



## **HOMEOWNERS ASSOCIATION – SOME BRIEF EXPLANATIONS**

### **1. What is the Homeowners Association?**

The Homeowners Association, (HoA), has been formed to oversee Westwood Estate, responsible for promoting and maintaining all properties within the Estate, ensuring that the Westwood Estate community derives maximum benefit and that property and investment values are protected.

### **2. Who belongs to the Homeowners Association?**

All owners of property within Westwood Estate, whether sectional title or freehold are obliged to become members of the Homeowners Association.

### **3. What does the Homeowners Association own?**

The Westwood Homeowners Association owns all the common areas outside of the sectional title units, the roads, the parks, the conservation servitude, the club house/s and the day care centre.

### **4. Who runs the Homeowners Association?**

Westwood Homeowners Association has been set up as a Section-21 company which is not for profit. Directors are voted in at the Annual General Meeting and hold office for one year at a time.

### **5. Who administers the Homeowners Association?**

The Developers have appointed Unlimited Townhouses c.c. to manage the Westwood Estate Homeowners Association and they are responsible for collection of monthly contributions due by members to the Association.

In addition, they keep the books, recover unpaid debts, prepare the annual budgets, arrange for quotes for repairs and maintenance, send out notices and generally assist the Directors with the various tasks involved in administering the Association.

### **6. What are the duties and responsibilities of the Homeowners Association?**

The Westwood Homeowners Association will collect monthly membership contributions. It is responsible for enforcing the architectural controls in the Estate,

maintaining all common areas, roads etc. and to make rules governing conduct and rights within the Estate.

The Homeowners Association also has the right to impose fines and other penalties upon members for breach of the Rules of Conduct.

**7. How is the Homeowners Membership Contribution Calculated?**

Before every AGM the Directors prepare a budget for the following year, which is sent to all the members for consideration before the AGM. Members can accept or request changes to the budget. The total annual cost is divided into a monthly amount and split equally between all property owners within the Estate.

**8. Can the HoA contribution be changed at other times?**

Yes, special fees can be imposed to cover unforeseen expenses.

**9. Can the rules be changed**

Yes, the Home Owners Association can change the rules as long as they do not conflict with the Environmental Management Plan. Changes will be done by way of vote.