
CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A FORMAL PAIA REQUEST

In accordance with section 52(1) of the Promotion of Access to Information Act 2 of 2000, as amended (“PAIA”), the following categories of records are automatically available without a person having to submit a formal request for access under PAIA.

1. Records available electronically

The following records are available free of charge on the Kleinbron Estate website. Electronic copies are also supplied by the Kleinbron Estate Office during normal office hours:

- HOA Constitution
- Smaller HOA Constitution
- HOA Rules
- Architectural Manual
- Access Control Procedures
- Estate Agent Rules and Application Form

No application, prescribed Form 2, access request fee, or statement of reasons is required to view or obtain an electronic copy of these records.

2. Records available for inspection

The following records are available for inspection, free of charge, at the Kleinbron Estate Office during normal office hours:

- Audited Financial Statements
- Annual General Meeting Minutes
- Trustees’ Meeting Minutes

No application, prescribed Form 2, access request fee, or statement of reasons is required for such inspection.

3. Reproduction fees

Where a printed copy or another form of reproduction is requested, only the applicable prescribed reproduction fee contemplated in section 52(3) of PAIA shall be charged.

4. Protected information

Any portion of a record subject to a mandatory or discretionary ground of refusal under Chapter 4 of PAIA shall be removed or redacted in accordance with section 52(4). The remaining portion shall remain accessible where reasonably severable.