

Kennersley Park

Cottage Resident's Information Brochure



Retirement Living For Independent Seniors.

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UPDATED: 01/04/2026

MEET THE TEAM

MANAGEMENT

The Management team consists of:

GENERAL MANAGER:	Ms. Laurette Schäfer
Contact No.	043 702 5900 ext 205
Email	gm@leisurehomes.co.za
NURSING SERVICES MANAGER:	Ms. Rene Wienekus
Contact No.	043 702 5900 ext 224
Email	nm@leisurehomes.co.za
MAINTENANCE MANAGER:	Mr. Gary Boucher
Contact No.	082 202 0182 (EMERGENCIES ONLY)

ADMINISTRATION

SENIOR BOOKKEEPER:	Mrs. Frankie Kuhn
Contact No.	043 702 5900 ext 209
Email	admin@leisurehomes.co.za
COTTAGE ADMINISTRATION:	Ms. Yolanda Kilani
Contact No.	043 702 5900 ext 202
Email	creditors@leisurehomes.co.za

The administration office situated at the main gate can be contacted between the following hours:

Monday – Fridays 08:00 – 13:00 and 14:00 – 16:30 only.
The office is closed on Public Holidays

COTTAGE RECEPTIONIST/CASHIER

COTTAGE RECEPTIONIST/CASHIER:	Ms. Orlene Peters
Contact No	043 702 5900 ext 222
Cell/WhatsApp No	072 736 6130
Email	reception@leisurehomes.co.za

The Cottage Receptionist/Cashier is situated at the Kennersley Park Frail Care Reception in the East Wing and can be contacted between the following hours:

Monday - Fridays 08:00 – 13:00 only.
The office is closed on Public Holidays.

KENNERSLEY PARK CARE CENTRE RECEPTIONIST/CASHIER

KP RECEPTIONIST/CASHIER:	Ms Zaydia Taai
Contact No	043 702 5900 ext 200
Cell/WhatsApp No	072 736 6276
Email	reception@leisurehomes.co.za

The Kennersley Park Care Centre Receptionist/Cashier is situated at the Kennersley Park Frail Care Reception in the East Wing and can be contacted between the following hours:

Monday - Fridays 08:00 – 1200 and 13:00 – 16:30 only.
The office is closed on Public Holidays.

COTTAGE SISTER

COTTAGE SISTER:

Telephone:

Cellphone:

Ms Erika Venn

043 702 2900 ext 218 (North Side Clinic)

072 794 2926

Emergencies after hours:

043 748 3665 / 082 202 0183

The Cottage Sister is based on the North Side Complex Clinic of Kennersley Park and is on duty between the following hours only:

Monday to Thursday: 08:00 – 16:30

Friday: 08:00 - 13:30

The Cottage Sister is not on duty on Public Holidays.

BOARD OF DIRECTORS

The Board of Directors meet every second month and consist of the following Directors who voluntary serve Leisure Homes for Senior Citizens:

✚ Robbie Muzzell (Chairman)

✚ Patrick Heideman (Vice-Chairman)

✚ Charl Herselman C.A. (S.A.) (Treasurer)

✚ Derek Puchert

✚ Dr. Patrick Hutchison

✚ Anthony Hadley (Cottage Representative)

ADMINISTRATIVE FUNCTIONS

COMMISSIONER OF OATHS

The General Manager and Nursing Services Manager are Commissioner of Oaths. Should you have any requirements in this regard please make an appointment to see one of them during office hours.

ADMINISTRATION OFFICE (ADMIN BUILDING)

- ✚ Account queries
- ✚ Carport or garage hire queries
- ✚ DSTV package queries
- ✚ Submission of absence of unit letters
- ✚ Receipt of all letters to management
- ✚ White Elephant or Bookshop donations or queries

COTTAGE RECEPTIONIST/CASHIER SERVICES (EAST WING)

- ✚ Maintenance requests
- ✚ Account payments
- ✚ Purchase of electricity tokens and meal credits
- ✚ Proof of residence letters
- ✚ Security vehicle stickers for OCCUPANTS only
- ✚ Photocopying, faxing and emailing (charges apply)
- ✚ Updated list of Cottage Residents and contact numbers
- ✚ Annual magazine submissions
- ✚ Event advertising and bookings

CARE CENTRE RECEPTIONIST/CASHIER (EAST WING)

- ✚ Hall and Recreational Centre venue hire
- ✚ Weekly activity schedule bookings and roster
- ✚ Transport tickets

NURSING

CLINIC VISITS	MONDAY – FRIDAY 08:00 – 09:00	SOUTH SIDE CLINIC (RECREATIONAL CENTRE)
	MONDAY – FRIDAY 10:00 - 11:00	NORTH SIDE CLINIC (NEXT TO COTTAGE 60)

COTTAGE VISITS (ONLY ON THE FOLLOWING CONDITIONS):

- ✚ Feeling too sick to visit the clinic;
- ✚ Possible covid conditions/symptoms;
- ✚ Dressings for those resting and elevating a limb;
- ✚ Post-operative convalescence;
- ✚ Emergencies, falls, and those at bed rest.

SERVICES

BOOKSTORE	OPEN ON REQUEST	OFF THE FRONT OF THE HALL (NORTH SIDE)
	Any book donations would be appreciated. All funds received are donated to the Kennersley Park Fundraising Association.	
CHURCH SERVICE: ST NICHOLAS CHURCH	THURSDAY 09:00	HALL/CHAPEL (NORTH SIDE)
CHURCH SERVICE: CHRISTIAN FELLOWSHIP	SUNDAY 17:45	HALL/CHAPEL (NORTH SIDE)
CHURCH SERVICE: CATHOLIC CHURCH	3 RD FRIDAY OF EACH MONTH 10:00	HALL/CHAPEL (NORTH SIDE)
CHURCH SERVICE: TRINITY METHODIST	2 ND AND 4 TH TUESDAY OF EACH MONTH 09:00	HALL/CHAPEL (NORTH SIDE)
CHURCH SERVICE: DUTCH REFORMED CHURCH	1 ST MONDAY OF EACH MONTH 09:00	HALL/CHAPEL (NORTH SIDE)
DSTV	Please see Annexure A on DSTV - Kennersley Park packages for channels available.	
FIBRE/INTERNET	Fibre infrastructure is available by Openserve and Vuma. Residents need to contact a service provider at their expense should they wish to install fibre/internet in their cottage.	
GARBAGE COLLECTION	MONDAY AND THURSDAY 07:00	NORTH AND SOUTH SIDE
GARBAGE SKIP		NORTH SIDE GATE (NORTH SIDE)
GARDEN REFUSE		NORTH SIDE AND SOUTH SIDE

