

TABLE OF FINES / CHARGES

1.	Architectural scrutiny fee	a) All precincts except De Werf : Time based tariff as prescribed in the Manuals +/- R5000 b) De Werf precinct : As per Design Manual prescriptions
2.	Building deposit (refundable less expenses)	New and major alterations: (No VAT) a) All precincts except De Werf R6000 b) De Werf R8000 Minor alterations: R3000 (No VAT)
3.	a) Road maintenance levy (not refundable) b) Road maintenance levy – Alterations – per month or part until completion (all precincts). Alterations to go through ARC process.	a) R4500 (De Werf R6000) b) R300 pm
4.	Minor deviations from approved plans	2 x basic levy per month until rectified to the satisfaction of the HOA.
5.	Medium deviations from approved plans	4 x basic levy per month until rectified to the satisfaction of the HOA.
6.	Major deviations from approved plans	Based on estimated cost to rectify + cost of compiling estimate (minimum of R5000)
7.	2 nd and subsequent letters in respect of transgressions	R60
8.	Unresolved dog complaints	R1000
9.	Late completion of building	Maximum 4 x basic levy per month until completion (No VAT)
10.	Environmental pollution / reckless driving / speeding etc	1 warning to member, thereafter ½ a basic levy for a repeat offence and then one basic levy cumulative for each further occurrence
11.	Non compliance with House Rules	Depending on seriousness and classified by Directors as either minor, medium and major and related to the basic levy.
12.	Excess refuse	R10 / bag
13.	Alterations which should go through the Architectural Review process (refer Design Manual) – Fine for ignoring the process	R1000 (no VAT)
14.	Interest on overdue accounts	Nedbank's Prime + 4%
15.	Tampering with Water supply networks	R5000.00

BUILDING REQUIREMENTS AND CONSTRUCTION

1. No building or structure, including outbuildings, temporary structures such as garden sheds, greenhouses, carports, walling, fencing and facilities (e.g. Pools, squash and tennis courts, sheds and additions) shall be erected or materially altered on the Estate unless the sketch and working drawing plan submission requirements as set out below (see 11.5) have been met and the plans, specifications and construction thereof comply with the respective architectural design manuals applicable to the various precincts have been approved by the Association. All works on the Estate shall in addition be approved by the Local Authority and comply with the National Building Regulations (SABS 0400)
2. Changes in exterior colour schemes to buildings must be similarly approved by the Association.
3. Notices of unauthorised structures may be served on offending homeowners and be removed by the Association at the cost of the offending owner for continued non-observance.
4. With the exception of the submission procedures, all other aspects of compliance must be in accordance with the respective precinct design manuals
5. Current legislation relating to practitioners within the built environment stipulates compulsory registration with the SA Council for the Architectural Profession (SACAP) (interior designers excluded). In line with this legislation, all submissions shall thus bear the following: Full name of the author, SACAP registration number of the author, registration category of the author.
6. Where no design manual exists for the area, eg: the Remainder, in a spirit of neighbourliness, consultation shall take place regarding the position and design of any future buildings. In addition, the aesthetics of the new building(s) shall not differ from the general estate ethos.

7. SUBMISSION PROCEDURES : NEW WORKS AND MAJOR ALTERATIONS (ALL PRECINCTS EXCLUDING DE WERF) SKETCH & WORKING DRAWINGS

7.1 Procedure

- 7.1.1 This procedure supercedes the procedures as set out in the respective Precinct Design Manuals.
- 7.1.2 Design proposals are to be submitted directly to the Association secretary, who will circulate the same to the scrutinizing parties. The Scrutiny deposit must be paid at the time of submission of documentation.
- 7.1.3 The review of design submissions takes place mid-month on Wednesdays (check specific dates with secretary). Submissions comprising of the following sets of drawings: 4 for the Association's scrutiny and records plus those required for Local Authority submission, (ie: total minimum 7 sets) must reach the secretary a minimum of 7 days before the review date and be accompanied by the application deposit.
- 7.1.4 Under normal circumstances, a reply will be given to the applicant within 14 days of the above review meeting date.
- 7.1.5 Upon approval, sets of signed drawings will be returned to the applicant. The applicant will be required to sign a contractual undertaking to the Association that building work will proceed in strict accordance with the approved drawings and that no changes will be made without the Association's express prior approval.
- 7.1.6 After approval by the Association, it is the applicant's responsibility to submit the drawings to the local authority for their final approval.
- 7.1.7 Construction cannot commence until the Association has had sight of the drawings approved by the local authority.

