

DEVELOPMENT GUIDELINES AND RULES

for

SKULPIESBAAI**TABLE OF CONTENTS**

1. INTRODUCTION
2. GENERAL PRINCIPLES
3. PLANNING CONTROLS
 - 3.1 Density, height and coverage of buildings
 - 3.2 Building lines
 - 3.3 Driveways
 - 3.4 Boundary walls
4. BUILDING DESIGN GUIDELINES
 - 4.1 Modern Contemporary Beach House Style
5. APPROVED ARCHITECTURAL ELEMENTS & PROHIBITED MATERIALS
 - 5.1 Approved architectural elements
6. LANDSCAPE DESIGN GUIDELINES
 - 6.1 Landscape Architect
7. GENERAL DESIGN GUIDELINES & RESTRICTIONS
8. CONDUCT RULES FOR CONSTRUCTION ACTIVITIES
 - 8.1 Contractors' labour
 - 8.2 Discipline
 - 8.3 Housekeeping & tidiness
 - 8.4 Contractors' yards, storage and offices
 - 8.5 General
9. BUILDING PLAN SUBMISSION AND BUILDING INSPECTION
 - 9.1 Plan approval procedure & fees

9.2 Occupation

Diagram to illustrate rules as described in guidelines:



SECTION THROUGH A TYPICAL HOUSE

1. INTRODUCTION

This set of design guidelines controls the architectural and environmental identity of Skulpiesbaai.

The guidelines have been carefully developed to establish a timeless and collective architectural identity throughout the Development without inhibiting the individual's creativity and style. The elements that form the essence of the style, "Modern Contemporary Beach House" are explained in this document.

The control elements are, amongst other things: the covering, pitch and colour of the roofs; exterior paint colours; the street and environmental interfaces; the appearances of the plinths, the appearances of the windows. In fact...the "bigger picture" throughout the neighbourhood will be controlled.

By controlling these elements, the full potential of Skulpiesbaai will be realised as it is being developed, which in turn, grows the investment that homeowners have made in their property.

It is intended that the homes should sit comfortably within the existing indigenous vegetation, that the existing vegetation be retained in so far as possible and that the buildings should "touch the earth lightly". The Development seeks to form a harmonious and low impact continuity with the natural environment.

The property owner is free to choose his or her own architect subject to the conditions set out in these guidelines and to develop their proposal in terms of these written and visual guidelines which must be complied with as a basis for the house design.

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2. GENERAL PRINCIPLES

These Development Guidelines and Rules document is defined as both a body of text (the written guidelines) which contains rules which are enforceable and explanatory sketches which are illustrative of the rules.

The erf purchase agreement states that homeowners must comply with the architectural and environmental controls when houses are designed and built.

Architects and designers are encouraged to rather use the existing trees on the erf as design opportunities, as opposed to seeing the trees as design inhibitors, and a full contour survey of the site including street edges, contours and all significant trees is to accompany the submission. This is irrespective of whether the trees are to remain or be removed (see Clause 9.1.4 for process).

The HOA will ensure that these guidelines are complied with during the design approval phase.

The Controlling Architects must approve the building plans before they can be submitted to the Local Authority for Building Plan approval in terms of SANS 10400 by the individual Owners or their agents.

The approval does not exempt the applicant from any other applicable legislation, bylaws or regulations that may be applicable.

All building plans must be accompanied by a landscape plan compliant with these guidelines and rules.

Approval of any plans by the HOA shall be valid for a period of 12 months from the date of endorsement of the drawings. Should construction work not commence on the erf within 12 months of approval, the approval shall lapse and it is a requirement that a new submission be made to the HOA for approval, irrespective of any prior HOA or Local Authority approval.

Any deviation from the guidelines or waiver required by an application shall be clearly noted on the submission and a full and detailed motivation is to accompany such submission. Where the HOA is of the opinion that the waiver or deviation is likely to promote the overall interests of the Development and foster good architecture, the HOA may approve such waiver or deviation. No waiver or deviation granted by this process shall create a precedent for future applications.

In order to optimise the manner in which each submission responds to its specific site informants, it is a requirement that each architect employed to carry out design work visit the site and familiarise themselves with the site constraints and opportunities. It is a requirement that this sketch analysis and the responses developed to meet these informants be submitted along with the final building plan submission to illustrate this process.

The controlling architects will request a set of photographs on completion of the project fully documenting the exterior of the completed building and sufficient to indicate compliance with the approved plans before an occupation certificate will be issued by the HOA.

3. PLANNING CONTROLS

3.1. DENSITY, HEIGHT AND COVERAGE OF BUILDINGS

3.1.1. Density

Only one dwelling per erf is permitted which is specifically zoned for single residential and no further subdivision of any of the residential erven shall be allowed.