	Garden refuse must only be put in green or black refuse bags. No stones, soil, seed trays, flower pots or household refuse is allowed.	
HAIRDRESSER (ROTARY ANNS)	TUESDAY 13:30	SOUTHWYND
HALL OR RECREATIONAL CENTRE HIRE	Please see Annexure B on Hall or Recreational Centre Hire for more details.	
LIBRARY	DAILY	SOUTHWYND
MAINTENANCE (SEE GENERAL RULES)	A maintenance book for repairs/maintenance or comments is located at the Reception Office in the East Wing.	
MEALS	DAILY	EAST WING DINING ROOM (NORTH SIDE)
	Please check the notice boards for the menu. See Annexure C on ordering procures for meals for Cottage Residents.	
NOTICE BOARDS	NORTH SIDE RESIDENTS	NEXT TO THE POST BOXES IN EAST WING LOUNGE (NORTH SIDE)
	SOUTH SIDE RESIDENTS	RECREATIONAL CENTRE (SOUTH SIDE)
	No external event notices allowed unless authorised and signed by the General Manager. Strictly no marketing allowed!	
POST BOXES (INCOMING MAIL)	NORTH SIDE	EAST WING
	SOUTH SIDE	RECREATIONAL CENTRE
	All Resident's mail can be posted to: PO Box 2067, Beacon Bay, East London, 5205 Mail is sorted and posted internally.	

POST BOX (OUT GOING MAIL)	DAILY	OUTSIDE ADMINISTRATION BUILDING (NORTH SIDE)
RECYCLING	DAILY	NORTH SIDE AND SOUTH SIDE
	Cardboard, tins and glass bottles only. Recycling bins are labelled. Only recycled items indicated on the label on the bin may be deposited therein.	
	WEDNESDAY 09:00 – 11:00	NORTH SIDE
	Plastics. All containers must be emptied and washed.	
TRANSPORT MEDICAL	MONDAY - FRIDAY 08:00 - 16:00	MEDICAL APPOINTMENTS: DOCTOR, DENTIST OR HOSPITAL
TRANSPORT SHOPPING	WEDNESDAY AND FRIDAY 10:00 – 11:00	OK BAZAAR BEACON BAY
	1st THURSDAY OF EACH MONTH 13:00 – 15:30	VINCENT PARK CENTRE
	THURSDAY 13:00 - 15:30	RETAIL PARK AND MAJOR SQUARE (SPARGS)
	Transport tickets are available at Kennersley Park Receptionist. Unfortunately, no other transport is available.	
TUCKSHOP	TUESDAY AND THURSDAY 14:00 – 16:00	WEST WING (NORTH SIDE)
WHITE ELEPHANT SHOP	FRIDAY 09:30 – 11:00	NORTH SIDE
	All donations of second-hand furniture and items are welcome. All funds received are donated to the Kennersley Park Fundraising Association.	

RECREATIONAL ACTIVITIES

Notice boards should be checked regularly for an updated activity schedule and event notices.

ART	FRIDAY 09:00 – 12:00	RECREATIONAL CENTRE (SOUTH SIDE)
BIOKENETIC EXERCISES	MONDAY 11:00 – 11:30	HALL (NORTH SIDE)
CANASTA	TUESDAY 14:00	RECREATIONAL CENTRE (SOUTH SIDE)
CARPET BOWLS	MONDAY 14:00	HALL (NORTH SIDE)
CROQUET	WEDNESDAY AND SATURDAY 08:30 – 11:00	CROQUET CIRCLE (SOUTH SIDE)
DARTS	THURSDAY 14:00 – 17:00	RECREATIONAL CENTRE (SOUTH SIDE)
ENTERTAINMENT, BRAAI'S, EVENTS AND DINNERS		CHECK NOTICE BOARDS AND WHATSAPP GROUP
RUMMIKUB	FRIDAY 14:00	RECREATIONAL CENTRE (SOUTH SIDE)
SEWING GROUP (BEAVERS AND QUIRKIES)	2nd SATURDAY OF EACH MONTH 09:00	HALL (NORTH SIDE)
SNOOKER	MONDAY - FRIDAY 09:00 – 11:00	EAST WING LOUNGE (NORTH SIDE)
TABLE TENNIS	THURSDAY 10:00	RECREATIONAL CENTRE (SOUTH SIDE)
WIN-WIN DRAW	TUESDAY DRAW AT 17:30 SHARP	HALL (NORTH SIDE)

	Tickets can be purchased at the Cottage Reception in East Wing (North Side) or at the Hall before the draw. Bring your own refreshments. 50% funds raised are donated to the Kennersley Park Fundraising Association.
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COTTAGE EMERGENCY EVACUATION PROCEDURE



**YOUR SAFETY IS
IMPORTANT
KNOW WHAT TO DO**

SUSPICIOUS PARCELS



- ✓ Do not touch a suspicious parcel
- ✓ Inform security immediately
- ✓ Don't cause panic

UNRESTS



- ✓ Alert security.
- ✓ Stay inside
- ✓ Do not become involved in arguments or provoke anyone.
- ✓ Stay away from windows
- ✓ Stay put until given other instruction



KENNERSLEY PARK

Leisure Homes for Senior Citizens

IN CASE OF A FIRE



STEP 1

When you hear the fire alarm start evacuating.

