FALCON CREST BODY CORPORATE (SS 438/1994)

CONDUCT RULES

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FALCON CREST BODY CORPORATE CONDUCT RULES

1. Introduction

- 1.1. The rules in this schedule may be substituted, added to, amended or repealed from time to time by special resolution of the Body Corporate.
- 1.2. In the event of a unit being let, the owner must ensure that the occupier is given a full set of the Conduct Rules and submit signed acceptance of the rules to the trustees before the occupier takes residence.
- 1.3. Short term lettings of less than three (3) months are not permitted.
- 1.4. The unit shall be used solely for residential purposes and its use for Commercial purposes, such as commercial activity that would constitute a nuisance/ inconvenience to other residents and compromise the security of the complex, is strictly prohibited.

2. Use of Units / Exclusive use areas

- 2.1. An owner or occupier shall not at any time use or permit his section or any part of the common property to be used, whether personally or by any person or persons under his control or for whom he might reasonably be responsible, for any purpose which, in the opinion of the trustees, is or may be or become illegal or immoral.
- 2.2. No auctions or jumble sales and the like may be held on the common property or in a section.
- 2.3. All exclusive use areas shall be maintained in the same manner as if they were deemed to be sections
- 2.4. Exclusive use areas shall only be used for that which they are expressly designated.
- 2.5. No storage of any form is permitted within the parking bay
- 2.6. Vehicles must be parked as near central to the parking bay as is practically possible.
- 2.7. Parking on or across kerbing is not permitted
- 2.8. No oil or petrol must be allowed to spill onto the tarmac
- 2.9. The levy shall be paid monthly in advance and forms part of the total levy
- 2.10. No parking is permitted on any other area other than that described on the accompanying plans
- 2.11. Garden and all grassed area are not deemed to be parking areas and parking thereon is strictly prohibited.

3. Improvements / Alterations to units / Exclusive use areas

- 3.1. An owner or person authorized by him, may install the following, provided that the trustees have first approved in writing the nature, design, positioning and manner of the installation of such improvements. Owners will be responsible for the ongoing maintenance of these improvements.
- 3.2. Any locking device, safety gate, hand rails, burglar bars or other safety devices for the protection of their section, residents of, or visitors thereto;
- 3.3. Any window or door screen (insect protection), a shade, awning, sign or other structure;
- 3.4. Additional fencing enclosing the garden area;
- 3.5. Air-conditioning or chimneys;
- 3.6. Satellite dish.
- 3.7. Owners may make alterations to the interior of their sections, but may not make any structural alterations, and/or alterations to electrical reticulations or plumbing works without the prior written consent of the trustees and then subject to such condition as the trustees may impose.
- 3.8. Owners making additions, alterations or repairs to their units are personally responsible for the complete removal from the complex of all unused or waste material, bricks or building rubble arising from these operations. Such rubble etc shall not be left on the common property or in a position visible to other sections overnight.
- 3.9. All plumbing and electrical work in, and any alterations or additions to any section shall be effected only by suitably qualified (and where applicable, licensed or registered) workers and contractors. The Body Corporate reserves the right to request copies of or proof of all required documentation and also to insist on an indemnity form being signed by the contractor and owner.
- 3.10. An owner or occupier must ensure that any improvements to their section comply fully with electrical, structural and health regulations and do not in any way jeopardise the safety of other owners or occupiers.
- 3.11. Heavy articles of whatever kind or sort, furniture, luggage and the like shall only be carried across the common property of any form and not dragged across the surface thereof.
- 3.12. Owners / occupiers of sections shall not mark, paint, drive nails or screws into, or otherwise damage, or alter, any part of the common property without first obtaining the consent of the trustees.
- 3.13. Owners who are given permission by the members to extend their sections are required to provide the trustees with approved building and Surveyor General plans, and to register a Sectional Plan of Extension within 3 months of the completion of the extensions. All costs to be for the owners account.
- 3.14. Owners who are given permission to install carports over their parking bays will be responsible for the ongoing maintenance and cleaning thereof.

