



The Wilds Homeowners' Association (NPC)

Company Reg. No: 2003/008761/08

169 Trumpeter`s Loop,
The Wilds Estate
Pretorius Park x 15
0081

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23 August 2022

Dear Trustees, Owners & Managing Agents of Sectional Title Schemes

BODY CORPORATE RESPONSIBILITY LIVING IN A SECTIONAL TITLE SCHEME

We thank you for your input and for keeping your Complex in good running order.

The purpose of this letter is to inform you of the aesthetic responsibility you have regarding the management of the scheme, plans and occupancy certificates for each unit where amendments have occurred without the HOA Aesthetics Committee & City of Tshwane approval.

Part of the functions of Sectional Title Trustees are to ensure that owners have not made changes to their units, or plan to make changes, unless:

1. Approval was granted by the Body Corporate at an AGM where it was agreed by resolution that changes could be made to units: example:
 - a. to enclose the existing stoep,
 - b. installing a louver deck,
 - c. to change a window to a door or sliding door,
 - d. swimming pool,
 - e. and or any other changes,
 - f. please note garages may not be converted to a liveable space, or for any other use. The purpose of a Garage is to park a vehicle and for minor storage with no hazardous materials.
 - g. alterations to build example: adding a bathroom, bedroom or alike are not allowed.
2. Any of the above-mentioned changes will need the HOA & City of Tshwane approval.
3. The following must be submitted to the HOA office:
 - A Body Corporate resolution for the specific change,
 - Proof of payment of the scrutiny fee – currently R1,000,00. MidCity will forward an invoice and reference number in this regard on request,



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- 4 sets of amended architectural plans, A1 size and all the amendments to be marked in red,
 - The above mentioned to be submitted as one package, at the latest Wednesdays, for HOA approval,
 - After HOA approval, 3 of the 4 sets to be collected. The HOA office will keep one set. Tshwane will require 2 sets, and for the owner to keep a set,
 - When approval is received from City of Tshwane, the owner to apply for a new occupancy certificate of which the HOA will require copies of the Tshwane approved amended building plans and a copy of the new occupancy certificate,
4. If amendments were made, the architect of the Scheme can be contacted to rectify the deviations.

We wish you well in the task ahead.

Kind regards

Aesthetics Committee