3.1.2. Height

The buildings are limited to a height of 5m measured from the median natural ground level to the apex of the roof. The controlling architect will measure this according to the site survey which the Owner is to have prepared and which is to accompany the submission

3.1.3. Coverage

3.1.3.1. Patios, verandahs, and hard surfaced living areas will be included in all coverage calculations.

3.1.3.2. The coverage may not exceed 50% of the erf size. Open, or pergola covered, deck areas will be excluded from all coverage calculations.

3.2. BUILDING LINES

3.2.1. Street boundary

3.2.1.1. 5m from the stand boundary.

3.2.1.2. No enclosure in front of the house.

3.2.2. Garages and covered parking

3.2.2.1. Pergolas to be a minimum of 2m from the street boundary.

3.2.2.2. A minimum of 1,5m behind the face of the house, or they can be rotated through 90 degrees and set in front of the house. This excludes pergolas and parking areas that are not covered.

ARCHITECTS ARE ENCOURAGED TO CONSIDER AND ENHANCE THE STREETScape WHEN DESIGNING THE HOMES.

3.2.3. Side space

3.2.3.1. 3m minimum on all side boundaries abutting residential erven.

3.2.3.2. 1,5m on all side boundaries abutting "green space".

3.3. DRIVEWAYS

3.3.1. Appearance

3.3.1.1. Driveway materials may be any combination of exposed aggregate concrete (brown aggregate), concrete cobble (charcoal colour), and De Hoop (or similar) red clay bricks. (Specification to be provided by architect).

3.3.1.2. Driveway width crossing the kerb may be a maximum of 5m.

3.3.1.3. No retaining wall may exceed 1m in height. Only gabion retaining walls will be permitted. These may be stepped at intervals not closer than 1,5m where a greater height needs to be retained.

3.3.1.4. The use of natural slope is encouraged.

3.4. BOUNDARY WALLS

3.4.1. Street façade

3.4.1.1. The facade should ideally be left open and the use of natural and indigenous landscaping onto the facade is encouraged.

3.4.1.2. 1,5m high walls with plastered coping, solid timber, or trelliswork panels supported by timber posts at minimum 2m centres, will be permitted between the house and side boundaries provided that these may extend no further than the front edge of the garage/dwelling facade.

3.4.1.3. No gates shall be higher than the adjoining wall.

3.4.2. Side and rear boundaries

3.4.2.1. Walls between properties shall not exceed 1,5m in height and may not exceed 10% of the total erf perimeter.

3.4.2.2. Bonox, Clearview, diamond mesh fence or equal fencing, in either black or dark green finish and not exceeding 1,5m in height will be allowed on the perimeter behind the face of the dwelling.

3.4.3. Screen walls

3.4.3.1. Screen walls of minimum 1,8m high must be provided to enclose drying yards.

3.4.3.2. Any screen wall on the boundary or between the building line and boundary will count toward the maximum 10% of perimeter wall permitted.

3.4.3.3. Screen walls inside of the building line are not limited in height (use to screen decks, pools or as windbreaks).

- 3.4.3.4. All rainwater tanks are to be fully enclosed from view from the street by use of a screen wall which shall count toward the length of the maximum wall permitted.

4. **BUILDING DESIGN GUIDELINES**

4.1. **MODERN CONTEMPORARY BEACH STYLE**

The Modern Contemporary Beach House Style is a distillation of elements from a typical South African Beach house (traditional Beach Shack, low pitches, minimalist gardens, pragmatic architecture – which sits lightly on its site) and modern contemporary architectural language. It is intended to use modern elements and adopt traditional beach-house scale proportions and massing (simple rectangles and squares) which characterise these homes in a manner adapted to contemporary lifestyles.

5. **APPROVED ARCHITECTURAL ELEMENTS & PROHIBITED MATERIALS**

5.1. **APPROVED ARCHITECTURAL ELEMENTS & PROHIBITED MATERIALS**

5.1.1. **Roofs**

- 5.1.1.1. The following roof finish is permitted: Precoloured profiled metal roof sheeting – Bluescope colourbond, Colour-Armour Grey or Bluescope Thermatech, Colour- Livid in a clip fixed profile are the only roofing material permitted.

- 5.1.1.2. Rainwater goods which are exposed must be painted to match building face on which they are located. (Precoloured metal).

- 5.1.1.3. Only mono-pitch roofs @ 10° will be allowed.

- 5.1.1.4. The use of mono-pitch roofs in interesting ways by creating roofs at different heights and in different directions is encouraged.