4. Letting of Units

- 4.1. A registered owner may let his / her unit to a tenant, but only upon the following express conditions, namely:-
 - 4.1.1. No agreement of lease may be entered into for a period of less than three (3) months and no subletting by any tenant is permitted.
 - 4.1.2. That no such letting shall in any way release the registered owner from any of his/her obligations to the body corporate as contemplated in law and hereunder.
 - 4.1.3. That as a condition precedent to any such letting, the registered owner shall secure from the lessee an undertaking in favour of the body corporate that such a lessee shall duly observe all such regulations and conditions as are contained herein. Such undertaking shall be on such terms as the trustees of the body corporate shall from time to time require and it shall be lodged in writing with the body corporate prior to such lessee being given occupation of the said unit.
 - 4.1.4. Tenants are required to attend an interview with trustees of the body corporate prior to the signing of any lease agreement and will be required to sign an acknowledgement of the rules and regulations before taking occupation, ensuring that they are aware of these rules and are prepared to abide by them. The interview will not be a determination of whether the owner may or may not lease to such a person but will only be procedural.
 - 4.1.5. Registered owners are required to provide the trustees of the body corporate with a copy of the lease agreement within fourteen (14) days of conclusion of the lease.
- 4.2. When Units are to be vacated and reoccupied by tenants, Owners must notify the Trustees and Managing Agent in writing.

5. Selling of Units

- 5.1. All new Owners are to sign an acknowledgement that they have received the Conduct Rules, and that they are accepted and will be complied with.
- 5.2. Sellers must ensure that their estate agents have a copy of the latest Conduct Rules and ensure that potential buyers / occupiers be given a copy of the Conduct Rules and read them before purchasing a Unit or signing the lease agreement.
- 5.3. For sale boards must not be appended on any access gate and must not be erected within the Estate.

6. Animals / Pets

- 6.1. An owner or occupier of a section in the Manor House or Pool Suites shall not keep any animal, reptile or bird in a section or on the common property.
- 6.2. 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.

- 6.3. When granting such approval, the trustees may prescribe any reasonable conditions. These conditions include:
- 6.3.1. One small dog measuring no more than 40 centimetres from the top of the shoulder to the ground, may be kept, with the approval of the trustees, subject to the owner or occupier accepting all the rules pertaining to this issue.
- 6.3.2. All dogs on the Estate are to have valid Rabies certificates at all times, copies of which should be handed in to the Trustees to be kept on record.
- 6.3.3. Dogs are to be kept in the owners or occupiers section and are to sleep inside at night.
- 6.3.4. Dogs are permitted on the common property on a leash and under the control of a reasonable person who shall be responsible for any damage / mess caused by the dog;
- 6.3.5. Any dog mess on the common property must be cleared immediately by the person in control of the animal. A breach of this rule will attract a fine as per the schedule and will be charged to the levy account;
- 6.3.6. Owners of dogs are to consider others in the complex and to ensure that noise (such as barking) is minimised. Aggression and boisterousness towards owners will not be tolerated.
- 6.3.7. No breeding of animals is permitted.
- 6.3.8. No cats will be allowed.
- **6.3.9. Proof of inoculations for dogs must be supplied annually to the Trustees. Owners are to ensure that tenants provide this information.** A rabbies booster is legally required every 3 years, but in high risk areas, an annual booster is recommended.
- 6.4. The trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of sub-rule (4.2).
- 6.5. No livestock, poultry or wild animals shall be brought onto the estate for any reason whatsoever.
- 6.6. The slaughtering of animals or poultry for religious reasons on any part of the common property or in a section or in an exclusive use area is strictly prohibited, without the prior written consent of the trustees, which consent shall only be granted once the following conditions have been met:
- 6.6.1. An application in the form of a fourteen days written notice must be given to the trustees of the event specifying:
- 6.6.1.1. The name, contact details and section number of the owner or occupier requesting permission to carry out the ritual slaughter ("the applicant");
- 6.6.1.2. The date and time of the slaughter;
- 6.6.1.3. The type of animal to be slaughtered;
- 6.6.1.4. The name, contact details and qualifications of the person who will be carrying out the ritual slaughter; and
- 6.6.1.5. Confirmation that the animal will be brought onto the premises immediately prior to the ritual and that the carcass will be removed from the premises immediately after the slaughter.
- 6.6.2. The applicant shall be required to include the following information in the above mentioned application to the trustees
- 6.6.2.1. A copy of the written permit issued by the local authority confirming that permission has been granted by the local authority to perform the ritual slaughter