7.2 Drawings for submission

- 7.2.1 The submission drawings must be prepared at a recognised drawing scale, the building must be shown in plan section and elevation as well as a site plan indicating one metre site contours, location of rocks/boulders and any protected vegetation species, the siting of the house and any outbuildings, parking and access arrangements, decks, boundary walls, the extent of paving, proposed levels, proposed cut and fill.
- 7.2.2 Copy of site diagram
- 7.2.3 Site locality plan is to show the prescribed development area and neighbouring erven together with the "as built" outline of positions of any neighbouring buildings

7.3 Fees

- 7.3.1 A time based scrutiny fee based on the current gazetted tariff as promulgated by the SA Council for the Architectural Profession will be charged. The Project Architect will be remunerated. Remuneration shall include time expended on any preliminary meetings, discussions on interpretation of the manual (telephonic or other) scrutiny, departure or dispute will be similarly charged.
- 7.3.2 A submission application deposit, the amount of which will be decided upon by the Directors from time to time, is required, from which fees as calculated in accordance with 7.3.1 shall be deducted. Outstanding scrutiny fees shall be paid on collection of the approved drawing. Under normal circumstances (ie: no non-conformance) the total scrutiny fee will not exceed the application deposit.

8. SUBMISSION PROCEDURES : NEW WORKS AND MAJOR ALTERATIONS, DE WERF PRECINCT

8.1 Procedure

- 8.1.1 This procedure must be read in conjunction with submission procedures as set out under Clause 4 of the De Werf Design Manual.
- 8.1.2 In accordance with Clause 4.2.2 working drawings approved by the DWDC are to be submitted directly to the Association secretary who will circulate the same to the Association scrutinizing parties. The Scrutiny deposit must be paid at the time of submission of documentation.
- 8.1.3 The review of design submissions takes place mid-month on Wednesdays (check specific dates with the secretary). Submissions comprising of the following sets of drawings: 2 for the Association's scrutiny and records plus those required for Local Authority submission (ie: total minimum 7 sets) must reach the secretary a minimum of 7 days before the review date and be accompanied by the application deposit.
- 8.1.4 Under normal circumstances, a reply will be given to the applicant within 14 days of the above review meeting date.
- 8.1.5 Upon approval, sets of signed and stamped drawings will be returned to the applicant. The applicant will be required to sign a contractual undertaking to the Association that building work will proceed in strict accordance with the approval drawings and that no changes will be made without the Association's express prior approval.
- 8.1.6 After approval by the Association, it is the applicant's responsibility to submit the drawings to the local authority for their final approval.
- 8.1.7 Construction cannot commence until the Association has had sight of the drawings approved by the Local Authority.

8.2 Fees

- 8.2.1 A time based scrutiny fee based on the current gazetted tariff as promulgated by the SA Council for the Architectural Profession will be charged.
- 8.2.2 A submission application deposit is required, the amount of which will be decided upon by the Directors from time to time, from which fees as calculated in accordance with 8.2.1 shall be deducted.

9. SUBMISSION PROCEDURE : MINOR ALTERATIONS AND STRUCTURES (ALL PRECINCTS)

- 9.1 The same procedure is to be followed as for new works, a sketch design need not necessarily be submitted, a scrutiny deposit will not be charged but a time based scrutiny fee will be levied.

