

**WATERKLOOF VILLAGE HOA**

**RULES AND GUIDELINES FOR  
HOME MAINTENANCE,  
REDEVELOPMENT AND LANDSCAPING**

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# I. INTRODUCTION: PURPOSE AND AIM

The purpose and aim of this document is to provide guidance to owners of properties at Waterkloof Village about maintenance of their properties, and for owners doing redevelopment of existing houses, and properties.

**The general goal is to strive to maintain a sensitively developed, well cared-for estate that offers a quality environment, secure living, and the protection of the financial investment in individual properties.**

This manual is primarily concerned with the external appearance of buildings, structures and landscaping. Owners are unrestricted regarding the interior layout, interior finishes and decoration of homes.

For new building work, the design criteria set out herein should be read along with the latest version of any relevant and applicable Municipal By-Laws of the City of Tshwane (CTMM), as well as the National Building Regulations - SANS 0400.

Should any provision of this design manual be regarded as contrary to the National Building Regulations (NBR), then the NBR, laws and by-laws shall prevail.

The Waterkloof Village Home Owners Association (HOA) reserves the right to request any changes to the design, finishing or implementation that may be needed in their opinion to preserve the style and character and quality of the Village.

The HOA reserves the right to bring to effect interim changes, alterations or amendments to this document, as they may consider necessary to retain the architectural style and integrity of the Village.

Note that where existing houses exceed the limits of the guidelines as stated in this document, the presence thereof will not be considered by the HOA as precedent to allow that transgression on new development, and/or alterations to existing structures.

## A. DEFINITIONS

- **Applicant** References in this manual to “applicant” shall mean the registered owner of the property.
- **Balcony** Open area on first floor
- **Building Line** The line defining the area measured from the boundary of a stand within which no structure other than a fence or garden retaining wall may be erected.
- **Building or Building Work** References in this manual to “building or building work” shall mean any improvement on site whatsoever, whether by alterations or new constructions.
- **Consulting Architect** References in this manual to “consulting architect” shall mean the designated consulting architect or landscaper as appointed by the HOA.
- **Coverage** The total ground area occupied on a stand by roofed or covered structured such as the house, garage, or verandah. This is measured at the external limit of the supporting walls, pillars, or cantilevered structure. The area under a pergola shall also be included in this calculation if this structure is roofed by a solid material.
- **Common Area** Parts of Waterkloof Village that all residents have access to. These include, but are not exclusive to roads, pedestrian paths, park areas, and other restricted access areas controlled by Waterkloof Village on Country Club and City Council Park areas.
- **COT** City of Tshwane Metropolitan Metro Council
- **CTMM** City of Tshwane Municipal Metro

- **Estate Manager** An employee of the HOA or any other person as nominated by the HOA from time to time.
- **Home Owner's Association** References to the "HOA" in this manual shall refer to the Board of Directors or its delegated and constituted Aesthetics Committee as appointed from time to time. **(HOA)**
- **Site** Reference in this manual to "site" shall mean the applicants 'property.
- **Village** Reference in this manual to "Village" shall mean all properties incorporated into the Waterkloof Village Home Owners Association.

## II. MAINTENANCE OF HOUSES

### A. GENERAL

**Every owner has a responsibility** to ensure their property is maintained to remain in a clean and attractive state.

**Proper care and maintenance** of individual properties serves to enhance the overall aesthetic appeal of the entire development and protects all property values.

**An Annual assessment** will be conducted by the HOA of exterior as well as garden areas to evaluate condition of properties. (refer B below)

**Owners considered to be in default** shall be advised thereof and will receive a period of not more than **16 weeks** to complete the rectification of the situation to the satisfaction of the HOA, failing which the matter will be addressed by the HOA at the owner's cost.

Where repairs to any part of the dwelling is required, all repairs or replacements must be made with original or compatible materials.

### B. ACCEPTABLE STANDARDS

1. Exterior areas of properties should be kept in a clean, safe and sanitary condition. Some of the most frequent exterior problems are inadequate or infrequent maintenance of painted surfaces, and infrequent maintenance of garden areas.
2. Where an existing painted surface (incl. walls, doors, and windows) has areas of chipping, peeling, scaling or missing paint then such surface must be refinished by repainting, or stripped of all paint and given a new water-resistant coating appropriate to the surface.
3. Boundary and screen walls must be kept free from holes, cracks and any loose material. Finishing should be kept in a weatherproof condition to prevent deterioration. Cracks in walls must be closed to avoid penetration of damp.
4. Foundation walls should be kept free from open cracks.
5. Roof and verge tiling shall be secure and the surface sound, tight and have no defects that admit rain or that could allow habitation by animals.
6. Guttering and downspouts must be in good repair and free of leaves and debris. Rainwater runoff may not be allowed to enter the sewerage system but must be channelled towards roads or the park.
7. Concrete roofs must not accumulate dust and plant debris, and the condition of waterproofing must be maintained. Refer to finishing of concrete roofs in **Section Design Constraints (C)** further in this manual.
8. Chimneys must have no structural defects, such as loose bricks, deteriorating finishes, and similar issues that affect the structural integrity of the building.
9. Windows to be kept in sound condition. Broken windows visible from exterior must be replaced with new glass.
10. Visible ironmongery to doors should be maintained in good condition.
11. Balconies and balustrading must be maintained to be structurally sound and secure, in good repair, and capable of supporting imposed loads.
12. Exterior fixtures such as awnings and lighting to be maintained in a functional working and attractive condition.

13. Building signage must be kept in a sound and legible position. Refer to **Section Design Constraints (Q)** further in this manual with regard to general signage guidelines.
14. Walkways and driveways must be kept in a proper state of repair. Damaged paving must be replaced with similar material.
15. Maintenance of utilities: sewerage, electrical reticulation and water supply must be maintained in a workable condition.
16. Swimming pools and their gates must be maintained to prevent the possibility of accidental drowning and creating an insect incubator.
17. Grading of ground levels on each property must be maintained to ensure water drains away from building foundations or slabs and to prevent the pooling of water. Standing water can cause damage to foundations, and create breeding areas for nuisance insects, especially mosquitoes.
18. Appropriate storage of garbage and rubbish: this can attract rodents, animals and vermin, produce obnoxious odours and create potential health hazards. Garbage stored outside should be placed in wheeled bins provided by the CTMM. Refer also to guidelines in **Section Design Constraints (P) - Yards** further in this manual..
19. Abandoned, or inoperable vehicles: Inoperable vehicles must be parked or stored within an enclosed structure. Any vehicle deemed abandoned by the HOA will be removed and sold to defray costs.
20. Individual gardens shall utilise plant material which will complement the existing landscaping theme.