If there is a fire in your cottage or area and you don't hear an alarm yet, press your panic button

STEP 2

Don't panic. Take with you:

- ✓ Warm blanket
- ✓ ID
- ✓ Medication
- ✓ Basic toiletries
- ✓ Eyeglasses
- ✓ Hearing aids

STEP 3

Move to your closest
Assembly Point

Walk, don't run

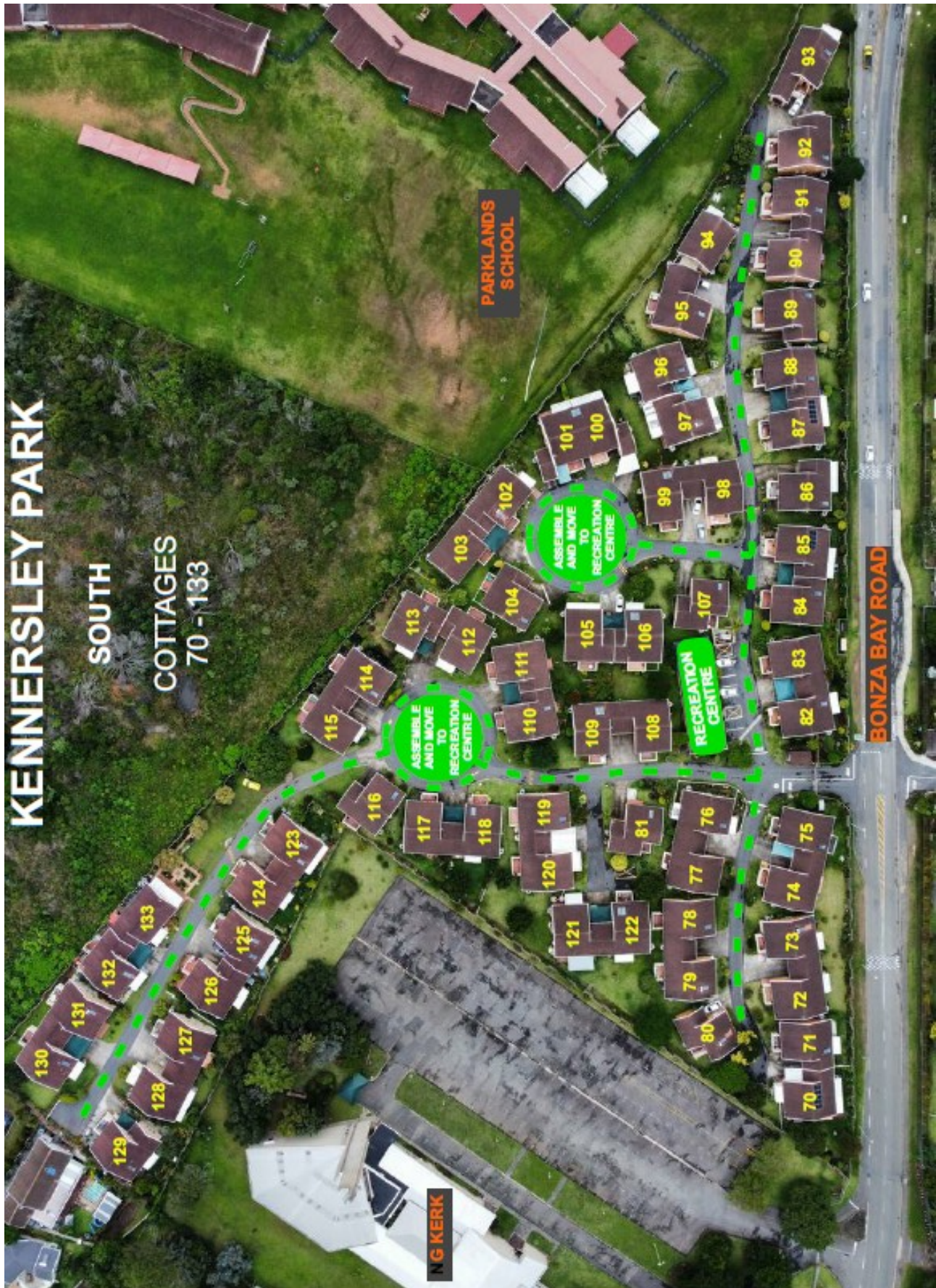
STEP 4

From the Assembly Point,
move as a group to the
Recreation Centre

STEP 5

Stay at the Recreation
Centre until given further
instructions

MAP OF KENNERSLEY PARK SOUTH SIDE COMPLEX



MAP OF KENNERSLEY PARK NORTH SIDE COMPLEX



GENERAL INFORMATION

1. ANNUAL CHAIRMAN'S REPORT AND FACEBOOK

- 1.1. The Leisure Homes for Senior Citizens annual Chairman's report is published annually on the company website: www.leisurehomes.co.za.
- 1.2. The Facebook page is updated regularly and information, articles and photos can be sent to the Cottage Receptionist to be showcased on the site.

2. COMMUNICATION

- 2.1. A Kennersley Park Cottage Residents' WhatsApp Group is in place to communicate any emergencies or important notices along with any upcoming events.
- 2.2. General memos and communication will be emailed to Cottage Residents and a copy placed on notice boards in the Recreation Centre and East Wing Dining Room.
- 2.3. All individual specific communication will be emailed or in an absence of an email posted internally.
- 2.4. Please be reminded from time to time to check your internal post box.

3. COMMUNITY SCHEMES OMBUT SERVICE

- 3.1. Please be advised that Kennersley Park Cottage Division is registered under the Community Schemes Ombut Service. Reference Number: CSOS/REG/19/EC/001542
- 3.2. A levy is chargeable in accordance with the tariff prevailing from time to time in terms of the Community Schemes Ombud Service Act No 9 of 2011;
- 3.3. Please provide the Administration Office proof of SASSA registration to be exempt from being charged a Community Scheme Ombut Service levy.

4. COMPLAINTS AND OBJECTIONS PROCEDURES

- 4.1. All general complaints/requests can be put in the maintenance book. No complaints will be handled if anonymous. The Residents name must be on the complaint/request.
- 4.2. Alternatively, a letter can be dropped off at the Administration Office or an email, gm@leisurehomes.co.za, can be sent to the General Manager.
- 4.3. Alternatively, if you wish to have a meeting with the General Manager, please make an appointment accordingly.
- 4.4. Contacting the General Manager and Maintenance Manager on their cell phones at all times is STRICTLY for EMERGENCIES ONLY!
- 4.5. Alternatively, a letter can be addressed to the Chairman or Committee Member of the Life Rights Holder Association Committee. The Committee meet on the first Tuesday of each month.
- 4.6. If a Resident is not satisfied with Management and the Committee's response a written letter is to be addressed to the Chairman of the Board of Directors. The Board meet on the last Tuesday of the month of February, May, September and November. Please be advised that the Board of Directors decision is final.