- 5.1.1.5. The following roof elements are specifically prohibited: Parapets to any roofs.

- 5.1.1.6. All roofs to overhang to be a minimum of 300mm.

- 5.1.1.7. Flat roof portions will be allowed as links between pitched roof elements, but are limited to a maximum of 10% of the pitched roof area.

5.1.2. **Walls**

- 5.1.2.1. The following wall finishes are permitted.

- 5.1.2.1.1. Smooth plaster or fairfaced brickwork and paint.

- 5.1.2.1.2. Timber or Nutec Plank (may not exceed more than 40% of the external wall surface per façade).

- 5.1.2.1.3. Corobrik De Hoop red facebrick (may not exceed more than 20% of the external wall surface per façade).
- 5.1.2.1.4. Locally sourced stone (use on focal elements such as chimneys, free-standing walls and “boxes”, columns etc). No artificial stone may be used.
- 5.1.2.2. It is recommended that stone and facebrick be used for isolated elements (chimneys and an isolated wall plane), but not for plinths.
- 5.1.2.3. Designers are encouraged to use the wall finishes in combinations.
- 5.1.2.4. The following plinth and column base finishes are permissible: Facebrick to max of four courses above internal floor level. The colors and types of the above plinth materials must however be submitted for approval.
- 5.1.2.5. Plumbing pipes are to be suitably concealed within walls, ducts or by screen walls and may not be exposed to the roadway.
- 5.1.3. **Windows, shutters and doors**
 - 5.1.3.1. One façade should be predominantly glass. The balance to be more wall than void (ie max 20% glazed). Where windows can be screened by sliding shutters, such windows may be excluded from the glazing calculation.
 - 5.1.3.2. Large doors and windows must be screened, or recessed a minimum of 1,5m behind the outer line of a pergola, verandah or screen.
 - 5.1.3.3. Two covered parking bays must be provided on each site.
 - 5.1.3.4. Only the following materials are permitted:
 - 5.1.3.4.1. Timber - natural (oil or varnish).
 - 5.1.3.4.2. Timber - painted in approved colour palette of either white or dark grey.
 - 5.1.3.4.3. Aluminium - powder / epoxy coated in either white or to match the roof colour.
 - 5.1.3.5. In the event that burglar bars are fitted these must be internal and aligned with the windows. Only square-type steel or transparent strips will be allowed.
 - 5.1.3.6. No sandblasted or reflective decorative glass is permitted.
 - 5.1.3.7. No arches, awnings, bay-windows or colonial compositions are allowed.
 - 5.1.3.8. Garage doors are to be of tongue and groove timber or tongue and groove timber appearance, either single or double width format permitted.
 - 5.1.3.9. Shutters must be operational and must be sliding (colour according to colour palette provided by architect). Only square-type timber or aluminium shutters will be allowed.
 - 5.1.3.10. The creation of “formal” entrances is prohibited.

5.1.4. **Chimneys**

5.1.4.1. Chimneys, if used, are an important focal element and must have exposed steel pipes.

5.1.4.2. Bold, thick, square-type chimney bases are recommended (no decorative type allowed).

5.1.4.3. Materials allowed:

5.1.4.3.1. Steel flues.

5.1.4.3.2. Stone bases.

5.1.4.3.3. Plaster + Paint (colour according to colour palette) bases.

5.1.4.3.4. Facebrick bases.

5.1.5. **Balustrades & columns**

5.1.5.1. Balustrades to be predominantly horizontal.

5.1.5.2. Materials allowed (balustrades):

5.1.5.2.1. Timber + Cable (timber slats with steel connections and detail are encouraged).

5.1.5.2.2. Stainless Steel + Cable.

5.1.5.2.3. Aluminium (powder-coated).

5.1.5.2.4. Natural Timber (stained).

5.1.5.2.5. Glass.

5.1.5.3. Columns to be light weight only – either steel or timber.

5.1.5.4. Connection-details must be an important element in column-design.

5.1.6. **Pergolas**

5.1.6.1. Pergolas to be a minimum of 2m from the street boundary.

5.1.6.2. Pergolas must form an integral part of the design of the main structure.

5.1.6.3. It is essential that all connections between different structural members are well-designed.

5.1.6.4. Timber pergolas over patio's, balconies and in front of garages are encouraged.

6. LANDSCAPE DESIGN GUIDELINES

6.1. LANDSCAPE CHARACTER

- 6.1.1. The intention in the greater landscape design is to preserve and protect the unique qualities of Blombos Strandveld type. It is characterised by its indigenous vegetation of extraordinary variety in texture, colour, growth form and scent.
- 6.1.2. The Development layout either preserves or rehabilitates substantial areas of Blombos Strandveld, indigenous to this area. The private open space within the Development continues and consolidates this theme.
- 6.1.3. In order to maintain continuity in the overall landscape character, owners of erven are required to design and implement the garden landscapes around the houses in accordance with certain conditions, specifications and restrictions to further enhance this unique character.
- 6.1.4. In this way the collective landscape theme will be realised for the appreciation and benefit of all.