### III. APPROVAL PROCESS

#### A. GENERAL

Construction work and landscaping on any property in the Village may only commence with the express written approval thereof by the HOA.

The HOA approval process consists of four phases :

- Project Description and Project Categorisation
- Sketch Design Approval
- Project Approval
- Construction review

#### B. PROJECT DESCRIPTION AND PROJECT CATEGORISATION

A short description of the planned works, including projected completion time and drawings if relevant, must be submitted to the HOA in writing, who will then advise in writing within 5 days if the works are considered as a “**minor project**”(see definition below) and may continue without any further consideration, or if it will have to be submitted to the next phases of the **project approval process** elaborated in more detail further in this document. The HOA will also specify the minimum information required for the Sketch Design approval phase.

All outstanding fees and levies due to the HOA must be paid before submission of any application.

Building approval fees due to the HOA will be calculated according to the details set out in **Appendix A** to this document and are not refundable, except for the kerb deposit.

**No approval** for any work will be given if any levies or other amounts are outstanding by the applicant to the HOA.

The HOA may waive any mandatory specifications under special circumstances.

#### MINOR PROJECTS

Work considered as **minor projects** may in some instances be released from the advertising and objection process after evaluation thereof by the HOA.

The following conditions qualify work as a **minor project**:

1. Where the duration of work is of minor scale and the full extent of the execution thereof does not exceed five working days (one week);
2. Repainting of the exterior of a house, where an approved colour palette as maintained by the HOA and as referred to elsewhere in the document is used;
3. Installation of new signage, window shutters, and other similar fixtures according to the guidelines elsewhere in this document;
4. Installation of satellite dishes, solar panels, air conditioning units, or other similar utility or mechanical items where this is in compliance with guidelines elsewhere in this manual. Refer to **Section Design Constraints (M, N & O)**;
5. Minor interior remodelling that will not affect the exterior, and does not involve any changes to existing openings, windows or doors.

If work is executed on items or areas not identified in the original submission, the applicant will forfeit previous approval of work and be subject to a resubmission of the whole project to the HOA.

## C SKETCH DESIGN APPROVAL

1. Where the exterior of a house is changed in any way by alteration, demolition, or addition, an application must be submitted to the HOA for Sketch Design approval. The approvals process consists of two phases: **Stage 1 Sketch Design**, and **Stage 2 Building Plan Submission**.

2. The purpose of the Stage 1 Sketch Design Approval is to provide early guidance to applicants of the design constraints, and therefore to avoid unnecessary expenditure to the applicant.

3. Applicant's agent to submit a Preliminary Sketch Design to the HOA containing the information specified by the HOA in the Project Description and categorisation phase. It must consist of uncoloured black line drawings that complies with the building rules, containing the minimum information as requested by the HOA during the Project Description and Categorisation phase. This information can include :

- **AS BUILT drawings**:

- **Site plan** 1:200, specifying site area, existing coverage, bulk, FSR, boundary and building lines, servitudes, hard and soft landscaped areas, levels, and existing height from a datum level;

- **NEW PROPOSED WORK**:

- **Site plan** 1:200 of proposed new work specifying proposed coverage, bulk, FSR, the impact on adjacent buildings, levels, and heights above a clearly definable datum level;

- **Concept drawings** of Sections and Elevations indicating "as built" compared to proposed;

- **Report**: A written description of the extent and scope of the planned works.

4. The consulting architect will provide an evaluation to the HOA of the proposal within **7 days** but may be requested for additional information to effectively evaluate the proposal.

5. The HOA will advise the applicant if the proposal has been accepted, and if the applicant may prepare and submit a next phase design. The HOA will also specify what information is required in the Design Submission of the Project approval phase.

6. Note that acceptance of Stage 1 submission does not guarantee acceptance of Stage 2 submission.

## D PROJECT APPROVAL

### APPROVED AGENTS

Only persons registered with the Architectural Professions Act No 44 of 2000 as a Professional Architect with the South African Council for the Architectural Profession may compile and submit plans for the project approval process.

Relevant registration numbers of professional bodies must be indicated on all drawings and accompanying correspondence according to standard working practice.

For minor projects the Board can waive this requirement.

### DESIGN SUBMISSION

The applicant's agent must submit a set of design drawings to the HOA for design review. It must include the required information as specified in the Sketch design approval and can include :

1. **Report**: A short description of the extent and scope of planned works (as per Sketch Design);
2. **Site plan** 1:200 of proposed new work specifying proposed coverage, bulk, FSR, the impact on building lines, levels, and heights above a clearly definable datum level, and to include similar information on affected properties immediately surrounding the property under consideration;



3. **Layout drawings** at 1:100 of all floor levels, sections and elevations indicating dimensions and levels, area use, surface areas and building height.
4. Note: The applicant must clearly indicate the impact of the work on any adjoining properties as required by the HOA during stage 1.
5. **Finishing Schedule:** An abbreviated schedule of proposed exterior finishes of all areas and items, materials and colours. This may include visual representation of aforementioned items.
6. **Program:** An anticipated building program containing anticipated commencement and completion dates.

**In addition**, the HOA's architect may request the following additional information or actions, if affected in the planned works:

- A perspective view of the proposed work clearly showing relationship to adjoining residences and common area;
- Preliminary Door and Window Schedule information;
- Landscape layout plan, including detailing of hard landscaping, soft landscaping, and plant types;
- Service connection and installation detail of each;
- Drainage, sewer, and storm water layouts, to include invert levels;
- Specific construction detail;
- Site and boundary wall detail;
- Steelwork, balustrading and similar detail of fixtures;
- Certification by a surveyor of datum levels and building heights.