5. DSTV - KENNERSLEY PARK PACKAGE

- 5.1. Please note the supply and installation of DSTV dishes and setup is for the cost and organization of the Resident.
- 5.2. New subscribers can join throughout the year on the 1st of the month.
- 5.3. The contract consists of the following options:
 - 5.3.1. 1 x Stay Basic Package
 - 5.3.2. 1 x Stay Essential package
 - 5.3.3. 1 x Stay Ultra package
- 5.4. The cost of the package will be added to your monthly levy and deducted off your debit order.

5.5. Package details and an application form can be obtained from the Administration Office and needs to be signed and returned to the Administration Office at least **2 weeks before month end**.

5.6. Cancellations must be done in writing and submitted to the Administration office or emailed to creditors@leisurehomes.co.za at least **2 weeks before month end**.

6. HALL AND RECREATIONAL CENTRE (PRIVATE HIRE)

6.1. The Hall and Recreational Centre is available to any Resident who wishes to start a club or activity for themselves along with fellow Cottage Residents subject to approval by the General Manager.

6.2. The Hall and Recreational Centre is also available for the private use and functions by Cottage Residents. Facilities include a pub (please provide your own refreshments), a fully equipped kitchen, tables and chairs and an outside patio/braai area at the Recreational Centre. Please contact the Receptionist in East Wing for bookings and keys.

6.3. Please note the following conditions when using these facilities for a private function:

6.3.1. A nominal fee is charged (please see price list for amount), which should be paid to the Kennersley Park Care Centre Receptionist in the East Wing when making the booking.

6.3.2. Any breakages in crockery or loss of cutlery should be paid for as per tariffs provided.

6.3.3. For hot water please use the hydro boil available.

6.3.4. If you unsure how to use the electrical equipment please ask the Administration office for assistance.

6.3.5. Report any faults in the maintenance book.

6.3.6. Air conditioner. Please ask Administration Office how to operate the remote control.

6.3.7. Leave the room in a tidy condition.

6.3.8. Refuse from the event/function should be bagged and left outside the Hall or Recreational Centre entrance for collection alternatively the refuse should be dumped in the skip at the north gate of Kennersley Park North Side Complex.

7. FUNDRAISING

7.1. We have various fundraising activities (Kennersley Park Fundraising Association) throughout the year and any help you are able to offer will be appreciated. If you would like to get involved, please speak to the General Manager, Nursing Services Manager or Cottage Receptionist.

7.2. The funds raised are used to buy specialized equipment and to make our environment more pleasant for our Care Facility Residents.

7.3. No Resident is authorized to approach an organization on behalf of Leisure Homes for Senior Citizens for donations without a written letter from the General Manager. This is to avoid multiple Residents asking the same organisation and to reduce the risk of fraudulent activities.

8. GARBAGE

8.1. Black bags for garbage collection can be put out earliest 6am on the morning of collection.

8.2. Garbage is collected on a Monday and Thursday from 7am on the North and South Side Complex.

9. HOUSING DEVELOPMENT SCHEMES FOR RETIRED PERSONS ACT 65 OF 1988

9.1. Leisure Homes for Senior Citizens is governed under the Housing Development Schemes for Retirement persons Act of 65 of 1988.

10. LIFE RIGHTS HOLDERS ASSOCIATION AND PROPERTY COMMITTEE

10.1. The Committee meet on the first Tuesday of each month. Please check your email and/or WhatsApp group and/or notice board for the Minutes of the meeting for an update of various matters of the Complex.

11. MEALS FOR COTTAGE RESIDENTS

11.1. Meals are available in the East Wing Dining Room.

11.2. ORDERING PROCEDURE

11.2.1. Top up your issued pre-loaded card from Cottage Receptionist at East Wing reception between 8.00 am and 15.00 pm.

11.2.2. Notify the kitchen before 13:00 pm the day before by ordering and paying with your card on the electronic food ordering system located at the East Wing reception. Choose the following options:

11.2.2.1. Your choice of the two meals on offer on the day if applicable

11.2.2.2. Your choice of soup and pudding on offer on the day if desired

11.2.2.3. How many meals

11.2.2.4. Indicate if you would like your meals to eat in at the Ground Floor Dining Room in East wing or take away if you would like to take your meal home.

11.3. Lunch sit-down and take-away meals are only available after 12:30pm daily. (This is to enable the catering staff time to serve the 12:00 pm meal to Frail Care Residents.)

11.4. If you are sick and unable to order/fetch your meals please notify the Cottage Receptionist and we will ask one of our Resident Volunteers to assist you in ordering and fetching your meals.

12. PANIC BUTTONS

12.1. The panic button system is linked to SECTOR PATROL control room. On activation armed response will be sent directly to the Cottage. Leisure Homes Security will be informed and will accompany a Nurse with the Cottage spare keys to the Cottage:

12.1.1. In the event of a medical emergency the OCCUPANT, where able, must call an AMBULANCE service as the first point of call.

12.1.2. Kennersley Park Care Home Facility on medical assistance will do vital sign observation and basic first aid treatment only. They will call an AMBULANCE should the situation require further medical attention. Such associated cost will be borne by the OCCUPANT.

12.1.3. The Cottage Sister and/or Cottage Receptionist will check the panic buttons annually in October. All battery replacements or panic button remote replacements is for the cost of the OCCUPANT. The care and maintenance of the remote is the Residents responsibility.

12.1.4. Should the OCCUPANT wish to have the panic button checked more regularly, then it is on the onus of the OCCUPANT to consult with the Cottage Sister or alternatively call the Cottage Receptionist and log the request.

12.1.5. Leisure Homes for Senior Citizens will not be held liable in the event of the panic button failing to work in an event of an emergency or otherwise.

12.1.6. The panic button use and response thereof is for the assigned Cottage Unit Number only.

12.1.7. Accidental panic button activations that are not immediately cancelled by contacting the control room via phone can result in additional fee charges to the OCCUPANT.

