

**HOUSE RULES : AMENDED DECEMBER 2021.**

**LINK GLEN BODY CORPORATE.**

**1. TERMS AND DEFINITIONS**

- 1.1 OCCUPANTS shall refer to an owner or a tenant who is in occupation of a section in the complex.
- 1.2 ACT shall mean the Sectional Titles Act No. 95/1986, and where applicable, the regulations promulgated thereunder, as amended from time to time.
- 1.3 LEVY shall mean the remuneration needed to be paid into the Body Corporate banking account on or before the 7<sup>th</sup> of every month.

**2. FINANCIAL RESPONSIBILITIES OF OCCUPANTS**

- 2.1 New occupants are responsible for the cost of connecting telephone/cellphone and Fibre Optic Supply to the electronic gate pad.

**3. MOTOR VEHICLES**

- 3.1 Motor vehicles and bicycles may not be parked on the common property except in those areas, which have been demarcated as parking bays, and allocated to the exclusive use of an occupant.
- 3.2 Permanent parking facilities for each unit shall be the unit's garage and the area immediately outside the garage.
- 3.3 Any one unit may have a maximum of two permanent vehicles on the complex at any one time.
- 3.4 Visitors to the complex may only park in the permanent parking facilities if these are not in use by the resident at the time. Other than that, the visitors are to use the specified visitors parking area only, adjacent Unit No. 9 with a maximum 3 cars.
- 3.5 No residents cars are allowed in the visitors parking area except for special occasions and then only for no longer than a period of 24 hours.
- 3.6 No cars may be parked alongside any units or between any two adjacent units.
- 3.7 Repairs to and the reconditioning of vehicles on the property are not permitted.
- 3.8 Vehicles may not travel at speeds in excess of 10 kilometres per hour on any portion of the common property.
- 3.9 Bicycles, tricycles, roller skates, skateboards and the like may not be left on any portion of the common property.

**4. LAUNDRY**

- 4.1 Washing may be hung out to dry only in the utility areas set aside for that purpose unless prior written consent of the Trustees is granted for the use of areas other than the utility areas.

4.2 Washing hung out to dry is at the sole risk of the owner thereof, the Body Corporate being entirely free of any liability in this respect.

4.3 Washing may not be hung out to dry in any part of a section where it is visible to the general public or to other occupants.

5. **SANITARY SERVICES**

5.1 Rubbish bins may not be visible from the common property unless a specific place has been designated for such bins.

5.2 Rubbish may not be handled contrary to the regulations of the relevant authority.

5.3 No rubbish or refuse may be left on any portion of the common property or elsewhere where it will be visible from the common property whether in a container or not, except for the weekly collection on Thursdays before 07h00. Refuse may only be left outside for collection, on the Main Road, early in the morning and must be in proper containers.

5.4 Each owner or occupier shall provide his own container for refuse and shall keep it within the confines of his section.

5.5 Each owner/occupier is responsible for the maintenance of the septic tanks, by cleaning the grease traps at least every fortnight. Please ensure that no foreign matter i.e. cigarette butts, excessive paper etc. are flushed down the toilets or let down the drains. Only use "Septic tank" friendly chemicals. Should any negligence be evident, the occupant/owner will be obliged to pay.

6. **NOISE**

6.1 Excessive noise or disturbance is prohibited between 22h00 and 07h00.

6.2. Hooters may not be sounded on the common property.

6.3 Radios, musical instruments, record players, hi-fi sets, TV sets or the like must be used in such a manner as not to be heard in adjoining sections or on the common property.

7. **GARDENING AND PLANTS**

7.1 No plants may be planted or potted and placed by occupants on the common property without the consent of the Trustees of the Body Corporate. Free-standing sheds for tools or gardening equipment are prohibited.

7.2 The removal of or cutting down of trees is generally not permitted, however, in exceptional circumstances an Owner may apply in writing for permission to do so from the Body Corporate, who shall have the authority to make such decision in its sole discretion.

8. **CHILDREN /VISITORS.**

8.1 Occupants must supervise their children and the children of their visitors so that no damage or nuisance is caused to the common property or the property of other occupiers, or the occupiers themselves. Children are not to run around, cycle or skate-board on the Complex roads.

8.2 In particular, children may not interfere with the postboxes, plants, gardens, decorations, name plates, fire extinguishers, gates and exterior lights. No climbing of stone walls, trees, gates and fences is allowed. Owners should in particular request that children or their visitors do not tamper with the electronic gate system. Any damage so caused shall be made good by such occupant forthwith upon receiving a written request by or on behalf of the Trustees to do so.