6.2. CONDITIONS

- 6.2.1. A landscape plan for the garden of an erf is to accompany the building plan at submission for approval by the Controlling Architects.
- 6.2.2. This plan shall be to a scale of 1:100 and shall show the following:
 - 6.2.2.1. Adjacent areas of private open space, road verges or boundaries and any other relevant contextual features;
 - 6.2.2.2. All grading, retaining and terracing intended to be undertaken, including gradients and structural elements must be indicated;
 - 6.2.2.3. All plant material and species must be indicated, including grass species for lawns and must conform to the restrictions in plant choice given in these guidelines;
 - 6.2.2.4. All paving, water features, water storage tanks, swimming pools, pumps and filters, fences, gazebos and any other structural elements must be indicated and the intended finishes specified. This must include details of storm water handling and elevations where relevant, and
 - 6.2.2.5. Clotheslines, dustbin storage areas and other utility areas and their screening must be indicated.

6.3. RESTRICTIONS

- 6.3.1. A search and rescue operation is to be undertaken prior to the commencement of building activities on an erf. Plant material rescued will include bulbs, succulents and annuals. As far as possible rescued plant material is to be relocated into the private open space during the wet months (May – August).

- 6.3.2. The gardening and landscaping activities of an erf owner shall be confined to the physical extent of the pegged residential erven.
- 6.3.2.1. In some zones of the Development the extension of an erf's garden area into the immediately adjacent road verge is obligatory subject to certain specific design requirements.
- 6.3.2.2. No extension of an erf's garden into private open space will be permitted. This includes, irrigation, planting, storage, fencing, pool equipment, earth mounds or portions of embankments or cut slopes.
- 6.3.3. No tree, landscaping or other planting may be removed from the private open spaces or firebreak by an erf owner.
- 6.3.4. All declared invasive alien plants, trees, shrubs and grasses are not permitted within the Development and may not be cultivated in an erf garden.
- 6.3.5. All garden trees, shrubs and grass covers are to conform to the plant species lists under item 7.5.2.
- 6.3.6. Fences shall comply in height, position and construction with the architectural guidelines.
- 6.3.7. Above ground pools such as "Porta-pools", are not permitted.
- 6.3.8. Where the intention of the erf owner is to cultivate a hedge, the position, type and final height shall be indicated on the submitted plan.
- 6.3.9. Ongoing removal of invasive alien vegetation from gardens must be undertaken.
- 6.3.10. Invasive alien vegetation clearance on any undeveloped erf remains the responsibility of the owner and must be undertaken on at least a quarterly basis, failing which the Home Owner's Association will undertake the clearance at the erf Owner's cost.

6.4. **PLANT SPECIES NOT PERMITTED**

- 6.4.1. Any declared invasive alien plants or tree as published in Government Gazette No 37886 (1 August 2014);
- 6.4.2. Kikuyu (*Pennisetum clandestinum*);
- 6.4.3. Palm trees;
- 6.4.4. Conifers;
- 6.4.5. Any species of Eucalyptus;
- 6.4.6. Any species Bottlebrush;
- 6.4.7. Any species of Agave, and

6.4.8. Any species of Cactus (this does not include indigenous succulents).

6.5. PERMISSABLE PLANT SPECIES

6.5.1. The principles of the Department of Water Affairs Waterwise gardening program are supported by the Developer and its team. The objective is for gardens to contribute to the unique natural habitat embraced by the Development and open spaces.

6.5.2. A limited range of locally indigenous plants is appropriate for planting on this site and appears in the list below. This list of plants may not be commonly available from standard retail nurseries and some species will have to be sourced from nurseries that specialise in Fynbos plants. The plant list was based on plants found on the Development by the Developer's botanist.