## **PROJECT EVALUATION PROCESS**

1. A short description of the proposed works shall be disseminated through the HOA:
  - (a) by placing it on the notice board,
  - (b) by post accompanying the monthly accounts to all members who, in the opinion of the HOA/consulting architect, may be affected by the works.
2. Any member will have **21 calendar days** from such date that such notice has been posted on the notice board to comment and/or object in writing to such plans or any part thereof to the HOA.
3. At the end of the advertising period, the Waterkloof Village Aesthetics Committee will convene within 14 days to evaluate the submission and may either approve, subject to conditions, or reject the plans taking due cognisance of the character of the Village, any town planning provision, the articles of association and any comments and objections received about such plans.
4. Plans are to be submitted to the Local Authority for provisional approval only after approval has been granted in writing by the HOA as above.

Note that approval by the HOA does not constitute or substitute approval of building plans by the local authority, the City of Tshwane Municipal Metro (CTMM).

Notwithstanding approval granted, no building shall be erected or altered, which contravenes any statutory regulations or zoning controls.

## **E. CONSTRUCTION REVIEW**

1. A copy of the stamped and approved drawings submitted to the CTMM must be lodged with the Estate Manager before commencement of any building activities to the exterior of units.
2. A copy of the Building Program and anticipated timeframe must be lodged with the HOA.
3. Applicant's contractor to provide a signed copy of the "**Rules and Conduct for Building Contractors (General Rules and General Conduct)**" as appended to this document.
4. Building work shall be done strictly according to the approved plans and conditions imposed.
5. Work may only commence once all relevant fees, including the Kerb Deposit have been received by the HOA and when the HOA has issued a letter confirming that all conditions have been complied with and that the contractor is authorised to proceed.
6. Any **alterations or amendments** required after initial approval or during construction must be resubmitted to the Aesthetic Review Panel for evaluation and written approval before execution.

## **INSPECTIONS OF WORK IN PROGRESS BY HOA**

1. Informal inspections may be done by the HOA during working hours, and all areas of the site must be made available to the HOA and its agents at these times;
2. The HOA shall also do formal inspection of the works at specific phases of progress. The contractor must advise the HOA and request for an inspection to be done when these stages have been reached. The applicant must apply at least **3 workdays** before an inspection to be held at the following intervals:
  - Setting out and establishment of construction levels.
  - Wall plate height.
  - Works completion.
  - Final completion.

## **COMPLETION: DOCUMENTATION REQUIREMENT**

1. On completion, a paper copy of “as built” drawings at 1:100 as well as electronic copy in .dwg and .pdf format to be provided to the HOA for the purpose of archiving.
2. Following completion, clean-up by the applicant, receipt of information in 1 above, and final inspection by the HOA/architect, a letter of compliance with the above issues will be issued by the HOA/architect, a letter of compliance with the above issues will be issued by the HOA architect, following which the deposit may be repaid by the HOA.

## **F SUBMISSION REGISTER**

1. All correspondence regarding submissions for approval as well as objections by neighbours to be routed through the care of the Estate Manager.
2. The estate manager will keep a register to record:
  - Receipt of submission dates of plans;
  - Receipt of comment and objections;
  - Record of correspondence entered into between HOA and affected parties;
  - Record of decisions by HOA;
  - Record of receipt of payments made.
  - Record of complaints or other problems arising during construction;
  - Any other matter that may arise relating to the application.
3. The estate manager will make this information available for scrutiny to residents by appointment should this be requested.

## **G BUILDING TIME LIMITS**

1. Approvals are valid for 6 months from date of approval. In the case that members may fail to commence with and make substantial progress with works during this period, the approval will lapse and must be resubmitted to the HOA for consideration.
2. In the event of the construction not being completed within the approved program, a penalty equivalent to the monthly levy will be imposed until construction has been completed as certified by the consulting architect, and an occupation certificate has been issued by the local authority.
3. If building works extend beyond the approved program of works in an unreasonable manner, a penalty will be levied by the HOA for prolonged construction.

## **H INFRINGEMENTS AND PENALTIES**

1. Any infringement of the Design Guidelines will be dealt with according to the Waterkloof Village Homeowners Rules, where the HOA may:
  - Impose a daily financial penalty, the amount of which shall be reasonably determined according to the scale of the transgression;
  - Enter the property to inspect the matter;
  - Appoint an independent contractor at the owner’s expense to ensure compliance with the guidelines;

- Institute legal proceedings against an owner until the Waterkloof Village HOA is satisfied that the amendments are compliant with the Guidelines.

## **IV. TOWN PLANNING CONSTRAINTS**

The land development rights in Waterkloof Village have been allocated a blanket allowance of coverage and bulk. This covers all properties, roads and open spaces within the boundaries of erf 1278 Waterkloof x 3 and ptn 1 of erf 738 Waterkloof Ridge. Some properties have been developed to a greater intensity than others, establishing a **development ratio** which must be **retained** in any redevelopment or addition to the existing property.

Where new bulk is taken up more than the existing bulk on the property, it will accrue a charge from the HOA.

In the eventuality that an existing house is to be demolished and redeveloped, any new work must closely follow the existing building in total surface area, footprint, scale, height and sightline allowances. In this eventuality, the design guidelines contained further in this document must be followed regarding aspects dealing with the building envelope, and other relevant design requirements.

The cost for any formal application for relaxation in terms of coverage, bulk or building lines shall be borne by the applicant, provided that in principle approval is granted by the HOA.

### **A. COVERAGE**

1. The maximum allowable coverage per stand is to remain within the existing coverage currently exercised on the site, unless special consent is obtained from the HOA.

### **B. MAXIMUM FLOOR AREA**

1. To remain within 10% of the existing development area on the site.

### **C. DOUBLE VOLUMES**

1. Double volume area count as one area provided the volume does not exceed 20% of the ground floor area of the house. (Excluding verandas, patios, vehicle garages, carports and gazebos).

### **D. LOFT**

1. A loft is room area within the roof space. If the side wall extends above the floor it will be regarded as a storey and will be included in Maximum Floor Area calculation.