13. SICKBAY

13.1. A sickbay is available for Cottage Residents at a daily charge rate, subject to availability. Please contact the Cottage Sister during office hours if this service is required.

13.2. Sickbay admissions are not an emergency admission and can only to be done during weekdays and office hours.

RULES AND REGULATIONS

1. ABSENCE FROM THE UNIT

1.1. Absence from the Cottage for a continuous period of more than twenty-four hours must be submitted in writing to the Administration Office.

2. AERIALS

2.1. All TV aerials except for satellite dishes and WIFI aerials must be in the roof.

2.2. The set up of TV and satellite installations is for the cost and organisation of the OCCUPANT.

3. APARTMENT CLUBHOUSE (SECOND FLOOR - EAST WING)

3.1. The common area on second floor of the East Wing building is for the exclusive use of Cottage 153 - 163 (Apartment) OCCUPANTS.

3.2. This area is to be shared cohesively by the aforesaid OCCUPANTS.

3.3. The OCCUPANTS of Cottage 153 - 163 may book this common area for exclusive use no more than once in a 2-month period. Bookings are to be done on a first come first serve basis with the Cottage Receptionist, situated on ground floor in East Wing. The booking of this area will be placed on the notice board in the common area by the Cottage Receptionist only.

3.4. No animals will be permitted in the common area.

3.5. The feeding of birds is strictly prohibited.

4. BRAAI

4.1. A portable braai/weber is allowed.

4.2. No built-in braai's (permanent structures) are allowed.

5. CAREWORKERS AND NURSING

4.1. There is no medical supervision/nursing care conducted by LEISURE HOMES in the Cottages other than those services offered by the Cottage Clinic. It is the OCCUPANT'S responsibility to advise their family and/or associates of the telephone numbers to contact in the event that the aforesaid OCCUPANT is unable to be reached and the medical condition of the OCCUPANT is a concern and LEISURE HOMES needs to assist.

4.2. It is the OCCUPANTS responsibility to make arrangements with the Cottage Sister/Nursing Services Manager for Kennersley Park Sickbay/Care Home admissions or make alternative arrangements should care or assistance be required.

4.3. No nursing care or care workers are permitted in the Cottages. **Written permission** needs to be obtained from the General Manager (via the Cottage Sister) in special instances and it is acknowledged and accepted that:

4.3.1. The risk, organisation and cost of the nursing care is for your/your family's responsibility.

4.3.2. Leisure Homes is not responsible for the supervision, malpractice or absentee of such nursing care arranged by yourself.

4.3.3. It will be the OCCUPANT'S responsibility to inform the Care Giver of the security rules and that an ID copy of the Care Giver/s is to be submitted to the Administration Office before entering into the Complex and that furthermore needs to abide by the speed limits stipulated by Leisure Homes. The Care Giver must only work at the dedicated Cottage and strictly is not to associate him/herself as an employee of Kennersley Park. We further request that the Care Giver strictly walk only on the roads and not amongst the Cottages and/or take short cuts through the Care Home.

4.3.4. The above care is will be authorised for a limited period only.

5. DELIVERIES

5.1. Kindly note the design of the complex does not facilitate the use of articulated vehicles to deliver furniture or other items. A maximum 5-ton truck is allowed in the complex. Please advise your removal/delivery company accordingly.

6. DUPLICATE KEYS

6.1. A set of duplicate keys of the Cottages are kept on the First Floor Duty Room (East Wing) in case of an emergency. A Reminder to Cottage Residents to update the keys should there be any change and / or additional locks installed. This is also for your convenience should you by misfortune misplace your existing set.

7. ELECTRICITY TICKETS

7.1. Electricity ticket prices increase on the 1 July of each year in line with Municipal increases.
7.2. No electricity ticket purchases older than 3 months can be returned. Please ensure you have used the electricity ticket in this time period to check for any defects.

8. FIRE AND EMERGENCIES

8.1. In an event of a fire please contact the Maintenance Manager, General Manager or Administration Office.
8.2. Please review the Cottage Emergency Evacuation Procedure and familiarize yourself with the various actions in an event of an emergency.
8.3. Fire drills are done with the staff only, however at the discretion of the General Manager a fire drill may from time to time be exercised with the Cottage Residents.

9. FRAIL CARE (CARE HOME FACILITY)

9.1. The Occupant together with other Residents in the Complex will have preference for admission to the existing facilities provided vacant beds are available, at the rates set out in the tariff fixed by Leisure Homes for Senior Citizens from time to time.
9.2. Leisure Homes for Senior Citizens is not responsible for moving a Resident and their belongings into the Frail Care Facility, this includes the transfer of DSTV dishes, television setups and the transfer of Telkom landlines.

10. GARDENS

10.1. The monthly levy covers a lawn cutting service once every two weeks, excepting in the month July and August where it is cut once a month.
10.2. Please note the upkeep of your garden is at your own cost.
10.3. Residents are requested not to establish a garden within 600cm of the road curb.
10.4. No established trees and shrubs are permitted to be cut down without a permission letter to the Property Committee.
10.5. Please request permission from the Property Committee before any trees or large shrubs are planted to ensure the root system and foliage will not cause any infrastructure damage when established.
10.6. Residents are not allowed to create gardens in communal areas of the Complex.
10.7. Residents are not allowed to take/pick any plant or garden ornament from a vacated/empty Cottage. This will be considered theft.
10.8. A designated garden refuse bay is positioned on North and South Side. Only garden refuse must be put in refuse (green or black) bags. No stones, soil, seed trays, flower pots or household refuse is allowed.

11. GUNS

11.1. Cottage Residents are permitted guns under the legislation of the Fire Arms Control Act 60 of 2000.
11.2. Leisure Homes wishes to place emphasis that storage facilities of guns must conform to the applicable requirements for a safe or strongroom as set in the SABS Standard 953-1 or 953-2.
11.3. A declaration of possession of such fire arms must be submitted to the General Manager to which Leisure Homes for Senior Citizens reserve the right to demand the removal of such firearms and report the Resident in terms of Chapter 5, Subsection 9.2.(d) of the Fire Arms

Control Act 60 of 2000 where the Resident shows signs of not being in a stable mental condition and/or is inclined to violence.