TREES

Sideroxylon inerme

White Milkwood

SHRUBS & GROUNDCOVERS

Albuca cooperi	Cape marigold
Arctotheca calendula	Katdoring
Asparagus alopecuroides	Num num
Asparagus lignosus	Goukom
Carissa bispinosa	Bitou
Carpobrotus deliciosus	Bitter bush
Chrysanthemoides monilifera	Clock plant
Chrysocoma ciliate	Melktou
Conicosia pugioniformis	Cape daisy
Cynanchum obtusifolium	Monkey bladder
Dimorphotheca pluvialis	Bokbaai vygie
Diospyros dichrophylla	Maerman
Dorotheanthus bellidiformis	Pypgras
Drimia capensis	Medusa's head
Ehrharta villosa	Brakbos
Euphorbia caput-medusae	Comb sedge
Exomis microphylla	Carpet geranium
Ficinia secunda	Lepel blom
Ficinia trichodes	Kooigoed
Geranium incanum	Sedge
Gladiolus cunonius	Swordgrass
Gymnodiscus capillaries	Pendoring
Hellmuthia membranacea	Kappieblommetjie
Imperata cylindrical	Dune olive
Maytenus heterophylla	Damask rose
Nemesia versicolor	Gonna bushes
Olea exasperata	September Bush
Oxalis obtusa	Bosvygie
Passerina sp	Edging senecio
Polygala myrtifolia	Blinktaabos
Ruschia Macowanii	Thorny currant
Senecio arenarius	Stalkwing crowberry
Sersia lucida	Blue kuni bush
Sersia longispina	Dune crowberry
Sersia pterota	Slangbos
Sersia glauca	Kinkelbossie

Sersia crenata
Stoebe Plumosa
Tetragonia fruticose
Thamnochortus insignis
Trachyandra hispida
Trichogyne repens
Trichocephalus stipularis
Willdenowia teres

Dekriet
Fuzzy cape spinach
Baboonface

LAWNS

Cynodon dactylon (Fine Kweek)
Stenotaphrum secundatum (Buffalo Grass)

6.6. GENERAL LANDSCAPE RECOMMENDATIONS AND BEST PRACTICE.

6.6.1. Soil preparation

6.6.1.1. Medium grade (standard) compost is recommended.

6.6.1.2. A 50mm thick layer should be dug into the *in situ* ground, to a minimum depth of 350 mm, for bed areas.

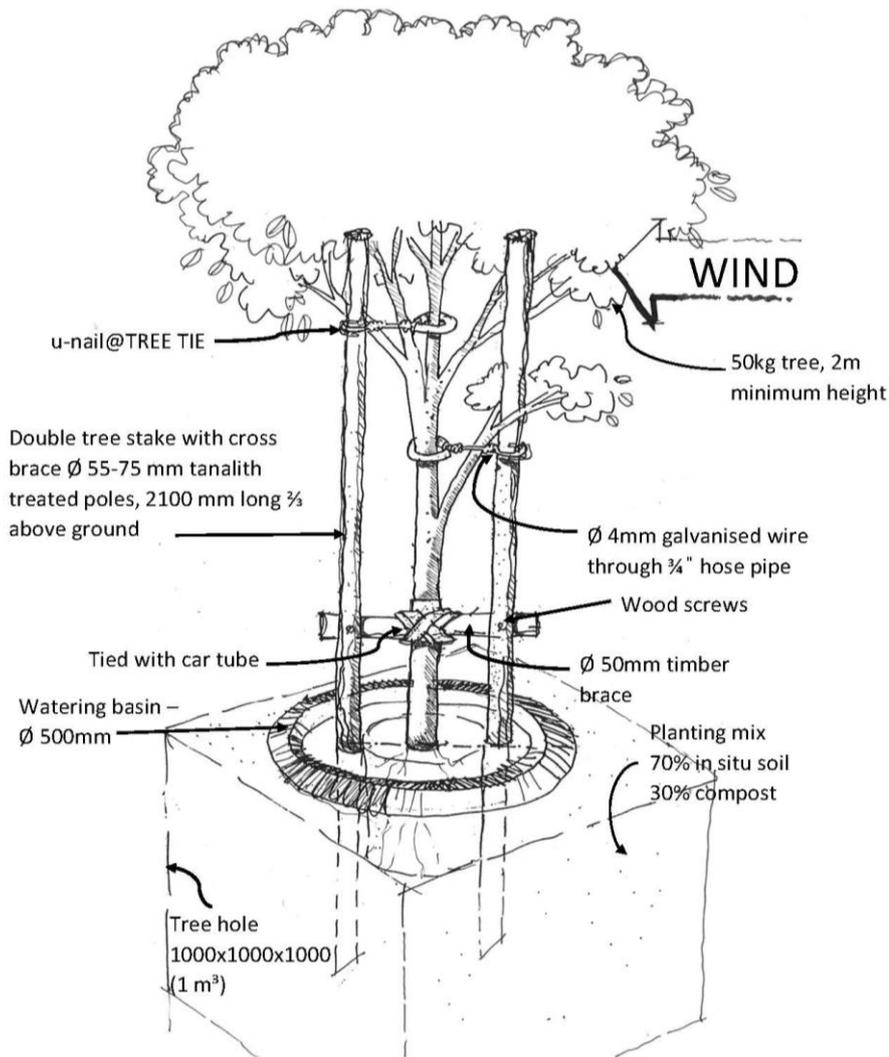
6.6.1.3. A 25mm thick layer should be dug into the *in situ* ground, to a depth of 50 mm, for lawn areas.