### **E. BUILDING ENVELOPE**

1. Each property has a maximum allowable building area within which construction is allowed. This is defined by the property boundary, as well as any currently established building setbacks, servitudes and public sightlines over the property.
2. Building restriction lines determined on individual sites will be defined at the discretion of the HOA, subject to the extent to which a building may be located at the boundary, the position thereof, roof ridge positions and the impact on sight lines to adjoining and existing properties.
3. Verandahs, balconies, patios, staircases, gazebos, pergolas, built-in braais, and similar structures are considered to be part of the building structure and must be positioned within the building envelope.
4. In some cases, permission may be granted for building structures to be located on boundaries, permitted that no part of the roof drain to the next-door property and no part of the roof, gutters, or downpipes may overhang the boundary line.
5. No windows or doors may be positioned in boundary walls unless they have no impact on neighbours.

### **F. BEACON AND BUILDING CERTIFICATES**

1. The HOA may request that the Applicant obtain a Beacon Certificate for the erf from a Professional Land Surveyor.

## **G. GROUND FLOOR LEVEL**

1. The Ground Floor Level (Lowest Floor) must remain similar to that of the existing structure.

## **H. MAXIMUM BUILDING HEIGHT**

1. Only 2 storeys will be allowed. To qualify as a single storey, wall plate height may not exceed 3,5m measured from top of floor level, or from top of unfinished slab level to top of next unfinished slab level.
2. Views, vistas and privacy of all properties must be respected and will be considered during the approval process. Minor impacts may be inevitable where additional development occurs. Any significant compromises of existing views, vistas or privacy will not be permitted.

## **I. SECOND DWELLING/GRANNY FLATS**

1. Only one dwelling per property will be permitted.

## **J. CONSOLIDATION OF STANDS**

1. No stands may be consolidated to form larger properties.

## V. DESIGN CONSTRAINTS

### A. DESIGN CONCEPT

In formulating the layout of Waterkloof Village, some of the characteristics of traditional or pre-industrial era rural settlements or villages typical of the French Provençal district have been applied. Houses and buildings in the village have been designed to create a similar character of consistency in terms of scale, proportion, colour and material use.

Alterations to existing houses or new building work must be designed to match these principles completely in terms of scale, and spatial relationship to the street spaces and adjoining properties.

Items mentioned here are applicable to new building as well as to changes to existing houses.

### B. BUILDING FORM

1. **Scale, Proportion and Plan Form:** Building shape must be simple, rectangular shapes, avoiding unnecessary large building forms.
2. Buildings should be oriented as far as reasonably possible parallel to the streets and property boundaries.

### C. ROOFS CONSTRUCTION

#### PITCHED ROOFS:

1. Roof pitches shall be of a consistent pitch, at 17.5 degrees minimum and 22 degrees maximum, except for verandas, which may be sloped at a minimum of 5 degrees.
2. Roof shape should be a simple double pitched shape with gable end construction, finished flush with gable wall and capped with verge tiles. ~~symmetrical hipped or half hipped.~~ Roofs over bay windows may be the same pitch as the main roof, but must be considered as a separate, appropriately scaled design element.
3. Roof Covering shall be **Britti Giulietta** terracotta clay roof, ridge and eave tiles. If unobtainable, this may on approval by the HOA be substituted with Concrete Roof Tiles by Marley, type: Monarch, colour terracotta. No alternative colours or type will be considered.
4. Roof lower edge overhangs must be limited to 200mm.

#### CONCRETE ROOFS:

5. Flat roofs will be allowed, provided the entire roof and gutter is enclosed by a parapet wall and the total surface area of flat roof do not exceed 35% of the total roof area.
6. Waterproofing to concrete slabs must be finished with terracotta-coloured waterproofing, sealant, terracotta clay overlay tiles, or the surface covered by a layer of washed gravel, of sufficient size, suitably placed, in a colour to be approved and stepped from rainwater outlets.

#### ROOF RIDGES, VERGES, & FASCIAS

7. Roof ridges to be constructed using standard ridge tiles. Mono-pitch roofs must be tiled with standard monoridge tiles.
8. Roof ends must be designed to be located on gable walls, and edges finished with standard roof verge tiles.

#### NOT ALLOWED:

9. Roof coverings fabricated from profiled sheet metal, fibre cement, polycarbonate or similar material will not be allowed for use.

## **DORMERS, ROOF WINDOWS AND SKY/ROOFLIGHTS**

10. The use of dormers is subject to individual site conditions and approval will relate to privacy, overlooking of neighbours, and aesthetic concerns.
  - 11.0 Roof windows may not occupy more than 30% of the roof plane, with a maximum of 2 per surface, and not to exceed 1200mm in width.
12. The use of skylights and roof windows is subject to HOA approval. The use of simple, unobtrusive flat surface roof-lights is preferred, no odd-shapes such as domes, pyramids, or other faceted shapes.
13. Colour of any frames and flashings used must match the colour of the roof tiles.

## **D. WALLS**

1. Wall finishes must be plain and without decoration. Simple plaster surrounds must be applied to door and window openings. The use of quoins, rustication, decorative mouldings and similar items are considered inappropriate to the architectural aesthetic and not allowed.

### **RECOMMENDED FINISHES:**

2. Smooth plastered brick walls finished with pigmented cement paint, PVA exterior quality paint, or integrally coloured plaster;
3. Bagged plaster on brick walls with flat-plastered joints;
4. Natural building stone of a consistent colour may be used in an appropriate and natural manner as an accent on wall areas, minor elements, and building plinths, but may not exceed 5% of the total surface area finish on an elevation.

### **NOT PERMITTED:**

5. Face brick may not be used for new construction. Existing face brick walls may be bag plastered with pigmented plaster (i.e. Earthcote, Cemwash, etc.), or finished as mentioned above for brick walls.
6. Any type of excessively textured plaster, i.e. Tyrolean plaster.
7. Dry cladding, i.e. Timber, metal sheeting, etc.
8. Stonework masonry of any kind, simulated stone, coloured and carved plaster, or any other simulated material finish.

## **E. WINDOWS**

### **MATERIAL**

1. Window frame and casement material may be either powder-coated aluminium or dried hardwood.
2. Only sandblasted, frosted, or grey tinted glass may be used for privacy control.