- and that the owner shall be required to comply with all applicable municipal By-Laws.
- 6.6.2.2. A copy of the written permit issued by the Department of Health confirming that permission has been granted by the Department of Health to perform the ritual slaughter and that the owner shall be required to comply with all applicable specifications.
- 6.6.2.3. A copy of the written confirmation issued by the Society for the Prevention of Cruelty to Animals (SPCA) that an SPCA official will be present at the ritual slaughter to ensure that the animal will not endure unnecessary pain and suffering.
- 6.6.3. In the event that the trustees, in their sole discretion, decide to grant written consent to the applicant in terms of this rule, the trustees shall be required to provide seven days notice in writing to all owners, occupiers and tenants within the scheme of the date and time of the ritual slaughter.
- 6.6.4. The area where the ritual slaughter will take place must be covered with canvas to ensure that the ritual is not visible to members of the public or other owners, occupiers and tenants within the scheme.
- 6.6.5. The applicant shall be required to furnish the trustees with a deposit of R 8000, which shall serve as security for compliance with the above mentioned conditions. The applicant shall forfeit the security deposit should he or she breach any of the above mentioned conditions before, during or after the ritual.

7. Vehicles

- 7.1. No vehicles with a weight above 3 tons shall be allowed on the common property.
- 7.2. A speed limit within the complex of <u>20 kph</u> shall be observed. Residents are requested to drive safely and be mindful of children and other pedestrians.
- 7.3. Motor hooters may not be used on the common property.
- 7.4. No articles other than motor vehicles may be kept in a carport or open parking bay. With effect from the date from which these rules are lodged with the Ombudsman, no caravans and / or trailers may be brought onto the estate unless previously approved. Trailers are only permitted to be brought onto the estate for purposes of bringing or removal of, for example, furniture or when brought by visitors staying temporarily with residents.
- 7.5. Owners, residents, contractors and visitors are not allowed to park on the common property except in areas demarcated for that purpose.
- 7.6. Parking allocations for each unit are specified on the attached plan. NO additional vehicles will be permitted.
- 7.7. Residents are not permitted to park their vehicles in the designated visitors parking bays.

8. Cycles, scooters, roller skates, skateboards and the like on common property

- 8.1. Bicycles, tricycles, scooters, roller skates, skateboards and the like may not be left on any portion of the common property or on any portion of a section where it is visible to the public.
- 8.2. No bicycles, tricycles, scooters, roller skates, skateboards and the like are allowed to be ridden on the common property or any space generally used by the owners and occupiers with the following exceptions:
- 8.2.1. Cycling is permitted between the entry gates and a unit for the purposes of exiting/entering the complex.
- 8.2.2. Children are permitted to ride wheeled toys on the common property but only when accompanied by an adult of 18 years or older. In this case, the Body Corporate will take no responsibility or liability for any injury or damage that may result.