6.6.1.4. 100g of Bone meal and 100g of organic slow release fertilizer per square meter should be spread and mixed into the soil for both shrub and lawn areas.

6.6.1.5. Tree holes should be excavated 1m x 1m x 1m, and backfilled with 30% compost mixed into excavated soil, 100g of Bone meal and 100g of organic slow release fertilizer should be mixed into the growing medium.

6.6.1.6. It is further recommended to spread a 25mm thick coarse compost layer as a mulch layer, to all shrub and groundcover planted areas, to improve moisture retention in the soil.

6.6.2. Tree staking and planting specification:



6.6.3. Irrigation recommendations

6.6.3.1. The use of automated irrigation systems, equipped with rain shut down sensors, is preferred.

6.6.3.2. Benefits include: Most waterwise systems that improve water conservation, can irrigate at any time when owners are absent and requires minimal supervision, run times can be programmed to switch water on and off at times when evaporation and wind is at a minimum.

6.6.3.3. Drip irrigation and conventional spray head irrigation systems can be used.

6.6.3.4. It is a condition that every house has a 5000l tank to capture roof rain water for irrigation purposes.

6.6.4. Garden lighting recommendations

6.6.4.1. Any garden lighting should be kept to a minimum and must be equipped with a louvered screen to avoid light shining upwards.

6.6.4.2. Area lights should be fitted to walls and structures rather than free standing units.

7. GENERAL DESIGN GUIDELINES & RESTRICTIONS

- 7.1. All plans must be prepared by a Registered Architect (Pr Arch registration with SACAP) and submitted to the Controlling Architect for approval on behalf of the HOA. Only after this approval has been obtained in writing can the plans be submitted to the Local Authority. It is the Owner's responsibility to ensure that all plans are submitted and approved by both authorities prior to construction.
- 7.2. A "Plan Scrutiny Fee" of R5000 will be payable by the Owner. It allows for interaction with the Controlling Architects and constitutes the professional fee for time spent evaluating the submitted plans against the Skulpiesbaai set of design guidelines and presenting this recommendation to the HOA for ratification.
- 7.3. No staff accommodation should be nearer to the street than the main building and must be contained under the same roof or integrated into the overall design.
- 7.4. Staff accommodation and kitchen areas should open onto screened yards or patios.
- 7.5. Outbuildings and additions should match the original building design in style, elevation and material usage. All plans must indicate at least two covered parking bays and this must be built in conjunction with the original dwelling. No flat roofed carports will be permitted unless they match and blend with the design of the main dwelling.
- 7.6. No garden sheds, wendy houses, dog kennels and covered facilities for caravans, boats or trailers are to be visible from the road or green areas.
- 7.7. Solar heating or photovoltaic panels, if used, must be incorporated into the building and form part of the basic structure and should be clearly shown on the approval drawings. The panels should lie in the plane of the roof and all framing and fixing is to be coloured to match the roof.
- 7.8. TV aerials, satellite dishes and other exterior items must form part of, and be placed, wherever possible within, the basic structure and are to be clearly shown on the approval drawings.
- 7.9. No deviations from the approved drawings will be permitted unless the deviation is re-submitted and approved in writing prior to construction.
- 7.10. Mechanical equipment, gas bottles and plant such as air-conditioners (and grilles), ducts, pool pumps, etc. must be designed into the buildings and / or adequately enclosed or screened off from view and must be shown on the building plan.
- 7.11. Water tanks and any irrigation equipment and controls are to be designed into the house and are to be consciously integrated into the design through colour, screening, form or enclosure.

8. CONDUCT RULES FOR CONSTRUCTION ACTIVITIES

As the building within the residential Development will be constructed over a lengthy time period, the following guidelines have been formulated for the benefit of residents:

8.1. CONTRACTORS' LABOUR

8.1.1. Labourers must be employees of the contractor and only under limited circumstances will casual labour be allowed on the erf. This shall be at the sole discretion of the HOA.

8.1.2. All labourers or sub-contractors on the erf must be registered with the contractor who will keep a full record of all staff on site together with copies of their ID documents and contact details.

