

## **Constitutional offences**

The Normandie Home Owners Association Constitution is there to benefit all the members, who have plots or homes at Normandie Estate, Brackenfell. No single member has any say, other than to make suggestions using the Suggestion Form.

The Constitution is governed by the appointed Committee according to the mandate given them by the members under the Constitution at the Inauguration meeting held in Kraaifontein.

An offence against the constitution is the same as an offence against other members or all members, who are to derive the maximum benefit for properties and their corporate rights.

When all trustees and members comply and adhere to the rules and regulations which are constituted, the maximum collective benefit is obtained for everyone here at Normandie Estate. If the Estate is in good shape, it will add to the selling prices of the properties.

Continuous offences against the Constitution are therefore those which are contrary to the Spirit and scope of the Constitution and its aims on behalf of its members.

Redress can be sought by any member through a COMPLAINTS FORM, which will be addressed with an investigation the NHOA Committee to find out the truth of any matter raised by the member of the association

Good neighbourliness is the route to follow, and if this fails, the complaints form may be handed in.

The complaints form must be signed by the complainant and such request for corrective action will be handled with sincere discretion.

A member who submits such a form can ask to remain anonymous.

Ignoring corrective action being sought by the Committee, which has been brought to the attention of the offending member, can generate a fine or penalty, which will be set by the Committee through an Attorney.

It is in every member's interest to take heed to verbal or written warnings by any member of the Committee or even by another member. This means that if a neighbour is being offensive or is hindering the peace of a member, such offended member can courteously speak to such neighbour. This is the method that needs to be followed before any written complaint is lodged.

Each trustee member will have an identifying card, which will prove validity to speak on behalf of the Committee.

Letters of complaint against any Committee Tustee, must be in writing, signed and delivered to the Chairman of the Association, who will pass such letter onto the Committee for their attention. A member who has a complaint may not engage others in the complaint, as this is construed as being manipulation, and will therefore be dismissed by the Committee.

**FINES:** These will be set by the present Committee and the offence will be given a commensurate fine in writing by posting to the given e-mail address, which is compulsory to be supplied by each member.

Legal action may be resorted to, if a member does not comply and refuses to work with the Association or its Committee Members.

If a member does not give an e-mail address, or other contact details and a complaint has been lodged against such member by the Association, such member will be fined R50.00 for failing to supply their forwarding e-mail address and other contact details. If this is not done, a fine of R50.00 will be imposed, for the inconvenience caused to the Committee or its Trustees, through non-compliance.

A list of addresses has been compiled but needs constant updating by members. This can be done by means of the NHOA e-mail. It is compulsory for every member to supply forwarding details.

**Appeal from the COMMITTEE:**

Fines will not be unnecessary if members comply with the rules and requirement of the Committee. Let us all comply with these rules that are set for the benefit of all the members. If we do this, the Association, which is our Association, will flourish and accomplish the tasks that are assigned to the Committee for the benefit and protection of all members.

**By order of the Normandie Home Owners Association Committee.**

**Sydney Keith Weber Advisor Trustee.**

**Dated 14<sup>th</sup> April 2021.**

## APPLICATION FORM FOR LODGING A PERSONAL COMPLAINT

**N.B. Every complainant or written complaint will respectfully be held as being confidential. The Committee will ask the complainant if they wish to remain anonymous.**

**Date:** .... / .... / .....

**From: HOME OWNER: Mr/Mrs/Miss** .....

**Residential Address:** .....

**Normandie Estate,  
Brackenfell.**

**Contact number/s:** Telephone/home .....:  
Telephone/work: .....  
Cell phone: .....

**To: The Committee  
Through the Chairman,  
N.H.O.A.**

**Your erf number:** .....

**Brief summary of complaint:** .....  
.....  
.....

**Actions already taken:** .....  
.....  
.....

**Date/s:** .... / .... / ..... .....

**How long has the matter needed attention?** .....days/weeks/months/years.

**Name any other Authority/ies that this matter has been reported to:** (such as the S.P.C.A, The S.A.Police (name the Branch,) The Municipality (Name the Area) etc. Full details of such a written complaint in these instances, must be supplied below.

**The date of this complaint is** ..... **Name of person contacted:** .....

**Telephone Number:** .....

**Summary of complaint:**.....

**Name of Witness:**.....**Cell No.**.....

**Complaint in writing:**.....

.....  
.....

Why have you reported it to N.H.O.A. now? .....  
.

Any letters sent: .....(Copy/ies attached)

Any replies received: .....(Copy/ies attached)

Is there any real danger/potential danger/personal threat attached to this problem? To yourself/ other Members?

.....

What do you, a Home Owner/s recommend? .....

.....

Signed: ..... and .....

Dated: ..... (Brackenfell).

**N.H.O.A.**