### **WINDOW STYLE**

3. All windows to be rectangular with a predominant vertical proportion. A general proportion of 1:1.8 or more is required. Typical opening sizes to be used for new windows are calculated in a module of 680mm in a vertical and horizontal dimension.
4. Windows with a proportion where the horizontal dimension is greater than the vertical dimension may not be used.
5. Windows with a dimension of 680mm x 680mm and smaller may be square.

### **WINDOW TYPES**

6. The use of side hung, top hung or sliding sash casements is recommended.
7. Proportions, material, colour and style to be consistent throughout the house.
8. The placement of windows should be such that privacy concerns between neighbours are adequately addressed.

## NOT ALLOWED

9. No Curved glass, bow, non-rectangular or oddly proportioned windows.
10. No reflective mirror glass or film may be used.

## WINDOW PLACEMENT

11. Window placement should be decided as follows:
  - When in vertical alignment, taller on ground floor and shorter on first storey;
  - Positioned at the same vertical level throughout the same storey;
  - Of the same width in vertical succession, lined up above one another;

## DOUBLE VOLUME WINDOWS

12. Double volume windows may be used as a singular design feature located on a significant position on an elevation, i.e. on a gable wall. The proportion should be maximum 75% of the wall plate height, and not exceed a vertical dimension of 3,2m.

## SHUTTERS

13. The use of traditional shutters on openings is encouraged, but their purpose must be functional.
14. Installation of shutters are considered a Phase one submission and must be approved before implementation.
15. **Style:** Shutter operation may be internal, external, folding, louvres, or solid.
16. **Material:** Shutters used with windows and doors can be manufactured only from natural or painted hardwood, or powder coated aluminium in an approved colour.
17. **Colour:** to comply with the colour palette as per the colour palette guidelines further in this manual.

## BURGLAR BARS

18. Burglar bars should be of a simple rectangular form, positioned internally to the opening, and not fixed to the exterior of openings.

## F. DOORS

1. All door openings to have a vertical proportion, except for garage doors.
2. **Proportions:** Door openings to be consistent with and match window opening proportions.
3. **Material:** Door material must be of hardwood, finished with a natural clear varnish, stained, or finished with paint. Aluminium may also be used in a plain and simple design as approved.
4. **Not allowed:** The use of reflective mirror glass or film, ornate, frameless glass, or carved doors.

## G. FANLIGHTS

1. Type: rectangular fanlights not exceeding 600mm in height allowed above doors, with a max width dimension of 2400mm, or a casement window not exceeding 1200mm in width.

## H. BUILDING ELEMENTS

1. Examples of building elements are: Verandahs, decks, balconies, pergolas, porches, balustrades, railings, and external staircases.
2. Approval must be sought from the HOA before the construction or installation of any of these elements as for new building submission.

## BALUSTRADES AND RAILINGS

3. **Material:** painted mild steel tube profiles, or **simple** pattern wrought iron railings to match the existing patterns used elsewhere in the Village.



4. Clear safety glass balustrading may only be used in unobtrusive positions, i.e. Inside openings, or behind railings.
5. **Not allowed:** ropes, chains, tensioned cables, stainless steel, timber, any type of solid panel.

## **PERGOLAS**

6. The construction of pergolas is allowed, provided they are appropriately scaled of secondary importance to the main building, of simple design with no ornate or unnecessary decorative components.
7. Material: timber or square section painted mild steel structure of substantial proportions, with a flat top section.
8. Covering: may be closely spaced timber battens, hardwood purlins, translucent sheeting, or any other appropriate material if sufficiently concealed by timber facias on sides and ends.
9. Shade covering must be completely retractable and positioned under the structure, and visually unobtrusive.
10. A pergola will qualify as an unroofed structure if a minimum of ¼ of the footprint area remains open. If not, the surface area will qualify as closed and surface area added to the coverage and building area.
11. All parts of a pergola support to remain within the property boundary.

## **EXTERNAL STAIRCASES**

12. Material: may be brick, concrete, timber or square section painted mild steel structure. Must remain unroofed. Spiral staircases may be considered, depending on location. Positioning of any staircase should not impact on privacy of neighbouring properties.
13. Area under staircases may be enclosed and utilised for storage, pool pump rooms, etc.
14. Area not included in coverage and building area.

## **SHADE SAILS**

15. The installation of shade sails will not be permitted.

## **CHIMNEYS**

16. Chimney design to match existing detail: rectangular proportion of 1150mm W x 690mm D, extend min 2400 above closest wall plate, with 2 opposing rectangular openings 340mm x 340mm, 340mm from top to long face.
17. Steel chimneys: Mild steel and stainless-steel finishes may be used in areas of low visibility from common areas. Only fixed cowls may be used. The HOA may request that top level of cowl to be lower than adjoining chimneys.

## **ROOF ELEMENTS**

17. Examples of roof elements are: Cupolas, turrets, finials, ventilators, weather vanes and flag poles.
18. Approval must be obtained from the HOA before the construction or installation of any of these elements as for new building submission. In the case of flag poles, they may only be used to display flags in support of the blue bull rugby union, this being Waterkloof.

## **I. GARAGES AND CARPORTS**

1. Where new houses are constructed, vehicle garaging should be integrated into the main body of the house.
2. Garage door material visible to common areas may only consist of a single material such as hardwood, or Aluminium and may not exceed 2400mm in vertical dimension. No glass panels, windows, smaller door inserts or similar items. Hardwood doors may either be sectional panel doors, or horizontal slatted types with slat width 140mm. Aluminium doors may only be of horizontal slatted design and pre-painted to match window colour.
3. Where two doors are positioned adjacent to each other, they must be of similar vertical dimension and height; and positioned a minimum of 340mm apart.
4. On one property, no more than two single garage doors with a maximum width of 2400mm may face the street, or one double door with a max horizontal dimension of 5000mm.

## **J. DRIVEWAYS PAVING**

1. Paving to match existing paving material used elsewhere in colour and texture.

2. Only uncoloured concrete cobble paving or clay bricks to be used, colour subject to approval.
3. Where new paving joins paving on Village property, it must match the existing completely in colour, texture, finish and level.
4. No stone pattern imprint-type concrete slab paving may be used.
5. Driveways may not be painted.
6. Where building work requires adjustment to Village paving and stormwater surface flows, this work must be inspected and certified by a registered Civil Engineer for the account of the owner.