8.2. DISCIPLINE

8.2.1. The contractor is responsible for the discipline of his labour, sub-contract labour and delivery personnel on the Development.

8.2.2. Labourers are not permitted to walk between the construction site and the entrance / exit gates. Labourers will remain on the erf where they are busy constructing, and will not be allowed to move between construction sites on the Development.

8.2.3. The employer of any employee found walking across the green areas or between sites will be spot fined, and the employee liable to instant removal from site.

8.2.4. No vehicles will be allowed to cross any part of the green areas, or parkland, or to deviate from roads or recognised road routes. Any vehicle contravening this rule will attract a spot fine, be liable for instant removal from the site and will be liable for damages sustained.

8.2.5. Vehicles with mechanical legs on trailers must use protection for possible road surface damage.

8.2.6. Any dispute between the contractor and his employees must be settled outside the boundaries of the Development.

8.2.7. If any employee is found disturbing or endangering the animal, fish or bird life, or is found pilfering, stealing or removing material or goods off site without permission or is involved with any form of violence, the company who employs that person will be removed from the site and both employee and company will be denied the opportunity to undertake any further work on the site.

8.2.8. The contractor is responsible for all his sub-contractors as well as the deliveries, and any damages caused by his own employees, sub-contractors employed by him or delivery vehicles delivering materials to his site, and he is liable to pay for any damages that may occur on the Development. These damages also include damage to kerbs, roads, plants, irrigation and or damage to private property.

8.2.9. The HOA will have the sole discretion as to the nature, extent and value of these damages, and the identification of respective vehicles and persons. A "Building Performance Deposit" of R20 000 will be lodged with the HOA for this purpose before any construction may commence.

8.3. HOUSEKEEPING AND TIDINESS

8.3.1. The site is to be kept as clean as possible of building rubble and general cleaning and good housekeeping practice must be evident during building operations.

8.3.2. No building materials, concrete, dagga, cement or such may be temporally stored, or mixed or prepared on any of the roadways, kerbs and pavements.

8.3.3. Materials that are offloaded by a supplier or contractor may not encroach onto the adjacent site, the pavement or roadway. Where suppliers fail to adhere to this, the responsible contractor shall move the materials immediately. The contractor is also responsible for the removal of any sand or rubble that may have washed or moved into the road.

8.3.4. The contractor is to ensure that the roads and the vicinity of the house site is always kept neat and tidy, including materials or mud or spoil being driven or dropped onto the road or sidewalk.

8.3.5. The contractor shall provide adequate facilities for rubbish disposal and ensure that the workers use the provided facilities and that the rubbish is removed every Friday. No rubbish may be burnt or buried on site. No form of paper, cement bags, tile offcuts, ceiling boards, roof tiles, rubble, or the like is to be left lying around, nor be allowed to blow off the site.

8.3.6. Accumulation of hardcore for fill shall be neatly piled. With the HOA consent on-site disposal dump or spoil zones may be arranged.

8.3.7. With the watercourses on the Development, pollution and contamination of groundwater and run-off water is particularly sensitive. Contractors shall ensure special care in their handling, disposal and cleaning up operations with particular attention to paint, tile grout, tile adhesive, cement and rhinolite, chemicals, oil and fuel, etc.

8.3.8. Fires for cooking or other purposes will not be permitted, and contractors shall ensure approved alternative meal arrangements are made. Contractors must ensure that their employees make no fires for heating purposes.

8.3.9. The contractor shall provide approved portable chemical toilet facilities for the workers. Adjacent construction sites may share toilets as approved by the HOA. Toilets and changing facilities shall be suitably positioned and screened with forest fence and kept hygienic.

- 8.3.10. One approved building board shall be erected per site, and such board is to be erected neatly in the corner of each site. Boards are to be maintained in a plumb and level position throughout the duration of the building contract, and must be removed immediately after completion of each house. Board layout drawings will be available from the HOA and need to be erected before any construction is to take place.
- 8.3.11. No contractors, sub-contractors or suppliers' boards of any kind will be allowed to be placed or displayed on the erf.
- 8.3.12. Construction materials may only be delivered to the house site on an as-needs daily basis for installation by latest the Friday of the week, and surplus materials must not be allowed to visibly accumulate on the house site.
- 8.3.13. The certificate of completion by the HOA requires the building and landscaping to be completed in accordance with the approved drawings and the site to be entirely cleared of all rubble, surplus materials, and be impeccably clean, and the verge re-instated, all to the satisfaction of the HOA.
- 8.3.14. Contractor vehicles shall not be parked or left in the roadway, and a screened designated parking area shall be arranged with the HOA.

