

Creswell Court Moving Guidelines

POLICY STATEMENT

The body corporate wants to ensure a smooth moving experience, with the least disruptions and damage.

These guidelines have been developed after many years of dealing with the same reoccurring issues.

APPLICABLE CONDUCT RULES

Please see the following Creswell Court Conduct Rules:

- 5. Vehicles and parking
- 4. Littering and refuse or waste disposal
- 6. Damage, alterations or additions to the common property
- 15. Smoking and the use of illegal substances
- 21. Imposition of penalties
- 22. Letting of units
- 23. Security
- 24. Use of common property
- 28. Anti-social behaviour and noise nuisance

Please ensure compliance to these guidelines to avoid any unnecessary penalties as described in the Conduct Rules “21. Imposition of penalties”

For any queries, clarifications, or suggestions please contact the Managing Agent (Stonewood) or the Body Corporate.

Find the latest version of this document at <https://creswell.co.za>

Or request it from the Managing Agent or Body Corporate.

NOTIFICATION

The trustees need to be notified timeously before any move in or out of Creswell Court

- **This does not mean the morning of the event!**

Prior coordination of other residents, parking and access is required.

Damage needs to be minimized

MOVING TRUCKS

- Because of the limited space and angle of the Creswell Court driveway, many larger trucks cannot make it up the driveway – **plan ahead for this!**
- Generally, coordination with other residents is required to move their vehicles and find a place where the truck can park – **plan ahead for this!**
- When the moving truck cannot make it up the driveway, it usually parks in the front along High Level Rd.
 - Coordinate with residents who access will be blocked, prior to the move
 - For safety, ensure at least 1 person remains at the truck to guide residents leaving/entering Creswell Court in their vehicles, as visibility of High Level Road becomes blocked

GATES

- For security, if any gate needs to remain open, ensure there is at least someone with visibility of the gate **at all times**
 - Ensure no one without legitimate access enters Creswell Court
 - The gate sensors can be covered to leave the gate open – **DO NOT KEEP OPENING ANY GATE** as this will damage the motors

SECURITY

Ensure access and security is maintained throughout the moving process.

- ***See Creswell Court Access and Security Guidelines***

DAMAGE

Residents must ensure that no damage is caused to Creswell Court's common property during any moving process.

Moves that are unsupervised frequently result in damage to floors, steps, walkways, handrails, and walls.

The Body Corporate will conduct an inspection of the common property after each move. Any damage identified will result in penalties being raised at the discretion of the Trustees, in accordance with "Conduct Rule 6. Damage, alterations or additions to the common property" and "Conduct Rule 21. Imposition of penalties".

Recommendation:

- Owners and residents are advised to take photographs of the passageways and relevant common property prior to their move. These may be used to demonstrate that any existing damage was not caused during their moving process.

NOISE

Keep the noise level of the moving team at a reasonable volume.

- There is no need for screaming back and forth amongst the team at a high volume
- This results in complaints from other residents and neighbouring buildings