12. MAINTENANCE

12.1. A maintenance book for repairs/maintenance or comments are located in the Reception Office at East Wing.

12.2. STRICTLY: All maintenance requests are to be written in the book. No maintenance staff, including the Maintenance Manager, or suppliers are to be approached directly by a Resident.

12.3. Verbal requests will unfortunately not be attended to unless in an event of an EMERGENCY.

12.4. Should Residents be physically unable to put the matter in the maintenance book they can call the Cottage Receptionist from Monday to Friday 08.00 – 13.00 or to email reception@leisurehomes.co.za, or alternatively WhatsApp 072 736 6130, with regards to the matter and it will be put in the book on your behalf.

12.5. Please speak to the Cottage Receptionist if you would like a Cottage maintenance request followed up. Cottage maintenance requests do not need to be written again.

12.6. Leisure Homes is not responsible for the repairs of personal appliances and furniture of the Residents.

12.7. Residents are not permitted to instruct or interfere with suppliers doing work for Leisure Homes. Any concerns over supplier matters can be put in the maintenance book.

12.8. In the event of a maintenance emergency, the Resident, is permitted to call the Maintenance Manager directly as outlined in the Emergency Numbers provided. Examples of maintenance emergencies, but not limited to the following, a burst water pipe, fire or perilous structural damage, no water supply or no electrical power (this excludes running out of electricity or loadshedding), or a matter that is of immediate health and safety risk to a Resident.

12.9. Unfortunately, having no hot water is NOT considered an emergency. In the possible event of this occurring after Friday 1pm the Resident will need to wait until the following Monday morning for the matter to be rectified or alternatively may do so at their own cost if they are not willing to wait.

12.10. Kennersley Park maintenance staff are not allowed to do private work for Residents during working hours and lunch hours. Staff may do private work on weekends, public holidays or after 16:30 on work days.

13. PARKING

13.1. No more than 1 motor vehicle per Cottage Resident is allowed in the Complex. Therefore, a maximum of 2 motor vehicles, where there are 2 Occupants to a Cottage, is allowed.

13.2. Residents are only permitted to park in their garage and driveways.

13.3. No caravans, trailers and boats are permitted. Permission may be obtained in certain temporary circumstances from the General Manager.

13.4. Cottages without garages and driveways are to park in the dedicated parking areas provided or alternatively, on the precincts of their cottage where possible.

13.5. Carports and garages are available to hire at an additional charge. Please contact the Administration office for further queries.

13.6. No parking on the circles is allowed.

13.7. Please ensure visitors park their cars well clear of the roads.

14. PEST CONTROL

14.1. Pest Control is for the cost and responsibility of the OCCUPANT.

14.2. Leisure Homes for Senior Citizens will assist the OCCUPANT with the placement of the pest control repellent if required. Please log this in the maintenance book.

15. PETS (IN TERMS OF CLAUSE 12 OF THE LIFE OCCUPATION RIGHTS AGREEMENT)

15.1. No pets other than an approved caged bird and/or gold or tropical fish in a bowl or similar container shall be kept within the complex by the OCCUPANT, without the prior written consent of LEISURE HOMES in terms of the regulations of LEISURE HOMES.

15.2. A pet, either one cat or one dog, shall prior to admission to the Complex be brought for inspection, and approved or rejected, by a Committee consisting of two representatives, one from Management, or the Board of Directors plus the Chairman of the Life Occupants Rights Holders Associations' Committee or his/her nominee. The Committee's decision shall be final.

15.3. The open nature of the Complex requires that the dog or cat shall be of a size and disposition amenable to control by the Owner to avoid annoyance or harm to other Occupants or their approved pets.

15.4. Before a pet is admitted into the Complex the Owner shall submit written proof that such pet has been:

15.4.1. Dewormed

15.4.2. Inoculated against rabies

15.4.3. Inoculated against internal and external parasites

15.4.4. Spayed if it is a female dog or cat. Thereafter a pet shall be dewormed or inoculated every six months or as directed by a Veterinary Surgeon. Pets shall be kept free of fleas and ticks.

15.5. When on complex grounds a dog shall be controlled on a leash, and such pet's droppings shall immediately be removed by the Owner.

15.6. Complaints about the behavior of a pet shall be in writing addressed to the General Manager:

15.7. After investigating the facts, the Committee shall take such action as it deems fit to protect the interests of the other Occupants in the Complex of Kennersley Park

15.8. Should the Committee, after hearing from the pet's Owner, require the Owner to remove his/her pet from the complex within a stated time, the Owner shall comply.

15.9. An approved pet shall not be replaced by another.

15.10. Should a pet decease or permanently vacate the complex a written letter addressed to the General Manager must be submitted by the Owner indicating so.

15.11. Before a pet is admitted into the Complex the Owner shall sign an undertaking to abide by these Regulations and to indemnify Leisure Homes against all claims for damages caused by or attributable to the Owner's pet.

15.12. If a pet dog is approved a picket fence, at the Owners own cost, needs to be erected in line with the rules and regulations set out by the Property Committee. At Management's discretion the picket fence needs to be taken down on the pet deceasing or permanently vacating the complex.

15.13. Should the Cottage Occupant, who is a pet owner, vacate the cottage for whatever reason he/she is responsible to place the pet in a kennel or other facilities while he/she is away. No pet sitters and/or house sitters will be permitted to stay at the Cottage or see to the pet while the pet owner is away. Another Occupant of a Cottage at Kennersley Park can be approved by Management to see to the pet during the aforesaid period. Such arrangement must be put in writing and handed to Management.

15.14. No pets are allowed to accompany an Occupant while attending any meetings, functions or activities or entering inside any communal building on the Complex. This includes the Care Home, unless permission is granted from the Ward Professional Nurse or Nursing Manager.

16. SECURITY

16.1. Please always make sure the gates are closed after your entry / exit to the South Side Complex.

16.2. To promote the security of the Residents in the Complex all security lights wired to a Cottage must be switched on at night. Please report non-functional lights in the maintenance book.

16.3. A copy of all personal domestic and/or gardener's identification document must be submitted to the Administration Office (A copy will be issued to the Security Guards). The Administration Office must be informed if the domestic and/or gardener is no longer employed by the Occupant. No domestics and/or gardeners will be permitted to enter and walk in the complex **unsupervised** without a valid Kennersley Park security pass on their persons. If the security pass is lost the Occupant is to replace the security pass at their cost.