8.4. **CONTRACTORS YARDS, STORAGE AND OFFICES**

- 8.4.1. Allocated areas, as authorised by the HOA, may be granted to accredited contractors for their operational use.
- 8.4.2. A designated bulk storage area could be allocated to the Contractor for his materials, for distribution to house sites. Approved storage sheds and containers, or yards could be allowed on the house site, if no alternative can be found.
- 8.4.3. Access to the site, only through the driveway, and with the landscaping zone fenced off. Parking is only allowed on the erf.
- 8.4.4. The appearance, management, servicing and qualification for these facilities will be reviewed by the HOA and negotiated on an as-need basis.

8.5. **GENERAL**

- 8.5.1. The speed limit is 40 km/h and speeding and reckless driving will not be tolerated. Due care must also be taken by all vehicles not to block the thoroughfare of roads.
- 8.5.2. Noise and dust reduction is essential, and contractors shall endeavour, whenever possible, to limit unnecessary noise, especially employees talking loudly, shouting or whistling, radios, sirens or hooters, motor revving etc.

- 8.5.3. Contractors are expected to conduct their operation in a reasonable and co-operative manner. Should the HOA have any concern with the conduct of the contractor, his sub-contractors or his suppliers and any of their employees, the HOA may rectify as deemed necessary and/or reserve the right to suspend building activity, either indefinitely, or until such undesirable conduct is rectified, which it may do so at any time and without notice and without recourse from the Owner and/or contractor and/or sub-contractor, and/or supplier.

9. **BUILDING PLAN SUBMISSION AND BUILDING INSPECTION**

The following must be adhered to before building plans are approved and building operations will be considered for inspection:

9.1. **PLAN APPROVAL PROCEDURES & FEES**

- 9.1.1. All building plans must be submitted to the Controlling Architects electronically and must include the required contour plan, landscape plan, submission form, design informants sketch and plans sections and elevations in a pdf format. Proof of payment of the submission fee must accompany the submission.
- 9.1.2. Building plan reviews will be scheduled regularly and the controlling architects will circulate the drawings and their recommendations to the HOA for ratification according to these guidelines and rules. Once ratified by the HOA, the controlling architects will advise the applicant of the outcome within 5 working days.
- 9.1.3. Once approved by the HOA and the Controlling Architect the plans will be endorsed for the Owner or their agents' further submission to the Local Authority.
- 9.1.4. On approval of the building plans by the Local Authority, the Owner must approach Excom for payment of the builder's performance deposit of R20 000 which will be deposited and held (free of interest) by the HOA. The deposit amount will be used in event that there is a breach or non performance to remove rubble or make good any damage caused by the contractor or his sub-contractors or suppliers, including kerbing, landscaping, community services, roads, irrigation etc, and to settle any outstanding spot fines. Following signature of the builder's contract between the individual owner and his building contractor, and payment of the deposit by the Owner or his contractor, written permission will be issued to the Owner or his contractor by the HOA to enable the contractor to access the site.
- 9.1.5. All Local Authority application, connection, deposits and sundry fees are for the Owner's account.
- 9.1.6. The Controlling Architect may carry out site inspections during the following stages of construction and the contractor is required in any event to provide photographic record to the Controlling Architect at each stage before work progresses further:
- 9.1.6.1. Surface bed level;
- 9.1.6.2. Completion of roof structure, and
- 9.1.6.3. Practical completion.

- 9.1.7. The Controlling Architect may at any stage during construction request any reasonable alterations and/or additions to ensure that the general design guidelines as intended for the Development are implemented.
- 9.1.8. Should protected trees (ie milkwood trees) occur on the individual erven, the owners will be required to obtain the necessary DAFF Forestry Permit for the removal or pruning of the vegetation for the construction of their homes.
- 9.1.9. It is the responsibility of the owner to ensure that any such protected species are correctly identified and marked on all submission drawings. Where no such trees are present or affected, the owner must clearly indicate such on the submission drawings.
- 9.1.10. The DAFF should be provided with the proposed building plans and invited to site to review the context and proposed area to be cleared, or the trees to be removed / pruned. A formal Forestry Permit Application must then be submitted to the DAFF who will request changes to the building plans (in which case a follow-up site visit may be required), request additional information or issue the Forestry Permit. The DAFF Permit must accompany any plan submission where protected trees or vegetation are affected.

9.2. **OCCUPATION**

- 9.2.1. Occupation of the premises will only be allowed after the home owner has obtained clearance from the Controlling Architect and obtained an occupation certificate from the Local Authority.
- 9.2.2. The Local Authority will not process the application for the occupation certificate unless it is accompanied by the clearance certificate which is issued by the Controlling Architect on behalf of the HOA.