10. GENERAL

- 10.1 No deviation from the approved plans affecting the external appearance of the building will be allowed without the express approval of the Association.
- 10.2 The Association shall be entitled to direct the relevant owner to effect maintenance work on his home should the Association deem such maintenance necessary.
- 10.3 The appointment of building contractors may be subject to the prior written approval of the Association, which approval shall not be unreasonably withheld.
- 10.4 Every building contractor shall be required to abide by such house rules and regulations as may be made by the Association controlling construction activities. Home owners must ensure that their appointed contractor is made aware of the aforementioned house rules and regulations and are strongly recommended to include them in their Project Specifications as the individual home owner will be held personally responsible in the event of any breach of the rules.
- 10.5 Members shall be obliged to have completed the building of their houses within the period of time as specified in the sales agreement between the first purchaser and the developer. No owner shall have the right to grant successive owners in title, more generous terms than enjoyed by the First purchaser.
- 10.6 No rubble or refuse shall be dumped or discarded in any public area, including the servitudes, roads, sidewalks, dams or neighbouring or vacant properties.
- 10.7 Any unauthorized works will be subject to a punitive fine levied by the Association and will, in addition, be subject to bearing any professional costs associated with identification, monitoring and remedying the same.
- 10.8 **ROLLER SHUTTERS** - All roller shutter original or retro-fits to be approved by the ARC (To be of a contrasting colour - preferably "Charcoal" or similar to match the appearance of a darkened interior)
- 10.9 **SOLAR PANELS** - In terms of installations at De Werf the following guideline is to be adhered to :-
- No integrated storage cylinders permitted. (ie storage cylinder to be remote from the collector)
 - If visible, solar collector panels are to be in the same plane as the roof.
 - Pressure valves are not to be visible.
 - Collector panels to be similar colour as the roof material (ie not reflective metal)
- 10.10 **GENERATORS** - Structures housing generators shall be carefully placed addressing the following :-
- Public safety
 - Proximity to the buildings or combustible components thereof viz fire.
 - Sound attenuation viz location on sites and affects on adjacent properties.
 - Appearance and aesthetics.
 - Any other statutory provisions as stipulated by the Local Authorities.

APPENDIX 6

CONSTRUCTION RULES

Note: that only rules 7, 8, 9 and 10 apply to construction on the Remainder.

1. A "Construction Deposit", the amount of which will be decided upon by the Directors from time to time, will be payable to the WHOA prior to commencement of construction. A portion of this is not refundable and will be credited to the road maintenance fund to cover additional wear and tear on the roads maintained by the Association. The balance of the deposit, less any cost/fines as referred to in terms of other house rules will be refunded (interest free) provided that a final environmental inspection undertaken by the estate manager (maximum one month from completion) proves satisfactory. The final inspection will also take account of any rubble/rubbish left on site. The owner is to notify the Association of such completion of the works in order that the completion inspection can be expedited.

2. The provisions of the constitution relating to the construction of buildings shall be strictly complied with. It is a requirement of the Association that these provisions be included in any contract agreement between a property owner and their designated building contractor.

3. The individual homeowner will be held solely responsible for full compliance with the provisions relating to building activity and fines for contraventions will be levied as deemed appropriate by the Association.

4. Confirmation of correct positioning of boundary pegs to be confirmed in writing by a registered Land Surveyor.

5. In respect of all new buildings, homeowners are to provide the Association with a copy of the building setting out relative to approved drawings and building platforms, together with house platform levels relative to a datum level, this documentation to be certified by a registered land surveyor.

6. Upon completion of buildings and landscaping, home owners will be required to submit certified confirmation by the respective appointed Panel Architect or Landscape Architect (as the case may be) attesting to full compliance with approved documentation, this to include a copy of the Occupancy Certificate as issued by the Local Authority.

7. GENERAL CONTROL

7.1 The Contract works shall be under the constant supervision of a competent building Contractor for the currency of the Contract. The owner or his appointed Agent shall monitor and be responsible for the control of the building Contractor during the currency of the Contract, such responsible person shall be contactable within 100km of the Estate, the particulars and contact information shall be furnished to the secretary.

7.2 The cost of making good of pollution of the estate arising from wind-borne refuse, rubble/rubbish etc arising from the construction on site will be to Contractors account (via the relevant homeowner). Any damage to underground cables/services/kerbing etc will be for the property owners' account. A breach of any service must be immediately reported to the estate manager. (Layouts of services are available for inspection - contact estate manager)

7.3 A toilet to be provided on each site for the site staff (chemical porta-loo type unit to be emptied at regular intervals). Workers found to be fouling neighbouring properties will be ordered off the Estate immediately and will not be permitted to return, the responsible contractor will be required to make an immediate cleanup of faeces etc.

7.4 Rubbish bin(s) to be provided, regularly emptied and contents taken off the Estate by the appointed Contractor (refer above). It is vital that the Contractor maintain regular site clean-ups. There are no rubbish dumps on the Estate. The Contractor is required to maintain a wire mesh enclosure for the containment of any debris which may become windborne.

7.5 No open fires are allowed at any time. For any 'site braais', a proper braai must be provided and extreme care taken especially during the summer months.