9. **OCCUPATION:**

The maximum number of persons allowed to reside at one time in one dwelling shall not exceed the number of legitimate bedrooms in the dwelling multiplied by two.

10. **ACTIVITIES ON COMMON PROPERTY.**

10.1 No hobbies or other activities may be conducted on a section of the common property if they cause a nuisance to other occupiers.

11. **STAFF OF OCCUPANTS.**

11.1 No occupant shall employ staff on the property or in a section illegally or contrary to any law, by-law, the Act, the Body Corporate Rules or the House Rules of the Body Corporate. In particular, the owners and occupiers shall ensure that their staff do not:

11.1.1 Loiter on the common property.

11.1.2 Behave in an improper manner.

11.1.3 Entertain visitors on the common property or a section.

11.1.4 Contravene any law, by-law or the Rules of the Body Corporate.

11.2 Owners and occupiers shall provide their staff with the necessary ablution facilities. A key for the Body Corporate communal ablution can be obtained from a Committee Member.

11.3 All owners should ensure that their staff are U.I.F. registered.

12. **STAFF OF THE BODY CORPORATE/OWNER.**

12.1 Staff employed by the Body Corporate are to perform the duties laid down for them from time to time by the Trustees of the Body Corporate, and shall take their instructions from such Trustees or from the Managing Agent. All staff members employed by the Body Corporate should be U.I.F. registered.

12.2 Any owner or occupant who wishes to engage a staff member of the Body Corporate for his own private purposes which are not laid down by the Trustees in terms of 12.1 shall first approach the Trustees for permission to do so. Such permission may be granted upon terms and conditions which the Trustees may deem desirable, and upon the distinct understanding that the work shall be done outside the normal working hours of the staff member, and at the sole expense of the owner or resident concerned. The owner or resident shall moreover comply with any applicable by-laws, regulations and statutes.

12.3 The owner or occupant employing a staff member as set out in 12.2 shall be expected to pay said staff member a reasonable remuneration for the additional services rendered, it being understood that such work shall under no circumstances be financed out of the funds of the Body Corporate.

13. **SUNDRY PROVISIONS**

13.1 Occupants shall do their utmost to ensure that the common property is kept neat at all times.

13.2 Flammable or other dangerous materials or objects may not be brought onto the common property or elsewhere on the premises.

13.3 **Eradication of Pests:**

In accordance with provisions of the prescribed management rules as contained in Schedule 9 of the Sectional Titles Act No. 95 of 1986 (as amended) an Owner shall keep his Section free of white ants, borer and other wood destroying insects.

\* The costs of the inspection, eradication of such pests as may be found within the Section, replacement of any woodwork or other material forming part of the Section which may be damaged by such pests shall be borne by the Owner.

14. **SUNDRY RESTRICTIONS ON THE ESTATE.**

- Public auctions, jumble sales or any form of sales on any property are not permitted (other than with the prior written permission of the Body Corporate)
- Slaughtering of animals, birds or reptiles is prohibited.
- Burial of carcasses anywhere on the property is not permitted.
- Curing of meat, skins, fish or reptiles is prohibited.

15. **GENERAL.**

- Camping is not permitted.
- Discharging of any firearm, air-gun or other lethal weapons is strictly prohibited, save in self-defence or where authorised, in special circumstances, by the Body Corporate.
- Lighting or letting off of any form of fireworks is prohibited at all times.

16. **PETS**

16.1 No pets shall be allowed, in particular, no dogs shall be allowed in the Complex by occupants and also are not to be brought into the Complex by their visitors.

17. **VISITORS**

17.1 The occupants of a section are liable for the conduct of their visitors and they must ensure that all regulations in terms of the Act, Rules of the Body Corporate, or these House Rules, are adhered to. Occupants are deemed to be fully cognizant with the provisions of the Act, Rules and Regulations.

18. **BUSINESS ACTIVITIES**

18.1 No business, professions or trade may be conducted on the common property or in a section except with the prior approval of the Trustees.

19. **EXTERIOR**

19.1 In order to preserve the uniformity of the appearance of the exterior of the buildings, windows, burglar guards, doors and garage doors may not be replaced other than with glass, materials or structures of the same type as that being replaced unless the consent of the Trustees is first had and obtained, and then only to the patterns and designs as have already been approved by the Trustees. This applies to the likes of air conditioners, awnings, satellite dishes, aerials and flags etc.

