



Dear owner and prospective owner (seller and purchaser)

RE: PROCESS FOR CONSIDERING SIGNING OFF ON ERF TRANSFER

PART A: Owner's (seller's) obligations:

Nautilus Village Home Owners Association (NVHOA) follows the below process in considering signing off on an erf transfer, i.e. issuing a clearance:

1. The NVHOA requires the following:
 - a) All levies are paid up to date.
 - b) All arrears and penalties (if applicable) are paid up to date.
 - c) Proof that the buildings and site are compliant to the standards as set out in the NVHOA Architectural Guidelines.
 - d) Proof of payment for the Building deposit (R5 000) - if relevant.
2. When the request for clearance is received, the NVHOA will arrange a site visit/inspection with Mr. J. Boshoff, and the owner or previously communicated proxy. The owner is however welcome to appoint another proxy on their behalf for the inspection – we need this confirmation in writing. The contact details must always be supplied in order to make the necessary arrangements. Any items found that needs to be rectified, will be communicated in writing to the owner and proxies. PLEASE REFER TO POINT 4
3. Mr Johan Boshof) will conduct the site inspection with the Architectural Guidelines in mind, after which he will complete a report and submit to the Trustees for consideration.
4. The owner will be required to pay a scrutiny fee of R1 900 to Mr J. Boshoff every time he has to go out for an inspection. PLEASE therefore ensure that the building and erf are as per the approved plans, and meet the standards as set out in the NVHOA Architectural Guidelines.
5. ONLY after all the above were adhered to, will the Trustees give permission for the managing agent to issue a clearance for erf transfer.

Nautilus Village Home Owners Association

Gustrouw Road, Gordons Bay, 7140 | Contact Number | info@nautilusvillage.co.za
Erf No: 8396, Gordons Bay | B vd Merwe / J Maree / B Scwulst / R Swart / M Louw





PART B: Prospective owner's (purchaser's) obligations

1. A suitable clause must be inserted in the Deed of Sale in terms whereof the Purchaser acknowledges that they become a member of the Nautilus Village Home Owners Association upon transfer onto their names.
2. The Purchaser's contact details to be filled in on the contact form provided by JPS Trust.
3. The Purchaser must read through and sign the Acknowledgement Letter provided by JPS Trust.

The Acknowledgement Letter refers to the three main NVHOA governance documents:

- a. Nautilus Village HOA Constitution
 - b. Nautilus Village HOA Architectural Design Guidelines
 - c. Nautilus Village HOA Code of Conduct
4. These forms and proof to be emailed to Michelle at JPS Trust (michelle@jpstrust.co.za).
 5. ONLY after all the above were adhered to, will the Trustees give permission for the managing agent to issue a clearance for erf transfer.

Kind regards

TRUSTEES
NAUTILUS VILLAGE HOME OWNERS ASSOCIATION

Nautilus Village Home Owners Association

Gustrouw Road, Gordons Bay, 7140 | Contact Number | info@nautilusvillage.co.za
Erf No: 8396, Gordons Bay | B vd Merwe / J Maree / B Scwulst / R Swart / M Louw

