

SELLER'S RESPONSIBILITY

- 1 He/she must inform the Sales Agent of the Normandie Home Owner's Association perpetual membership. Full contact details of the sellers and buyers are to be supplied to the Association. Two copies of the Sales Document must be presented to the Committee for their processing and their records; one stamped and signed copy will be returned to the applicant.**
- 2 He/she must provide the Sales Agent as to who on the committee is to effect the Transfer Release. If this is not known, asking around from neighbours will help.**
- 3 The seller has a continual responsibility to inform the N.H.O.A. of any additions or alterations envisaged to the property that involve outside changes, such as other doors or windows, patio, braai-places, walls, adding a lapa, upgrading to a double story. etc.**
- 4 Changes to the inside of the house falls under this supply of information, and all structural changes inside need to be safe and done by qualified builders. The Association is empowered to monitor this.**
- 5 The N.H.O.A. inspector has the right to inspect the building, inside and out, as required by the Association. An initial inspection fee of R50.00 is payable to the Association before the inspection can be done.**
- 6 All documents that are required by the Association may be supplied, either by an appointed builder, sales agent, architect and transferring attorney, but does not release the member from personal liability.**
- 7 Failure to comply will hinder your Release of Transfer, or Release of Alteration to the property, as this will have to be remedied and may delay the transfer, due to these changes needing to be remedied with the local Municipal Building Authorities.**
- 8 All plans for additions to the property must first be inspected and then stamped by the NHOA Committee before the document of Release or the document of commencement is issued.**
- 9 In the Sales Contract mention needs to be made of the NHOA member 's perpetual membership that will only be changed upon registration of the New Title Deed submitted to and approved by the Deeds Office of Cape Town, through releases by NHOA and Transfers completed by the Transferring Attorney.**

- 10** The interim cell phone number for all enquiries is 082 415 1096 and nhoa.co.za website can be used for notices or enquiries.
- 11** All members may enquire concerning information as to the necessary N.H.O.A. requirements for additions or transfers, through the nhoa.co.za website.
- 12** Presently, no levies are expected to be raised as the expenses are being contained by the payment of administration fees, building inspection fees and approval of either, Transfers or Alterations to the building of the property. This situation can change in future, as the need arises, decided by the Committee.
- 13** a) The Building inspection fee, payable in advance in cash is R50.00c to the Inspector.
- b) The request for transfer of ownership is R150.00 payable in cash, and is the responsibility of the Seller or, if the Bank requires this, through a request for a Transfer, via their Attorney. The fee for transfer of Share Ownership Release also applies.
- N.B. The reasons for the cash payments, is that the NHOA is applying for Bank recognition, due to their requirements and researching the appointment of an Administering Accountant firm.
- 14** Obligations in these aspects are done by the Buyer through their Sales Agent or the Attorney through their client 's Bank request who may claim a refund from them.
- 15** Currently all enquiries are handled by the duly appointed Trustee Advisor, Mr. Sydney Keith Weber, who has the authority to stamp documents with the N.H.O.A. official Stamp, and to sign for all changes that are required to be authorized. His residence is the official residing of all Archive Documents.
- 16** The legitimate Committee of the N.H.O.A. reserves their Constitutional rights to report any property that is deviating from the Constitution and its Addendum to the local Municipality, for inspection and approval of plans or documents or other requirements.
- 17** This applies to all the Phases, except Phase 4, which has a separate Committee for their flat let owners.
- 18** All other representations from any other source what soever, purporting to be genuine, will be regarded as spurious and illegitimate by this Committee.

The Committee

N.H.O.A. (Brackenfell)

16th February 2021