the tenant, management will have the right to do the inspection without the presence of the tenant. It is the responsibility of the tenant to grant access to Legprop Management for the inspection.**
- 10.3 All electrical appliances should only be used as per the instructions. Any damage caused by abuse will be for the tenant's account. **Appliance User-guides can be find in the Information Booklet page15.**
- 10.4 **When you go on holiday, please ensure that you have enough electricity to maintain the fridge for the duration of your absence. Rotten food in fridges cause smells, and the cleaning of fridges will cost R250 for the tenant.** Switch off the geyser and all other appliances, **except your fridge.**
- 10.5 Upon your final departure, please arrange with the office for the final inspection. Failing to do so will result in the forfeiting part, or all of your deposit. Also note that the deposit is not for the last month's rent. **Lost keys and keys not handed in will cost the tenant R350.**
- 10.6 Please do not flush unusual objects down the toilet. If there is a blockage however, please report it to the office. All plumbing blockages inside your unit will be for the tenants account.
- 10.7 Rubbish must be placed in the bins in the corridor shaft at the end of each block. **Ensure the door of the shaft is latched when you're done. DO NOT LITTER!!**
- 10.8 Balconies must also be kept clean and free of any unsightly objects; empty bottles, boxes etc.
- 10.9 Mops sticking out and clothes draped over the sidewall of the balcony portray a bad image and is not allowed. Warnings and R250 fines will be issued.
- 10.10 Littering in the complex will cost you a R100 penalty. Do not sweep your rubbish, dust etc. onto the walkways. Use a scoop to pick up waste.
- 10.11 **No eating or drinking allowed at Reception and inside the elevators. Warning and R100 cleaning fee will be charged to the guilty persons.**
- 10.12 No washing of cars in the complex. Warning and fines will be issued - R150
- 10.13 No pets allowed. R250 fine
- 10.14 Removal or damaging of signs, posters and notices will not be tolerated. Penalty fine - R100

11 COMPLAINTS

- 11.1 **The SMS number 44342 is there for emergencies only!** Report any loud noises, music, drinking parties, unacceptable behaviour, etc. to this number. **You must report these incidents to help us control noise levels and other disturbances.**
- 11.2 **Other complaints and requests must be reported to Customer Care on 2nd floor office, or via e-mail to info@unilofts.co.za or marketing@unilofts.co.za - you will receive a reference number which you have to save for future correspondence.**

Legprop Management

Procedures – Warnings and penalties

| Catogories | Description of offences | 1st Offence | 2nd Offence | 3rd Offence | 4th Offence |
|--------------|---|--------------------|--------------------|------------------|------------------|
| CAT 1 | General minor offences | 1st Warning | 2nd Warning | Fine | Expulsion |
| | Littering | | | | |
| | Hanging of clothes etc over balcony walls | | | | |
| | Eating and / or drinking in elevators / reception | | | | |
| | Washing of cars | | | | |
| | Management Instructions / Regulations | | | | |
| | Keeping of pets in units | | | | |
| CAT 2 | Visitors behaviour and regulations | 1st Warning | R250 Fine | R500 Fine | Expulsion |
| | Sleepover procedures | | | | |
| | Squatting of any kind | | | | |
| | Raising false alarms / fire alarms / etc | | | | |
| | Noise & disturbance | | | | |
| | Parking and traffic offences | | | | |
| | Other serious offences & misconduct | | | | |
| CAT 3 | Possesion of Fire-arms/fireworks/weapons | Fine | Fine | Expulsion | |
| | Open flames or fires on balconies / units | | | | |
| | Possion and use of any form of drugs | | | | |
| | Tamering with cameras/cables/fire extinguishers | | | | |
| | Assault and violent behaviour | | | | |
| | Smoking and alcohol related offences | | | | |
| | Compromising security measures | | | | |