## **K. PARKING REQUIREMENT**

1. All dwellings to provide garaged parking within property boundaries, according to the parking requirements of the local authority. Typically, this calculates to a minimum of two spaces per unit.
2. No common roads or visitors parking areas are to be used by residents on either a permanent or semi-permanent basis.
3. Trailers, caravans, boats etc., must be concealed inside garages.

## **L. CANTILEVERED CONSTRUCTION**

1. May be allowed at the discretion of the HOA. May not exceed 1m measured from main structure and as a design element must be used in moderation.

## **M. CANOPIES AND AWNINGS**

1. **Material:** Awning fabric of a single non-metallic approved colour. Clear panels to have vertical proportions.
2. Design to be of a plain pattern without scallops.
3. Retractable patio covers under pergolas and fall arm awnings are acceptable.
4. Aluminium or fibreglass awnings and canopies are not permitted.

## **N. UTILITIES**

### **AERIALS AND SATELLITE DISHES**

1. All aerials and satellite dishes and similar wireless infrastructure to be located below the eaves line of the main building form and shall be unobtrusive in colour and position.
2. All new satellite dishes should be manufactured from transparent or white polycarbonate material and must be a "Channel Master" or a DSTV approved dish.
3. Satellite dishes with a diameter of 80cm or less may be permitted where they are located below the roof ridgeline and are not visible from the street or park area.
4. All satellite dishes with a diameter greater than 80cm are to be wholly concealed from public view.

### **SOLAR HEAT COLLECTORS AND PHOTO-VOLTAIC PANELS**

5. No solar panel installation will be permitted without having obtained the prior written consent of the HOA. Only split systems with the solar storage tanks (geyser etc.) placed inside the roof or the house or where the solar storage tanks (geysers etc.) are placed in an unobtrusive location using a forced circulation / pumped system will be allowed by the HOA. Flat panel solar installations and photo-voltaic panels to a maximum of 30% of the roof element area that minimise the visual impact for neighbours and when viewed from the common property will be allowed by the HOA, positioned to follow the roof plane. Panels visible to neighbours and from the common property are strongly discouraged. All panels should be dark in colour.

6. Vacuum tube systems will be allowed by the HOA if not visible from any neighbouring premises in the development or from the common property and preferred as a vertical installation against an internal courtyard wall, and on flat roofs only if completely concealed by parapets.
7. All parts of the system must be mounted flush on the roof surfaces with all pipes concealed from view, with visible parts painted to match roof colour. Alternative fixing methods will be considered but must be submitted to the HOA for prior written approval.
8. Solar installations, roof piping and/or external solar storage tanks (geysers etc.) that are above the roof line or are generally unsightly, will not be allowed. Solar panels that are fixed over flat roof areas should not protrude above the parapet of the flat roof area. The height of the parapet must be increased to conceal solar panels that need to be installed at a certain pitch, but no parapet wall should be higher than 500 mm.
9. Details of the installation, brand, piping, tanks and position of the panels, cables and piping to be submitted for prior written approval by HOA.

### **STANDBY POWER SYSTEMS**

10. Details of installation and position to be submitted for approval by HOA.
11. Only silent running water cooled generators with a maximum noise level of 60dba @7m and conforming to the requirements of the local authority may be used.
12. Generators may only be housed inside a masonry structure within the boundaries of the property and will not count towards coverage if not exceeding 2,4m x 1,2m x 1,8m height. Exhaust gasses may not face towards neighbouring properties.
13. The HOA must be advised of any batteries for the purpose of power back-up installed in houses, its location, size and confirmation that appropriate fire safety and protection measures have been taken.
14. On completion by a suitably qualified electrical contractor, the owner must provide a copy to the HOA of an Electrical Compliance Certificate in terms of the Occupational Health and Safety Act of 1993, as amended, by a licensed electrical contractor registered with the Department of Labour in terms of regulation 6(2) of the Electrical Installation Regulations, 2009.

### **AIR CONDITIONING UNITS**

15. Only split systems will be allowed. Compressors, pipes, brackets to be screened and where possible painted to match wall colour.
16. Details of installation and position to be submitted for prior written approval by the HOA.

### **EXTERNAL WASTE OR WATER PIPES**

17. Stub vent stack systems to be used.
18. All plumbing waste pipes to be concealed from 1m above ground level, or to be located within a pipe duct with removable service covers painted to match wall colour.

### **COMMUNICATION CONNECTIONS -**

19. Sub-surface telephone connections are provided to each stand. New construction must re-use this existing infrastructure reticulation.

### **RAIN WATER TANKS**

20. The installation of tanks for purposes of rainwater harvesting and/or water backup systems, is encouraged, but must be screened inside a yard or positioned behind a slatted screen. The colour and design of water tanks must be HOA approved prior to installation taking place if the tank could be visible from common property and/or neighbouring properties.

## O. BOUNDARY WALLS & FENCES

1. Houses are located on the sites in such a way to minimise the necessity of constructing a boundary wall, the house walls forming the boundary. In some instances, constructing a boundary wall will be unavoidable to screen yards, service areas or for purposes of privacy.
2. The use of boundary and screen walls of excessive height on internal boundaries is discouraged. Boundary and site walls must match the established design intent and existing detailing. Building a boundary wall to a height greater than 1,8m above finished ground level must be clearly motivated.
3. The use of prefabricated walling systems, vibracrete, electrified fencing, simulated stone, unplastered blocks or barbed wire fences will not be permitted.
4. **Street facing boundary:** No part of a street boundary wall or fence should exceed 1,8m in height above finished ground level.
5. Where sites have more than one street boundary, the extent of boundary walls will be considered individually.
6. The design configuration must acknowledge the possible impact on privacy and noise on all other surrounding properties.
7. Park-side fence: Boundaries facing the park may be fenced or enclosed with a fence or wall with a maximum height of 1,2m above finished ground level and must have openings of an area size calculated at a ratio of at least 60% of its entire length.
8. **Not allowed:** ropes, chains, tensioned cables, solid panels, or clear glass.