9. Owners and / or occupiers responsibilities

An owner or resident shall at all times and to the satisfaction of the trustees:

- 9.1. Use and enjoy the common property in such a manner as not unreasonably to interfere with the use and enjoyment thereof by other owners or occupiers with specific reference to:
- 9.1.1. Any nuisance, disturbance or annoyance from any cause whatsoever to any other resident;
- 9.1.2. Interference with the rights of other owners or occupiers.
- 9.2. Maintain his section, private garden and exclusive use garden area, where applicable, in good, sanitary and habitable order and condition and shall be responsible for all interior painting and maintenance. This will include fences and garden gates, satellite dishes, plants, trees and shrubs air conditioner units, garden taps garden huts etc.
- 9.3. Not allow any of their linen or clothing or any article to be hung on the outside of any section except in places specifically designated for this purpose.
- 9.4. Allow garden service contractors to cut lawns and trim edges in private gardens or EUA's where applicable.
- 9.5. Not permit the use of sprinklers for watering gardens. A hose may be used provided that it is hand held for the duration of the watering. Watering of gardens may not exceed 1 hour per day and is subject to water restrictions not being in place.
- 9.6. Treat all employees of the Body Corporate with respect and courtesy. In all circumstances, disputes with employees of the Body Corporate must be handled through the trustees.

- 9.7. Maintain his section, inclusive of the removal of blockages of sanitary equipment caused by the residents or visitors to his section. Maintenance of septic tanks and soakpits is a Body Corporate responsibility.
- 9.8. Be responsible for controlling the access and exit of any visitors or contractors in his employ, and any persons accompanying them.
- 9.9. Be liable for the conduct of their visitors and ensuring that all rules are adhered to.
- 9.10. Be responsible for the behaviour of his domestic/gardening staff or contractors.
- 9.11. Notify the trustees of any change of ownership in or occupation of their section within one week of such arrangements being finalised.
- 9.12. An owner of a section shall ensure that the number of persons who reside in his section do not exceed two persons per bedroom of his or her section.
- 9.13. Residents are not to permit access to the common property to vendors, work-seekers, and the like.
- 9.14. Ensure that at least one remote control for the entrance gate to the complex is owned and in good working order. Lost or stolen remotes to be reported immediately to the trustees for de-activation on the system. Owners are responsible for the cost of replacement remotes.
- 9.15. Not store or leave or allow to be stored or left, any article or thing on the common property except with the written consent of the trustees first having been obtained.
- 9.16. Abide by requests in writing from the trustees regarding use of the common property.
- 9.17. Not repair motor vehicles on the common property, a section or exclusive use area, except for unforeseen minor breakdowns.
- 9.18. Not store or allow to be stored any inflammable material, or do or allow to be done, any other act, in his section(s), including the storerooms on the lower ground floor of the Manor House, or in any buildings 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.Entertaining of Guests

- 10.1. Guests may be entertained at the Unit of the host or at the view site
- 10.2. Guests may not be entertained on any other common property including parking areas
- 10.3. If the view site is used to entertain guests no loud music or other noise will be allowed after 10pm
- 10.4. Entertaining of guests may not cause a nuisance to other residents
- 10.5. Guests, especially evening guests, must not be allowed to walk unaccompanied around the estate.
- 10.6. When guests leave the estate, they are not to play loud music or rev their vehicles so as to cause a disturbance to other residents

11.Generators

- 11.1. A Generator may only be installed after written permission is granted by the Trustees
- 11.2. A resident installing a generator must show particular consideration towards his neighbour in respect of aesthetics and noise when locating and operating such generator.
- 11.3. Generators may only be installed within the property and shall be placed as unobtrusively as possible in respect of both road side aspects and potential impact on neighbouring properties.
- 11.4. An outdoor generator shall be enclosed in an aesthetically approved housing.
- 11.5. A formal application shall be submitted to the Trustees for permission to install a generator. The application shall include the following:
- 11.5.1. Specifications of the generator:
- 11.5.1.1. The make thereof
- 11.5.1.2. The rated output capacity
- 11.5.1.3. Whether it is fuelled by diesel or petrol
- 11.5.1.4. The manufacturers noise rating.
- 11.5.1.5. Location plans in respect of the generator
- 11.5.2. The decibel level of a generator shall not exceed 60 dBA at the boundary of a neighbour's property.
- 11.5.3. The Trustees reserve the right to test the decibel level from time to time when necessary to ensure that it complies with the above.
- 11.5.4. Only one generator with a maximum of 7½ KVA per home will be permitted.
- 11.5.5. A generator may only serve as an emergency back-up and shall therefore operate only during power failures or outages and shall, in any event, not be operated between 10 pm and 6 am provided that it shall be permissible to operate a generator for a period not exceeding 15 minutes immediately following the end of a power failure or outage period, or for such a period when the generator needs to be run to check operability in accordance with good maintenance practices.
- 11.5.6. Where a generator is connected to the main Electrical Distribution Board in the home through an automatic changeover switch, the timer shall be set so that the generator does not run between 10 pm and 6 am. Furthermore, during periods where the house is unoccupied the automatic changeover switch must be disabled.

