

Creswell Court Renovation/Alteration Checklist and Conditions

#	CATEGORY	RULE	SIGN
1	Time	The whole alteration must be completed within 2 months <ul style="list-style-type: none"> Take public holidays etc into account when planning 	
2	Time	Notification must be given to Creswell residents of upcoming renovations at least 2 weeks prior to renovations commencing <ul style="list-style-type: none"> Unless confirmation/approval from all surrounding units 	
3	Time	1 Renovation is permitted every 3 months at Creswell Court. <ul style="list-style-type: none"> This will be on a first come first serve basis Unfortunately, from past experience, concurrent renovations quickly become out of control 	
4	Planning	A rough timeline, including milestone events, needs to be submitted prior to renovations commencing	
5	Planning	Use of common property is strictly prohibited without prior approval <ul style="list-style-type: none"> Common property is all areas outside of the unit or section 	
6	Time/Noise	Time allowed for noise: <ul style="list-style-type: none"> Weekdays between 08:30 – 17:00 	
7	Demolition Time	Demolition needs to be completed within 5 business days <ul style="list-style-type: none"> No Jack Hammers are to be used – due to their impact with the rest of the building 	
8	Noise	Post demolition: Ongoing noise is expected (drilling, hammering, grinding, machines etc) To manage the noise, allow other residents to plan accordingly, and reduce complaints to the body corporate: <ul style="list-style-type: none"> All noise needs to be planned for and completed before 1pm Please communicate your noise schedule (and changes) on the WhatsApp group for the forthcoming week 	
9	Noise	Minimize unnecessary noise <ul style="list-style-type: none"> Workers talking loudly, screaming outside of the unit & in parking area, while working and on breaks Sound travels and echoes in the stairwells 	
10	Alterations	All externally facing changes need to be approved by the body corporate <ul style="list-style-type: none"> Doors, windows, gates, fences, decorations, plumbing etc Common property aesthetic needs to be kept consistent Without approval, this will lead to penalties and/or removal of the items (with costs for the owners account) 	
11	Cleanliness	Common property, walkways, garage doors must be cleaned by the end of EVERY DAY <ul style="list-style-type: none"> Dust to be wiped, washed and mopped before leaving Do not block or damage any drains 	

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12	Cleanliness	Smoking is prohibited on Creswell Common Property <ul style="list-style-type: none"> No cigarette butts are to be left on Creswell Court Common Property Smoking must happen in the front of Creswell Court at the sliding gates – Cigarette butts MUST be disposed of Ensure ALL contractors brought onto Creswell Court are aware ZERO TOLERANCE – fines will be issued on any breach 	
13	Cleanliness	Rubble/sand/anything stored on common property must be neatly stored and adequately covered to prevent mess and wind blowing it around	
14	Cleanliness	No power tools to be used on common property or inside of garage <ul style="list-style-type: none"> This leads to mess and noise that is not managed or cleaned up Any cutting etc required can be done offsite or within the apartment We want to minimize the admin, fines and communal mess created 	
15	Refuse	If Creswell trash bins are used: <ul style="list-style-type: none"> Ensure not to contaminate recycle bins Bag trash being thrown away Ensure bin closes correctly NO HARD RUBBLE in refuse bins (wood, doors, ceramics, lights, etc) 	
16	Services	If water or electricity needs to be turned off <ul style="list-style-type: none"> Notifications and approval required by Trustees (min 48 hours prior) Sufficient notification for residents needed to prevent damage 	
17	Access	Supervisor(s) will be loaded onto our intercom access control system for the duration of the renovation	
18	Access	Owners must provide Trustees a key to the unit during renovation period, so issues can be responded to when no one is on site (in case of a leak, fire, damage, etc.)	
19	Access	Supervisor and workers will not allow anyone access into Creswell that they do not personally know – via pedestrian or driveway gates	
20	Access	No Tailgating with the pedestrian or driveway gate is allowed	
21	Access	No gates can be blocked or left in an open/insecure state <ul style="list-style-type: none"> Coordinate first with a Trustee if this is needed 	
22	Parking	Parking space in Creswell is very limited, and the driveway is very steep. <ul style="list-style-type: none"> Larger vehicles cannot fit and maneuver in the driveway If a vehicle cannot fit without blocking others, it must be parked offsite. Trustees require prior notification of larger vehicles parking on site 	
23	Parking	Vehicle can only park in/in front of the units parking garage in a way that does not impede other residents	

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		<ul style="list-style-type: none"> If additional parking/impedance/space is needed, it must be arranged beforehand with/via Trustees and/or residents, and consent obtained beforehand 	
24	Bathroom	<p>Due to ongoing abuse, the Creswell communal bathroom in Block B is locked.</p> <p>The bathroom can be requested to be unlocked on a daily basis.</p> <ul style="list-style-type: none"> Own toilet paper must be brought/used If used, the communal bathroom must be cleaned and left in the same condition it was found 	
25	Communication	<p>A WhatsApp group will be setup including main stakeholders</p> <ul style="list-style-type: none"> Milestone updates are required Notification of new Teams coming onto Creswell Court property At minimum Weekly updates required Critical to keep the project on track and minimize admin & fines NB: Fines can be issued if missed 	
26	Rules & Fines	<p>Creswell conduct rules (including the rules outlined in this document) are applicable to anyone brought onto the Creswell Court property</p> <ul style="list-style-type: none"> It is the unit owner's responsibility that everyone is aware of these rules and they are ultimately accountable for any breaches 	
27	Rules & Fines	<p>2 warnings will be allowed, thereafter a R1000 fine will be issued for every transgression of the rules</p> <ul style="list-style-type: none"> This will be at the Trustees discretion The unit's owner will be responsible for the fines Zero tolerance for smoking and damage to common property 	
28	Rules & Fines	<p>As the project progresses, compliance with these rules declines</p> <ul style="list-style-type: none"> Ensure these rules are adhered to at all times and as teams change 	
29	Rules & Fines	<p>Penalties will be applied going beyond the specified project deadline.</p> <ul style="list-style-type: none"> Plan accordingly, failure will result in daily penalties Changes to the timeline need to be communicated timeously and not last minute. This impacts residents, other renovations and body corporate plans. 	
30	Rules & Fines	<p>The point of this document and the rules are to:</p> <ul style="list-style-type: none"> Proactively prevent issues we have dealt with repeatedly in the past from reoccurring Help the renovations go smoothly and cause the least amount of inconvenience for everyone involved (owners, contractors, residents, body corporate, neighbours). It is not the Trustees responsibility to manage your renovation <u>MINIMIZE PENALTIES</u> 	

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31	Responsibility	<p>Ultimate accountability rests with the unit's owner</p> <ul style="list-style-type: none"> • Responsibilities can be delegated to a supervisor; • However, the owner of a unit is accountable for the actions and consequences (fines, etc.) of anyone brought onto Creswell Court property for their unit 	

Approvals

	Name	Signature	Date
Unit #:			
Owner:			
Supervisor:			
Trustee 1:			
Trustee 2:			
Communication Responsibility: Milestone, progress & weekly updates			