16.4. Staff, contractors, domestics or gardeners are to walk strictly on the roads and not between cottages. They are only allowed at their designated worksite.

16.5. A letter must be issued to a worker stating any items given to him/her in order for the worker to obtain gate clearance with the security guards. No items will be allowed to leave the complex if a letter is not issued.

16.6. At the discretion of the security guard on duty motor vehicle checks are permitted on entering and exiting the Complex.

16.7. Resident must call security immediately (043 748 3394) should they see any suspicious activity or alternatively any staff, contractor, domestic or gardener that are on the property grounds to which is not their permitted worksite and/or do not have a security pass on their persons.

17. SPEED LIMITS

17.1. Residents and their visitors must please adhere to the complex speed limit of 10km per hour.

18. VISITORS/PRIVATE CONTRACTORS

18.1. Visitors, including family members, are strictly not allowed to be issued with a motor vehicle access pass and/or complex gate remote controls.

18.2. All visitors entering the Complex must be scanned by the security at the Guard House on each entry.

18.3. Any visitor who does not comply with request to scan ID and Vehicle license will not be allowed entry to the complex. This process is compliant with all relevant legislation including POPIA and GDPR.

18.4. Visitors are not allowed to bring their pets into the Complex.

18.5. A daily discretionary charge is levied per visitor per day for a stay longer than three days. Please pay the Cottage Receptionist/Cashier.

18.6. Residents wishing to accommodate a guest in their Cottage for a period of longer than two weeks or alternatively a period of two weeks over a thirty-day period must obtain approval from the General Manager. The request must be submitted in writing/emailed to the General Manager. The request must include the names of each guest as well as their arrival and departure dates.

18.7. No visitors are allowed to stay in a Cottage while the Resident is not occupying the unit. Written approval may be granted by the General Manager if the aforesaid Cottage Resident has been admitted to the Frail Care Facility or hospital.

18.8. Leisure Homes for Senior Citizens reserves the right to check visitor's motor vehicles on entry or exit of the Complex.

19. WALKING

19.1. It is requested that all workers, Residents and visitors thereof walk on the road and not in between the Cottages in order to respect the Residents privacy. This includes when Residents visit one another and take "short cuts" to each other's Cottages.

19.2. Residents are strictly not allowed to walk in and around any construction site, cottage renovation or empty non-occupied cottages whether it is under renovation or not.

20. WASHING/LAUNDRY

20.1. Washing/laundry must be hung in the Resident's Cottage courtyard only.

PROPERTY IMPROVEMENTS

(IN TERMS OF CLAUSE 14 OF THE LIFE OCCUPATION RIGHTS AGREEMENT)

1. GENERAL

1.1. LEISURE HOMES shall at all reasonable times have the right to inspect the UNIT and to effect improvements. The OCCUPANT shall not make any alterations, addition or improvement to the interior or exterior of the UNIT without the prior written approval of LEISURE HOMES.

1.2. No modifications, alterations or additions may be done to Cottages or grounds without written permission from the Property Committee. *The letter must include a drawing of the renovation in relation to the Cottage, measurements and materials to be utilized and/or the specifications of the installation as well as the proposed supplier doing the renovation.*

1.3. No awnings, carports, air-conditioners, solar equipment, inverters, sunrooms, patios, painting, paving, security gates or burglar bars, gates, ramps, trellis work, shade cloth sidings or pergolas, fencing for a pet dog or ornamental fencing of any kind is to be erected without consent from the Property Committee.

1.4. Alterations or additions is for the expense of the OCCUPANT and to pay the contractor directly.

1.5. LEISURE HOMES will not be responsible to repair or maintain the alteration or addition or any problem or matter arising from such an alteration or addition both during the renovated time or alternatively should there be any problems with the alteration or addition section in the span of your Life Rights Agreement.

1.6. If a contractor is permitted to work in the complex a copy of each workers Identification Document must be submitted to the security guards before entrance can be authorised and that furthermore needs to abide by the speed limits of 10km per hour. Contractors must work on the dedicated site only and request that all contractors strictly walk only on the roads and not amongst the Cottages and/or take short cuts through the Care Home.

2. FENCING

2.1. If a pet dog is approved a **picket** fence, at the Owners own cost, needs to be erected in line with the rules and regulations set out by the Property Committee. At Management's discretion the picket fence needs to be taken down on the pet deceasing or permanently vacating the complex.

2.2. A diagram must be drawn in relation to the cottage of where the fence will be positioned and must include a gate for access.

2.3. The material of the fence must be included in the application. Approved material includes varnished or white painted wooden picket fence or alternatively the white PVC balustrade fencing.

2.4. Pool fencing is not a permitted fencing but will be allowed, at discretion of the committee, if it is under a hedge.

2.5. A gate must be included in the fence to allow thoroughfare through.

3. RAMPS

3.1. Should a Resident wish to have a structural wheelchair/walker ramp to facilitate the entry and exit of a wheelchair/walker to please submit a drawing to the property committee to which the structure will be for the Resident's expense.

3.2. The ramp needs to be done in accordance with the National Building Regulations Standards Act.

4. SOLAR/INVERTER POLICY

4.1. The request for an inverter and/or solar panels, including plug and play inverters, must be submitted to the Cottage Residents Committee for approval and for management's record in order to advise LEISURE HOMES' insurance broker of such installation due to the inherent risks associated with the installation.

4.2. There is a generator installed on the North and the South Side of the Complex. The generator is run at the discretion of LEISURE HOMES. Loadshedding dates and times as well as when the generators will run is regularly communicated to the OCCUPANTS on the Kennersley Park Resident's WhatsApp group.

4.3. The installation of a generator for individual cottages is not permitted.

4.4. Please request from the Cottage Receptionist the types and specifications of inverters outlined approved by the Board of Directors of LEISURE HOMES as to what will be permitted to be installed by the OCCUPANT.

4.5. Registered Electrical Contractors must be registered with the Department of Employment and Labour and the Bargaining Council for the Electrical Industry (SA).