12. Protection of Personal Information Act No 4 of 2013 (POPIA)

- 12.1. The Body Corporate has a right to ensure that it complies with the POPI Act.
- 12.2. The Body Corporate is to ensure that at least 8 conditions are complied with when the Body Corporate processes personal information.
- 12.3. Personal information is information of an owner/tenant such as vehicle registration, driver's licence, make and model of their vehicle, I.D. number, email address, physical address, telephone number, any biometric information and private correspondence sent by that person.

- 12.4. The Body Corporate must ensure that an updated POPIA manual, compliant with POPIA and any amendments thereto are maintained.
- 12.5. The Body Corporate POPIA manual must at least contain the above 8 conditions, the obligations of the Body Corporate in respect of the POPIA and the rights of owners/tenants in regard to POPIA.
- 12.6. The POPIA manual is binding upon owners/tenants.
- 12.7. Should an owner/tenant fail to comply with the contents of the POPIA manual, it may result in a fine being imposed by the trustees on the owner.
- 12.8. Owners/Tenants can submit a complaint to the Information Regulator appointed in terms of the POPIA when there is an interference with the protection of their personal information.
- 12.9. Legal proceedings may also be instituted against the Body Corporate by the owners/tenants when there has been an interference with the contents of the owners/tenants personal information.

13.Levies

- 13.1. All levies, contributions or monies payable to the Body Corporate are to be paid on or by the 1st of every month to the Body Corporate bank account.
- 13.2. Levy payments (or proof of payment), that have not been received by the 1st of the month will incur interest in terms of the National Credit Act.
- 13.3. Where levies are not paid in terms of 8.2, the trustees will levy an additional admin charge as determined from time to time or as stipulated at the AGM.

14.Communal Facilities

14.1. All communal facilities are used at the sole and exclusive risk of the owner, occupiers, their guests and families.

15.Swimming Pool

- 15.1. No persons shall engage in horseplay, roughness or conduct of any nature that could endanger any other person/s or impair their enjoyment of the swimming pool.
- 15.2. All persons using the swimming pool or its surroundings shall at all times be reasonably clad in swimming costumes and no nakedness or semi-nakedness shall be permitted.
- 15.3. No pets or animals are allowed in the pool area.
- 15.4. The Body Corporate absolves itself from any responsibility concerning the use of the pool and requires adult supervision of children less than 12 years of age.
- 15.5. Residents' visitors using the pool must be accompanied by a resident at all times, who will be responsible for the behaviour of the visitors.

- 15.6. All persons using the pool area are to keep it in a clean and tidy condition and all refuse must be removed from the area after use.
- 15.7. No glass objects or bottles are permitted in the pool area.

16.Insurance

- 16.1. Owners are responsible for the payment of any excess resulting from any claim made against the Body Corporate insurance policy for damage, which has arisen inside the unit or on any related area.
- 16.2. In the event of any insurance claim it is the responsibility of the Owner to initiate such claim providing any and all substantiating documentation to the insurer. A current claim form will be available from the Managing Agents, to be submitted within 30 days from date of damage.