## P. YARDS

1. All houses must have a kitchen yard or enclosed area for the purpose of storage of refuse bins, screening of washing lines, gas bottle storage and similar utilitarian activities.
2. Yard placement on site to be integrated with boundary walls, and service areas.
3. The design configuration must acknowledge the possible impact on privacy and noise on all other surrounding properties.
4. Yards and Service areas must be suitably screened from common areas and any pedestrian gates providing access visible from common areas must be fitted with solid panels to reduce visibility into these areas.

## Q. SIGNS & LETTERING

1. House names and street number signs must match the range of options and types according to the **Waterkloof Village Signage Types** available from the Estate Manager.
2. Naming of individual houses is permitted and must be integrated in the signage design according to the examples. The HOA reserves the right to remove names that are offensive or inappropriate in any way.
3. No individual letterboxes or symbolic markers will be allowed.

## R. LAUNDRY AND REFUSE

1. Laundry should be dried on washing lines screened within yards.
2. Refuse bins must be of the standard wheeled municipal type, and stored in yard areas, screened from public areas.

## S. EXTERIOR LIGHTING

1. Exterior lighting design at Waterkloof Village is aimed at promoting a “dark sky” policy to reduce light pollution, as well as reducing nuisance to neighbouring owners.

2. Exterior lights must use energy saving armatures, such as LED, CFL or similar. The aim of exterior lighting design should be to illuminate an area, i.e. to create a pool of light, without creating an awareness of the light source, except for instances where the light serves a decorative function.
3. Exterior light armatures should be fitted with hooded screens, and lantern type fittings to be fitted with frosted or sandblasted glass panels to limit light pollution.
4. Garden lights visible from the street or park should have a maximum height of 900mm above finished ground level.
5. Illumination must be provided at house entrances and front doors.

## **T. CELLAR**

1. A non-habitable cellar area below ground level will be allowable if there is no external entrance, and maximum floor area does not exceed 40m<sup>2</sup>.

## **U. SWIMMING POOLS, SPLASH POOLS, SPA'S**

1. Swimming pool backwash to discharge into sewer system and not stormwater where pollution of the Pretoria Country Club dam can be caused.
2. Pool edges may not protrude more than 300mm above surrounding ground level.
3. All pool plant and equipment must not generate noise or negatively affect neighbours. The HOA may require individual homeowners to enclose plant in an adequate noise reducing structure.

## **V. COLOURS**

### **COLOUR PALETTE**

1. Any change to an existing colour scheme must first be submitted for HOA approval. The applicant will be requested, as part of the approval process, to paint test blocks of the suggested new colours on certain sections of the walls as part of the approval process.
2. All new exterior colours must be selected from the **Waterkloof Village Colour Palette**. Colour combinations in a palette must be implemented as a whole. Darker colours and combinations deviating from the approved colours will be considered by the HOA on merit but will form a separate HOA approval submission. Brushout sample copies of colours and technical information of the various palettes are available from the Estate Manager.
3. To avoid repetitiveness, no two adjoining properties may use similar colour palettes.
4. The colour scheme to be used must be submitted for approval to the HOA, who will then issue any approval in writing.

### **WALLS**

5. All external walls must be painted to match the approved series of colour schemes. One primary wall colour should be used. A second wall colour may be used for chimneys, alcoves, or defined areas. Second colours may be one shade darker than the primary colour.

### **TRIM COLOURS**

6. Accent colours may be used for small accent areas such as a front door, a gate, entrance feature, or minor building elements, subject to approval by HOA.

### **ROOF**

7. Sloped Roofs: Roof tiles may only be painted in a terra cotta colour approved by the HOA in writing.
8. Flat Roofs: refer also to construction requirements - waterproofing to concrete slabs must be finished with terracotta-coloured waterproofing, sealant, terracotta clay overlay tiles, or the surface covered by a layer of washed gravel, of sufficient size, and suitably placed. Aluminium/silver coloured finishing may not be used as a finishing coat.

## **W. SITE PLANNING**

1. No temporary or prefabricated structures, tool sheds, etc. may be erected.
2. The position of washing lines, back yards, swimming pools and balconies must be located accordingly.
3. No excavation, backfilling, or large-scale adjustment of levels may be undertaken without submission and written approval of the HOA.

## **X. STORMWATER MANAGEMENT**

1. All stormwater and rainwater runoff must be channelled to the roadway, or as per existing runoff flow pattern.
2. No rainwater pipes, surface drains, or sumps may be plumbed into or be allowed to drain into the sewerage system.

## **Y. PLANTS AND LANDSCAPING**

1. All new landscaping work must comply with the **Landscaping Masterplan**.
2. A list of recommended trees, shrubs, plants, ground-covers and grasses will be made available to owners on request.
3. No artificial rock features are allowed.

## **Z. HOA DISCRETIONARY APPROVAL**

1. The HOA may waive any requirements where such waiver is in the interest of overall design aesthetics.

# VI. RULES AND CONDUCT FOR BUILDING CONTRACTORS AND SERVICE PROVIDERS

## A. GENERAL RULES

1. **BUILDERS INDEMNITY:** No contractor shall be permitted on site unless both the contractor and the applicant (owner) have formally indemnified the HOA in the manner prescribed by the HOA.
2. **BUILDERS' CONDUCT:** The conduct rules for all contractors are intended to ensure a well-secured, neat and clean environment and to minimise disruption to residents. These rules will be strictly enforced by the HOA.
3. **SECURITY ACCESS/EGRESS AND TRAFFIC:** The HOA have formal standard procedures for access/egress and management of activities within the development. This information is available for home owners and contractors/service providers. These include security measures for authorised access/egress and identification of vehicles and personnel and traffic rules. Contractors, service provider, deliveries etc, are obliged to comply with all the formal rules of the HOA, especially those relating to security and traffic. The contractor or service provider is responsible for the discipline of his labour, subcontract labour and delivery personnel on site. Contractors are expected to conduct their operation in a reasonable and co-operative manner. The applicant (owner) is accountable and responsible that all his contractors, service providers, deliveries, employees etc. fully adhere to the formal security and traffic rules of the HOA.
4. **RIGHT OF ADMISSION:** If the HOA is concerned about the conduct of the contractor, his sub-contractor or his suppliers, or any of their employees or other party related to the works, the HOA will notify the applicant (owner) and the contractor thereof. The HOA further reserves the right to suspend building activity with immediate effect, whether by means of restricted or no entrance either indefinitely or until such undesirable conduct is rectified, which it may do so at any time and without warning or notice, and without recourse from the applicant (owner) and/or the sub-contractor, and/or the supplier and/or the service provider.

