

Normandie Home Owners Association

Interim Vice Chairman Trustee: Ernie Visser

Secretary Trustee: Christine Visser

Advisor Trustee: Sydney Keith Weber

Notice for Members and Trustees:

- Property registrations - for buying and selling of properties.
- Clearances in writing - for transfers of ownership.
- The Perpetual membership of members.
- Responsibility of buyers and sellers of properties must be adhered to.
- Normandie home owner's inspection fees payable to secretary. Please obtain a receipt.
- Full contact details of Name of owner of property is required from all NHOA members.
- The fee for inspection and the stamping of plans by NHOA for new buildings/add-ons/as-built applications is R150.00c, payable up front before inspection commences. Ask for a receipt.
- Administrator - fines and collections payable on overdue payments.
- NHOA inspection fees are R50.00c per inspection. Ask for a receipt.
- Four copies of A3 plans for Add-on Applications and as Built Applications, for submission to NHOA for stamping and signing, then Applicant is obliged to hand the stamped copies into the local municipality for their approval. 2 Architectural Coloured-in copies and 2 Architectural black and white copies are the normal requirement; signatures of your direct neighbours, residing besides your property, also in front and at the back, may be required on the plans, together with the appropriate municipal forms to be filled in
- Copies of Municipal House Occupier Certificates may be requested/required by the Association; these are given to the home occupier by the Municipality, after their inspector is satisfied that the new house/addition/add-on is safe for human occupation.
- Monthly dues are payable by all property owner members as decided at the upcoming Annual General Meeting; the Association will waive payments of any previous months.
- Spot fine payments will be accepted by NHOA. A reduction may apply at the discretion of the Association.
- Written Notice Periods will be given in writing for complying with NHOA requirements, rules and/or regulations that need to be attended to.
- Members can obtain, from the Secretary, a copy of the stamped NHOA Constitution with Addendum for a fee of R75.00c. Ask for a receipt.
- List of Obligations and Penalties will be provided upon request.

- Fines are to be set for wilful non-compliance of the Rules, Regulations and Requirements. These are to be decided at the Annual General Meeting in February 2020; notices will be placed in the local newspapers, one in English and one in Afrikaans, giving details of venue, time, etc.
- An approved Suggestion/Complaints form is available from the Secretary of the Association.

For every Application made for transfer of property, the Request for Transfer Form has to be completed and handed into the NHOA Secretary for attention; this is the responsibility of the current owner if transfer of Ownership is envisaged – the person/s applying for the Transfer Release is/are responsible for payment, whether it be arranged through the seller, the buyer, the sales representative, the attorney or the bank; this has to be seen to by the appropriate Applicant.

A special committee trustee meeting will be arranged for discussions of the above-mentioned.

Signed: NHOA Interim Vice Chairman.

Dated: 14th November 2020.