7.6 Damage incurred by construction workers to the property of another property owner or the Remainder will be assessed by the estate manager and be instructed upon for making good such damage within a reasonable and realistic timescale, this timescale should be acceptable to the damaged party. In the event of such damage not being repaired within a reasonable timescale, the Association shall be empowered to have the same repaired at the cost to the offending homeowner

7.7 Excessive, unnecessary noise by contractors will not be acceptable. The estate manager will assess any such recurrent infringement and may recommend the Association levy a fine on the offending homeowner.

8. WORKING HOURS

8.1 All building work, whether undertaken by a contractor or by the resident, must be done during the hours stipulated by the Association for building contractors (07h30 - 18h00), unless written approval is given by the Association for building operations to take place outside such hours.

8.2 No building work to be undertaken on Sundays or Public Holidays. Saturday work shall not be allowed except under exceptional circumstances. Requests for Saturday work shall be made at least three days in advance and the secretary will inform the applicant of the Directors' decision which will be final. Contravention will result in the imposition of a fine.

8.3 NO contractors will be permitted to work on building sites on the Estate during the official 'builders break' (usually a three-week period over Christmas), except in exceptional circumstances, which will be decided by the Directors.

9. PERSONNEL

9.1 A list of all personnel of the contractor and subcontractors must be made available to the estate manager, together with ID numbers within 24 hours of request. The Estate will take fingerprints if necessary.

9.2 No site staff are permitted to sleep overnight on the Estate

10. CONSTRUCTION TRAFFIC

10.1 The Contractor, his employees and sub-contractors must adhere to the maximum speed limit on access roads (max 30km/hr). Non observance of speed regulations, the provisions of the National Road use ordinance or reckless driving will not be tolerated on the Estate, contraventions will result in disbarment from access to the estate.

10.2 All Construction traffic must use the service road (the lower road past the Glades dam). The only exceptions are deliveries to the farms whose only access is off the paved road, properties in the western part of the Glades and fragile deliveries; the latter must be authorized by the estate manager beforehand.

10.3 All contractors' vehicles entering and/or leaving the Estate shall stop at the vehicle entrance gate. Contractors must obey the gate control instructions and access to all cluster precincts on the Estate shall be via the service road.

11. INSPECTIONS (DE WERF PRECINCT EXCLUDED)

11.1 Inspection of the Works by the WHOA Building Inspector will be undertaken to ensure compliance with the approved documentation. You or your appointed Contractor are to liaise with the estate manager for inspections to be carried out by the Building Inspector at the following stages of completion:

- Setting out of the Works. (*The erf boundary and relevant building lines are to be identified with setting out gutlines, datum level to be confirmed at a boundary peg*)
- Immediately prior to casting of the Ground Floor (or any basement + slab(s)) or setting of the Ground level timber deck.
- Immediately before casting any loft deck or erection of loft timber deck joists.
- Completion of erection of trusses but prior to the application of any roof covering.
- Completion of the works in its entirety and cleaning of the site (*no occupation of the premises is to take place prior to this inspection.*)
- Additional inspections may take place as deemed necessary by the inspectorate to monitor compliance with approved documentation, this may also include inspections by members of the Architectural Review Committee.

Minimum 24 hours prior notice is to be given in respect of inspections. Inspection costs will be deducted from building deposit. Additional inspections, also at the owner's expense, may be undertaken if deemed necessary by the WHOA.

The Directors reserve the right to impose a significant fine on the homeowner and/or instruct removal of any structure in the event of the abovementioned inspections not taking place.

11.2 The permanent Electrical supply connection will only be connected at final completion of the building and after signing off by the WHOA. The Electrical certificate of compliance is to be provided at signing off.

12. SETTING OUT AND MONITORING (DE WERF PRECINCT)

12.1 The owner of a given property is required to employ a registered Land Surveyor to certify the following during the building construction process:

- 12.1.1 Setting out of building
- 12.1.2 Confirmation of mezzanine slab level relative to FFL and Datum/NGL
- 12.1.3 Confirmation of ridge height relative to datum and NGL

13. SERVICES

13.1 The estate manager is to be contacted regarding the locations of all services on the site.

13.2 Connections to services (electricity and water) shall be undertaken by the estate-appointed subcontractor. Contact the estate manager for details. Prepaid Econometers must be purchased from the secretary.