17.Loss or Damage

17.1. The Body Corporate shall not be held responsible for any loss or damage suffered by an owner caused by the Body Corporate or by an employee or agent of the Body Corporate from any cause whatsoever.

18. Eradication of Pests

18.1. Owners shall keep their section free of white ants, borer and other wood destroying insects.

19. Littering

19.1. An owner or occupier of a section shall not deposit, throw, or permit or allow any rubbish to be deposited or thrown, on the common property, including dirt, cigarette butts, food scraps or any other litter whatsoever.

20. Household Refuse

- 20.1. Household refuse must be placed in plastic bags and stored where it is not visible from the common property.
- 20.2. Owners / occupiers are requested to wrap any broken glass in paper.
- 20.3. On Mondays, Wednesdays and Fridays, or other days that the trustees may so direct, the Falcon Crest employees will remove tightly closed plastic refuse bags from in front of each unit to the holding area.
- 20.4. No collection of refuse bags will take place on public holidays.
- 20.5. A Recycling service is normally provided by the Municipality. Please contact the Trustees for the current protocol as this may vary from time to time.

21. Garden Refuse

21.1. Falcon Crest employees will remove garden refuse to the garden refuse area daily or at the discretion of the trustees. Only grass cuttings, trimmings leaves and genuine garden refuse may be disposed of in the garden refuse area.

22. Enforcement of Rules by Fines

- 22.1. In the event of an alleged breach by an owner of any of his obligations under the Act or any of the management or conduct rules, then the trustees shall have the remedies hereafter set out in addition to and without prejudice to any other remedy available.
- 22.2. The trustees shall be entitled to summons an owner or occupier to appear before a committee of not less than two trustees to answer any alleged breach and to show cause why a fine should not be imposed.
- 22.3. The owner shall be given written details of the alleged breach and reasonable notice of the hearing.
- 22.4. The hearing shall be held as soon as possible and shall be informal. The committee shall consider evidence and documents relating to the alleged breach. The owner or occupier may be represented and shall be allowed to present evidence and documents.
- 22.5. After the hearing, the committee shall reach its decision and give written notice thereof to the owner together with any fine imposed which is to be debited to the levy account.
- 22.6. The trustees shall be entitled to impose fines for any breach referred to in this rule in accordance with a schedule of fines as determined by the trustees and may increase this annually.
- 22.7. Should the owner fail to appear at the hearing, then the committee shall reach its decision in his absence and thereafter notify the owner in writing.
- 22.8. In the event of the owner disputing the decision or the amount of the fine, such dispute shall be referred to CSOS.

23. Complaints, queries and suggestions

23.1. Any complaints, queries or suggestions must be put in writing and directed to the trustees via the managing agents. Written complaints, queries and suggestions will be replied to in writing after due consideration by the Board of Trustees.

24. Storage units and stand-alone garages

- 24.1. Storage Units and Stand-alone garages can only be owned by current and future owners of sections in Falcon Crest, thus they cannot be sold to non-Falcon Crest owners.
- 24.2. When a unit Owner sells a unit they are obligated to also dispose of any standalone garage or storage unit which they own at the same time.