4.6. Even though permitted in the attached above, LEISURE HOMES wishes to bring to the OCCUPANT'S attention as to the risk associated with having a LED acid battery should a plug and play type inverter be installed.

4.7. Upon the completion of the approved installation, LEISURE HOMES reserves the right to have the installation examined by our appointed Electrician for final inspection at the cost of the OCCUPANT, this includes the installation of Plug and Play type inverters. LEISURE HOMES will advise the OCCUPANT in writing should this be required and inform the aforesaid Electrician of such arrangement once the Certificate of Compliance has been issued if applicable. Any defects discovered by the LEISURE HOMES appointed Electrician will be required to be rectified and reinspected at the cost of the OCCUPANT.

4.8. BRIDGING OF THE METERS IS STRICTLY FORBIDDEN.

4.9. The inverter and/or solar panel/s itself is not covered by LEISURE HOMES' insurance and needs to be insured by the OCCUPANT at his/her cost.

4.10. The inverter installation, at the cost of the OCCUPANT, may be removed from the Cottage during or at the termination of the Life Rights of the OCCUPANT. This request needs to be submitted in writing and LEISURE HOMES reserves the right to deduct any cost to fix such damage of the aforesaid removal as per section 20.1.1 of the Life Rights Agreement.

5. TRELLISES

5.1. Only standard shop manufactured non-painted wooden trellises may be used for privacy screens.

5.2. The trellis may not be more than 1.8 meters high and 2.2 meters long and no more than 2 in total per Cottage.

6. OTHER

6.1. External dropdown blinds and shade cloth screens are not permissible.

6.2. Painting of the walls housed internally of the sunroom may be done on condition the paint colour is Plascon ~ Lightstone (68) Wall and All.

6.3. No externally exposed bricks are to be painted, plastered or paneled.

CONSTITUTION LIFE OCCUPATION RIGHTS HOLDERS ASSOCIATION (hereinafter styled “the Association”)

1. OBJECT

The object of the Association is to protect and further the interests of the owners of all Life Occupation Rights in the housing development scheme for retired persons owned by Leisure Homes for Senior Citizens.

2. MEMBERSHIP

All holders of Life Occupation Rights in the above scheme shall automatically be members of the Association. In the event of any such Life Occupation Rights Agreements being held jointly by more than one person, then such joint holders shall together represent one member.

3. COMMENCEMENT

The Association has carried out its voluntary functions since 1994 but wishes to formalise its functions by adopting a constitution.

4. GENERAL MEETINGS

4.1. The Association shall before the 15th August in each calendar year hold an Annual General Meeting.

4.2. Members shall be given fourteen (14) days written notice of the Annual General Meeting or any other General Meeting, such notice to state the business to be transacted.

4.3. Inadvertent omission to give notice in writing of a meeting shall not invalidate any resolution passed at such meeting.

4.4. The following matters shall inter alia be dealt with at every Annual General Meeting:

4.4.1. The consideration of the chairperson's annual report.

4.4.2. Consideration of any matters raised at the meeting including any resolutions proposed for adoption.

4.4.3. The election of a chairperson of Association who shall also be chairperson of the committee.

4.4.4. The election of such further members of the committee as the meeting may decide and a secretary who shall all be members of the Association and shall have one vote at committee meetings.

4.5. No business shall be transacted at any General Meeting unless a quorum is present, such quorum being those members present or represented by Proxy are entitled to vote as together represent 50% of the total votes of all members of the Association entitled to vote. If a quorum is not present the meeting shall stand adjourned to the same day of the following week at the same place and time and if at such adjourned meeting a quorum is not present those members present or represented by proxy shall constitute a quorum.

4.6. Voting shall be as follows:

4.6.1. Each member of the Association present or represented at the General Meeting shall have one vote, but joint holders of any Life Occupation Rights shall together represent one member and shall have one vote between them.

4.6.2. Voting on all matters shall be by show of hands unless a member demands a written poll.

4.6.3. The chairperson shall have a casting vote in addition to his or her ordinary vote.

4.6.4. Every resolution shall be seconded and if not seconded shall fall away.

4.6.5. Resolutions shall be carried on a simple majority of all votes cast thereon, a declaration by the chairperson as to the result of any voting shall be deemed a true and correct statement of the voting and an entry in the minutes that a motion has been carried or lost shall be conclusive of the vote so recorded.

5. COMMITTEE

5.1. A committee shall be elected at the first General Meeting and each subsequent Annual General Meeting and shall hold office until the next Annual General meeting. The retiring members shall be eligible for re-election.

5.2. Nominations for the election of committee members and secretary shall be given in writing accompanied by the written consent of the person nominated to the chairman, not later than one week before the General Meeting but if none or insufficient nominations are so received they may be given to the chairman at the general meeting.

5.3. Should any vacancy occur on the committee prior to the next Annual General Meeting the committee may co-opt a person to fill the vacancy who shall be a holder of a Life Occupation Rights and member of the Association.

5.4. Voting procedures of the committee meetings shall follow the provisions of clause 4.6 inclusive except that a committee member shall not be represented or vote by proxy.

6. FUNCTIONS OF THE COMMITTEE

6.1. The committee shall manage the affairs of the Association and promote the objects of the Association as well as the interests of members.

6.2. The committee shall meet at least once every month or when projects dictate.

6.3. The quorum of the committee shall be at least 50% of the members of the committee.

6.4. If the chairperson is absent those committee members present shall elect a chairperson for that meeting.

6.5. The committee shall ensure that minutes are taken of every meeting, confirmed at the ensuing meeting and certified accordingly by the chairperson.

6.6. The members of the committee shall not be remunerated for their services.

6.7. The committee shall nominate so many representatives as may be required to serve as directors of Leisure Homes for Senior Citizens.

6.8. The committee may do all lawful things that are incidental or conducive to the attainment and performance of the objects of the Association.

7. CHANGING CONSTITUTION

The constitution may only be changed by two thirds majority of members present or represented by proxy and entitled to vote at a General Meeting.

8. ASSOCIATION A BODY CORPORATE

The Association shall not be a Body Corporate and shall not have perpetual succession nor shall it be capable of suing or being sued in its own name, or of purchasing, holding or alienating movable and/or immovable property or entering into contracts and shall not have a personality separate from that of its members.