



ALTERATION / RENOVATIONS BUILDING PROCEDURE FORM

THE FOLLOWING PROCEDURES ARE TO OCCUR IN SEQUENCE AND NOT IN RANDOM ORDER.

YOU MAY APPLY FOR A VARIATION APPROVAL THROUGH THE ADMIN OFFICE TO BE

ADDRESSED TO THE SCRUTINY ARCHTECT AND DOCUMENTATION COMPLIANCE OFFICER.

A. RENOVATIONS ,ALTERATIONS AND ADDITIONS

1. Any alterations to the plans need to be approved by the HOA Architect and Council before such alterations are undertaken.
2. A RENOVATION / ALTERATION deposit of R12,500.00 will be payable on submission of plans to the admin office.
3. A ROAD LEVY of R2.500.00 will be payable before site establishment occurs.
4. If any part of the construction or any alterations are made which do not comply with the Guidelines, then these corrections need to be made before a Completion Certificate will be issued. Failure to comply will result in the relevant fines being imposed.
5. All outstanding levies, penalties and fines must be settled before a Completion Certificate is issued and the building deposit reimbursed. The HOA shall be entitled in their sole and absolute discretion, where the building deposit has not been forfeited, to deduct all outstanding amounts due by the Home Owner from the building deposit before reimbursing the balance thereof to him.

INDEMNITIES:

The Estate, the HOA and its Trustees are indemnified from:

1. Any claims between the Home Owner and his/her contractor/s
2. Any public liability claims as a result of activities on the home owners site
3. Any default claims from construction discrepancies or defaults by the home owners contractor/s on any private site

4. Any non-compliance by the home owner or contractor relating to approved plans and approvals supplied by the scrutiny architect and/or council.
5. Any public liability claims due to non-compliance of health and safety requirements on private sites as required by the relevant regulating authorities.

Description on work to be done:

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Estimate time for the project:

Conditions regarding Renovations / Alterations.

a. No builders / workers are allowed to walk into the Estate to the building sites in the mornings. Contractors will only be allowed to enter the Estate from 7am any builder found on building sites before 7am and has started to work will be fined R500 per person. Contractors need to drive the builders / workers in and out of the Estate. Builders to start cleaning up the sites on a daily basis at 17h30 and need to pack up at 17h45 to be out of the Estate by 18h00. Any builders that are still on site after 18h00 waiting for transport will be liable for a fine of R500 per builder / painters / helpers. No one to walk off building sites to exit the Estate for whatsoever reason, if found a R500 per person will be issued to the Contractor / Owner.

b. Plumbers / tilers / installers of any kind will be allowed on sites from 7am to 17h45 and need to be off site by 18h00, and if found working at any building sites for whatsoever reason a fine of R500 per person will be issued when found working on building sites.

c. Any renovation or alteration project conditions has been explained to the contractors regarding the rules of the Estate and that the Owner take full responsibility for any fine that his / her home may incur while the project is in progress.

THESE FINES WILL BE ISSUED IMMEDIATELY AND WILL BE PLACED ON THE OWNERS LEVY ACCOUNT.

I acknowledge that I have read and accept these procedures and will abide by the rules of the HOA.

ERF NUMBER:

STREET ADDRESS :

NAME OF PROPERTY OWNER :

SIGNATURE :

DETAILS OF PERSON SIGNING ON BEHALF OF COMPANY/CLOSE CORPORATION OR TRUST

BUILDING CONTRACTOR COMPANY NAME :.....

AUTHORISED SIGNATURE :

DATE:

ADDITIONAL NAMES OF CONTRACTORS:

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