## B. GENERAL CONDUCT

1. Contractors and service providers must take note that they shall in all instances be responsible for compliance with the requirements of the latest amendment of the Occupational Health and Safety (OHS) Act no 85 of 1993, as applicable to the specific trade or works being executed.
2. Dangerous and unsafe areas shall be clearly marked and protected appropriately at all times in accordance with the guidelines of the OHS Act.
3. Hours of work and delivery are restricted to weekdays from 7h00 in the morning until 18h00 in the evening. No construction will be permitted on Saturdays, Sundays and public holidays unless by prior written consent with the HOA.
4. No workers shall be allowed to overnight on the site or in the development (village).
5. No articulated vehicles, or vehicles more than 5 tons will be allowed on the common property and the roads in the Village at any time.
6. Contractors, service providers and deliveries shall only access through the main gate which is provided.
7. Any contravention of the building conduct rules will lead to either a fine or a suspension of building work/activities.
8. All labourers, contractors, service providers and deliveries must be registered at the Security Control Room at the main gate. All labourers, contractors, service providers and delivery staff will be issued with a permit, and permits must be available at all times.
9. Labourers, service providers, delivery staff and contractors are not permitted to walk between the construction site and the entrance / exit gates. Any unauthorised person found walking around in the Village will be removed from the premises by security and spot fined (R500 per person) on the applicant's account.
10. The applicant will be held liable for any damages that are caused by the contractor, his employees, subcontractors or delivery personnel and service providers. These potential damages include, but are not limited to, damage to kerbs, roads, plants and irrigation, and/or damage to private property and security systems.

11. The contractor and/or service provider will collect his labourers on working days before they start work at the Village at a central collection point outside the boundaries of the Village and will transport them to the site in a group to prevent labourers from walking through the Village. The contractor and/or service provider will follow a similar procedure in the afternoon and transport the labourers from the site to a central delivery point outside the boundaries of the Village.
12. Proof of contractor's all risk insurance shall be submitted to the Estate Manager before commencement of any work.
13. The HOA may request that the site, or areas thereof be screened off during construction with the use of shade-net cloth with a minimum of 70% transparency.
14. The site shall be kept clean of building rubble and debris. Failure to remove rubble at the request of the Estate Manager entitles the Estate Manager to remove it at the applicant's (owner's) expense.
15. The use of dumpsters or garbage skips will not be permitted.
16. Where rubble is removed from an area higher than 3m storey above ground level, the contractor must use a rubble chute in order to limit and contain dust and building rubble.
17. Signboard: Only one signboard may be displayed on the site to contain project information and emergency contact details in the format to be provided by the HOA.
18. No concrete, dagha or cement may be temporarily stored, mixed or prepared outside the boundaries of the site unless prior written approval has been obtained from the HOA.
19. No temporary structures will be permitted. However, toilets and changing facilities will be permitted if suitably positioned and screened, kept hygienic and shall be connected to the main sewer system before the commencement of construction. If required, small building items should be stored in approved stores on site, which the contractor should supply.
20. Materials that are off-loaded may not encroach onto the adjacent properties, the pavement or common areas or block the roads in any way.
21. The contractor is responsible for the removal and cleaning up of any sand or rubble that may have been dropped, washed or moved onto the road or verges between the gate and the site.
22. The contractor is to ensure that the roads and sidewalks are kept clean and tidy at all times.
23. No rubbish may be burnt or buried on site.
24. No form of paper, cement bags, tile off cuts, ceiling boards, roof tiles, rubble, or the like may be left lying around, nor be allowed to blow off the site nor washed down the stormwater or sewerage systems
25. Contractors shall limit noise and dust to reasonable levels. In the case of the generation of excessive noise, the HOA will suspend access to the contractor.
26. Failure to comply timeously with these requirements will entitle the Estate Manager or any other agent so authorised by the HOA to arrange for removal at the applicant's (owner's) expense.
27. **Completion :** On completion of all building works, the consulting architect will issue a certificate of completion to the HOA provided:
  - All works have been executed in compliance with the approved plans;
  - The site and its surroundings are entirely clean and cleared of all rubble and building materials,
  - Affected planting and road verges have been re-instated, all to the satisfaction of the consulting architect.
  - An Occupation Certificate has been issued by the local authority to certify completion and compliance with approved plans.



## i) APPENDIX A: SUBMISSION FEES.

### The following fees shall apply:

#### A BUILDING FEES

Building fees will be determined and charged by the Waterkloof Village HOA to cover administration costs and damage to common property or infrastructure or security systems etc.

1. **KERB DEPOSIT:** a deposit of R20 000 will be charged by the HOA to cover the repair resulting from damage to items in common property, such as lights, roads, kerbs, plants, trees, infrastructure and security systems. If damage caused exceeds the value held, the applicant (owner) remains liable for the full replacement/repair value.
2. **WEEKLY FEE:** A gate fee of R800 per week will be charged for the full duration of the work until final completion has been reached.

Professional Architects time-based fee to be based on the latest version of the Recommended Tariff of Professional Fees in terms of the Architectural Professions Act no 44 of 2000, published annually by the South African Council of the Architectural Profession, and amended and/or updated from time to time.

3. Project description and project categorisation the HOA fee shall be R3000.
4. Sketch design approval HOA fee shall be R4500
5. Project approval HOA Fee shall be R6000
6. **Construction Review Site inspections:** HOA fee shall be R3000, additional items to be billed by the HOA on a time and cost basis.

#### B BULK CONTRIBUTION

A bulk contribution fee shall be payable for any increase in the floor area of any proposed new development. The fee will be R2 000 per additional square meter (once off).

ii) APPENDIX B: COLOUR PALETTE

To be obtained from the Estate Manager.