25. Fines

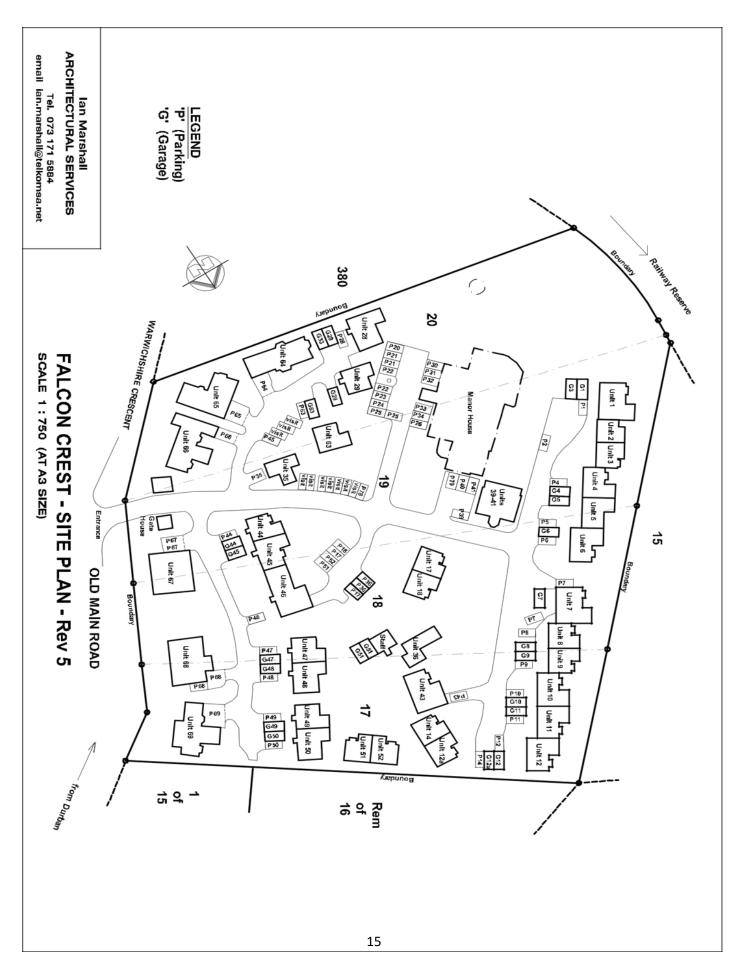
25.1. Contravention of the conduct rules shall have the effect of a first written warning being served on the registered owner where after the trustees shall be entitled to impose the following fines:

Letting or selling without approval and signature on conduct rules	R 500
Improvements without authority	R 1 000
Misuse of Property	R 100 /day
Verbal Abuse and Rowdiness	R 500
Loud Music	R 200
Unauthorised work	R 300
Throwing Refuse out of the Window	R 500
Renovations after hours	R 500
Alterations without approval	R 1 000
Failing to clear rubble	R 350
Hanging laundry outside and dusting carpets outside	R 200
Installation of Air Conditioner, aerials without authority	R 200
Unauthorised access for visitors, guests and others	R100/person
Unauthorised Vehicle Parking	R 250
Oil Leaks in parking bay	R 250
Repairing vehicle on site	R 250
Illegal letting of Parking Bays to non-occupants	R 200
Misuse of Storeroom	R 200
Overcrowding	R 100/person/.day
Dog mess not cleared up	R 100.00
Failure to maintain items covered in section 9	R 500.00
(Fines subject to annual review)	

READ, APPROVED AND ADOPTED AS THE CONDUCT RULES OF FALCON CREST BODY CORPORATE BY SPECIAL RESOLUTION OF THE MEMBERS ON THIS 25^{TH} JUNE 2022

(CHAIRPERSON)	(TRUSTEE)

Annexure "A" Parking Plan



Annexure "B" Parking Allocation

ANNEXURE "B"

FALCON CREST BODY CORPORATE (SS 438/1994)

Schedule of demarcated parking bays Unit numbers coincide with allocated parking bay numbers

Unit/Bay number	Unit/Bay number
1	35
2	78 (replacing visitors parking bay)
4	79 (creation of new parking bay)
5	39
6	40
7	41
7 (creation of new parking bay)	43 - driveway
8	44
9	45
10	46
11	47
12	48
14	49
17	50
18	51
20	52
21	63
21	64 - driveway
22	65 - driveway
22	66 - driveway
23	67
24	68 – parking bay and driveway
25	69 - driveway
25	
26	ALLOCATED PER SECTION 27
28	17 – Exclusive use parking bay / carport 1
30	36 – Exclusive use parking bay/ carport 2
31	36 – Exclusive use parking bay/ carport 3
32	
33	
34	VISITORS – 11 parking bays in total