

# MANHATTAN BODY CORPORATE

SS304/2002; 438/2002; 439/2002

## Owners rights and responsibilities

As an Owner, or a Sectional Title Scheme Member, you have the **right** to:

- Be involved in your body corporate by attending general meetings.
- Vote at general meetings and in round robin votes, unless you are ineligible to vote due to unpaid levies or persistent breach of the scheme rules.
- Inspect body corporate records at any reasonable and agreed time.

Your **obligations** include:

- Pay all body corporate levy contributions and charges of services supplied to your unit.
- Maintain and repair your unit. Notify the body corporate of any change of ownership information and of any mortgage or other dealing in connection with your section; complete the Ownership Notification and/or the Occupancy Notification Forms.
- Responsible usage of the common property, which you also own as an undivided share along with all the other section owners.
- Comply with the Sectional Titles & ST Scheme Management Acts, its Regulations, and the Scheme Rules, local bylaws and other laws., incl. CSOS requirements.

Procedure for Raising Levies.

The Body Corporate is authorized, empowered and obligated to pay the Expenses incurred by the Body Corporate by raising Levies from the Owners in accordance with the Acts and their respective Regulations, by means of:

- an Annual Levy; and/or
- a Special Levy in respect of all such Expenses which are not included in any estimate made; and/or
- an Extra-ordinary Special Levy specific to a particular Owner or groups of Owners where an expenditure is incurred by the Body Corporate, which the Trustees, in their Discretion, consider such expenditure to benefit primarily or only such Owners or groups of Owners; and/or
- establishing and maintaining a Levy Reserve Fund.

Levies are collected by a Body Corporate to cover the day-to-day expenditures of running a Sectional Title Scheme. This covers charges such as general maintenance, payment of building insurance levies, mandatory contributions to the (CSOS) Community Schemes Ombud Service, payment of service providers, and other charges related to the scheme management. Furthermore, under the Sectional Title Schemes Management Act, the Body Corporate is required to establish and maintain minimum reserve funds for future maintenance, according to a 10-year maintenance plan, and to account for the costs associated with these anticipated expenses in the reserve fund.

You must remember that your levy does not include the property rates and refuse for your property. It is paid to CoJ individually by each owner. For any queries, you should contact CoJ in this regard.

# MANHATTAN BODY CORPORATE

SS304/2002; 438/2002; 439/2002

Prompt and consistent levy payments by all owners is a critical success factor for any complex.

If the Body Corporate is unable to maintain a healthy balance sheet, our estate will be unable to maintain its necessary upkeep. Even a few owners who do not pay their levies can have a significant influence on the complex's budget.

As a result, not only does this harm the state of your investment, but it also puts you and all other owners in financial jeopardy, as the Body Corporate may be forced to raise special levies to make up for any shortage in funds.

Among the other impacts are:

- Services, such as water and electricity delivery, may be interrupted or disconnected.
- Additional fees may be required to have services reconnected.
- Service providers (security, gardening) may terminate their service agreements with the Body Corporate and apply penalties or fines.
- Maintenance, both scheduled and unplanned, may be delayed, resulting in more costly damage as a result of the lack of maintenance.
- The marketability of units in the scheme may be affected.

According to the Manhattan Conduct Rules, the payment in full of levies, electricity, water, and other charges must be received by the 4th of each month. This means that the payment must reflect on the complex's bank account on or before the 4th of the month. Consider that if a payment is made from another bank, it may take a couple of days to reflect in the Nedbank account.

Note that Owners have a legal obligation to pay their levies on time and in full.

## Debt Due.

- Any amount due by a Owner by way of a Levy will be a debt due by him to the Body Corporate payable on such dates and times as determined by the Trustees.
- An Owner will be obliged to pay interest on any Levy and/or other payment not paid on the due date therefore, at the interest rate charged by the Body Corporate from time to time, which interest will accrue and compound monthly from the date when such Levy and/or payment is due to the date when payment is actually made.
- If any Owner fails, refuses and/or neglects to make payment on due date therefore of any Levy and/or any other amount payable by such Owner to the Body Corporate, including, without limitation, interest, the Body Corporate may give such Owner notice to remedy such failure, within such period as the Body Corporate may determine and, should the Owner still fail, neglect and/or refuse to timeously make such payment, the Body Corporate will be entitled and have the unfettered right to institute legal proceedings against such Owner without further notice, and such Owner will be liable for and will pay all costs, charges, imposts, taxes, levies and/or penalties associated therewith, including all the Body Corporate's legal costs, including collection commission and other expenses and charges incurred by the Body Corporate in recovering such amounts. Cessation of Levies.

# MANHATTAN BODY CORPORATE

SS304/2002; 438/2002; 439/2002

- An Owner will not be obliged to pay any future Levies to the extent after and as from the date he ceases to be a Owner, but will remain liable for those Levies invoiced, but not yet paid and arrear Levies.

Kindly ensure to:

- Report any damages to the building to the trustees at [Manhattan.queries@gmail.com](mailto:Manhattan.queries@gmail.com) immediately.
- Report any risks to Safety, and Security to residents and the building to TRSS.
- Check that the gates at the entrance of the complex are kept closed at all times. No tailgating allowed.
- Occupants (incl. children)/visitors/workers in your unit comply with the scheme rules. All domestic workers and contractors should be registered with the trustees by filling the "Domestic workers details" or "Contractors details" forms.
- Certificates of Compliances for your unit when requested.
- Maintenance of your geysers.
- Managing expectations of available services at Manhattan.

Refer to the Manhattan Body Corporate Disclaimer at the entrance of the complex.  
Help us to Help you make Manhattan the best place to stay...

## **Protection of personal information**

The personal data are collected by the Forms on this site for the purpose of management and security. As per the Personal data protection legislation, the Body Corporate collects only information that is relevant for those purposes and stores them on [the WeConnectU](#) resource, which is fully compliant with the legislation in place. [Here](#) you can get more information on the PROTECTION OF PERSONAL INFORMATION POLICY of the WeConnectU portal. Be aware that Body Corporate will never ask you the information related to your health, race, religion, or bank details and will not disclose your information to any third party unless it is legally required. The exception is the Information from the Occupancy Details Form which is shared with the TRSS for security purposes.