20. **TENANTS**

20.1 Any owner who wishes to let his unit must incorporate a clause in the lease agreement to the effect that the tenant is aware of, and will abide by Rules and Regulations of the Body Corporate.

21. **EXTERNAL STRUCTURES**

21.1 In order to preserve the appearance of the complex as a whole, the owner shall not proceed with the construction of walls, paving, braai areas, fencing, patios, pergolas, or any other permanent garden structure without the prior written consent of the Trustees, who in giving such consent may impose conditions as to the design, type, colour, position and removal thereof as they in their absolute discretion shall deem fit.

21.2 Free-standing children's play houses (Wendy houses), included but not limited to, or Jungle Gyms slides/swings etc in gardens all require written permission from the Body Corporate prior to installation and such items shall only be allowed, provided they are in line with the style and ascetics of the Estate and that they will have no detrimental effects on neighbours. Upon applying for the written consent in respect of such installation, the Body Corporate may issue such directives, requirements and/or other guidelines as it may see fit.

22. **LETTING AND RESTRAINT AGAINST TIME SHARING**

22.1 An owner may let or part with occupation of his unit provided:

- That no such letting and/or parting with occupation shall in any way release the owner from any of his obligations to the Body Corporate hereunder or in terms of the Rules or any House Rules made in terms thereof or in terms of the Act.
- That as a condition precedent to any such letting and/or parting with occupation, the owner shall secure from the lessee or the person to whom occupation is given, as the case may be, an undertaking in favour of the Body Corporate that such lessee or person shall duly observe all these regulations and conditions as are contained in the Rules and the House Rules and in the Act. Such undertaking shall be in such terms as the Trustees shall from time to time require and it shall be lodged in writing with the Trustees prior to such lessee or person being given occupation of the unit.
- No owner shall dispose of an undivided share in his unit in such a manner that a person acquiring such undivided share shall be entitled to the exclusive use of that section for a recurrent period of time annually and no other form of time-sharing in respect of any section in the scheme shall be permitted either

directly or indirectly whether such time-sharing be on the basis of sale of an undivided share in the unit by way of sale of share blocks under the Share Block Control Act by the promotion of a "club" for occupation of the unit periodically or in any form of limited occupation rights other than a short term lease dealing with one fixed period only.

23. AMENDMENT OF RULES

23.1 These rules may be varied, added to or repealed by means of an ordinary resolution of Trustees at any properly constituted meeting of the Trustees, from time to time.

23.2 If any of these rules need to be queried, the Trustees are available to clarify any matter .

# **LINK GLEN BODY CORPORATE**

(Scheme number S721/1987)

## **Annual Financial Statements for the year ended 28 February 2021**

Wildner Incorporated  
Chartered Accountants (SA)  
Registered Auditors

These annual financial statements have been audited in compliance with the applicable requirements of the Sectional Titles Schemes Management Act.  
Issued 17 November 2021

# Link Glen Body Corporate

(Scheme number: S721/1987)

Annual Financial Statements for the year ended 28 February 2021

## Contents

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The reports and statements set out below comprise the annual financial statements presented to the trustees:

	Page
Trustees' Responsibilities and Approval	3
Trustees' Report	4
Independent Auditor's Report	5 - 7
Statement of Financial Position	8
Statement of Financial Performance	9
Statement of Changes in Reserves	10
Statement of Cash Flows	11
Accounting Policies	12 - 13
Notes to the Annual Financial Statements	14 - 15
The following supplementary information does not form part of the annual financial statements and is unaudited:	
Tax Computation	16



# Link Glen Body Corporate

(Scheme number: S721/1987)

Annual Financial Statements for the year ended 28 February 2021

## Trustees' Report

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The trustees submit their report for the year ended 28 February 2021.

### 1. Review of activities

#### Main business and operations

Net surplus of the body corporate was R57 667 (2020: surplus R39 180), after taxation of R- (2020: R-).

### 2. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

### 3. Events after the reporting period

The trustees are not aware of any matter or circumstance arising since the end of the financial year that has a material impact on the annual financial statements.

### 4. Contributions

Contributions paid by sections owners and interest earned during the year were sufficient to meet expenditure, resulting in a levy surplus of R 57 667 (2020: R 39 180).

### 5. Trustees

The trustees of the body corporate during the year and to the date of this report are as follows:

Name	Role	Nationality
Mr M. Zastawa	Chairman	South African
Mr D. Peckham	Vice Chairman	South African
Mrs D. Peckham	Treasurer	South African
Mr J. Theron	Property Maintenance	South African
Mrs T. Hodnett	Secretary	South African
Mrs S. Lavender		South African

### 6. Managing Agent

The body corporate had no managing agent during the year.

### 7. Auditors

Wildner Incorporated continued in office during 2021.



REGISTERED ACCOUNTANTS & AUDITORS

## Independent Auditor's Report

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### Other Information

The trustees are responsible for the other information. The other information comprises the information included in the document titled "Link Glen Body Corporate annual financial statements for the year ended 28 February 2021", which includes the Trustees' Report as required by the Sectional Titles Schemes Management Act and the supplementary information as set out on page 16, which we obtained prior to the date of this report, and the Annual Report, which is expected to be made available to us after that date. The other information does not include the annual financial statements and our auditor's report thereon.

Our opinion on the annual financial statements does not cover the other information and we do not and will not express an audit opinion or any form of assurance conclusion thereon.

In connection with our audit of the annual financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the annual financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. As described in the Basis for Qualified Conclusion section above, [insert description of matter]. We have concluded that the other information is materially misstated for the same reason with respect to the amounts or other items in the [insert description of other information that is misstated] affected by this matter.

### Responsibilities of the Trustees for the Annual Financial Statements

The trustees are responsible for the preparation of the annual financial statements in accordance with the basis of accounting described in Note 1 to the annual financial statements and the requirements of the Sectional Titles Schemes Management Act, for determining that the basis of preparation is acceptable in the circumstance and for such internal control as the trustees determine is necessary to enable the preparation of annual financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the annual financial statements, the trustees are responsible for assessing the body corporate's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the body corporate or to cease operations, or have no realistic alternative but to do so.

### Auditor's Responsibilities for the Audit of the Annual Financial Statements

Our objectives are to obtain reasonable assurance about whether the annual financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with International Standards on Auditing will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these annual financial statements.

As part of an audit in accordance with International Standards on Auditing, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the annual financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the body corporate's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

# Link Glen Body Corporate

(Scheme number: S721/1987)

Annual Financial Statements for the year ended 28 February 2021

## Statement of Financial Position as at 28 February 2021

Figures in Rand	Notes	2021	2020
<b>Assets</b>			
<b>Non-Current Assets</b>			
Property, plant and equipment	2	3 942	-
<b>Current Assets</b>			
Trade and other receivables	3	29 681	1 609
Cash and cash equivalents	4	119 085	93 263
		<b>148 766</b>	<b>94 872</b>
<b>Total Assets</b>		<b>152 708</b>	<b>94 872</b>
<b>Equity and Liabilities</b>			
<b>Owner's funds and reserves</b>			
Administration fund		127 404	70 082
Maintenance and repairs Reserves fund		15 591	15 246
		<b>142 995</b>	<b>85 328</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	5	9 011	6 147
Levies received in advance		702	3 397
		<b>9 713</b>	<b>9 544</b>
<b>Total Equity and Liabilities</b>		<b>152 708</b>	<b>94 872</b>

## Link Glen Body Corporate

(Scheme number: S721/1987)

Annual Financial Statements for the year ended 28 February 2021

### Statement of Changes in Reserves

Figures in Rand	Maintenance and Repairs Reserve fund	Administration fund	Total owner's funds and reserves
Balance at 01 March 2019	14 593	31 555	46 148
Surplus for the year	-	39 180	39 180
Other comprehensive income	-	-	-
Total comprehensive income for the year	-	39 180	39 180
Transfer between reserves	653	(653)	-
Total changes	653	(653)	-
Balance at 01 March 2020	15 246	70 082	85 328
Surplus for the year	-	57 667	57 667
Other comprehensive income	-	-	-
Total comprehensive income for the year	-	57 667	57 667
Transfer between reserves	345	(345)	-
Total changes	345	(345)	-
Balance at 28 February 2021	15 591	127 404	142 995

# Link Glen Body Corporate

(Scheme number: S721/1987)

Annual Financial Statements for the year ended 28 February 2021

## Accounting Policies

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### 1. Basis of preparation and summary of significant accounting policies

The annual financial statements have been prepared on a going concern basis in accordance with the accounting policies as set out below. The annual financial statements have been prepared on the historical cost basis. They are presented in South African Rands.

These accounting policies are consistent with the previous period.

#### 1.1 Property, plant and equipment

Property, plant and equipment are tangible assets which the body corporate holds for its own use or for rental to others and which are expected to be used for more than one period.

Property, plant and equipment is initially measured at cost.

Cost includes costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

Expenditure incurred subsequently for major services, additions to or replacements of parts of property, plant and equipment are capitalised if it is probable that future economic benefits associated with the expenditure will flow to the body corporate and the cost can be measured reliably. Day to day servicing costs are included in surplus or deficit in the period in which they are incurred.

Property, plant and equipment is subsequently stated at cost less accumulated depreciation and any accumulated impairment losses, except for land which is stated at cost less any accumulated impairment losses.

Depreciation of an asset commences when the asset is available for use as intended by management. Depreciation is charged to write off the asset's carrying amount over its estimated useful life to its estimated residual value, using a method that best reflects the pattern in which the asset's economic benefits are consumed by the body corporate.

The useful lives of items of property, plant and equipment have been assessed as follows:

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Item	Depreciation method	Average useful life
Cleaning equipment	Straight line	5 years

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When indicators are present that the useful lives and residual values of items of property, plant and equipment have changed since the most recent annual reporting date, they are reassessed. Any changes are accounted for prospectively as a change in accounting estimate.

Impairment tests are performed on property, plant and equipment when there is an indicator that they may be impaired. When the carrying amount of an item of property, plant and equipment is assessed to be higher than the estimated recoverable amount, an impairment loss is recognised immediately in surplus or deficit to bring the carrying amount in line with the recoverable amount.

An item of property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its continued use or disposal. Any gain or loss arising from the derecognition of an item of property, plant and equipment, determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item, is included in surplus or deficit when the item is derecognised.

#### 1.2 Financial instruments

##### Initial measurement

Financial instruments are initially measured at the transaction price (including transaction costs except in the initial measurement of financial assets and liabilities that are measured at fair value through surplus or deficit) unless the arrangement constitutes, in effect, a financing transaction in which case it is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

# Link Glen Body Corporate

(Scheme number: S721/1987)

Annual Financial Statements for the year ended 28 February 2021

## Notes to the Annual Financial Statements

Figures in Rand 2021 2020

### 2. Property, plant and equipment

	2021			2020		
	Cost	Accumulated depreciation	Carrying value	Cost	Accumulated depreciation	Carrying value
Cleaning equipment	4 300	(358)	3 942	-	-	-

#### Reconciliation of property, plant and equipment - 2021

	Opening balance	Additions	Depreciation	Closing balance
Cleaning equipment	-	4 300	(358)	3 942

### 3. Trade and other receivables

Levies in arrears	28 072	-
Deposits: Ethekwini Municipality	1 609	1 609
	<b>29 681</b>	<b>1 609</b>

### 4. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	8 020	9 460
Administration fund bank balance: Standard Bank Current Account	95 474	68 557
Reserve fund bank balance: Standard Bank 32 Day Notice Deposit	15 591	15 246
	<b>119 085</b>	<b>93 263</b>

### 5. Trade and other payables

CSOS levies	3 451	587
Provision for audit fees	5 560	5 560
	<b>9 011</b>	<b>6 147</b>

### 6. Insurance policy details

#### Buildings insurance

Insurance company	Hollard Insurance Company Limited
Policy Number	DBN/HSTM P/000096278
Expiry date	2022/01/02
Total replacement value	23 215 436

#### Fidelity insurance

Insurance company	Hollard Insurance Company Limited
Policy Number	DBN/HSTM P/000096278
Expiry date	2022/01/02

### 7. Taxation

No provision has been made for 2021 tax as the body corporate has no taxable income. The estimated tax loss available for set off against future taxable income is R - (2020: R -).

## Link Glen Body Corporate

(Taxpayer reference number )

(Scheme number: S721/1987)

Annual Financial Statements for the year ended 28 February 2021

### Tax computation for Body Corporates

Figures in Rand	2021
<b>Surplus per Statement of Financial Performance</b>	<b>57 667</b>
<b>Levies and recoveries</b>	
<b>Levies</b>	
Ordinary levies	218 629
<b>Total levies and recoveries</b>	<b>218 629</b>
Less: Exemption in terms of section 10(1)(e) of the Income Tax Act	218 629
<b>Taxable levies and recoveries</b>	<b>-</b>
<b>Taxable receipts and accruals</b>	
Insurance proceeds	20 604
Interest received	345
	<b>20 949</b>
Less: Basic exemption, limited to R50 000 of taxable receipts and accruals	(20 949)
<b>Income subject to income tax</b>	<b>-</b>